

GenoMEL Exchange Fund (GEF) 2008 Application Guide version 2

Thank you for your interest in the GenoMEL Exchange Fund (GEF).

Aims and scope:

The purpose of the GEF is to help GenoMEL meet its commitments to:

- disseminating research findings and other project 'outputs';
- integrating the participant groups, and
- spreading excellence both within GenoMEL and from GenoMEL to the wider world.

The GEF does this by supporting short exchanges to Host Institutions (up to 4 weeks), training workshops, seminars, conference/course attendance, public engagement activities, and other similar undertakings. To find out more about these commitments please see Annex 1 to the Contract (previously known as the TA), which can be found in the Members' Section of the GenoMEL website within Resources. Another source of information is the GenoMEL Knowledge Plan at <http://www.genomel.org/english/knowledgeTransfer.htm>

Funding:

The maximum available amount for a project is 5,000 euros, although higher amounts may be considered for exceptional proposals, or proposals involving intercontinental travel. The funds awarded must be entirely spent on the activity described. It is expected that for some activities the applicant will have to find supplementary funds from other sources.

For short exchanges, the GEF reimburses up to 500 euros/week for living expenses, up to 1,000 euros for travel, and up to 2,000 euros for lab materials. For further details on funding, please refer to the **Financial Arrangements** section below.

Applications:

Applications are accepted on a rolling basis and evaluated in April, July and October.

The review process takes approximately 3 weeks.

Funding decisions are based on available resources and on the degree to which proposals meet the following criteria:

- Merit – What is the value and feasibility of the proposal?
- Relevance – What is the relevance of the proposal to the overall aims and commitments of GenoMEL?
- Potential Impact - How will it promote integration among GenoMEL teams, and spread excellence within GenoMEL and from GenoMEL to the outer world?

Based on these criteria, a proposal for a short project with high scientific merit or impact, for instance, will have precedence over conference or course attendance.

Resubmissions of the same project will not be considered. Further applications from previously successful applicants will be considered, but only where the applicant can demonstrate significant achievements in their previous project.

How to apply

1. Fill out the GEF Application Form, which includes a short description of your proposed project. The Form can be downloaded from the GenoMEL website at <http://www.genomel.org/english/exchangeProgramme.htm>

2. If you are applying for a short exchange, obtain a signed Letter of Support from the Host Institution Contact Person and one from your GenoMEL team leader. The letters must state support to the exchange taking place, and agreement to the arrangements detailed in the **Financial Arrangements** below. The letter from your team leader must also include a character reference and a review of your qualifications to carry out the project or to learn the methods required.
3. For all other types of projects, obtain a signed Letter of Support from your GenoMEL team leader.
4. Email your application form, a short CV and the letters required to:

Linda Battistuzzi
GEP/GEF Administrator
Linda.Battistuzzi@unige.it

FAQ

- *I have an idea for a project proposal but am not sure it fits the scope and aims of the GEF; whom should I talk to?*

The GEF has been specifically designed to be flexible and comprehensive. To make sure you are on the right track, write to linda.battistuzzi@unige.it.

- *I belong to a non-NoE team; can I apply for a short exchange?*

Yes, you can apply for a short exchange as long as your host is a NoE team; please refer to the **Financial Arrangements** section below.

- *When must my short exchange start?*

Exchanges should start as soon as practicable once the successful applicants are announced. Delays should be discussed with the GEP/GEF Administrator.

- *Will the short exchange grant be paid in advance or in arrears?*

The grant is a reimbursement (see the **Financial Arrangements** below). However, we encourage the institutions involved to assist with upfront costs whenever possible. You will be reimbursed for travel to the host institution and living expenses abroad, such as accommodation, local transportation, and meals. Original receipts are required for all reimbursable expenses. The final decision as to which costs are eligible rests with your host or your employing institution.

- *Can the GEF cover the cost of insurance?*

If you are an EU national, you are already entitled to basic healthcare within the EU and certain states. To take advantage of this you need to obtain a European Health Insurance Card before travelling. You should still examine your need for any health insurance beyond this basic entitlement. If you are not an EU national, or will be travelling outside Europe, we strongly recommend you take out appropriate personal health insurance for the period you will be abroad. You should also consider the need for travel insurance and personal belongings insurance.

The cost of insurance might well be eligible for reimbursement but you will need to check with the relevant institution (either the host or your employing institution).

- *What about visa requirements?*

Visas are a complex issue and require specialist advice. For specific information, we recommend you contact the closest embassy or consulate of the country you will be travelling to.

- *Is travel to annual GenoMEL meetings supported?*

The GEF will consider supporting travel to our annual meeting if you can demonstrate how your attendance will contribute to GenoMEL, e.g. you wish to present an important paper or to

meet other researchers to discuss future collaboration. In the first instance you should ask your group leader if any existing funds are available (for support to be awarded any pre-existing GenoMEL funding for travel must be already committed to the travel of other people).

- *How can I find out whether my application has been accepted?*

If your application is successful you will be notified by email. The names of successful applicants will also be published on the GenoMEL website.

- *Which are the Host Institutions?*

For epidemiological research

- University of Leeds, Leeds, UK: Julia Newton-Bishop – j.a.newton-bishop@leeds.ac.uk
- Queensland Institute of Medical Research, Brisbane, Australia: David Duffy – David.Duffy@qimr.edu.au
- Westmead Institute for Cancer Research, Sydney, Australia: Graham Mann – gmann@mail.usyd.edu.au
- INSERM, Evry, France: Florence Demenais - demenais@evry.inserm.fr
- Karolinska Institute, Stockholm, Sweden: Johan Hansson - johan.hansson@onkpat.ki.se
- University Hospital, Lund, Sweden: Hakan Olsson - hakan.olsson@onk.lu.se / Christian Ingvar - christian@ingvar.com
- University of Pennsylvania, Philadelphia, Pennsylvania, USA: Peter Kanetsky - pkanetsk@cceb.med.upenn.edu
- Huntsman Cancer Institute, Salt Lake City, Utah, USA: Lisa Cannon-Albright - lisa@genepi.med.utah.edu
- Tel Aviv University/Sheba Medical Center, Israel: Esther Azizi – esaz1@post.tau.ac.il
- Natl Cancer Inst, Bethesda, Maryland, USA: Alisa Goldstein - goldstea@exchange.nih.gov
- Institute of Oncology, Ljubljana, Slovenia: Maja Primic-Rakelj - mzakelj@onko-i.si

For clinical research

- University of Leeds, Leeds, UK: Julia Newton-Bishop - j.a.newton-bishop@leeds.ac.uk
- Leiden University Medical Center, Leiden, NL: Nelleke Gruis - gruis@lumc.nl
- Westmead Institute of Cancer Research, Sydney, Australia: Richard Kefford - rkefford@nsw.bigpond.net.au
- Hospital Clínic I Provincial de Barcelona, Spain: Susana Puig - SPUIG@clinic.ub.es
- Karolinska Institute, Stockholm, Sweden: Johan Hansson - johan.hansson@onkpat.ki.se
- University Hospital, Lund, Sweden: Hakan Olsson - hakan.olsson@onk.lu.se / Christian Ingvar - christian@ingvar.com
- Huntsman Cancer Institute, Salt Lake City, Utah, USA: Sancy Leachman - sancy.leachman@hci.utah.edu / Lisa Aspinwall (psychology) - lisa.aspinwall@psych.utah.edu
- Tel Aviv University/Sheba Medical Center, Israel: Esther Azizi - esaz1@post.tau.ac.il
- Pomeranian Medical University, Szczecin, Poland: Jan Lubinski - lubinski@sci.pam.szczecin.pl
- Institute of Oncology, Ljubljana, Slovenia: Marko Hocevar - mhocevar@onko-i.si

For molecular research

- University of Leeds, Leeds, UK: Julia Newton-Bishop - j.a.newton-bishop@leeds.ac.uk
- Leiden University Medical Center, Leiden, NL: Nelleke Gruis - N.A.Gruis@lumc.nl
- Queensland Institute of Medical Research, Brisbane, Australia: Nick Hayward – Nick.Hayward@qimr.edu.au
- Westmead Institute of Cancer Research, Sydney, Australia: Helen Rizos – helen_rizos@wmi.usyd.edu.au

- Hospital Clínic i Provincial de Barcelona, Barcelona, Spain: Susana Puig - SPUIG@clinic.uib.es
- Dept of Oncology, Biology and Genetics, Univ of Genova, Italy: Giovanna Bianchi-Scarrà vanceci@unige.it
- Karolinska Institute, Stockholm, Sweden: Johan Hansson- johan.hansson@onkpat.ki.se
University Hospital, Lund, Sweden: Hakan Olsson - hakan.olsson@onk.lu.se / Christian Ingvar - christian@ingvar.com
- University of Pennsylvania, Philadelphia, Pennsylvania, USA: Peter Kanetsky - pkanetsk@cceb.med.upenn.edu
- Huntsman Cancer Institute, Salt Lake City, Utah, USA: Sancy Leachman - sancy.leachman@hci.utah.edu
- Pomeranian Medical University, Szczecin, Poland: Jan Lubinski - lubinski@sci.pam.szczecin.pl
- Tel Aviv University/Sheba Medical Center, Israel: Eitan Friedman - Eitan.Friedman@sheba.health.gov.il
- TGen, Phoenix, Arizona, USA: Jeffrey Trent – jtrent@tgen.org / Kevin Brown - kmbrown@tgen.org
- Wistar Institute, Philadelphia, Pennsylvania, USA: Meenhard Herlyn – herlynm@wistar.org
- Institute of Oncology, Ljubljana, Slovenia: Tadej Battelino - tadej.battelino@mf.uni-lj.si
- Institut Gustave Roussy, Villejuif, France: Brigitte Bressac – bressac@igr.fr
- *Whom can I get in touch with if I need support during the application process?*
If you have any questions or doubts, write to Linda.Battistuzzi@unige.it.

Financial Arrangements

1. Short exchanges

Individuals applying for a short exchange can belong to any GenoMEL group. Unfortunately, short exchanges from a member of a non-NoE group to a non-NoE host cannot be supported. Members of non-NoE groups can go to a NoE host under Method A, and members of NoE groups can go to a non-NoE member under Method B. The maximum available amount is 5,000 euros, although higher amounts may be considered for exceptional proposals, or proposals involving intercontinental travel.

Method A

Where the host institution is a NoE member

- ❖ Up to 500 euros/week will be allocated to support accommodation and other living expenses.
- ❖ Up to 1,000 euros will be allocated to cover the cost of travel; a higher limit may be considered for intercontinental travel.
- ❖ Additional funds (up to 2,000 euros) will be transferred for lab materials (molecular projects only).
- ❖ Upon a successful application the overall amount will be transferred to the host institution.
- ❖ The exchangee will claim eligible expenses from the host.
- ❖ If the claimed expenses total less than the allocated amount, the remaining sum will stay with that institution, however, the next payment from the coordinator to that institution will be reduced by the amount of the underspend.
- ❖ The host will claim eligible supporting costs and the exchangee's expenses in their EU financial report and also claim the appropriate overheads.
- ❖ It may be possible for the host institution to book and pay for flights, etc. in advance but this will be for the exchangee and host institution to discuss.

Financial responsibilities

The GenoMEL Coordinator

- On request, to communicate with the institutions involved as to financial arrangements.
- To transfer funds in good time.

The host institution

- To communicate with the exchangee and ensure they understand the rules and regulations regarding expense claims.
- To process expense claims in good time.

The exchangee

- To ensure that both their parent institution and the host institution agree to the exchange taking place, and to the arrangements detailed here. This must take place before any application is submitted.
- To follow the host institution's rules and regulations as to the claiming of eligible expenses.

Method B

Where the host institution is a non-NoE member

- ❖ Up to 500 euros/week will be allocated to support accommodation and other living expenses.
- ❖ Up to 1,000 euros will be allocated to cover the cost of travel (a higher limit may be considered for intercontinental travel).
- ❖ Additional funds (up to 2,000 euros) may be available for lab materials (molecular projects only). Please contact Linda Battistuzzi for more information before you apply.
- ❖ Upon a successful application the overall amount will be transferred to the exchangee's parent institution.
- ❖ The exchangee will claim eligible expenses from their parent institution.
- ❖ If the claimed expenses total less than the allocated amount, the remaining sum will stay with that institution, however, the next payment from the coordinator to that institution will be reduced by the amount of the underspend.
- ❖ The parent institution will claim eligible supporting costs and the exchangee's expenses in their EU financial report and also claim the appropriate overheads.
- ❖ It may be possible for the parent institution to book and pay for flights, etc. in advance but this will be for the exchangee and parent institution to discuss.

Financial responsibilities

The GenoMEL Coordinator

- On request, to communicate with the institutions involved as to financial arrangements.
- To transfer funds in good time.

The parent institution

- To communicate with the exchangee and ensure they understand the rules and regulations regarding expense claims.
- To process expense claims in good time.

The exchangee

- To ensure that both their parent institution and the host institution agree to the exchange taking place, and to the arrangements detailed here. This must take place before any application is submitted.
- To follow their parent institution's rules and regulations as to the claiming of eligible expenses.

2. Training workshops, seminars, conference/course attendance, public engagement activities, and other similar undertakings

- Individuals who apply for this type of funding must belong to a NoE team.
- The maximum available amount for any project is 5,000 euros, although higher amounts may be considered for exceptional proposals, or proposals involving intercontinental travel.
- Upon a successful application, the overall amount awarded will be transferred to the applicant's parent institution who will then manage payments and/or claims as per their institutional policies.
- If the claimed expenses total less than the allocated amount, the remaining sum will stay with that institution, however, the next payment from the coordinator to that institution will be reduced by the amount of the underspend.
- The parent institution will claim eligible supporting costs in their EU financial report and also claim the appropriate overheads.