Guidelines KiKa research applications

-Applications for research funding can be submitted via this link.

-. Please use the downloadable word forms as templates and prepare your application in this form. Once you are ready to submit, simply copy-paste the respective fields from these templates into the applicable online form. The online submission should be completed once started. It is not possible to save data and continue working on your submission at a later point in time.

-Please note that the online forms will not accept exceeding of word limits.

-Please note that figures cannot be pasted in the textboxes of the online form. All figures (and figure legends) should be added in one or more pdf documents. These can be uploaded at the end of the application procedure.

-Pasting tables into the textboxes in the online form might cause errors. Therefore, do not paste tables into the textboxes of the online form. Rather, add these in a separate pdf document and upload these at the end of the application procedure.

-We advise you not to use color in your text as this might cause problems in the online application form

-Budget:

- The appropriate budget tool can be downloaded here. We strongly recommend you to involve your institute's finance department in filling out the budget tool and checking 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/centers in the tabs for international costs. In case multiple international institutes participate in a project, use a separate tab for institutes with different personnel renumeration conditions.
- If there are any cost in foreign currency (other than EUR) the budgeted cost has to be translated from the foreign currency to EUR using the oanda exchange rate as per the last day of the previous month before submission. So, if the budget is submitted on 19 August the exchange rate per 31 July has to be used.
- Personnel costs:
  - For each project year, depict how many months of the year each employee will be working on the project. A project year is always 12 months; the first year starts at the start date of the project. Also fill out the employment on the project for each personnel category in FTE. The budget tool will calculate the FTE that will be worked by each personnel category 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 other staff costs will be deployed.

- - Personnel that will be employed via service providers (f.i. trial and datacenters or statistical support) should be filled in the designated part of the budget tool. For personnel costs via serviceproviders in the Netherlands, standard hourly fees are used. These are calculated based on the compensations for each personnel category according to [KiKa's financial](#) [terms and conditions](#). The hourly fee for personnel employed via service providers outside of the Netherlands should be filled in in the budget tool. A quotation stating the hours the personnel will be hired on the project and (only for international service providers) the fee per hour, should be uploaded at the end of the application procedure.
    - For each PhD student, medical researcher, or postdoc, a maximum of €1.500/year per FTE can be requested for personal development (such as conference visits and thesis defence).
- Material costs
    - Material costs should be specified (split into categories). Only if the total requested budget for material costs (national + international incl. via service providers) is less than €15.000/year per FTE for laboratory research projects or less than €2000/year per FTE for desk research projects, the material budget does not need to be specified.
    - Material costs of service providers (such as animal costs, METC costs) should be filled in the designated part of the budget tool. A quotation of these material costs should be uploaded at the end of the application procedure.
    - Costs for which the personal budget is intended cannot be requested (such conference visits) via material costs.
    - For further information on costs that are eligible for funding, see [KiKa's financial terms and conditions](#).
- Briefly summarize and explain the requested budget in the designated textbox in the application form.
- The budget tool should be saved in excel format and can be uploaded at the end of the application procedure.

-Any other documents, such as letters of intent, can be uploaded in pdf format at the end of the application procedure.

- Please make sure you uploaded the appropriate documents before submitting. After submission, you will receive an email that confirms your submission. This email will not contain the documents that are submitted. KiKa will send you a pdf containing all submitted documents within 1 week after submission.

Questions? Contact research@kika.nl