

CALL FOR PROPOSAL: HIV CURE

Guide for applicants

INDEX

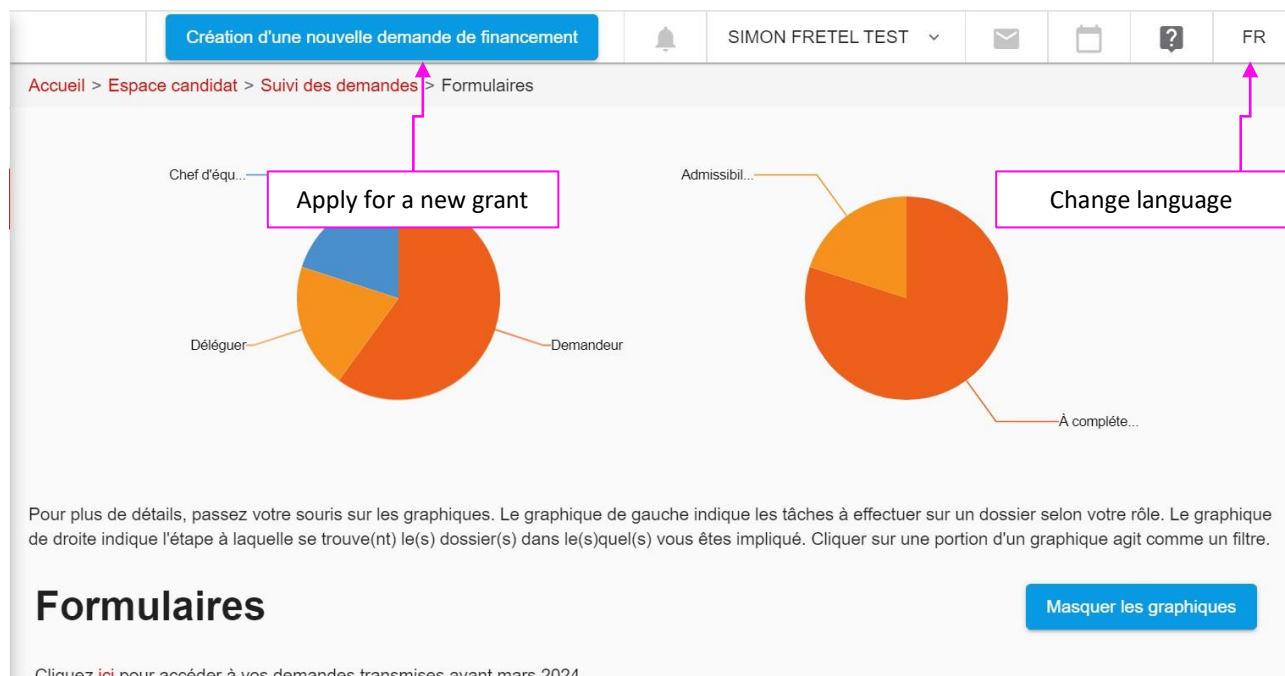
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1 Apply for a grant

You can change the interface language by clicking on the button in the top right-hand corner.

From your Synto space, you have access to “Apply for a new grant” button.



As part of the joint call for proposal with AidsFonds, you need to create an application for team support.

Please note: Only main applicant whose letter of intent has been accepted can create a request.

When creating the application, you will be asked for a title. Please indicate the project title (500 characters max.). You won't be able to change it later on.

Confirm.

For each section of the form, you can:

- Save: saves the information currently entered on the page, allowing you to return to it later.
- Validate section: section completed, all information filled in, all sections must be validated to send your request

2 Terms and conditions

Please read all the terms and conditions carefully. Accepting them means you agree with them.

3. Principal/lead Investigator

This section is pre-filled with your profile data that Sidaction generated with the information (Structure Form) that you provided us with when invited to apply.

However, you must indicate your research status in the drop-down list.

Validate information.

If the information on this page is not correct, please contact us at aps@sidaction.org

4. Publications and Patents

This section is not mandatory but can be used to support the application.

List scientific publications and patents **related to the requested project**.

For each article :
Title (200 characters maximum)
Status (accepted or submitted)
Name of the journal (200 characters maximum)
Publication year (YYYY)
DOI (200 characters maximum)

5. Project information

This section contains all the information about your project.

Field	Details
Project title	Must be identical to application title (200 characters maximum)
Preferred date to start funding	This date may be modified according to Sidaction's funding schedule. If this date is modified, you will be notified.
Project duration in months	Between 3 and 36 months
Scientific summary	Summarize your research project, explaining preliminary data, objectives and expected results. (2500 characters maximum)
Research	Select a category
Research area	2 choices maximum

Keywords	5 maximum, one keyword per field, click on "add" to add a keyword
External reviewer(s) to be excluded	Provide information to identify them
Committee reviewer(s) to be excluded	Select from drop-down list

6. Fund manager organization

This is the organization to which you belong, and which will sign the funding agreements: If funding is awarded Sidaction will liaise with the Fund manager organization to proceed with contracting.

Field	Details
Organization	Name of the organization managing the funds if funding is awarded
Type of organization	If your organization is hosted abroad, select "foreign organizations". If there is no matching choice, select "other".
Person authorized to represent the management organization morally	Person authorized to sign financing agreements Add Name, Position, Phone and e-mail address
Contact within the management organization to set up funding	Enter Name, Position, Phone and e-mail address

7. Detailed research project

You can download here the template for the research project (Click "Template for detailed research proposal").
Upload here the detailed project in pdf format written according to the template (5mo max).

8. Research team

This section concerns the research teams and individuals who will **work on the project and receive funding**. People who will be working on the project but **without a budget** should be listed in the "**other partners**" section.

➤ Principal/Lead applicant research team

Check and complete your team information.

Add the team members who will be involved in carrying out the project by clicking on "add a member".

We remind you that a team is made up of a team leader, the team members in position at the time the application is submitted and any additional staff budgeted for in the application. If personnel/staff are requested in your funding, indicate this by adding "status requested" in the case "name".

For each team member involved in the project, the percentage of time spent on the project must be indicated.

➤ Co-applicant research teams

The principal/lead applicant must add the co-applicant team leaders included in the funding application.

Add a team:

- Make sure the team leader has a Synto account
- Click on “Add a team”
- Enter the e-mail address of the team leader concerned, then save.
- From the team section, click on “Send request”.
- Co-applicant will then receive an e-mail with the request in their “Follow-up” area.
- They must **GIVE THEIR CONSENT** on their Synto space.
- The principal/lead applicant receives an e-mail when the partner has given its consent.
- This section “Research team” can be edited by co-applicants **only if** the principal/lead applicant has added delegation in the application tracking interface (cf section 9. Delegation).

9. Delegation

As part of the joint call for proposal with AidsFonds, we require the principal/lead investigator to complete the application form.

However, for the sections relating to co-applicants, it is possible to delegate certain sections of the form to your collaborators in other research teams.

Process:

- Make sure that project leaders from other teams have a Synto account
- Add the co-applicant to the “research team” category in the application form. In the Application tracking interface, click on “Delegations” then “Add”.
- Enter the e-mail address of the Synto account of co-applicant team leaders
- Delegate sections:
 - Publications
 - Research team
 - Budget
 - Co-funding

Delegated team leaders can then access the request via their Synto space and modify these sections

WARNING

Delegation allows your co-applicant to modify the entire accessible section. Please check all information before validating the whole form.

Once the form has been submitted, no further changes can be made, and no documents can be submitted. Please check that all sections have been completed.

It is the responsibility of the principal/lead investigator to ensure that the application is complete and that no unintentional changes have been made by a delegated member.

If two people are working on the request at the same time, a pop-up window will appear. In this case, ask your collaborator to disconnect before making any change because they won't be saved.

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10. Budget

To fill in the budget section, you must first fill in the research team section.

All teams entered in the team section will appear here. To the question “Does this team request a budget?”, simply answer “yes” for the team budget section to appear.

You can add supporting documents to each budget line.

In the Justification section, you can give details.

This section “Budget” can be edited by co-applicants only if the principal/lead applicant has added delegation (cf section 9. Delegation) in the application tracking interface.

Categories	Supporting documents
Function	Fee or service quotation Any quotation that could help in the decision
Staff	- Job descriptions for personnel requested - <i>Curriculum vitae</i> , if identified - Detailed estimate of salaries requested, including charges, signed and stamped by the organization managing the funds.
Equipment	Quotes for equipment over 800€ drawn up within the last three months
Overhead costs	Organization's overheads amount: 10% for the Netherlands and 5% for other countries
Audit Fees	YOU DO NOT NEED TO INCLUDE AN AUDIT BUDGET LINE AT THAT STAGE: For the projects to be successfully selected for the funding, an audit line of 3% will be inserted in your budget just before the contracting phase . This will imply for your organization to conduct an audit, the conditions of which will be detailed in the funding agreement.

For additional guidance on the build up of the budget, some elements can be found on the “Call for proposals” document

11. Project co-funding and other funding requests

For each grant, please specify the organization, the type of funding and the team receiving it.

Co-funding: mention any other funding applied for or obtained in connection with this project.

This section “Co-funding” can be edited by co-applicants only if the principal/lead applicant has added delegation (cf section 9. Delegation) in the application tracking interface.

For each co-funding
Organization
Type of funding (e.g. team support, salary, etc.)
Status: obtained or requested
Amount
Start and end date

Parallel funding request: mention other funding requested or considered for this **same request**

For each parallel funding
Organization
Programme/project title
Date of notification of funding award
Amount requested
Duration requested

12. Other partner(s)

Mention in this section any project partners not included in the application and, if applicable, download the partners' signature sheets (pdf format) here.

For further information refer to the Call for proposals, section 6 “Project roles and funding eligibility”

13. Required documents

Attach here the documents required by your team:

- Signed cover letter from the principal/lead investigator
- **If the project requires a cohort:** lists of epidemiological cohorts and therapeutic trials conducted

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- Laboratory organization chart
- If the project requires approval of an ethics committee: letter of acceptance or submission
- *Curriculum vitae* for principal/lead investigator **and** co-applicants, that can be uploaded by the principal/lead investigator only.

Reminder regarding validation of the application:

Once the form has been submitted, no further changes can be made, and no documents can be submitted. Please ensure that all sections have been completed.