



## LUF Praesidium Libertatis Grant

### *Grant conditions and application procedure 2024*

Every other year, two LUF Praesidium Libertatis Grants are awarded to talented researchers who are considered capable of (further) developing innovative and original research ideas. The grant is also meant as a first step toward larger grants. The grant comprises a maximum sum of € 75,000, which is made available by the Praesidium Libertatis I Foundation, part of the Leiden University Fund. Applications are assessed by the LUF Committee for Academic Expenditure (CWB).

Applications **supported by the Faculty Board** can be submitted between **29 May and 1 July 2024 at 13:00 hrs**. All information, links to the project description template, the budget form and the application form can be found on [the LUF website](#).

If you have any questions, please send an email to the LUF CWB secretariat (Klaartje Sluijs) at [cwb@luf.leidenuniv.nl](mailto:cwb@luf.leidenuniv.nl). You can also schedule a telephone appointment with the secretariat via this email address.

This document discusses: (1) the preselection and conditions, (2) the structure of applications and the submission procedure, (3) the eligible costs and (4) the assessment criteria and timeline.

### 1. Pre-selection and conditions

Each faculty may submit two applications. A pre-selection will take place within each faculty and a contact person will be appointed for the applicants and for LUF.

The pre-selection will take into account the following conditions:

- Applicants must hold a PhD, have a *paid appointment* of at least 0.4 fte at Leiden University or the Leiden University Medical Center (LUMC) at the moment of application and during the course of the research project; and have obtained their PhD *no more than ten years ago*, i.e. on or after 1 June 2014.
- The NWO extension clause is applicable. (See detailed explanation at the end of this document.)
- The proposed project concerns innovative research that will be carried out by the applicant if the funding is awarded.
- Entries received after the deadline will not be considered. This also applies to incomplete applications and applications that do not meet the conditions.



## 2. What structure should the proposal have and how do you submit it?

Applicants, who are nominated on the basis of the preselection within their faculty, must submit their full project plan via the LUF website <https://www.luf.nl/en/apply-for-grants/researchers/praesidium-libertatis> (one of the green 'tiles' on the right of the page contains a link to the application form). Applications may be submitted in Dutch or English.

The application must consist of:

- A. A *summary* in Dutch for a non-specialist audience (no more than 250 words).
- B. A *project description* of no more than 1,000 words (excluding references) and no more than three illustrations (tables/graphs/images).  
Use the following structure:
  - 1 project name;
  - 2 general outline of the project, including the scientific relevance;
  - 3 problem definition, aim of the project, central research question and expected outcome;
  - 4 research design and methodology.
- C. A clear *plan/timeline*, including the start date (not before 1 November 2024 nor after 1 May 2025, maximum duration of three years).
- D. Budget for the project with a *clear explanation* of why the project is suitable for a LUF grant.
- E. A *letter of recommendation* from the Faculty Board.
- F. *Applicant's CV*, in no more than 2 A4 pages, stating the date of the PhD (date of the degree certificate prevails), the university where the PhD was obtained and the number of fte of your current appointment. If the applicant wishes to make use of the extension scheme, the CV must also contain the name and date of birth of each child listed at the top of the CV, an overview of the leave registration and/or the total time spent training as a clinical specialist after promotion should be listed in the CV under the relevant course.

## 3. Which costs are eligible for funding?

The following costs are eligible:

- Materials and staffing costs. It is important to provide a clear specification of the costs without any provisional sums or unclear estimates.
- Only the directly necessary costs for the project without overhead. Staffing costs must relate to those carrying out the work and may include relief from teaching duties.
- LUF will only reimburse the costs of open-access publications in very exceptional cases and with clear justification. Without a plausible reason, such an item cannot be included in the budget or at least be honoured.
- For laboratory tests that can be carried out in-house, no more than the cost price should be budgeted for.



#### 4. Evaluation criteria and timetable

Applications are assessed by the LUF's CWB based on the following criteria:

- The scientific relevance and innovative nature of the project.
- The clarity of the problem definition.
- The quality of the chosen methodology.
- The applicant's CV matches the ambitions of the project.
- An appropriate budget: this criterion is a prerequisite. If the budget is unclear or contains ineligible items, the committee may decide not to consider the proposal.

All applications will be discussed at the CWB meeting on 16 September 2024. The applicants with, in principle, the five best projects will give a presentation at the CWB meeting on Monday afternoon 14 October 2024. Two project grants of up to €75,000 will be awarded. The announcement of the awarded grants will take place no later than the week of 21 October 2024.

Leiden University Fund,  
March 2024  
update extension scheme April 2024



**Explanation of extension clause:**

The conditions for the LUF Praesidium Libertatis Grant include a time limit that specifies until when researchers can submit a proposal after obtaining their PhD. Through the extension scheme, applicants can get extensions to compensate for a completed training as a clinical specialist, demonstrable care leave, parental leave or long-term illness.

Biological mothers receive an extension of 18 months per child. This is compensation for the time associated with pregnancy and the birth and care of a child and includes any parental leave taken and/or a reduction in formal working hours. Other parents (fathers and non-biological mothers) with a child that is part of their own household receive a six-month extension per child. This extension is compensation for the time spent caring for the child and includes any parental leave taken and/or reduction in formal working hours. An application for an extension based on care responsibilities only applies to applicants for whom there is or was a demonstrable registered period of care leave. Applicants who wish to claim this extension should state the name and date of birth of each child in their CV.

An appeal based on care responsibilities only applies to candidates for whom there is or was a demonstrable registered period of care leave. In the case of care leave for first-degree blood or other relatives, a formal reduction in the working hours is compensated. The formal reduction in working hours should be demonstrated by an overview of the leave registration, which should be attached to your CV.

In the case of long-term illness, the formal reduction in working hours is compensated. The formal reduction in working hours should be demonstrated by an overview of the leave registration, which should be attached to your CV.

Applicants can apply for an extension on ground of a completed course or a course which ends before the latest start date (between 1 November 2024 and 1 May 2025) of the project applied for. A list of courses covered by the extension clause can be found on NWO's website (<https://www.nwo.nl/en/extension-clause>). The total time spent training as a clinical specialist after the PhD may be added to the time limit set for the grant. To make use of this extension scheme the total time spent training as a clinical specialist after promotion should be listed in the CV under the relevant course.



### APPENDIX 1: Example of a budget

Expenses	Budget
Personnel costs	€ 20,000
Staff assistance (use of equipment)	€ 13,429
Laboratory costs	€ 10,000
Purchase of consumables	€ 2,000
Data collection	€ 10,000
Software package	€ 3,000
Analysis costs for participants	€ 6,000
Final payment for participants	€ 7,000
<b>Subtotal</b>	<b>€ 71,429</b>
Contingencies (5% of subtotal)	€ 3,571
<b>Total</b>	<b>€ 75,000</b>

Part D of the application concerns the budget. [For this, you fill in the form that can be found via one of the dark green 'tiles' on the LUF website.](#)

Please look carefully at the **criteria** when deciding which expenses are eligible. This example is intended as an imaginary project with great variation in expenditures, which can be different in your own particular case. Base your budget on the expenses that are relevant for your project, but give a clear specification of these expenses. For example:

- personnel costs relating to student assistance, a support staff member or payment to reduce your other duties;
- costs relating to the use of specific equipment that is required for the research;
- costs of using a laboratory;
- costs of consumables that are directly related to the project;
- costs of experiments carried out or data collection (e.g. via surveys);
- costs of software and analysis;
- Costs of compensating participants in the experiment or research (including travel and accommodation costs, modest compensation of participants/informants).

Furthermore, it may be wise to allow for contingencies by default (up to 5% of the subtotal).

Ineligible costs, for example for publications, are not included in the budget.

**We recommend that you do not enter expenses that exceed the possible grant.** If you do, the Academic Expenditure Committee (CWB) could then conclude that the project is not feasible. Furthermore, amounts exceeding the grant will not be reimbursed: it is better to critically scrutinise the budget again and to economise on certain expense items.