

Contact everyone necessary as early as possible to receive optimal support and to make sure your proposal complies with all funder requirements and UT policies

Programme	Discuss with Chair	Contact Contract Office	Check Knowledge Security	Contact Grants Office	Contact Maria Vlasiou	Contact Vice Dean Research about Host Institution Support Letter	Contact HR about the Embedding Guarantee *	Contact HR for employability of Postdoc
		contract-office-eemcs@utwente.nl	Link	grants-office@utwente.nl	m.vlasiou@utwente.nl	p.h.veltink@utwente.nl	Contact Carmen Martinez-Almeida Garcia	Contact Carmen Martinez-Almeida Garcia
		<i>To let them know of your initiative and get approval for submission of the proposal. Only if contract office does not approve, you may consider to ask FB for approval.</i>	<i>Check on the knowledge security website whether you need to fill out the checklist on collaborations and dual use.</i>	<i>For ERC grants, the Grants Office will arrange the Host Institution Support Letter, for all other grants, check with them for possible support and trainings.</i>	<i>For VENI and ERC Starting grants, Maria Vlasiou offers support on refining your subject and writing your proposal.</i>	<i>For the ERC Starting grants, the Vice Dean needs to give support before the Host Institution Support Letter will be signed by the rector. Please, send an e-mail including a short statement of support from your Chair.</i>	<i>Include a short statement of support from your Chair, and a filled-in template embedding letter provided by NWO in your email. HR will check your employment status and arrange for a signature by the Dean.</i>	<i>HR will check whether a candidate is eligible for a temporary contract. The risk of the budget not covering the salary level of the candidate is for the group.</i>
VENI preproposal	Compulsory		Recommended	Recommended	Recommended		Compulsory	
VIDI preproposal	Compulsory		Recommended	Recommended			Compulsory	
VENI full proposal	Recommended	Compulsory	Compulsory	Recommended	Recommended			
VIDI full proposal	Recommended	Compulsory	Compulsory	Recommended				
MSCA PF	Compulsory	Compulsory	Compulsory	Recommended				Compulsory
ERC Starting	Compulsory	Compulsory	Compulsory	Compulsory	Recommended	Compulsory		
Other ERC grants	Compulsory	Compulsory	Compulsory	Compulsory				
Other grants	Compulsory	Compulsory	Compulsory	Recommended				

* Criteria for receiving an embedding letter: permanent contract, temporary contract for a permanent position, tenure track or not employed by UT
 More information and support can be found on the website: <https://www.utwente.nl/en/eemcs/research/research-support/grants-support/>