

## Grant Application UvA Psychology step-by-step

What	Whom	When	Grant type	Information
General Grant Advice	<b>Grant advisor</b> RónánMcLaughlin: <a href="mailto:r.p.m.mclaughlin@uva.nl">r.p.m.mclaughlin@uva.nl</a>	Any time	All grants	If you want to learn more about research grants, e.g. what grants are suitable for you, and their rules & criteria

Grant budget	<b>Project controllers*</b> Matthijs Wolkenfelt (KP & OP): <a href="mailto:m.p.wolkenfelt@uva.nl">m.p.wolkenfelt@uva.nl</a> Andrew Kerven (A&O, SP): <a href="mailto:a.j.kerven@uva.nl">a.j.kerven@uva.nl</a> Puikang Chan (B&C, PML & RPA ABC): <a href="mailto:P.Chan@uva.nl">P.Chan@uva.nl</a> Permission will only be given if budget has been discussed with the project controller.	1 month before deadline	All grants	The project controller will help you with the grant budget, including salary costs, and grant conditions.
Approval to apply for grants	<b>Your programme group leader and Research director</b> Frenk van Harreveld: <a href="mailto:f.vanharreveld@uva.nl">f.vanharreveld@uva.nl</a>	1 month before deadline	All grants	<b>The research director must give his formal approval for you to apply for any grant to be carried out at PsyRes.</b> Approval is only given if budget has been discussed with the project controller
Employment condition check	<b>P&amp;O Advisor Psychology:</b> Jose den Bouwmeester: <a href="mailto:j.denbouwmeester@uva.nl">j.denbouwmeester@uva.nl</a>	1 month before deadline	All grants	If applicable
Feedback on grant applications	<b>Grant advisor</b> Rónán McLaughlin	No later than 2 – 6 weeks before the deadline	All grants	The Grant advisor can give you feedback on your proposal, offering advice on strategy on how to fit the mission of the different funders and programmes
Advice for coordinators of consortium proposals	For exploring collaborative grant schemes or in case you are planning to be the coordinator in a consortium grant, contact <b>consortium grant advisor</b> Martina Chýlková: <a href="mailto:m.chylkova@uva.nl">m.chylkova@uva.nl</a>	6 months before the deadline	Consortium grants with you as the coordinator	The Consortium grant advisor can provide you with extensive support in your role as coordinator

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	Alisa Kerschbaum <a href="mailto:a.t.kerschbaum@uva.nl">a.t.kerschbaum@uva.nl</a>			
LAB facilities and technical support	Contact <b>LAB coordinator</b> Marcus Spaan: <a href="mailto:m.spaan@uva.nl">m.spaan@uva.nl</a>	2 weeks before the deadline	Grant proposals, which plan to use the lab	The LAB coordinator will help you identify which facilities/equipment /support you may need and provide you with the relevant information for the budget

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Research Data Management	Contact <b>data stewards</b> Jasper Wijnen Klaas Seinhorst Tinka Beemsterboer email: <a href="mailto:datasteward-psy@uva.nl">datasteward-psy@uva.nl</a>	2 Weeks before the deadline	All grants for projects that require a research data management plan	The data steward will help you in developing a RDM plan that fulfills all requirements.
Ethics questions	Contact Chair of the Faculty ethics committee Wery van den Wildenberg: <a href="mailto:w.p.m.vandenwildenberg@uva.nl">w.p.m.vandenwildenberg@uva.nl</a>	2 Weeks before the deadline	All grants for projects in which ethical aspects may arise	The Chair will discuss the possible ethical issues with you and provide recommendations.
HI Letter with final title and acronym	Contact project controller Matthijs Wolkenfelt, Andrew Kerven Puikang Chan	2 Weeks before the deadline	All ERC Grants	The HI letter must be signed by the president of the Executive board of the university (CvB) The project controller will ensure that your HI letter is prepared and signed.
Embedding guarantee	Contact project controller Matthijs Wolkenfelt, Andrew Kerven Puikang Chan	2 Weeks before the deadline	NWO grants such as Veni-Vidi-Vici and NWA ORC	The embedding guarantee must be signed by the dean of the Faculty of Social and Behavioral Sciences. The project controller will ensure that your embedding guarantee is prepared and signed.
Final budget check	Contact project controller Matthijs Wolkenfelt Andrew Kerven Puikang Chan	2 Working days Before the deadline and final submission	All grants	
Send final version to grant advisor & Project Controller	Grant Advisor Rónán McLaughlin (and Martina Chýlková and Alisa Kerschbaum in case of consortium grants), Project Controller Matthijs Wolkenfelt Andrew Kerven Puikang Chan	After you have submitted your proposal	All grants	The grant advisor would like to receive your final version in order to do analysis and extract best practices from all grant rounds
Advice on reviews and rebuttal letter	Grant Advisor Rónán McLaughlin	As soon as you have received your reviews	All grants that require you to write a rebuttal letter	The grant advisor can give you advice on your rebuttal letter and proof read it
Preparation for interview	Grant Advisor Rónán McLaughlin	As soon as you have been invited for an interview	All grants for which an interview is part of the selection procedure	The grant advisor will organize interview training sessions for you and will prepare and coach you for the interview

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Communication of final decision, also in case of negative result	Research director: Frenk van Harreveld Project controller: Matthijs Wolkenfelt Puikang Chan Andrew Kerven Grant advisor: Rónán McLaughlin, and Martina Chýlková, Alisa Kerschbaum in case of consortium grants	As soon as you have received the official decision	All grants	The research director, programme group leader, project controller and grant advisor should all be informed about the outcome of your grant proposal so that they can support you optimally
All official grant-letters and contracts	Project controller: Matthijs Wolkenfelt Puikang Chan Andrew Kerven	As soon as you have received documentation	All Grants	Only when the contracts are archived the project controller can apply for a project number/ WBS element, and the hiring of personnel can start

\* Division Project controllers:

- Clinical Psychology and Developmental Psychology; Matthijs Wolkenfelt: [m.p.wolkenfelt@uva.nl](mailto:m.p.wolkenfelt@uva.nl)
- Work & Organizational Psychology, Social Psychology; Andrew Kerven: [a.j.kerven@uva.nl](mailto:a.j.kerven@uva.nl)
- Brain & Cognition, Psychological Methods and the Research Priority Area 'Amsterdam Brain and Cognition Centre' (ABC); Puikang Chan: [P.Chan@uva.nl](mailto:P.Chan@uva.nl)