



GUIDELINES

for the submission of an application to KiKa

General

- Applications for research funding can be submitted to KiKa by sending the appropriate form, budget tool, and other documents (such as required quotations or letters of intent) to research@kika.nl. All forms and budget tools can be downloaded [here](#). Please note that these documents are updated regularly. Therefore, always check if you used the latest version of the application form or budget tool before submitting your application.
- There is an option in the application to suggest and/or exclude reviewers. This is not mandatory. Only suggest reviewers that have relevant expertise for the proposal **and** have no professional ties to the project leaders, including but not limited to shared affiliations, prior collaborations, or co-authorships. If you wish to exclude reviewers, please provide the reason for exclusion. KiKa will take this into account when selecting reviewers. However, depending on the reason provided, KiKa may still decide to contact a certain reviewer.
- In the application forms, word limits are mentioned in various sections. Please keep these word limits in mind and adhere to them. Fill out the wordcounts in the relevant sections. We cannot process your application if the word limits are exceeded.
- Adding figures with legends to the application is permitted to visually support the application. Figures and legends can be placed in the Word document or sent as separate PDF files. The words in these figures/legends do not count towards the word limit. However, keep in mind that using figures/legends with a lot of text to circumvent the word limits is not permitted.
- The budget tool should be saved and submitted in Excel format.
- We will confirm receipt of your application within two working days via a short reply by email.
- Briefly summarize and explain the requested budget in the designated textbox in the application form.

Conflict of interest statement

Please indicate if there might be any (real, potential, or apparent) conflict of interest for any of the project leaders or others involved in the project. This can be done in the designated section of the application form. This may include, but is not limited to, employment, consultancy, ownership interests (including stock options and shares), or other potential financial relationships (e.g. holding a patent or receiving royalties). In case of doubt, please disclose.

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This disclosure statement will not be regarded as creating a presumption of impropriety in the existence of (real, potential, or apparent) interests. The main aim of this statement is to inform KiKa, its scientific board, and reviewers in the interest of full transparency. In case this statement raises any doubts, this will be discussed on a case-by-case basis by KiKa and its advisory bodies.

Budget tool - General

- The appropriate budget tool can be downloaded [here](#). We strongly recommend you to involve your institute's financial department in filling out the budget tool and to check if it is in accordance with [KiKa's financial terms and conditions](#).
- This tool is split into a tab for national costs, made in the Netherlands, and tabs for international costs. In case part of the proposed work is executed outside of the Netherlands, fill out the costs made at international institutes/centres in the tabs for international costs. In case multiple international institutes participate in a project, use a separate tab for institutes with different personnel remuneration conditions.
- If there are any costs in a foreign currency (i.e. other than EUR) the budgeted costs have to be transferred from the foreign currency to EUR using the [oanda](#) exchange rate. The exchange rate of the last day of the previous month before submission needs to be used. So, if the application/budget is submitted on 19 August, the exchange rate per 31 July has to be used.
- Please do not enter non-eligible costs, such as costs for project supervision and overhead. More information on non-eligible costs can be found in [KiKa's financial terms and conditions](#).

Budget tool - Personnel costs

- A project often consists of multiple project years. A project year is always 12 months. The first year starts at the start date of the project. For each project year, depict how many months of the year each employee will be working on the project. Also fill out the Full-Time Equivalent (FTE) for each employee. This indicates the proportion of a full-time deployment that an employee will spend on the project. The budget tool will automatically calculate the FTE that will be worked by each employee during each project year.
 - In the tab for national costs, the budget tool will calculate salary costs according to the CAO-UMC and [KiKa's financial terms and conditions](#).
 - In the tabs for international costs, the foreseen gross monthly salary (including indexation) and applicable allowances of the institute(s) should be filled in. Please specify the categories for which the “allowance for other staff costs” will be deployed.
 - Personnel that will be employed via service providers (e.g. trial and datacenters or statistical support) should be entered in the designated part of the budget tool. For each PhD student, physician-researcher, or postdoc, a maximum of €1.500/year per FTE can be requested for personal development (such as conference visits and a PhD thesis defense).

Budget tool - Material costs

- Material costs should be specified (e.g. sequencing costs, cell culture costs, consumables, antibodies, etc.). Only if the **total** requested budget for material costs (national + international incl. material costs via service providers) is less than € 15.000/year per FTE for laboratory research projects or less than € 2.000/year per FTE for desk research projects, the material budget does not need to be specified and no quotations need to be provided.
 - **If budget is requested for services provided by (internal) core facilities, a specified quotation should be provided.**
 - Material costs of service providers (such as animal costs, METC costs) should be entered in the designated part of the budget tool.
 - Costs for which the personal budget is intended (such as conference visits) cannot be requested via material costs.
 - For further information on costs that are eligible for funding, see [KiKa's financial terms and conditions](#).

Budget tool – Service providers

- Costs that include the use of facilities or services that are provided by internal or external service providers should be included in this part of the budget tool. These include e.g. Trial and Data Centre, animal facility, pharmacy, production facilities, research MRI, and project specific statements from the Central Authority for Scientific Procedures on Animals (Centrale Commissie Dierproeven, CCD), the Medical Ethics Committee (Medisch Ethische Toetsingscommissie (METC) or the Central Committee on Research Involving Human Subjects (Centrale Commissie Medisch Onderzoek (CCMO)).
- For personnel costs via service providers, a function title including salary scale should be described and **a quotation stating the hours the personnel will be hired on the project and the fee per hour, should be added to the application.** For providers outside the Netherlands, it is sufficient to include a function title without a salary scale. Submitted quotations must include the name of a responsible party and/or a signature.
- A quotation of material costs (such as animal costs, METC costs) of service providers should be provided. Submitted quotations must include the name of a responsible party and/or a signature. The submission of a calculation of applicable costs alone does not meet the requirements. If applicable, it is also possible to refer to a standard price indication or price list, instead of a specific quotation. **In this case, please clearly indicate which items on the price list apply.**

Questions?

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