



# 2009 Grant Instructions & Policies

ELA Research Foundation  
April 2009

## A. INSTRUCTIONS for Individual/Collaborative Projects

### **I. SCOPE of RESEARCH**

Before starting to work on your application, please make sure the scope of your research project fits with the topics required by the ELA Research Foundation<sup>§</sup>:

- ▶ Well characterized leukodystrophies\*:  
Preclinical & clinical studies testing gene, cell, enzyme or pharmacological therapies – Development of animal models close to human phenotype
- ▶ Leukodystrophies of unknown cause:  
Identification of gene mutation – Assembling cohorts using clinical databases and biobanks
- ▶ Leukodystrophies needing further characterization\*\*:  
High-throughput screening for identification of biomarkers - Study of natural history using clinical databases and biobanks - Development of animal models – Therapeutic approaches
- ▶ Myelin repair: Therapies promoting remyelination in preclinical animal models of leukodystrophy

\**Adrenoleukodystrophy/Adrenomyeloneuropathy, Metachromatic leukodystrophy, Krabbe disease, Canavan disease*

\*\**Well characterized and leukodystrophies of unknown cause excluded*

<sup>§</sup>*Studies on pathogenesis mechanisms in leukodystrophies will be considered only if they have a clear objective towards the development of therapeutic strategies (identifying novel and druggable targets, development & characterization of experimental models allowing drug screening), and/or are of exceptional and innovative quality, and are fundable for a maximum of 2 years.*

### **II. PREPARING YOUR APPLICATION**

Prepare the application using the Word form provided. Read and follow the instructions carefully. The application (grant application + executive summary) must be filled out in English *ONLY* and must comply with the format specifications and page limits detailed in this document. Do not reformat the forms or exceed the space provided in the different sections of the grant application. **Failure to comply will result in administrative withdrawal.** Decisions of administrative withdrawal are final and not subject to appeal.

#### GENERAL INSTRUCTIONS

Most of the sections in the research grant application form are self-explanatory. Each page, but the front page, contains a heading named "Principal Investigator" (PI) where the last, first and middle names of the PI have to be entered.

Number the pages throughout the application and fill out the Table of Contents Form located at the end of the application.

Eligibility: The Principal Investigator must have a faculty appointment (position equivalent to assistant professor or CR1) in order to be eligible for a grant from the ELA Research Foundation.

#### Collaborative Projects

When multiple investigators involved in the project **are asking for funding**, fill out the Collaborative Project Form.

The Principal Investigator of a collaborative project will be the contact and manager of the project. Therefore, its name should be entered in the heading of each application page. Team A represents the principal investigator's team.

#### SPECIFIC INSTRUCTIONS

##### Front Page

###### Years of support

A research project can be funded for a maximum of three years. Type the appropriate value: 1, 2 or 3. Pilot projects can only be funded for a year.

###### Topic

Choose *ONE* of the following topics that best describes your research project:

1. Basic Research
2. Myelin Repair
3. New Gene Identification
4. Pathophysiology
5. Therapies or therapeutic approaches

###### Type of Institution

Choose *ONE* of the following types: Public, Private/Non profit, Private/Profit.

###### Abstract

State the general interest of the project, the application's objectives and specific aims. Describe concisely the research design and methods for achieving the stated goals. Describe the rationale and techniques you will use to pursue these goals. Clearly describe the relevance to health and therapy for leukodystrophies. Do not exceed the space provided.

###### Research Plan

###### Page limitations

Do not exceed 10 pages. All tables, charts, graphs, figures, diagrams, images, photographs must be included within the 10-page limit.

###### Font

For the research plan, use Arial font size 11 point. Greek letters are allowed. Same font size applies.

### Figures

Figures, graphs, charts, tables and figure legends may be small in size but must be clear and legible. Photographs and images must be a part of the electronic application file and can not be sent separately or glued to the paper version.

### Page format

Use A4 page format with margins of 1,5 x 1,5 x 1,5 x 1,5 cm and single-spaced paragraphs. Include the name of the principal investigator in the heading.

Adherence to font and margin requirements is necessary. No applicant should have an advantage over other applicants by providing more content in his/her application by using smaller, denser type.

If terms are not universally known spell out the term for the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

Consecutively number pages throughout the application.

### Structure of the research plan

#### A. Specific Aims

List the broad, long-term objectives and the goal of the specific research proposed and the rationale.

#### B. Background and Significance

Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill.

#### C. Preliminary studies

Provide the preliminary studies pertinent to this application.

#### D. Research Design & Methods

Describe the research design, procedures, and analyses to be used to accomplish the specific aims of the project. Indicate how the data will be collected, analyzed, and interpreted. Describe any new methodology, novel concepts, approaches, tools, or technologies and their advantages over existing ones.

Describe the expected results for each aim and discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. State concisely the importance and health relevance of the research described in this application by relating the specific aims to the broad, long-term objectives. If the aims of the application are achieved, state how scientific knowledge or clinical practice will be advanced in the field of leukodystrophies. In case of a human/clinical study, describe the ethical aspects of the project.

#### E. Timeline

Provide the planned milestones by year (and by team in case of collaborative projects) for the entire project.

#### F. Leadership plan

**Only applies to collaborative projects.**

A rationale for choosing a multiple PI approach should be described. The roles and administrative, technical, and scientific responsibilities for the

project should be delineated for the PI and co-investigators.

#### G. Literature Cited

List all references. There is no page limitation but it is important to be concise and to select only the references pertinent to the proposed research.

Follow the following format: Authors' names, Title, *Journal*, Year, Volume, Pages. If a publication contains more than 10 authors, just list the first 3 authors.

#### **PI Biographical Sketch Form** (3 pages max)

##### Education, Training, Positions and Honors

List in chronological order your education, training, current and previous positions, starting with your present position. Include start/end dates, position title, name of organization and department. In case of non permanent/non tenure or fixed term position, state the term of the current contract.

Select and list professional memberships and academic/professional honors received.

##### Peer-reviewed publications

List your most significant peer-reviewed publications in the last five years in chronological order starting from the most recent ones. Include accepted manuscripts in press but omit manuscripts submitted or in preparation. Follow the following format: Authors' names, Title, *Journal*, Year, Volume, Pages and mark the publications obtained with ELA funds with an asterisk.

#### **Personnel's Biographical Sketch**

A *one-page* personnel's biographical sketch is required for all individuals listed in the Personnel Form(s) to be funded by the project but the principal investigator and co-investigator(s) (if applicable). Describe education, positions and list publications of the last 3 years. Use the additional personnel's biographical sketch form when needed.

**Collaborative Projects:** Each team has to provide personnel's biographical sketches for the personnel listed in the Personnel Form. Use the additional forms provided.

#### **Budget Forms 1 & 2**

Use ONLY the euro currency in these tables.

**Note:** The ELA Research Foundation neither covers overhead costs nor salaries for principal investigators and co-investigators.

##### Personnel

The annual base salary represents the salary for a period of 12 months. Base salaries for postdoctoral fellows and Ph.D. students are set to:

<u>Category</u>	<u>Annual Base salary</u>
Ph.D. student (Year 1 & 2)	16 000 €
Ph.D. student (Year 3)	18 000 €
Junior postdoctoral fellow	23 000 €
Senior postdoctoral fellow (> 3 years)	28 000 €

No other amounts will be considered.

Calculate the annual salary requested using the following formula: Salary requested = base salary x % effort.

Fringe benefits are supported by the ELA Research Foundation and are required for all personnel including Ph.D. students and postdoctoral fellows.

**Warning:** Total costs for the entire project must match the amount listed in the front page.

### **Budget Justification Form**

#### Personnel

List all personnel, including names, degrees, % effort and detailed roles on the project. No individual salary information should be provided.

Recommended format: John Doe, M.D., Principal Investigator (Effort: 30%), will be responsible for the construction of PLP-GFP mutants and...

#### Supplies

Itemize supplies by year in separate categories such as glassware, chemicals, radioisotopes, etc... and justify their use. If animals are to be purchased, state the species and the number to be used. Each category must be accompanied with the corresponding amount of money requested. Each year amount for supplies must match the amount listed in Budget Forms 1 and 2.

#### Equipment

List each item of equipment by year with the amount of money requested individually and justify their use. Each year amount for equipment must match the amount listed in Budget Forms 1 and 2. Provide the company's estimate for equipment costing more than 10 000 €.

#### Travel

Travel costs are only applicable to collaborative projects to cover the expenses related to the collaborative meetings and work.

Specify the trip destination and the identities of individuals for whom funds are requested by year. The travel amounts must match the amounts listed in Budget Forms 1 and 2.

#### Lay summary

Describe in a plain, lay language the aims of your research project, the means to be used to test your hypotheses and the relevance to health & therapy for leukodystrophies. Do not exceed the space provided.

If the application is awarded, the lay summary will become public information. Therefore, do not include proprietary/confidential information.

### **Research Support**

List active, approved, completed and pending grant supports for the last three years. Follow the sample provided.

### **APPENDIX MATERIAL**

Manuscripts accepted for publication but not yet published must be submitted (along with the acceptance letter) as pdf files. Do not include manuscripts submitted for publication or in preparation.

Internet addresses may not be used to provide additional information.

Do not attach any documents other than those specifically requested.

### **III. SUBMITTING YOUR APPLICATION**

#### Assembling your application

Assemble the pages in the order specified in the table of contents. Appendix material must be placed at the end of the application. Each page of the appendix material must be marked with the name of the principal investigator.

#### Electronic submission

The electronic executive summary and grant application (file not exceeding 5 MB) must be sent as PDF files to the ELA Scientific Coordinator at [mj.duran@ela-fondation.com](mailto:mj.duran@ela-fondation.com) by June 7, 2009.

#### Paper copy

The original paper application (grant application + executive summary) must contain the required signatures on the front page, personnel form and co-investigator forms (if applicable) and must arrive by June 14, 2009 to:

Fondation ELA  
2, rue Mi-les-Vignes  
54520 Laxou, France

Along with the paper copy, include a cover letter documenting the application title, type of research project (individual or collaborative) and disciplines involved if multidisciplinary project. In this letter, list referees (with their contact information) who should not review your application because of conflict of interest. Give also three names of referee with their contact information (excluding your project's collaborators) that you judge qualified to evaluate your project (Yet other experts might be considered to evaluate your proposal).

### **IV. GENERAL CONSIDERATIONS**

No paper application will be returned.

The application must be complete and accurate at the time of submission. An application is considered complete only when the electronic and paper copies

have both been received by their respective deadlines.

Incomplete applications will be administratively withdrawn and not returned to the applicant.

**Late applications will not be accepted.**

#### Modifications

The electronic and paper copies must match entirely. No modifications are allowed.

If changes are being made, the application will be withdrawn. If minor administrative changes are needed after submission (such as budget miscalculations, incorrect address...), the principal investigator needs to contact the ELA Scientific Coordinator.

#### Supplementary material

No supplementary material or updates will be accepted after the deadline. The only exceptions are missing documentation requested by the ELA Research Foundation.

#### Scientific Overlap

Grant applications showing identical or significantly similar content will be rejected. **Only applications with strictly different aims may be funded.**

#### Acknowledgment of receipt

After reception of the electronic copy of your grant application by the ELA Research Foundation, the PI will receive an acknowledgment of receipt to the e-mail address entered in the grant application.

#### Maximum submissions

A maximum of 2 grant applications can be submitted by the same investigator to the ELA Research Foundation.

#### Resubmission

The same application can not be resubmitted more than 3 times.

### **V. SUPPORT**

For assistance, contact the Scientific Coordinator of the ELA Research Foundation at

Fondation ELA

2, rue Mi-les-Vignes

54520 Laxou, France

E-mail: [mj.duran@ela-fondation.com](mailto:mj.duran@ela-fondation.com)

## B. INSTRUCTIONS for Fellowship Applications

### I. SCOPE of RESEARCH

Before starting to work on your application, please make sure the scope of your research project fits with the topics required by the ELA Research Foundation<sup>§</sup>:

- ▶ Well characterized leukodystrophies\*:  
Preclinical & clinical studies testing gene, cell, enzyme or pharmacological therapies – Development of animal models close to human phenotype
- ▶ Leukodystrophies of unknown cause:  
Identification of gene mutation – Assembling cohorts using clinical databases and biobanks
- ▶ Leukodystrophies needing further characterization\*\*:  
High-throughput screening for identification of biomarkers - Study of natural history using clinical databases and biobanks - Development of animal models – Therapeutic approaches
- ▶ Myelin repair: Therapies promoting remyelination in preclinical animal models of leukodystrophy

\**Adrenoleukodystrophy/Adrenomyeloneuropathy, Metachromatic leukodystrophy, Krabbe disease, Canavan disease*

\*\**Well characterized and leukodystrophies of unknown cause excluded*

<sup>§</sup>*Studies on pathogenesis mechanisms in leukodystrophies will be considered only if they have a clear objective towards the development of therapeutic strategies (identifying novel and druggable targets, development & characterization of experimental models allowing drug screening), and/or are of exceptional and innovative quality, and are fundable for a maximum of 2 years.*

### II. PREPARING YOUR APPLICATION

Prepare the application using the Word form provided. Read and follow the instructions carefully. The application (fellowship application + executive summary) must be filled out in English *ONLY* and must comply with the format specifications and page limits detailed in this document. Do not reformat the forms or exceed the space provided in the different sections of the grant application. **Failure to comply will result in administrative withdrawal.** Decisions of administrative withdrawal are final and not subject to appeal.

#### GENERAL INSTRUCTIONS

Most of the sections in the research grant application form are self-explanatory.

Each page, but the front page, contains a heading named "Applicant" where the last, first and middle names of the applicant have to be entered.

Number the pages throughout the application and fill out the Table of Contents Form located at the end of the application.

#### SPECIFIC INSTRUCTIONS

##### Front Page

##### Years of support

A fellowship can be funded for a maximum of three years. Type the appropriate value: 1, 2 or 3.

##### Topic

Choose *ONE* of the following topics that best describes your research project:

1. Basic Research
2. Myelin Repair
3. New Gene Identification
4. Pathophysiology
5. Therapies or therapeutic approaches

##### Type of Institution

Choose *ONE* of the following types: Public, Private/Non profit, Private/Profit.

#### Abstract, References & Budget Form

##### Abstract

State the general interest of the project, the application's objectives and specific aims. Describe concisely the research design and methods for achieving the stated goals. Describe the rationale and techniques you will use to pursue these goals. Clearly describe the relevance to health and therapy for leukodystrophies. Do not exceed the space provided.

##### References

Name three references that are or have been associated with the applicant and that know him/her well. Choose referents primarily outside the applicant's current institution.

##### Budget

Use *ONLY* the euro currency in these tables.

Annual base salaries for postdoctoral fellows and Ph.D. students are set to:

<u>Category</u>	<u>Annual Base salary</u>
Ph.D. student (Year 1 & 2)	16 000 €
Ph.D. student (Year 3)	18 000 €
Junior postdoctoral fellow	23 000 €
Senior postdoctoral fellow (> 3 years)	28 000 €

No other amounts will be considered.

The annual base salary represents the salary for a period of 12 months.

Calculate the annual salary requested using the following formula: Salary requested = base salary x % effort.

Fringe benefits are supported by the ELA Research Foundation and are required.

**Warning:** Total costs must match the amount listed in the front page.

## **Research Plan**

### **Page limitations**

Do not exceed 10 pages. All tables, charts, graphs, figures, diagrams, images, photographs must be included within the 10-page limit.

### **Font**

For the research plan, use Arial font size 11 point. Greek letters are allowed. Same font size applies.

### **Figures**

Figures, graphs, charts, tables and figure legends may be small in size but must be clear and legible. Photographs and images must be a part of the electronic application file and can not be sent separately or glued to the paper version.

### **Page format**

Use A4 page format with margins of 1,5 x 1,5 x 1,5 x 1,5 cm and single-spaced paragraphs. Include the name of the applicant in the heading.

Adherence to font and margin requirements is necessary. No applicant should have an advantage over other applicants by providing more content in his/her application by using smaller, denser type.

If terms are not universally known spell out the term for the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

Consecutively number pages throughout the application.

### **Structure of the research plan**

#### **A. Specific Aims**

List the broad, long-term objectives and the goal of the specific research proposed and the rationale.

#### **B. Background and Significance**

Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill.

#### **C. Preliminary studies**

Provide the preliminary studies pertinent to this application.

#### **D. Research Design & Methods**

Describe the research design, procedures, analyses to be used to accomplish the specific aims of the project. Indicate how the data will be collected, analyzed, and interpreted. Describe any new methodology, novel concepts, approaches, tools, or technologies and their advantages over existing ones.

Describe the expected results for each aim and discuss the potential difficulties and limitations of the proposed procedures and alternative

approaches to achieve the aims. State concisely the importance and health relevance of the research described in this application by relating the specific aims to the broad, long-term objectives. If the aims of the application are achieved, state how scientific knowledge or clinical practice will be advanced in the field of leukodystrophies. In case of a human/clinical study, describe the ethical aspects of the project.

#### **E. Timeline**

Provide the planned milestones by year for the entire project.

#### **F. Literature Cited**

List all references. There is no page limitation but it is important to be concise and to select only the references pertinent to the proposed research.

Follow the following format: Authors' names, Title, Journal, Year, Volume, Pages. If a publication contains more than 10 authors, just list the first 3 authors.

## **Personnel & Lay Summary Form**

### **Lay summary**

Describe in a plain, lay language the aims of your research project, the means to be used to test your hypotheses and the relevance to health & therapy for leukodystrophies. Do not exceed the space provided.

If the application is awarded, the lay summary will become public information. Therefore, do not include proprietary/confidential information.

### **Applicant's (2 pages max) & Supervisor's (3 pages max) Biographical Sketch Forms**

#### **Education, Training, Positions and Honors**

List in chronological order your education, training, current and previous positions, starting with your present position. Include start/end dates, position title, name of organization and department. In case of non permanent/non tenure or fixed term position for the supervisor, state the term of the current contract.

Select and list professional memberships and academic/professional honors received.

#### **Peer-reviewed publications**

List your most significant peer-reviewed publications in the last five years in chronological order starting from the most recent ones. Include accepted manuscripts in press but omit manuscripts submitted or in preparation.

Follow the following format: Authors' names, Title, Journal, Year, Volume, Pages and mark the publications obtained with ELA funds with an asterisk.

#### **Fellowships** (only for the applicant's biosketch)

List active, approved, completed and pending fellowships for the last three years. Follow the sample provided. For pending applications, precise when answers are expected.

### **Supervisor's Research Support**

List active, approved, completed and pending grant supports for the last three years. Follow the sample provided.

### **APPENDIX MATERIAL**

Include a letter of recommendation from the supervisor. This letter should describe the ability of the supervisor as a mentor, the funds available to the applicant from the supervisor for the project's supplies, equipment and travel (if applicable). It should also provide an assessment of the applicant, describe the relationship of the proposed project to ongoing research in the supervisor's lab, describe the supervisor's plan to develop the applicant's research capabilities, describe the relationship of the research training with the applicant career goals and clarify the role the fellow played in the development of the research proposal.

Manuscripts accepted for publication but not yet published must be submitted (along with the acceptance letter) as pdf files. Do not include manuscripts submitted for publication or in preparation.

Internet addresses may not be used to provide additional information for the review.

Do not attach any documents other than those specifically requested.

### **III. SUBMITTING YOUR APPLICATION**

#### **Assembling your application**

Assemble the pages in the order specified in the table of contents. Appendix material must be placed at the end of the application. Each page of the appendix material must be marked with the name of the applicant.

#### **Electronic submission**

The electronic executive summary and fellowship application (file not exceeding 5 MB) must be sent as PDF files to the ELA Scientific Coordinator at [mj.duran@ela-fondation.com](mailto:mj.duran@ela-fondation.com) by June 7, 2009.

#### **Paper copy**

The original paper application (grant application + executive summary) must contain the required signatures on the front page and personnel form and must arrive by June 14, 2009 to:

Fondation ELA  
2, rue Mi-les-Vignes  
54520 Laxou, France

Along with the paper copy, the applicant must include a cover letter documenting the application title, type of research project (Ph.D. or postdoctoral fellowship), disciplines involved if multidisciplinary project and the applicant's career goals. In this letter, list referees (with their contact information) who should not review your application because of

conflict of interest. Give also three names of referee with their contact information (excluding your project's supervisor or collaborators) that you judge qualified to evaluate your project (Yet other experts might be considered to evaluate your proposal).

### **IV. GENERAL CONSIDERATIONS**

No paper application will be returned.

The application must be complete and accurate at the time of submission. An application is considered complete only when the electronic and paper copies have both been received by their respective deadlines.

Incomplete applications will be administratively withdrawn and not returned to the applicant.

**Late applications will not be accepted.**

#### **Modifications**

The electronic and paper copies must match entirely. No modifications are allowed.

If changes are being made, the application will be withdrawn. If minor administrative changes are needed after submission (such as budget miscalculations, incorrect address...), the principal investigator needs to contact the ELA Scientific Coordinator.

#### **Supplementary material**

No supplementary material or updates will be accepted after the deadline. The only exceptions are missing documentation requested by the ELA Research Foundation.

#### **Scientific Overlap**

Grant applications showing identical or significantly similar content will be rejected. **Only applications with strictly different aims may be funded.**

#### **Acknowledgment of receipt**

After reception of the electronic copy of your grant application by the ELA Research Foundation, the applicant and supervisor will receive an acknowledgment of receipt to the e-mail addresses entered in the grant application.

#### **Maximum submissions**

Only one (either Ph.D. or postdoctoral fellowship) application is allowed per laboratory.

#### **Resubmission**

The same application can not be resubmitted more than 3 times.

### **V. SUPPORT**

For assistance, contact the Scientific Coordinator of the ELA Research Foundation at

Fondation ELA

2, rue Mi-les-Vignes

54520 Laxou, France

E-mail: [mj.duran@ela-fondation.com](mailto:mj.duran@ela-fondation.com)

## **C. ELA GRANT POLICIES**

### **I. GENERAL GUIDELINES**

***I.1.*** In signing the application, the principal investigator, co-investigators, fellowship applicant and his/her supervisor and legal grant officer (hereinafter referred to as the “Applicants”) agree to comply with the ELA Research Foundation policies.

***I.2.*** On no account does a grant by the ELA Research Foundation constitute an established right.

#### ***I.3. Assurances & Ethical Issues***

If ethical approval is required for the Research Project, the Applicants and their respective institutions are responsible for ensuring that appropriate authorisation and assurance for the protection of human subjects and animals is being contracted. Animal experimentation and use of material of human origin related to the proposed project must be carried out in agreement with the Applicants’ institutions rules and regulations.

#### ***I.4. Privileged Communication***

Material and informations provided by the Applicants in the grant application and executive summary are considered privileged communication with the exception of the lay summary that will become public information if the proposal is funded.

#### ***I.5. Equipment purchase***

Equipments bought with ELA funds are considered a donation made to the Applicant and his/her institution. Maintenance and/or repair costs are at the charge of the Applicant or his/her institution.

#### ***I.6. Award activation***

All approved projects will be activated on December 1<sup>st</sup>, 2009.

### **II. OBLIGATIONS of the APPLICANT & INSTITUTION**

***II.1.*** The grant is allocated for the execution of the Research Project submitted by the Applicants to the ELA Research Foundation (referred to as the “Research Project”).

***II.2.*** In return for the grant allocated, the Applicants are committed to:

A- Inform the ELA Research Foundation of a possible interruption of the Research Project,

B- Ask the ELA Research Foundation for approval before any changes need to be made to the Research Project,

C- Submit a detailed progress report to the ELA Research Foundation within a year, and, in all

cases, prior to any renewal of the Research Project and at the end of the Research Project,

D- Submit within a year a lay summary describing the progress of the Research Project to the ELA Research Foundation in view of transparency for the public whose generosity has enabled the funding of the Research Project, under the restriction of confidentiality when some *Information* (see Definitions) in the lay summary is likely to be protected by intellectual property.

E- Submit to the ELA Research Foundation by the end of the budget period or upon ELA’s request the ELA financial report form signed by the manager of the institution’s accounting services which details the utilization of the funds awarded.

F- Acknowledge the support of the ELA Research Foundation in all documents to be published and presented about the Research Project using the grant number provided by the ELA Research Foundation.

G- Participate to the ELA Families-Scientists Meeting and the ELA Scientific Congress upon ELA’s request.

***II.3.*** All necessary approvals for the conduct of the Research Project must be obtained by the Applicants from their institutions prior to the start of the Research Project.

***II.4.*** In the event the Applicants are awarded a grant overlapping with the Research Project, the Applicants must notify the ELA Research Foundation within one week of receiving the award notification.

***II.5.*** All resumes of personnel to be hired to work on the Research Project must be sent to the ELA Research Foundation shortly after their recruitment.

### **III. MONITORING**

***III.1.*** The ELA Research Foundation is entitled, at any time, to ask the Applicants to provide additional information and/or results about the Research Project underway. These additional information and/or results will be kept confidentially by the ELA Research Foundation.

***III.2.*** Similarly, the ELA Research Foundation is entitled to make site visits to the Laboratory to monitor the progress of the Research Project. All the Information related to the visits will be kept confidentially by the ELA Research Foundation.

#### **IV. INTELLECTUAL PROPERTY**

To be negotiated on a case by case basis.

#### **V. SANCTIONS**

Should one of the stipulations of the ELA policies not be fulfilled or should the grant be used to a purpose different from the one provided for, the ELA Research Foundation reserves the right to:

- A- Refuse the renewal of the grant at the time of the next fiscal year (if applicable),
- B- Reject any future applications from the Applicants
- C- And demand the refund of all or part of the paid grant.

#### **VI. DURATION of the GRANT**

**VI.1.** The grant is allocated to the Institution for a period of one year starting December 1, 2009 and ending November 30, 2010, these dates corresponding to the start and end dates of the Research Project respectively. If applicable, funding for additional years of the Research Project will be considered upon submission of an annual progress report.

**VI.2.** The Applicants must ask the ELA Research Foundation for approval in case a delay is required for the start of the Research Project. The maximum delay that can be approved is 3 months.

#### **VII. FINANCIAL GUIDELINES**

##### **VII.1. Salaries & Overheads**

Base salaries for postdoctoral fellows and Ph.D. students are set to:

<u>Category</u>	<u>Annual Base salary</u>
Ph.D. student (Year 1 & 2)	16 000 €
Ph.D. student (Year 3)	18 000 €
Junior postdoctoral fellow	23 000 €
Senior postdoctoral fellow (> 3 years)	28 000 €

No other amounts will be considered.

Fringe benefits are supported by the ELA Research Foundation and are required for all personnel including Ph.D. students and postdoctoral fellows.

The ELA Research Foundation does not cover salaries for principal investigators and co-investigators.

The ELA Research Foundation does not cover overheads.

##### **VII.2. Money transfer**

The money transfer related to the Applicants' grant will be set up upon reception of two original signed Grant Agreements issued by the ELA Research Foundation and their validations by the ELA Research Foundation.

As the funds are allocated to the Institution, the money will be transferred directly to the Institution's bank account. Transfer of funds to intermediaries (like associations or others) will not be accepted.

##### **VII.3. Budget considerations**

The Applicants and the Institution are required to use the funds of the grant according to the budget approved by the ELA Research Foundation that will be described in the ELA Grant Agreement.

Nevertheless, in case budget modifications are needed, they will have to be approved beforehand by the ELA Research Foundation.

##### **VII.4. Financial report**

The Institution is required to submit to the ELA Research Foundation by the end of budget period or upon ELA's request a financial report signed by the manager of the institution's accounting services and detailing the utilization of the funds awarded.

##### **VII.5. Credit balance**

If not all the funds have been used during the entire budget period, the credit balance remaining will have to be reimbursed to the ELA Research Foundation.

##### **VII.6. Credit rollover**

Credit rollovers from a budget period to the following budget period can be authorized on a case by case basis and upon detailed justification.

#### **VIII. LEGAL DISPUTES**

Any and all disputes between the ELA Research Foundation and the Institution arising concerning the validity, interpretation or execution of the Grant Agreement, that could not be settled amicably, shall be finally settled by French courts under the French law.



Fondation ELA  
2, rue Mi-les-Vignes  
54520 Laxou  
France  
Tel : +33 (0)3 83 30 93 34  
Fax : +33 (0)3 83 30 00 68  
[ela@ela-fondation.com](mailto:ela@ela-fondation.com)  
[www.ela-asso.com](http://www.ela-asso.com)