

Joint ELLS Fund for Incentives – Directives for Application and Reporting

The joint ELLS Fund for Incentives was established in October 2004. Each full ELLS member and partner contributes 12.000€ per year. Members and partners with observer status always contribute with 50 per cent less than full members (6.000€ per year).

The purpose of the fund is - through an economic incentive - to further the achievement of milestones as defined within ELLS Activity Plans and in line with general network objectives and the current strategic goals of ELLS. The total ELLS contribution includes constant costs of:

- ELLS Scientific Student Conference,
- ELLS Award and Student Prizes.

The fund has a threefold aim:

- to give an incentive to promising new innovative initiatives,
- to stimulate joint research activities and
- to recognize and further support the work of Subject Areas (SA) groups and Support Teams (ST) with a proven record.

Therefore the Fund for Incentives (minus the constant costs as outlined above) is divided into three main categories:

1. Innovative initiatives - *not less than 25% of the fund:*

This category fosters the development of new activities and provides:

- Seed money for stimulating development of sustainable projects and new Subject Areas,
- Seed money for supporting personnel costs and meetings organization to develop proposals for new programmes (joint MSc and PhD programmes, joint summer schools or similar activities),
- Seed money for developing new joint teaching formats and courses - personnel costs.

2. Research collaboration – *not more than 25% of the fund:*

- Seed money to stimulate applications for joint research activities and joint PhD supervision. Emphasis will be given to projects that prepare proposals for external funds, e.g. COST, Horizon 2020, Erasmus+ etc.

2. Recurring activities - *not more than 50% of the fund:*

This category fosters the running and further development of key activities of the SA and ST. Specific amounts of money can be used for the network activities that enhance image and visibility of ELLS, i.e.:

- Summer Schools - contribution to organizational costs, on-site costs, to teacher and student mobility (only in addition to funding from the home university and other sources (e.g. Erasmus), depending on the availability of funds and upon decisions of the Task Force),
- Case Study Competition (CSC) - Task Force will determine a certain amount in every second annual call for a Case Study Competition. The CSC will give ELLS students an opportunity to utilize their gained knowledge in a practical matter to find solutions to real-life problems within the field of Life Sciences (application via a SA is mandatory).

Directives for the application

1. Who can apply?

- ELLS Subject Area Groups - from pilot phase on,
- ELLS Support Teams - for individually designed ST projects or as an integrated part of SA activities,
- ELSA,

- Employees working for ELLS members and partners – application through a SA or ST,
- Students at ELLS members or partners - application through ELSA.

At least three ELLS members or partners must be involved in the proposed activity.

2. Supported activities

The funding is for developing new initiatives in line with the current ELLS Strategy and for supporting existing activities (<http://www.euroleague-study.org/95674?&L=1>).

Each year, special attention can be given to applications within certain fields, in accordance with the ELLS Strategic Plan. The ELLS TF proposes these themes and the ELLS TF Chair announces them through the call for applications.

3. Requested information to be described in the application

An application for the Funds for Incentives should contain a project description, including envisaged outcomes, motivation in line with the ELLS Strategy, in relation to a SA, ST or ELSA focus and overall network goals, responsible persons, timeline, and budget. It should also provide clear answers to the following questions:

- How will the activity contribute to the strategic goals of ELLS? Please specify the relation to major and supplementary points in the ELLS Strategy.
- How will the activity contribute to the brand name ELLS?
- Which quality measures are in place to ensure the further development of ELLS as a quality label?

4. Application procedures

- A. The ELLS Secretariat sends out an annual call for the Fund for Incentives determining the prospective amounts of money available in each category as well as priority themes and fields as proposed by the ELLS TF.

The application form can be found on: <http://www.euroleague-study.org/95790?&L=1>

- B. The application should use the provided application form and should be kept short, not exceeding 3 pages.
- C. Applications are submitted by SA or ST coordinators, or by the ELSA Chair, on behalf of the group. A formal notice to all members of the SA or ST involved, or ELSA, and the approval by the partners involved is required. A copy of this notice should be sent to the ELLS Secretariat.
- D. Deadline for application: **June, 30.**
- E. The application shall be sent to the ELLS Secretariat.
For contact details please see <http://www.euroleague-study.org/101968?&L=1>.
Applications to be submitted only via e-mail.
- F. The Task Force may send out a second call, if it is foreseeable that residual funds will be available after the selection procedure for the first call.

5. Decision procedures

Before the annual ELLS Conference, the Task Force decides on the distribution of the funds after mutual consultation by e-mail or video conference. The decision will be announced during the conference and formal letters will be sent to the coordinators of the granted projects. The grant will be paid to the home university of the project coordinator. A financial agreement has to be signed by the beneficiary's **legal representative**.

6. Reporting procedures

1. The Report Form for the Fund for Incentives can be found on: <http://www.euroleague-study.org/95790?&L=1>
2. A preliminary report (1 page) shall be delivered to the SA/ST/ELSA coordinator by August, 31 (with a copy to the ELLS Secretariat). This report will serve as background document for the

Subject Area's Annual Progress Report that shall be submitted to the ELLS Secretariat no later than **September, 14**. The entire report will be reviewed by ELLS Task Force in the beginning of October and decision and approval will be made by the Board in November the same year.

3. No later than **February, 15** the year after the project has been implemented, a signed final report and a signed final financial statement in the form of a table detailing the eligible costs actually incurred, shall be submitted to the ELLS Secretariat. The administration of the institution has to certify that the financial documents provided comply with the financial provisions of the agreement and that the costs declared are the actual costs.
4. If a grant from the ELLS fund is not spent within the scheduled project period the responsible SA or ST coordinator has to submit a declaration with the reasons for the delay of the project and a revised budget. The Task Force can authorize an extension of maximum 12 months. If, without comprehensible reasons, the project is not completed within the extended period, payback of the grant may be requested.
5. A grant that is not requested within one year after approval of the project expires, if the project coordinator does not provide a satisfactory explanation for the delay.