

## GUIDELINES TO APPLICANTS

### 1. APPLICATION & ELIGIBILITY

Applicants should use the [Project Proposal Form \(Appendix 1\)](#) to submit a proposal for consideration for funding. Applicants are kindly requested to indicate through which channel they found out about the Request for Proposal (RfP).

Proposals may be submitted by any European or non-European, for-profit or non-profit organization, public or private entities, such as universities, colleges, laboratories, and contract research organizations; units of national and local governments with the necessary laboratory facilities; and research cooperatives. Collaborations between research institutions are encouraged.

### 2. GENERAL GUIDANCE FOR PROPOSALS

Proposals should include a detailed description of the hypothesis intended to investigate (i.e. a clear, testable hypothesis); a description of the approach to verify/falsify this hypothesis, including parameters to be considered and the analytical methods to be applied and; indicate the specific statistical methods to be used, including the pass/fail criteria.

Proposals will be received electronically by Cefic-LRI no later than close of business on the specified deadline. Receipt of the electronic version is deemed to be in confidence. The Project Plan section must be no longer than 15 pages in length, not including cited literature, attachments, and appendices. All proposals must be prepared using the [Project Proposal Form \(Appendix 1\)](#). Biographies/curricula vitae of the principal investigator and including that of other key collaborators, and other submissions specified in the Project Proposal Form are not part of the 15-page limit. The electronic copy of the proposal should be sent to the address mentioned in section 8.

### 3. BUDGET

Project costs are expected to be commensurate with project scope and should not exceed the budget indicated in the RfP. Proposals should include funds necessary to complete the full scope and deliverables including direct (staff, travel & living expenses, consumables) and indirect costs (overhead). Cefic is a non-profit organisation and therefore indirect costs should be limited ideally to 15%.

Reasonable and necessary travel and related expenses should be clearly specified. Please include in the proposed travel plan for several trips (F2F meetings: one kick-off meeting, one meeting per year, one closing meeting with the monitoring team) for the cost proposal (assume it will be to Brussels) for the purpose of presenting research results to scientific meetings. No extra

travel expenses will be sponsored. Progress review web-based conference calls can be organised in between F2F meetings

The budget section should also include costs for preparing manuscripts for submission to peer-reviewed scientific journals and for supplying the LRI reprints and electronic version of each journal article.

#### **4. REVIEW CRITERIA**

Proposals that are complete and within the framework of the RfP will be peer-reviewed for scientific merit by a panel of scientists with expertise appropriate to the subject of the RfP. The following criteria will be used by peer reviewers to evaluate proposals:

- Scientific merit and feasibility relative to RfP;
- Scientific relevance (relationship to other projects, relevant publications, etc);
- Expertise of investigator(s);
- Quality Assurance (QA) and Good Laboratory Practices (GLP) processes, animal care/human subjects, and ethical considerations, as applicable;
- Relevance to the LRI programme;
- Proposed milestones/timelines;
- Appropriateness of the budget/cost-effectiveness; and
- Use of collaborators/ leveraging.

Cefic reserves the right to allocate no funding under a published RfP.

#### **5. THE SELECTION COMMITTEE**

The scientific evaluation and selection of applications for funding are managed by the LRI with the support of a scientific committee provided by [ECETOC](#), the European Centre for Ecotoxicology and Toxicology of Chemicals. In particular, within the LRI, ECETOC has the responsibility of maintaining three “core teams”: health effects, human exposure & risk assessment and environment. Their responsibilities include the following:

- Development of topics for research to be considered by the LRI Issue Team (IT)
- Drafting of 'Requests for Proposals' (RfPs) based on ideas submitted by Cefic and ECETOC stakeholders in the LRI process.
- Setting up selection teams of industry and external experts to review the best research proposals in response to published RfPs and making recommendations to LRI IT concerning the funding of the proposals.
- Establishment of scientific liaison with the selected institutions and 'monitoring' the scientific quality and progress of the projects.

## 6. MONITORING

After the selection procedure is rounded and the winning proposals have been decided, the LRI with the collaboration of ECETOC establishes Research Liaison Teams (RLTs) to monitor the scientific quality and progress of the projects.

The Principal Investigator will be required to submit progress reports at six-monthly intervals during the course of the programme. At the end of the project, a detailed review of the research and its accomplishments will need to be provided by the Principal Investigator. A scientific Project Monitoring Team (RLT), headed by a Chair, will be appointed for every project to keep regular contacts with the Principal Investigator, review project reports.

Cefic's policy is to support public release of research findings from LRI-sponsored projects. Thus, it is expected that results be submitted for publication in peer-reviewed scientific journals. At least one publication will be published in the open access literature. Investigators are encouraged to present preliminary findings in appropriate scientific meetings, conferences, and/or symposia.

The project proposal submitted will be included in the research contract between Cefic and the research institute. Any substantial deviations in the study need to be agreed by the Project Monitor and approved by Cefic.

## 7. CONTRACTING

The applicants should circulate the [LRI research agreement model](#) to their corresponding legal department for comments prior to the final decision of Cefic in order to ensure a smooth contracting process. Projects are expected to begin very soon after execution of the contract.

Once the decision by the LRI has been reached and announced, the successful applicants are required to fill in [Appendix 2](#), where they can outline the responsibilities in work packages and related expenditures of the project both sequentially and chronologically.

## 8. INQUIRIES

More details about the Long-range Research Initiative ((LRI) Programme of the European Chemical Industry Council (Cefic) can be found on [www.cefic-lri.org](http://www.cefic-lri.org).

E-mail address for submissions: [lri@cefic.be](mailto:lri@cefic.be)

Questions regarding the RfPs should be directed in writing, preferably by e-mail, to the following address:

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European Chemical Industry Council

Avenue E. van Nieuwenhuysse 6, B- 1160 Brussels Belgium, Tel +32 2 676 7209, Fax +32 2 676 7392, [www.cefic.org](http://www.cefic.org)

LRI Secretariat, [lri@cefic.be](mailto:lri@cefic.be)

For specific questions related to the scientific scope of the Request for Proposals, you may contact the LRI Programme Manager, Dr. Bruno Hubesch, at [bhu@cefic.be](mailto:bhu@cefic.be) or on 0032 (0)2 676 7492.

## 9. APPLICATION DOCUMENTS (click to download)

- [Project Proposal Form \(Appendix 1\)](#)
- [Table with responsibilities on work packages and related expenditures \(Appendix 2\)](#)
- [LRI research agreement model \(Contract template\)](#)

All documents are also available to download from the [LRI website](#) on [www.cefic-lri.org](http://www.cefic-lri.org).