

Call for proposal – Starter grants FGGA

Conditions and procedure spring 2023

In June, Minister of Education, Culture and Science Dijkgraaf announced that **additional investments** will be made in higher education and research. These are the so-called starter and incentive grants.

The aim of these grants is to reduce workload, competition and application pressure and to stimulate unfettered research. They fit well within the ambitions of the university **strategic plan 'Innovating and Connecting'**.

The additional investments are insufficient to actually award a grant to all lecturers and researchers who qualify for these grants. Within Leiden University, the Executive Board has decided to divide the resources among the faculties (including LUMC) based on student numbers. For FGGA, this means that a considerable number of grants can be awarded within the faculty in the coming 8 years, with the numbers varying per institute.

This call for proposals concerns the **starter grants**. For the current round the financial resources of 2022 and 2023 have been combined. There are 3 grants available for LUC, 5 grants for ISGA, and 7 grants for the Institute of Public Administration.

The starting point for the distribution of the limited number of grants is to facilitate a procedure that is as inclusive as possible without causing a division within the community of starting researchers. We hope to achieve this by using the starter grants to actually reduce the workload and stimulate innovative research within the institutes.

The Faculty of FGGA has therefore decided that these grants will only be awarded to projects that support team science. These are projects that, within the research program of the institutes, involve several people with whom there is close collaboration in the context of the research. This could be a project in which a PhD student is appointed who is supervised by the UD together with others, or a project in which several people are given time to contribute to the research. In addition, a joint project can also be considered, in which resources are mainly used for staff and other costs.

It is essential that this collaboration includes other colleagues at assistant professor level who are not eligible for a start-up grant. All applications must involve at least 1 other assistant professor within the institute who is not eligible to apply for a starter grant her/himself.

For the current round, applications for starter grants can be submitted until **Monday 15 May at 13.00 hrs**. Entries received after the deadline will not be accepted. This also applies to incomplete applications and applications that do not meet the conditions. The applicant will receive a confirmation of receipt and will be informed of the outcome of this round **no later than 8 June 2023**.

If you have any questions, please contact the Research Support Office via research-support@fgga.leidenuniv.nl

1. Which projects are eligible for a starter grant?

- Applications can be submitted by Assistant Professors with an appointment of at least 0.7 FTE with a starting date of 1 January 2022 or later **and** who have been given permanent employment or who have the prospect of permanent employment.
- Research projects with working capital available on proposal, to be used for direct and indirect (overhead) costs for research, with a term of 5 years.

2. How are applications assessed?

The applications are assessed by the Faculty Selection Committee for Starter Grants, which includes 6 members from the institutes (Institute of Public Administration, Institute of Security and Global Affairs, Leiden University College), 2 from each institute. The members are appointed by the Faculty Board on the recommendation of the Scientific Directors of the institutes.

The following assessment criteria apply to all applications:

- The scientific quality and innovative character of the project;
- Collaboration in the form of 'team science' with at least 1 other Assistant Professor within the institute;
- The contribution of the project to the research strategy of the institute.

3. What is the structure of a proposal and how do you submit it?

The application has to be submitted via email to research-support@fgga.leidenuniv.nl.

Applications may be submitted in Dutch or English. The application consists of:

A. Short summary (max. 250 words)

B. A project description of maximum 5 pages (1000-1500 words plus references and illustrations such as tables/graphs/images). It is recommended to use the following format:

1. project name
2. background/embedding of the project in existing research group/research strategy
3. definition of the problem and aim of the research
4. approach/methodology of the research
5. expected results and their relevance for both the field and society
6. innovation and seed potential, how this research enables broader future research
7. description of the continuity of any purchased teaching time (as discussed with the educational director of the institute)
8. planning/timeline with start date (note: this date must match the education planning)

C. An institute-approved budget (see example) of the project showing that the resources are used as a team.

D. Description of the team involved in the project with a short description of everyone's role and input in the project.

4. Which costs are eligible for subsidy?

Costs eligible for a subsidy are:

Personnel costs (in accordance with the collective labour agreement NU):

- a. PhD student
- b. PhD fellow (0.4 FTE teaching, 0.6 FTE research for a period of 6 years)
- c. Postdoc
- d. UD replacement costs (applicant and other UDs in the project)
- e. Other academic staff
- f. Support staff (OBP)
- g. Student Assistant (SA)

Personnel costs should concern those who perform the work or may include exemption from educational obligations. If the applicant is exempted from educational obligations, the applicant will have to continue to teach a minimum of 0.4 FTE. Furthermore, the policy of the institute will have to be followed when exempting from educational obligations. The applicant will contact the education director to discuss this prior to submission.

A PhD candidate has an appointment for 4 years and, in addition to conducting research, will also teach, max. 0.2 FTE for an appointment of 1 FTE.

A PhD fellow has an appointment for 6 years and, in addition to conducting research, will also teach, max. 0.4 FTE for an appointment of 1 FTE.

Material costs and other direct research costs, such as:

- costs of purchasing/accessing a dataset;
- costs of software and analysis costs;
- costs of experiments that are carried out;
- costs of compensating participants in the experiment or research (such as travel and accommodation costs);
- costs of using a laboratory or experiment room;
- costs associated with the use of specific equipment required for the research;
- costs of consumables that can be directly related to the project;
- costs of participation in a scientific conference (e.g. conference fee, travel and accommodation costs);
- costs of participation in a course/training (participation costs)

5. What are the rules for an application?

- The maximum amount available for an application is €240,000 (with the mandatory payment for overhead costs, which consists of 10% for the Executive Board and 10% for FGGA, the grant amounts to €300,000) for a period of 5 years.
- A project application is excluded if the applicant does not follow the above rules.
- When awarding grants, the aim is to use resources within FGGA in such a way that as many employees as possible are given additional opportunities to conduct research. This means that we want to avoid the accumulation of resources: if a candidate is eligible for another internal grant, for example based on sector funds, the candidate must choose between those grants. The same goes for other team members of that project.

6. Review Process

The applications will first be assessed for admissibility. Subsequently, the applications are substantively assessed by the Faculty Selection Committee for Starter Grants on the basis of the three criteria mentioned above. Finally, the Faculty Selection Committee for Starter Grants advises the Faculty Board, which then makes a decision.

7. Questions

For questions about the starter grants and the procedure, please contact your own institute manager or the Research Support Office via research-support@fgga.leidenuniv.nl

For questions about and assistance with drawing up the budget, you can contact Project Support of the Faculty's FEZ department via projectcontrol@fgga.leidenuniv.nl.

Appendix 1: Example of a budget

A = Revenue	Budget	B = Expenses	Estimation
Application starter grant	€ 300.000	Personnel costs	
		Assistance	
		Purchase of consumables	
		Experiment	
		Software package/purchase of or access to data set	
		Data analysis expenses	
		Compensation of participations	
		Overhead costs of faculty, 10%	€ 30.000
		Overhead costs of university, 10%	€ 30.000
Sum	€ 300.000	Sum	€ 300.000

A budget will also have to be submitted with the application. Please take a good look at the conditions regarding the eligible costs. In this example, we envision an imaginary project with a wide variety of expenses. This may be different in your case. Use the costs that are relevant to your project as a starting point, but do specify.

It is advised not to exceed this limit. If you do, the Faculty Selection Committee for Starter Grants may conclude that the project is not feasible. Furthermore, exceedances are not compensated; it is better to revise the budget and make the necessary adjustment. For assistance with drawing up the budget, you can contact Project Support of the Faculty's FEZ department via projectcontrol@fgga.leidenuniv.nl.