

Open Lab Cofund Fellowship Program Guide for applicants & FAQs

This guide complements the information given in the Open Lab Cofund Fellowship Program Call for applications 2013-2018. Both documents must be considered when submitting an application.

HOW TO APPLY?

1. Check the eligibility criteria stated in the call description
2. Click [here](#) to access the application submission webpage
3. Download and complete the Application form
 - Part 1: Standard Questionnaire (Project Description)
 - Check the evaluation criteria
 - To be considered for support, the projects must be aligned with the strategic objectives of the Foundation
 - Maximum project duration is 24 months
 - Part 2: Applicant's CV
 - Check the evaluation criteria
 - Maximum length is 5 pages (A4 simple spacing letter font 11).
 - Recommendation letters can be included. Page restriction does not apply to recommendation letters.
 - Career breaks will not be considered as any impairment so that candidates after a career break will have the same opportunities as candidates without career breaks. Organize your CV the way you consider better to highlight your skills.
 - Part 3: Expression of Interest (Eoi) of supporting ("home") institutions.
Applicants require an institutional endorsement to carry out the project. *Home Institutions* can be public or private Research Institutes, High Education Institutions or Companies with an interest in the Neglected Diseases Research field.
Send your application to the *Home Institution* of your choice and get the Expression of Interest completed and signed by the Responsible/ Department Director/ Principal Researcher of the relevant Lab or Group within the institution supporting your proposal. A list of Home Institutions and Principal Investigators may be published each call to facilitate contact by potential applicants. This list does not represent any restriction to apply with support of any other Home Institution.
4. Combine in a single MS Word (.doc or .docx) all 3 documents: completed project description, CV and signed Expression of Interest and upload it [here](#). (Scanned documents, if included, can be pasted as image).

Only documents up to 4 MB size are supported. If the file exceeds this size, either reduce the images resolution or upload the application without images and contact TCOLF through the [inbox](#).

FAQs FOR APPLICANTS

What kind of activities can be covered in the proposal? Those activities related to early drug discovery and lead optimization up to pre-clinical candidate studies.

What is the duration of the funded projects? Projects between 6 and 24 months are eligible for funding. A minimum duration of 12 months is highly recommended.

Where should the projects be executed? Projects are to be implemented at GSK TCMDC or at both the Home and GSK TCMDC facilities; timelines at each site must be coherent with the expertise and resources available.

Can the proposals be submitted any time? Yes, while calls are open. Evaluation will be coinciding with the TCOLF Governing Board meetings (normally twice a year).

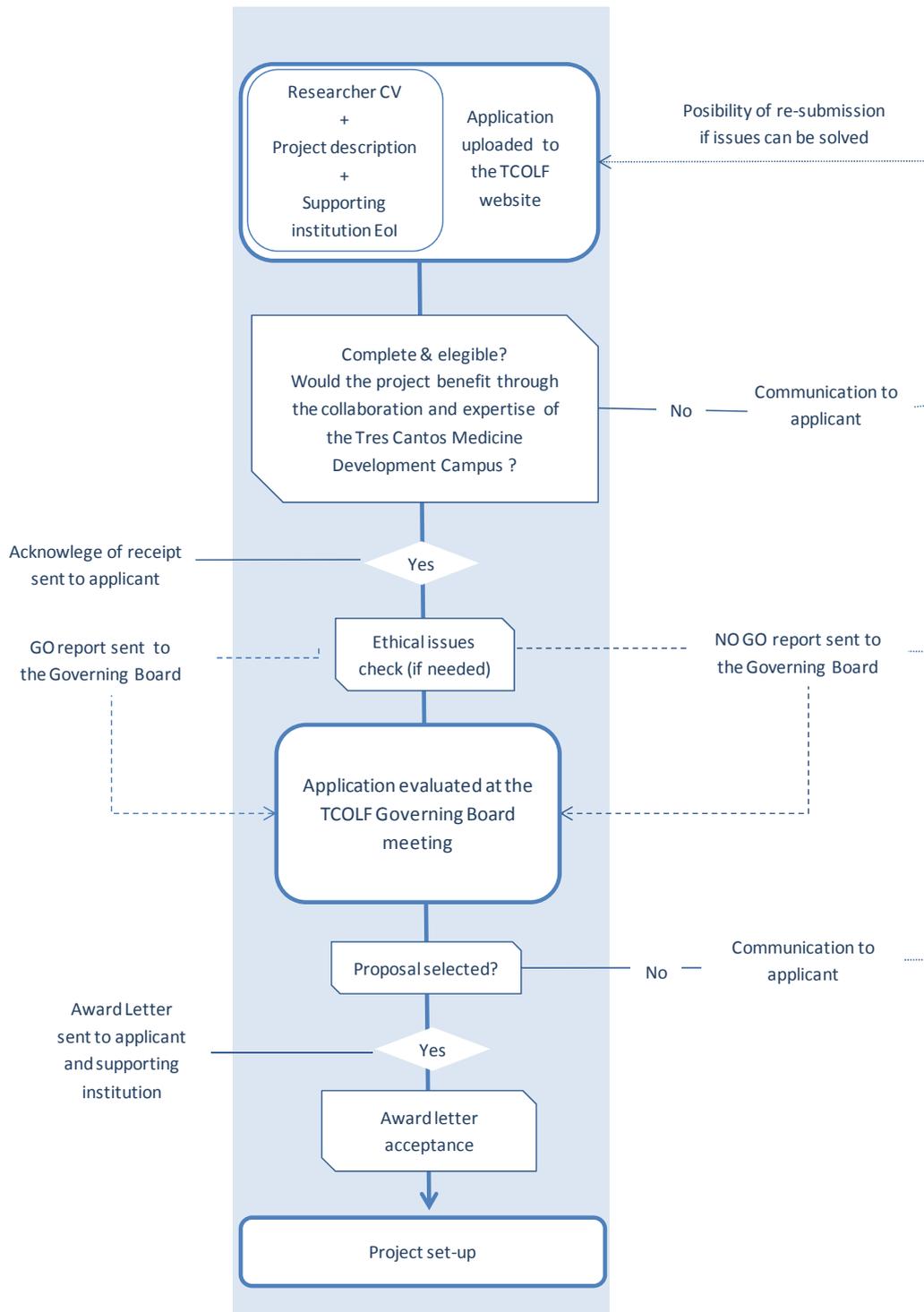
Which appointment conditions will be offered? It is anticipated that fellows will be appointed by their home Institution with a full time employment contract (maximum duration: 24 months). **A specific contract is required for the project duration.**

Which is the financial regime?

- Total personnel costs funded will be of £50.870/year. For PhD holders with over 10 years postdoctoral experience, the personnel costs funded will be of £76.087/year.
Salary will be calculated deducting employer costs (social security contributions, life insurance if provided, etc) from this amount.
- Accommodation will be available from day of arrival and directly paid by TCOLF during the fellow's stay in GSK TCMDC, provided that the applicant relocates to one of the flats administered in Tres Cantos by the TCOLF external supplier Relocations. Accommodation at the home institution location, if needed, is an eligible cost.
- Travel costs: One round trip between the Home Institution and GSK TCMDC will be funded for projects of up to 7 months duration. For longer projects, two rounds trips will be covered.
Reference for short-haul flights (within Europe) is £300 and for long-haul flights (outside Europe) is £1.000. Reference for on-travel subsistence costs is £130/day.
- Other spends such as lab consumables, conference fees, etc. can be covered according to the project needs.

According to the project needs, GSK TCMDC will contribute in-kind with resources including, but not limited to: Use of premises, shared service support, lab supplies, pre-clinical development services (LAS, Chem Dev, Pharm Dev), compound screening, access to full compound collection as appropriate for project needs, support from a "GSK mentor" throughout the duration of the project.

How is the application and evaluation process organized? The complete process is shown in the figure below:



How is the evaluation process organized? Which are the evaluation criteria? The TCOLF Governing Board will assess each application on the following aspects:

A. Quality of the research project: scientific merit, innovative approach, impact

- Clarity of objectives.
- Originality/innovation of project.
- State of the art knowledge of literature and references.
- Soundness of methods proposed: methods have to be rigorous and appropriate to the proposed investigation.

- Benefit from the collaboration and alignment with the Foundation funding principles

B. Profile/potential of the applicant

- CV of the candidate and his/her research achievements so far, including non scientific skills, mobility between countries and sectors; etc.
- Personal statement and potential of the research project for career development: Is the project the right activity in the right environment at the right moment in order to advance the applicant in his/her professional career?
Career breaks will not to be considered negatively, but may possibly complement the researcher profile.

Applicants might be invited to a phone interview and/ or to present the proposed projects to TCOLF during the evaluation process.

Taking into account the funding available and the number of eligible proposals, the Board will make recommendations, on which applications should be considered for support, while the Foundation's Trustees ultimately make the final decisions. When no applications of quality are filled, no proposal will be retained for funding.

A scoring system of A+, A, B and C will be used, corresponding to a scale ranging from excellent to not to be funded (A+ = excellent; A = good; B = fair; C = not sufficient).

Applicants will be provided with the overall assessment of their application, including the scores and the comments stressing strengths and weaknesses of the proposal.

Should the Board list any modification needed to implement the proposed project, these will be taken into account by the applicant before the project starts.

How are ethical issues handled? The Open Lab Fellowship Program does not support research which would be contrary to fundamental ethical principles, the Host Institution ethical Policies, national/local policies and/or FP7 rules.

If candidates foresee ethical issues, the plan to handle them will be evaluated by the relevant Local Ethics Committees, whose report will be accessible to the TCOLF Governing Board members. Additionally, any Board member may require an ethical analysis on a particular project that has not stated any ethical issues.

During the project execution, all experiments dealing with ethical issues will be presented for evaluation and approval to the GSK TCMDC Ethics Committee.

Is there any redress procedure in place? Yes, candidates can submit a request for redress if the result of the eligibility check is incorrect or if there is an indication that a fault during the evaluation process may have jeopardized the outcome. Redress is intended neither to object the scientific judgement of Governing Board members, nor to address the evaluation comments. To start a redress request procedure, please submit your request [here](#) indicating "Cofund Redress" as subject.

FAQs FOR SUPPORTING (“HOME”) INSTITUTIONS

How is the project set-up organized? Once the Home Institution and the applicant researcher have accepted the Terms and Conditions of the Grants, both the Home and the Host Institution will sign an Agreement to regulate the collaboration terms. The applicant researcher will adhere to this Agreement as well.

It is anticipated that fellows will be appointed by their Home Institution with a full time employment contract (up to 24 months). **A specific contract is required for the project duration.** Support to contractual/migration procedures will be provided for free by a TCOLF supplier.

After clearance by HR and Safety departments, the exact project start date will be agreed by the Home, the Host and the researcher.

How the granted funds will be transferred to the Home Institution? The Home Institution will send invoices to the Foundation on a quarterly basis and the Foundation will reimburse these costs, up to the maximum funds awarded to conduct the project.

Are the granted funds linked to the progress or success of the project? A proposal might be awarded subject to a review milestone (usually around mid-term) to decide on the project continuation.

Is the Home Institution bound to subscribe the Patent Pool terms (see: [WIPO Re:Search Guiding Principles](#))? Yes, these principles fall under the Foundation policy and are firmly subscribed. Therefore, the Home Institution should subscribe them for the specific project.