

## General regulation – Asbestos fundamental research

The Foundation against Cancer (FAC) grants funds in order to encourage fundamental research in oncology.

**Attention:** as of **2016**, several **important changes** will be made to the selection process for projects submitted to the FAC. Please read these general regulations carefully before submitting your request.

From now on, project selection will consist of **two phases**:

- The **first phase** consists in analyzing a **letter of intent** (LOI), submitted by the lead applicant to the FAC within the prescribed deadlines. Three international referees, appointed by the FAC's Scientific Committee, will analyze this LOI. The international referee's score will result in a preclassification. The **first 5 projects will be preselected**. All applicants will be notified personally by mail of the results of this preclassification. The preselected candidates will then submit an application form to the FAC within the prescribed deadlines.
- In the **second phase** the members of the Scientific Committee analyze the **full application forms** (FAF). Final selection will take place in a plenary session.

### Requisites for participation

All researchers affiliated to a **research facility or hospital** facility subordinate to a nonprofit association, a public utility foundation or a private foundation, are authorized to submit a research proposal insofar as the research, with no direct commercial purpose, will be conducted in **Belgium**.

A team that is being funded by the FAC (in the same research category) **after December 2016 cannot** put in a new request.

### Letter of Intent (LOI)

A letter of intent can be submitted by one lead applicant or several research teams (co-applicants from different universities or hospitals) jointly. The applicant is not allowed to submit the same research project simultaneously to the Fundamental Scientific Committee as well as to the Translational and Clinical Scientific Committee.

The applicant is allowed to submit **only one asbestos fundamental research project** as lead applicant<sup>1</sup> (principal investigator) or co-applicant<sup>2</sup> (principal investigator from another university or hospital).

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<sup>1</sup> **Lead applicant** : The lead applicant is the person who actively applies for a Grant. He is the leader of the project and he has the primary responsibility for the intellectual direction of the research. He assumes also financial responsibility for the Grant.

This initial choice by the applicant for either of the Committees is important as the letter of intent cannot be transferred from one Scientific Committee to the other.

The letter of intent should be written in **English**.

### **Full Application Form (FAF)**

The lead applicant will be notified personally if his letter of intent has been preselected. The lead applicant is then allowed to submit a full application form (FAF) to the FAC within the prescribed deadlines.

### **Research project**

The project should contribute to a better understanding of cancer mechanisms, with the prospect of possible long term improvements in cancer diagnosis & treatments. Its scientific merit should be of the highest quality. Its objectives and approach should be original. It should be a major research project for the researcher and his team.

### **Duration of the grant**

The request for funds can be submitted, according to the wishes of the applicant, for a period of two to four years. The Fundamental Scientific Committee reserves the right to reduce the duration of the grant when appropriate.

After acceptance of the research project, a possible prolongation of the execution schedule of the project, duly motivated, without impact on the total amount of support, can be granted for a period not exceeding one year. Any request to prolong the project for more than one year will have to be submitted to the Fundamental Scientific Committee.

### **Scientific evaluation of the project**

The scientific evaluation of the project falls under the jurisdiction of the Chairman and the members of the Scientific Committees of the FAC. As mentioned above, each project will also be submitted to 3 international reviewers, appointed by the Scientific Committee. The final score will consist of the international referees' and Scientific Committee's scores.

The principal criteria for quality during the evaluation of the project are:

- the project's scientific pertinence and original character
- results of previous research and publications of the applying team

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<sup>2</sup> **Co-applicant** : The co-applicant is a researcher participating in a **multicentric grant application** and who makes a significant contribution to the intellectual direction of the research. He has also the responsibility of the financial and scientific aspects of the research conducted in its university/ clinical institution.

- track record of the applying team and scientific environment.

**Selection of the projects made by the Fundamental Scientific Committee cannot be disputed.**

### **Costs covered by the grant**

The funds granted by the FAC can be used to cover the execution costs of the project as detailed in the Application Form. This may include remuneration of the scientific and technical coworkers as well as working and equipment costs as stated and detailed in the request for funds, linked to the execution of the project (laboratory supplies and products; acquisition, installation and maintenance of scientific and technical devices and instruments, etc.).

No expenses in excess of the total amount will be authorized, but transfer from one allocation to another will be permitted pending authorization from the FAC.

### **Overhead**

The research organization, whatever its legal status (nonprofit association, public utility foundation, private foundation, ...) **is not authorized to withdraw overhead** from the funds granted by the Foundation.

### **Maximum requested amount**

It cannot exceed **€ 400 000** (VAT inclusive) per project.

### **Beneficiary financial account**

At the submission of the request, the applicant has to provide the account number of the beneficiary. This account **imperatively** has to be allocated to an institution having the status of nonprofit association, public utility foundation or private foundation, with consent of the university headmaster or the lawful representative(s).

The applicant will attach a financial identification form to the application for candidacy, duly filled in and signed.

The FAC reserves the right to demand a copy of the articles of the account holder (nonprofit association, public utility foundation or private foundation).

### **Payment schedule**

- *For two-year projects*

The first deposit will be carried out in the month following the signature of the agreement with the FAC if all the conditions are met. The second deposit will be carried out halfway through.

- *For projects from two up to 4 years long*

The first deposit will be carried out in the month following the signature of the agreement with the FAC. The following deposits will be carried out bi-annually up until halfway through the mandate.

Halfway through the mandate, the following bi-annual payments will be determined according to an intermediate report and the bank statement testifying to the use of at least 2/3 of the already allocated amounts. This bank statement must be validated by the financial director of the research institution. If 2/3 of the allocated funds have not yet been used at this stage, payments will be interrupted until an additional bank statement is received testifying that this expenses threshold has been reached. One or several simultaneous installments will then be paid as not to modify the total duration of the granting.

- *For four-year projects*

The first deposit will be carried out in the month following the signature of the agreement with the FAC. The following deposits will be carried out bi-annually up until halfway through the mandate.

Halfway through the mandate, the fundamental Scientific committee will evaluate the progression of the project and will decide on the continuation of the granting, without the applicant having the possibility of obtaining an increase of the funds granted initially. The following bi-annual payments will be determined according to this evaluation based on the intermediate report sent by the beneficiary. He will also provide a bank statement testifying to the use of at least 2/3 of the already allocated amounts. This bank statement must be validated by the financial director of the research institution. If 2/3 of the allocated funds have not yet been used at this stage, payments will be interrupted until an additional bank statement is received testifying that this expenses threshold has been reached. One or several simultaneous installments will then be paid as not to modify the total duration of the granting.

### **Commitment of the research team to the FAC**

By submitting a request for funds, the applicant commits himself to honor the requisites of these granting regulations.

When retained by the FAC, the beneficiary will be asked to sign an agreement. Hereby he commits himself to:

- Provide an intermediary report halfway through the agreement, stating the progression of the research as well as detailing the following steps up until the end of the agreement. This report will come with a bank statement, validated by the financial director of the research institution, detailing the amount and nature of the expenses.
- Provide a final scientific report and a certified bank statement 2 months

**after** the end of the agreement between the research institution and the FAC.

- Participate in the communication campaigns, whatever their nature, that the Foundation wishes to organize to support research.
- Provide at the explicit demand of the FAC, of its accountant or its Scientific committee, all information, document or media, whatever their nature, allowing to better understand the use of the granted funds.