

European Chemical Industry Council

Long-range Research Initiative

Proposal guidelines

GENERAL GUIDELINES

Proposals submitted for consideration should use the Project Proposal Form available from the LRI website (<http://www.cefic-lri.org/index.php?page=applying-for-a-grant>).

MONITORING

The Principal Investigator will be required to submit progress reports at six-monthly intervals during the course of the programme using the format supplied by CEFIC. 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 Monitor will be appointed for every project to keep regular contacts with the Principal Investigator, review project reports, and report back to the monitoring team.

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. 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.

BUDGET

Project costs are expected to be commensurate with project scope and should not exceed the budget indicated in the Request for Proposals (RfP). Proposals should include funds necessary to complete the full scope and deliverables including direct and indirect costs (e.g., labour, fringe benefits, materials, subcontracts, purchased parts, shipping, indirect costs and rates, fees, status reports, publications, meeting presentations, travel expenses).

The budget section should 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.

Reasonable and necessary travel and related expenses should be clearly specified. Please include in the proposed travel plan for at least one trip (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.

ELIGIBILITY

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.

PROJECT DURATION

Projects are expected to begin immediately upon execution of a contract. The duration of the project is indicated in the RfP and is expected to be commensurate with the goals of the project.

PROPOSAL GUIDANCE

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 RfP Proposal Submission Form. Biographies/curricula vitae of the principal investigator and including that of other key personnel, and other submissions specified in

the Proposal Form are not part of the 15-page limit. The electronic copy of the proposal should be sent to the address given below.

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.

AWARD CRITERIA

The criteria described above will be used in making awards. This will include receipt of a sufficient number of proposals of scientific and programmatic merit; availability of funds, and LRI programme balance. Cefic reserves the right to make no awards under a published RfP.

TYPE OF AWARD

The form of award under the LRI is a fixed-price contract between Cefic and the awardee.

GENERAL REMARKS

The proposal submitters should circulate the “LRI model research contract” to their corresponding legal department for comments to ensure a smooth contracting process.

INQUIRIES

More details about the Long-range Research Initiative can be found on www.cefic-lri.org. Questions regarding this RfP should be directed in writing, preferably by e-mail, to the following address:

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