You are applying for external funding?

Then the steps outlined in below document will help you in getting the right support throughout the application process. These steps apply to all forms of external funding (GS2 and GS3).

- ### Department approval

First, make sure that your department knows that you intend to apply. Contact your head of department to discuss your project idea and how it fits within the general research focus and staffing planning of your department/research center and/or with your personal career plans. Does your department have sections? Then check with the operational manager who best to contact.

Ask your department chair to confirm in a short email (cc: your department's operational manager) that you have approval to start the application process. Forward this email to the two parties involved in the next step.

- ### Get support from the Faculty grant team and from project control

Well in advance (i.e. 12-2 weeks, depending on the size of the grant you are applying for and the kind of support you need)[1] of the application deadline, contact:

The Faculty's project coordinator	Project control
➢ Robin Buning	➢ Andrew Kerven for all departments except IViR ➢ Erik van Loon for IViR
The Faculty's project coordinator: ○ Informs you when any additional Faculty requirements apply for your type of project ○ Links you to ▪ IXA's grant advisors ▪ Project control (if you have not yet contacted them yourself) ○ Supports you in getting signatures by the authorized mandate holders that you might need on your application documents. Where needed, a legal check is done on the application documents before signature ○ Helps you with questions regarding research support	Together with your project controller you will develop a budget according to the funder requirements and within the budgetary limits. The project controller will also ascertain if VAT is applicable to a project. If your project requires a contribution by your department, the project controller will ask you to get that approval from your department (cc operational manager). If formal approval of matching (i.e. a Faculty contribution to the project's overhead) is needed, the project controller will ask you to get written approval from the Faculty research director. Send their confirmations to your projectcontroller for filing.

- ### Submit your project

Once you have received the *final* budget from your project controller and all the necessary documents from the Faculty's project coordinator, you can submit the project as is required by the

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[1] Expect, e.g., a *minimum* of 12 weeks in advance for advice on ERC grants, 6 weeks for NWO Veni/Vidi, etc., 6 weeks for the budget, 4 weeks for a legal check, 2 weeks for the signing of a support letter, 2 weeks for approval of a matching request in GS3. Contacting the Faculty grant team or project control too late is at your own risk and may mean no support is possible or may even result in not submitting your application. Note that the end of summer/autumn period is particularly busy with deadlines for NWO and ERC calls.

funder. *Do not make any last-minute changes to the final budget without consulting your projectcontroller!*

Send the final application to the Faculty project coordinator and your project controller for filing in the project digital system.

GOOD LUCK with your application![2]

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[2] Please help project control to keep their database clean by informing your project controller should the application not be successful.