This is a complementary internal document to explain and clarify issues related to the seeding grant application process, e.g. the individual steps of the process in terms of evaluation, funding decisions, allocation of available funds as well as responsibilities for each step.

The aim of the EUGLOHRIA seeding grant is to:

1. stimulate new pandemics-related research collaborations between researchers from different disciplines within EUGLOHRIA;
2. facilitate contacts and exchange of experience between researchers within the alliance to bring knowledge to the research communities; and
3. contribute to the dissemination of research activities among and between the universities within the alliance.

The grant is primarily intended for the planning of joint research projects, e.g. through workshops, the organisation of research conferences hosted by the institutions within EUGLOHRIA, short stays for researchers to exchange experience, or for writing joint research proposals for external funding collaborations. The application should state how the seeding grant applied for strengthens the research or research environment to which the application relates. The seed funding applies to researchers working at the institutions within the alliance (only the five partners of the EUGLOHRIA grant agreement, link: www.euglohria.eu).

Clarification of the issues relating to the application process

1. Coordination of the application

- Each hosting university within the EUGLOHRIA alliance take care of the administrative and legal agreements adapted to each institution regarding the seeding grant coordination procedures.
- With the support from WP5, all documents related to the seeding grant application will be downloaded via the link on the EUGLOHRIA website (link: EUGLOHRIA | EUGLOH).
- The complete project proposal should be submitted no later than **January 15th 2023** to the respective administrative office at the host university (within the EUGLOHRIA alliance).
- The coordination of all administrative work for all applications sent to each host institution will be managed by the respective host university within the alliance.
- The email address for EUGLOHRIA office at these universities are as below:
  - **University of Paris Saclay:** euglohria.upsaclay@universite-paris-saclay.fr
  - **Lund University:** euglohria@med.lu.se
  - **University of Szeged:** euglohria@szte.hu
  - **University of Porto:** euglohria@up.pt
  - **Ludwig-Maximilian University of Munich:** euglohria@lmu.de

- The application form is available on the EUGLOHRIA website (link: www.euglohria.eu).

2. Evaluation and decision process according to:

Timeline: Project review period (January 15th-January 31st 2023).

- The coordination of application process will be managed through the principle of partnership, each university operates entirely within its own field and selects projects and research teams in full transparency towards the partners (transparency on amounts and selection criteria).
- Each proposal will be reviewed and evaluated by two academic reviewers (review board) from each of the five universities in the EUGLOHRIA alliance. The review panel at each university has the opportunity (**optional**) to circulate its evaluation report (template) to other review boards in other member universities during project review period before the deadline for revision expires. Each review panel may also request such information from the other review boards to support their own review process.
- The evaluation reports from all reviewed projects at five alliance universities will be sent to the **EUGLOHRIA academic/local leaders at Lund University** (euglohria@med.lu.se) to be compiled. For increased clarity and transparency, the review boards may include a few descriptive and explanatory slides of their review in this report.
- The final output of all reviewed projects will be forwarded to the Executive Board members for a final validation and decision making.
- The final call and the evaluation and allocation process should be coordinated among and approved by all partners, including members of the Executive Board, before it can be published.

The review board carries out the review and presents a funding recommendation to the Executive Board of the EUGLOHRIA who then makes a final funding decision.
The Executive Board will need to approve the call and the planned review and budget distribution process, before the call can be advertised.

3. **How will the funds be distributed, given the partners' original budget for the seeding grants of 20,000€ each? Do We need some kind of agreement about this before the call is published?**

- Each university has committed to allocate 20k€ to its researchers from the budget it received under EUGLOHRIA. Each university is therefore in charge of 100% of the corresponding administrative procedures (e.g. to transfer a sum to one of its research teams, or to pay the mission of a researcher from its university towards one of the EUGLOH partners). There is therefore no transfer of money from one partner to another.

4. **A supplementary <u>internal</u> document about the call (how much money is available where, what are the single steps of the process regarding evaluation, funding decisions and allocation, and who is responsible for what at each of these stages, potential dates for meetings that might be necessary etc):**

- **Timeline**
- Deadline for the submission of project proposals: **January 15th 2023**
- Project review period: **January 15th-January 31st 2023**
- Information about the outcome sent to applicants: **January 31st 2023**
- Start of project period: **February 6th 2023**
- End of project period: **October 31st 2023**
- Deadline final report to EUGLOHRIA: **November 30th 2023**
- A final report of the achievements and future perspectives of the project/initiative (maximum of 2 pages) should be submitted to the respective administrative office at the host university (within the EUGLOHRIA alliance) by **November 30th, 2023.** The coordination of all final reports for seeding grant will be managed by the respective host university. The email address for EUGLOHRIA office at these universities are as point 1 above.

Figure 1 shows a schematic flow of application procedure for the seeding grant.

Schematic flow of the application procedure for seeding grant

1. Submission of project proposals January 15th 2023

2. Project review period January 15th-January 31st 2023

3. Information to applicants January 31st 2023

The complete project proposal should be submitted to the respective administrative office at the host university (within the EUGLOHRIA alliance).

Each proposal will be reviewed and evaluated by two academic reviewers (review board) from each of the five universities in the EUGLOHRIA alliance.

The final call and the evaluation and allocation process should be coordinated among and approved by all partners and the Executive Board, before it can be published.

4. Start of the Project Period February 6th 2023

5. End of the Project Period October 31st 2023

6. Deadline for the final Report: November 30th 2023

Each university has committed to allocate 20k€ to its researchers from the budget it received under EUGLOHRIA. Each university is therefore in charge of 100% of the corresponding administrative procedures (e.g. to transfer a sum to one of its research teams, or to pay the mission of a researcher from its university towards one of the EUGLOH partners). There is therefore no transfer of money from one partner to another.

A final report of the achievements and future perspectives of the project/initiative (maximum of 2 pages) should be submitted to the respective administrative office at the host university (within the EUGLOHRIA alliance) by November 30th, 2023. The coordination of all final reports for seeding grant will be managed by the respective host university.