CRPs application - Online submission guidelines
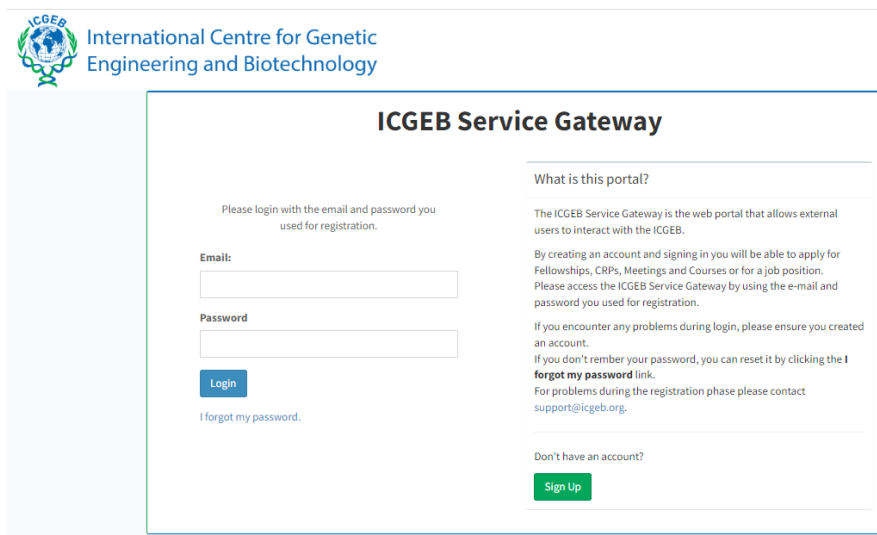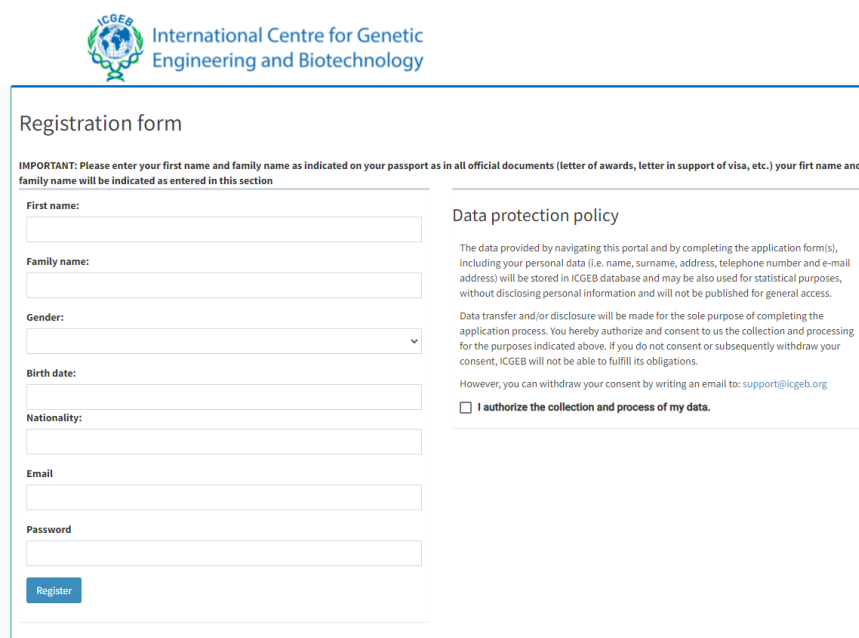

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1) Create an account in the ICGEB Service Gateway

The first essential step is to create an account in the ICGEB Service Gateway (ISG) at the following link: https://isg.icgeb.org/auth/login.

Click on "Sign up" to create a new account by filling-in the **Registration form**. Please remember to tick the authorisation related to the Data Protection Policy.

Please check that your name and surname are correctly indicated (they must match your passport or any other official identification document) because they will appear in all the documents of your applications (i.e., contract, etc.).

By creating an account and signing in, you will be able to apply for Fellowships, CRP, Meetings and Courses, and to manage your applications through the top-bar menu:

2) How to submit your application

To apply for a CRP, please click on *"Request a CRP grant"*.
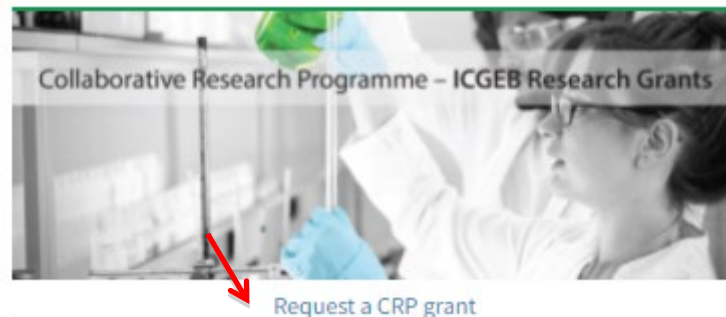
The platform for submission allows you to save your data anytime you wish before sending the full application. Therefore, you can prepare your application during several days, with no need to connect to the portal and complete the submission all in one go.

The application process is divided in 10 steps, and each step requires you to enter some mandatory data. Once you fill in all the required data, press the **"Next"** button to proceed. You can return to the previous step by clicking the **"Back"** button.

For your advance information, the mandatory documents to be uploaded with your application are the following:

- Confirmation by the Institute (**IMPORTANT NOTE:** This is an essential document for the application, which you need to <u>download manually</u> right after completing section 4 "Institution" and upload it, duly signed, together with all the other mandatory attachments)
- Ethical approval (if applicable)
- Resubmission (if applicable)
- Letter(s) confirming the collaboration with your group for the proposal (if applicable)

3) How to fill-in the sections of the on-line form

Please find here below an overview of the sections of the online forms with relevant info requested.

Section 1 – Preliminary information

Please read this introductory part carefully before proceeding.

Section 2 – Type

Please note that all the fields of this section are mandatory.

Regarding the type of grant, you can choose between "**Standard**" or "**Early career**". In order to apply for this latter category, all of the following 4 conditions are to be met:

- the applicant must **not** be over 40 years old at the time of application
- the applicant must have an outstanding track record
- the applicant must have spent at least 2 years abroad, and
- the applicant must have returned to an ICGEB Member State (except Italy) to establish his/her own independent laboratory no more than 2 years before the application.

The duration of the project can be for 3 years as a maximum. Shorter periods are also accepted: 1 year or 2 years but no half year.

Information on the "field of application" as well as on "technologies and expertise" are requested only for statistical purposes.

Section 3 – Principal Investigator

CRP Submission

✏️ Preliminary... —— ✏️ Type —— ③ P.I. —— ④ Institu... —— ⑤ Project —— ⑥ Budget —— ⑦ Refere... —— ⑧ C.o.I. —— ⑨ Confirm

Principal investigator data

P.I. Surname and Name

Surname and name *

P.I.Nationality

P.I.Gender

Male ▾

P.I. Birth Date

PI Title (Dr., Prof., other/please specify)

Title *

Current position

Current position *

The Principal Investigator must be an employee of the Institution receiving the grant.

Institute Name

Institute name *

Institute full address*

Specify the full address of your institute

Institute member state

Institute member state *

Please select a valid member country.

Contact telephone

Phone *

Conctact fax

Fax

Contact e-mail

Email *

Have you received previous financial support from ICGEB?*

Yes ▾

Please indicate if you have received previous financial support from ICGEB by selecting the type of support you received*.

☐ Predoc Long Term Fellowship   ☐ Postdoc Long Term Fellowship
☐ Predoc Short Term Fellowship   ☐ Postdoc Short Term Fellowship
☐ SMART Fellowship   ☐ CRP Research Grant   ☐ ICGEB Meeting/Course
Please select at least one option.

Please indicate the Ref no. of the course/Fellowship/CRP you received (for multiple choices indicate Ref. no. and type separated by comma)*.

This field is required

The Principal Investigator is the lead scientist for a particular well-defined research project. He/she is the person who has conceived the investigation and the person who takes direct responsibility for completion of a funded project, directing the research and reporting directly to the funding agency. He/she must be an employee of the Institute requesting the funding.

IMPORTANT NOTE: The details requested for the Principal Investigator are the same already provided for the preliminary registration process. They have been automatically included in this section and are not editable.

In the sections below, please indicate your educational background, as well as your current and previous employment. Please note that there is not a section where to upload your CV therefore the below information is important for the referees.

In the sections below, please indicate the grants awarded and the publications.

Current and previous grant awarded

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Please provide this information for the last 5 years only

This field is required

Publications

Attach publication list, including peer-reviewed research papers, books and patents. **HIGHLIGHT** those that are directly relevant to this application

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Attach publication list, including peer-reviewed research papers, books and patents. HIGHLIGHT those that are directly relevant to this application

This field is required

Section 4 – Institution

CRP Submission

✓ Preliminary... —— ✓ Type —— ✓ P.I. —— ④ Institu... —— ⑤ Project —— ⑥ Budget —— ⑦ Refere... —— ⑧ C.o.I. —— ⑨ Confirm

Institution

Institution that will be responsible for the administration of the ICGEB grant in case of award.
Please note that normal administrative and overhead expenses of the Institution cannot be covered with the ICGEB funds.

Institute name (for contract)*

Specify the full name *

Institute full address (for contract)*

Specify the full address of the Institute

Telephone*   Fax   E-mail*

This field is required   Please enter a valida email address

Legal representative

Indicate name, surname and e-mail address of the legal officer who will be in charge of signing and executing the ICGEB agreement

Legal representative name and surname*   Legal representative e-mail address*

This field is required   Please enter a valid email address.

Person of the Institution responsible for implementation and financial management

Indicate name, surname, official position and e-mail address of the person responsible for financial management of the ICGEB grant

Responsibile name and surname*   Responsible e-mail address*

This field is required   Please enter a valid email address.
Responsible official position*

This field is required

Administrative contact (if applicable)

Indicate the name, surname and e-mail address of the administrative person who needs to be included in all e-mail correspondence related to the ICGEB grant (if applicable)

Administrative contact name and surname   Administrative contact e-mail address

Please click this button to download the form "Confirmation by the Institute", which is mandatory for the application, and send
it to the Legal Representative of your University/Institution for her/his signature. The signed form will have to be uploaded
together with all the other required attachments once you have completed the application.   [Download]

Back   Next   [Save]

Please pay particular attention to this section and provide all the requested data. We strongly advise you to verify with your Administration the correct contact details and related information to be indicated.

ICGEB will use the information provided in this section for all the official documents relevant to your application, including the "**Confirmation by the Institute**".

Please note that you need to download the "Confirmation by the Institute" form manually right after completing section 4 "Institution" by clicking on the green button **Download** and send it to the Legal Representative of your University/Institution for her/his signature.

The signed form will have to be uploaded in the attachment section together with all the other required documents once you have completed the application.

Please note that the "**Confirmation by the Institute**" form is a mandatory document certifying that you are an employee of the Institute/University/Research Center for which a research grant is requested, and that you as Principal Investigator are authorised to request the funds necessary to carry out the proposed research.

IMPORTANT NOTE: Please note that normal administrative and overhead expenses of the Institution cannot be covered with the ICGEB funds.

Section 5 – Project

Resubmission: This field applies only to endorsed applications that have been rejected by ICGEB during the Triage or peer-review phase and on the basis of the scientific evaluation.

Resubmissions are expected to be substantially improved and to address extensively the reviewers' concerns. Such proposals must attach a pdf file (in section 10 "Attachments" at the end of the application process) clearly explaining the changes made to the current proposal compared to the old application.

Applications not endorsed by the Liaison Officers in previous call(s) can be resubmitted and, if endorsed, will be evaluated as a first submission by ICGEB.

IMPORTANT NOTE: a proposal if endorsed by the Liaison Officer can only be re-submitted once.

Ethical approval: please indicate whether your research will require ethical approval (this will depend on your national law). You do not need to have a prior approval by the Ethical Committee to apply, it is sufficient to indicate whether this authorization would be needed and provide some details (time to be obtained, etc.). Documentation not in English is accepted.

If your proposal is a resubmission and/or will need "Ethical approval" please select "**Yes**". You will be requested to upload the relevant information at the end of the application process, in section 10 "Attachments". **IMPORTANT NOTE:** This operation will be possible only after you have completed all the previous fields/sections and confirmed your submission by clicking the green button **Data completed**. At this point, you will be automatically directed to the "Attachments" section where you will be requested to upload the necessary documents relevant to "Resubmission" and "Ethical approval".

For some sections there is a maximum number of words allowed:

- Project summary: 150
- Abstract: 500
- Introduction: 1000 + 3 images
- Research Project: 4,000
- Time schedule: 250
- Potential for training of young scientists & collaborations: 300
- Facilities available in the Investigating Team's laboratory: 400
- Feasibility: 700

Abstract (max 500 words)*

> Provide a scientific summary of your research proposal

This field is required

Introduction (max 1000 words.You have the possibility of including 3 figures relevant to your preliminary data, if applicable)*

> Provide a concise background to the project, highlighting the question(s)/hypotheses to be addressed

This field is required

Please note that you are allowed to add up to three images in the section "Introduction".

Research Project (max 4000 words)*

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Define the specific research activities, divided into objectives, to be pursued during the project period, providing a comprehensive description of the techniques to be used and the advantages of the suggested methodological approach.
Please include any selected relevant references.

This field is required

In the section "**Research Project**" please provide details on the specific research activities, divided into objectives, to be pursued during the project period. Provide a comprehensive description of the techniques to be used and the advantages of the suggested methodological approach. This section should be structured in a clear and logical manner, with clearly defined aims and milestones expected during the period of the project.

Bibliographic references

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Indicate the project bibliographic references if any

In the section "**Bibliographic references**" please provide details on the references (if any) relevant to the proposed research project.

Time Schedule (max 250 words)*

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Specify work elements within the time frame of the project

This field is required

In the section "**Time Schedule**" please detail the work packages and related sub-activities within the time frame of the research proposal. Please be clear and concise as this information will allow the referees to assess if the proposed project can be achieved within the total period requested for your project.

Potential for training of young scientists & collaborations (max 300 words)*.
International collaboration is an essential feature of all ICGEB grants and must be fully integrated into the project.

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Specify if training of young scientists and any travels are foreseen.
Please indicate the potential for collaborations with ICGEB groups and/or other laboratories and upload copies of any confirmation letters from collaborators in the section "Attachments".
Before completing this section read the notes provided in the application guidelines.

This field is required

In the section "**Potential for training of young scientists & collaborations**" please provide details on the training component of your project (i.e., trainees involved, their position in your lab and their role/assigned task in the research project), as well as details on the participation/contribution of the collaborators (i.e., their role and tasks within the project).

Please note that international collaboration is an essential feature of all ICGEB grants and must be fully integrated into the project. All proposals must have international collaboration where the role of the collaborating laboratory is clearly defined and well integrated into the whole project. This should not be a simple exchange of reagents or expertise, but reflect a full collaborative commitment to the implementation of the project.

Full details have to be provided on the role of each collaborator and his/her contribution in the research project. A letter of confirmation is to be provided for each collaborator. The letter should be sent on official headed paper and signed. Signatures/approval from the collaborator's Home Institute are not required.

IMPORTANT NOTE: The letters of collaboration must be uploaded at the end of the application. This operation will be possible only after you have completed all the previous fields/sections and confirmed your submission by clicking the green button **Data completed**. At this point, you will be automatically directed to the "**Attachments**" section where you will be requested to upload the necessary letters.

Facilities available in the Investigating Team's laboratory (max 400 words)*

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Provide a detailed list of the infrastructure and equipment that are available and necessary for the proposal research

This field is required

Feasibility (max 700 words)*

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Indicate the expertise of the PI and the assembled team that is relevant for performing the proposed research

This field is required

In the section "**Facilities available in the Investigating Team's laboratory**" please indicate all the facilities available in your Institute/University or those made available by your collaborator(s). Please provide detailed information on your expertise as Principal Investigator as well as on the assembled team who will carry out the proposed research project.

In the section "**Feasibility**" please provide details on the expertise and contribution of the Principal Investigator and on each member of the assembled team (including the collaborators) that are relevant for performing the proposed research.

Section 6 – Budget

In the "**Budget**" section please indicate the expenditures, divided into 5 individual categories, foreseen for your project. Please note that for some budget categories there is limit (indicated in percentage) on the total amount that can be allocated under each of them.

Please remember that the maximum annual contribution you can request from ICGEB is Euro 25,000 (maximum Euro 75,000 for a 3-year research proposal).

For each budget category you need to indicate the amount to be allocated under each of the annual instalments. As soon as you enter the amount, a box will be displayed to be filled in with the description of the relevant expenses.

IMPORTANT NOTE: Funds can be requested for maximum 3 years, in line with the duration of the proposed project. Shorter periods are also accepted: 1 year or 2 years, but no half year.

Detailed guidelines on the budget can be found in our guidelines available at the following link: https://www.icgeb.org/activities/grants.

Section 7 – Referees

This section is not mandatory. Here you can suggest the name of maximum 3 potential referees who would be willing to review your proposal. Reviewers should not be nominated from research organisations connected to the proposal or where possible conflict of interest may arise. Please note that the ICGEB will have the sole responsibility to decide whether or not a proposal will be submitted for evaluation to the referee(s) indicated.

IMPORTANT: Please make sure that the contact details of the referees are valid as the system will send an e-mail to the address you have provided.

Section 8 – Conflict of Interest

This section is not mandatory. Here you can indicate the name and full coordinates of maximum 3 potential referees that you would prefer we do not contact, due to possible conflicts of interest.

Section 9 – Confirmation

As indicated in the "**Preliminary Information**" you need to complete your proposal before proceeding with the attachments.

After you have completed all the fields in the previous sections (1-8), please confirm your submission by clicking the green button **Data completed**. At this point, you will be automatically directed to the "**Attachments**" section where you will be requested to upload the necessary documents applicable to your application: Confirmation by the Institute, Resubmission, Ethical approval, letters of collaboration.

Section 10 – Attachments

In this section you can upload the requested documents applicable to your application: Confirmation by the Institute, Resubmission, Ethical approval, letters of collaboration.

IMPORTANT NOTES

1. Please remember that you need to download the "**Confirmation by the Institute**" form manually right after completing section 4 "Institution" by clicking on the green button **Download** and send it to the Legal Representative of your University/Institution for her/his signature. Please use only this form for this confirmation, do not upload any other document/form as it will not be accepted.

2. The system does not foresee the possibility of attaching any other documents than those mandatory.

3. Only pdf files are allowed for upload in the attachments section.

4. Your proposal and attachments will not be modifiable after the submission.

5. If you made a mistake in the submission process please contact support@icgeb.org.

When all the attachments have been correctly uploaded a confirmation will be displayed.

All mandatory attachments correctly uploaded. The submission is now complete.

Please note that you can also upload the attachments at a later stage in the section "**My CRP proposals**", by clicking on the green icon under the "**Attachments**", as shown in the screenshot below. Please note that this button is not enabled if the application is still in status "Partial submission".

Your application can be in status:

- **Partial submission** = if you still have to complete the information of your application and click on "Data completed".
- **Documentation incomplete** = if the mandatory attachments are still missing.
- **Requested** = after uploading all the necessary attachments, the status of your request will pass from "Documentation incomplete" to "Requested", and you will receive an automatic notification from notifications@icgeb.org including a PDF file with full details of your proposal.
- **Application endorsed by LO** = if your application has been endorsed by the ICGEB Liaison Officer of your Country.
- **Application NOT endorsed by LO** = if your application has NOT been endorsed by the ICGEB Liaison Officer of your Country.
- **Application not approved at Triage** = if your application has NOT been approved during the Triage phase.

- **Application under peer review** = if your application has been approved during the Triage phase and is under peer review.
- **Awarded** = if your application has been approved after the peer review.
- **Rejected** = if your application has NOT been approved after the peer review.

You can also download the PDF file of your application, as well as all the other attachments, by clicking on the green icon under the "**Attachments download**" column.

There is also an extra section for eventual additional comments from the applicant – please see the last column "**Comments**". In this field (maximum 300 words) the applicant can add information on his/her proposal not already indicated in the application but which may be useful for the assessment/evaluation. Please note that this is the only section in the online proposal that can be modified by the applicant once the proposal has been completed and submitted.