

# **SELECTION AND MANAGEMENT OF GRANT APPLICATIONS WITH ITU AS COORDINATOR**

## **ITU, JUNE 2018**

### **SCOPE**

This document describes the procedure for selection and execution of the Grant applications, where ITU is coordinator in consortia with multiple partners.

The purpose of the description is to strengthen the quality of the applications from ITU.

The changes to the application process aims to ensure that the application process is properly supported and managed from start to finish with full involvement of Heads of Departments (HoD) and ensuring that sufficient time and resources are allocated to the different steps.

### **EXPRESSION OF INTEREST**

The selection of grant applications starts with the expression of interest (EoI). The Research Support provides as background to each department identification of known calls and topics, which might be of interest for the researchers in each department (Funding Calendar).

The Expressions of Interest are discussed between the applicant and his/her HoD to assess scope and availability of sufficient time taking into account all other obligations in the application period.

Research Support can be consulted on matters like scope, previous grants in the area, success rates and statistics.

Based on these dialogues, the HoD decides which applications should go forward.

### **CONCEPT PAPER**

The applicants that are invited to submit an application writes a short one page concept paper, that outlines the idea, describes the internal resources that should be involved and the potential consortium members.

This concept paper is assessed by the Head of the Department, and if the HoD finds the idea, the potential consortium and the use of internal resources viable, the HoD submits the proposal to the pro-rector, who gives the final agreement to start the application process.

## APPLICATION PLANNING

When the pro-rector has given the go ahead for an application, the applicant defines a project plan including a timetable and listing the resources needed.

### Start of application meeting

Based on the concept paper and the timetable a meeting is held between the applicant(s), the HoD and Research Support. The Research Support provides administrative support for the meeting (i. e, calls the meeting, notes the needs identified and ensures follow-up).

The purpose of the meeting is to walk through the whole application process, and to make final decision on the timetable including milestones with checkpoints, the precise allocation of tasks internally and externally and selection of internal reviewers. The aim is that a full draft of the application should be ready no later than 4 weeks before the application deadline.

### Status meetings

When needed the applicant, Research Support or the HoD calls for a status meeting to discuss any issues arisen.

### Internal Reviews

Two internal reviews of the application are foreseen. The first 8 weeks before the deadline and the second one four week before the deadline. Research Support facilitates and shares feed-back on needs identified.

### Support from Research Support

Research Support will assist the applicant with all the administrative details of the application and with the description of the Implementation of the proposal where templates of the part on implementation and the administrative work packages will made available. All the financial data and the registration in the participant's Portal will also be handled by Research Support.

### EUopSTART for Horizon proposals

EUopSTART funding or other seed money supporting the application process can be applied for based on the agreed concept paper. The HoD hereby accepts the Department to cover costs, should the application not be submitted. Research Support will support the administrative part of the application.