



CHECKLIST

for submitting your research application to KiKa

About this checklist

This checklist is intended as a helpful tool to support you in preparing your KiKa research application. It is **for your own use** and does **not** need to be submitted with your application.

General

- ☐ The main applicant(s) is/are located in the Netherlands.
- ☐ The guidelines for the submission of an application to KiKa has been read and the conditions as stated in these guidelines and KiKa's financial terms and conditions have been incorporated in the research application. They can be found [here](#).
- ☐ The latest versions of the research application form and budget tool have been used. All forms and budget tools can be downloaded [here](#). **Please note that the budget tool needs to be submitted in Excel format.**
- ☐ All questions on the research application form have been answered while taking into account the word limit of specific sections.
- ☐ The wordcounts in the relevant sections have been filled in.
- ☐ The research project has a maximum of two project leaders. If more than two project leaders are assigned, a proper justification is provided in the application.
- ☐ Letters of intent are included in the application for all collaborators who work at other institutions than the institute(s) of the project leader(s).
- ☐ The costs specified in the budget tool do not include non-eligible costs, such as indirect staff costs for project supervision, publication costs, overhead costs, and costs for infrastructure. For more information, see [KiKa's financial terms and conditions](#).
- ☐ The requested budget corresponds with the proposed work and necessary supplies.
- ☐ Quotations are attached to the application for all activities that will not directly be performed by the research teams of the applicants. This concerns activities performed by internal or external service providers and (internal) core facilities.
- ☐ A maximum of 49% of the total requested budget is assigned to a portion of the research conducted outside of the Netherlands.

In case of a pilot project

- ☐ The pilot project explores the feasibility of an extraordinary, innovative research proposal.

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In case of a research program

- ☐ The application includes multiple complementary work packages.
- ☐ The added value of a research program compared to multiple individual research projects has been demonstrated in the application.
- ☐ A clear plan for the valorisation and translation of the research findings is included in the application.
- ☐ The research program has a maximum budget of € 3 million.

In case of a resubmission or adapted form of a previously submitted application:

- ☐ An accompanying letter that describes how the application has been adapted is included in the application.
- ☐ The parts of the text that have been adapted are visually highlighted.

Checked all the necessary boxes?

Great! Submit your application by sending all the required documents to research@kika.nl.

Questions?

Contact the research team of KiKa via research@kika.nl.