



Guidelines KiKa research applications

-Applications for research funding can be submitted 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](#). These are updated regularly. Always check if you used the latest version before submitting.

-Mind the word limits and adhere to them. Fill out the wordcounts in the relevant sections. We will not process your application if word limits are exceeded.

-Figures and legends can be placed in the word document or sent as separate pdf files.

-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, 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. 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:

- 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 remuneration 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 service providers 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.
 - If budget is requested for services provided by core facilities, a specified quotation should be provided.
 - 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 provided.
 - 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](#).
 - Briefly summarize and explain the requested budget in the designated textbox in the application form.
 - The budget tool should be saved in excel format
- We will confirm receipt of your email within 2 working days via a short reply email.

Questions? Contact research@kika.nl