

Step-by-step instructions for Consortium grant applications in case that you are the Project Leader

	When?	What?	With whom?	Comments
1	No later than 6 months before the deadline	Contact the Grant Team	General subsidie-fgw@uva.nl All research schools M.S.Williams@uva.nl	Feasibility test: the Grant Team can help you with strategic planning, will check eligibility and inform you on the requirements and suitability of the call.
2	As early as possible	Contact your Department and Research School	For the Department (see here): the Chair of the Department and the Head of operational management; For the School (see here): the Director	Please inform your Department and Research School of your plans to see whether you can apply for a grant through the UvA. The decision depends on your current contract and appointment with the UvA. The approvals from the School and Department have to be sent to subsidie-fgw@uva.nl .
3	No later than 3 months before the deadline	Contact the Project Office	onderzoek-fgw@uva.nl	The Project Office offers support with setting up the budget for EU consortium applications. The budget has to be approved by the Project Office no later than 3 weeks before the deadline.
4	No later than 3 months before the deadline	Contact the Grant Team and the Project Office	subsidie-fgw@uva.nl ; onderzoek-fgw@uva.nl	The Grant Team can support you in collecting institutional documentation, as well as letters of intent from the consortium partners.
5	No later than 6 weeks before the deadline	Contact your Grant Advisor	All research schools M.S.Williams@uva.nl	A complete draft of the research proposal, following the final format, has to be received by the grant advisors in time.
6	No later than 6 weeks before the deadline	Contact Ethics and RDM support	commissie-ethiek-fgw@uva.nl datasteward-fgw@uva.nl	Consult the UvA website and Faculty RDM website for information. Contact the FGW Data Steward for support for the section Research Data Management of your proposal. If your research involves human participants, such as for interviews or experiments, get in touch with the Ethics Committee for advice about the Ethics section of your proposal (for EU: Ethics Self-Assessment).
7	After submission / After official decision	Inform the Grant Team	subsidie-fgw@uva.nl	The Grant Team would like to receive the final version of your application. For NWO grants, please also send the ISAAC confirmation . Please inform the Grant Team whether your application has been awarded funding.

In case that you are not the Project Leader, but a Partner, World Package Leader, or Beneficiary in a project lead by another university, steps (2), (3) and (4) are applicable to you:

[2]	As early as possible	Contact your Department and Research School	For the Department (see here): the Chair of the Department and the Head of operational management; For the School (see here): the Director	Please inform your Department and Research School of your plans to see whether you can join the consortium through the UvA. The decision depends on your current contract and appointment with the UvA. The approvals of the School and Department have to be sent to subsidie-fgw@uva.nl .
[3]	No later than 4 weeks before the deadline	Contact the Project Office	onderzoek-fgw@uva.nl	The Project Office offers support with setting up your (i.e. the UvA's) part of the budget plan within the consortium.

Grant Team Faculty of Humanities

[4]	No later than 4 weeks before the deadline	Contact the coordinator of the Grant Team	subsidie-fgw@uva.nl	The Grant Team Humanities can support you in collecting the Letters of Intent / Approval of the Host Institution . Before we can send you the signed letter, we need to receive a written approval from the School, Department, and Project Office (see steps [2], [3])
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IN CASE OF GRANTED PROPOSALS

8	As soon as EU sends the invitation for preparing the Grant Agreement	Contact the Project Office	onderzoek-fgw@uva.nl	The Project Office can support you with possible adjustments as a result of negotiations, and takes care of relevant signatures in the Participant Portal .
9	As soon as EU sends the invitation for negotiation Consortium Agreement	Contact the Project Office	onderzoek-fgw@uva.nl	The Project Office can support you with drawing up a concept for the consortium agreement . The Legal Councilor IXA Office will advise on the Consortium Agreement especially with regard to issues on Intellectual Property.
10	As soon as you have received the official decision	Contact Ethics and RDM support	commissie-ethiek-fgw@uva.nl datasteward-fgw@uva.nl	If relevant to your project: the Data Steward and Secretary of the Ethics Committee will help with the Ethics review . For NWO projects: the Data Steward offers support with the obligatory Data Management Plan .
11	As soon as you have received the official decision	Inform the Project Office	onderzoek-fgw@uva.nl	The Project Office offer support for the administrative arrangements to start the project. The Research School will start the recruitment procedure of prospective PhD's, Postdocs, and others.