



Gratama Jubilee Gift 2025

Conditions and procedure

The complex societal issues of our time rarely fit seamlessly within the boundaries of a single field of study or specialization. When seeking solutions to these challenges, it is crucial for scientists to engage in dialogue across the borders of their own domain and discipline. To encourage this, the Gratama-Foundation, in celebration of its 100th anniversary, is offering a LUF grant of €100,000: the Gratama Jubilee Gift 2025. The grant is intended for an interfaculty and/or interdisciplinary project that ties in with one of the nine [interdisciplinary research programmes](#) of Leiden University.

In autumn 2024, the Gratama-Foundation, together with LUF's Committee for Academic Expenditures (CWB), will make a selection from project proposals nominated by the faculties. Which project proposal receives the Gratama Jubilee Gift 2025 will be made public in 2025, the jubilee year.

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

Questions can be sent to the LUF CWB secretariat via cwb@luf.leidenuniv.nl. It is also possible to make a telephone appointment with the secretariat via this email address.

This document contains information on: (1) the preselection and conditions, (2) the structure of applications and how to submit them, (3) the eligible costs and (4) the assessment criteria and timeline.

1. Pre-selection and conditions

Each faculty may submit **one** application. A pre-selection will be made within each faculty, and a [contact person](#) will be appointed to act as a liaison between the applicants and the LUF Secretariat.

The following conditions should be taken into account during the preselection process:

- The project should be demonstrably linked to one of the nine [interdisciplinary research programmes](#) of Leiden University;
- The project should preferably involve researchers from at least two faculties. (This obviously does not apply if it concerns an interdisciplinary project);
- Applicants should have a *paid appointment* of at least 0.4 FTE at Leiden University or Leiden University Medical Centre (LUMC) at the time of application and during the course of the intended project;
- An applicant may not be involved in more than one project proposal;
- A project proposal may not be submitted to more than one faculty in the pre-selection process;



- Applications received after the deadline will not be accepted. This also applies to incomplete applications and applications that do not comply with the requirements in any other way.

2. What the proposal should include and how to submit it

Applicants who have been selected by their faculty must submit their full project plan. [The necessary information and forms can be found via the dark green 'tiles' on the LUF website](#). Applications may be submitted in Dutch or English.

The application consist of:

- A *summary* in Dutch for a non-specialist audience (no more than 250 words).
- A *project description* of no more than 1,000 words (excluding references) and no more than three illustrations (tables/graphs/images). Please use the following format (a template is provided):
 - project name;
 - general outline of the project, including the scientific relevance;
 - problem definition, aim of the project, central research question and expected outcomes;
 - research design and methodology.
- A clear plan/timeline, including start date (neither before 1 Januari 2025 nor after 1 July 2025, maximum duration of three years).
- Budget for the project, including a *clear explanation* as to why exactly the project lends itself to this grant. An example budget is included in Appendix 1.
- A *letter of recommendation* from the Faculty Board.
- Resumes of project team members, indicating the number of FTE of their current appointment, *summarised in max. two A4 pages, not in narrative form*.

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 direct costs for the project without markup for overhead. Staffing costs must relate to those performing the work and may include relief from teaching duties.
- Only in very exceptional cases, and with clear justification, will the costs of Open Access publications be reimbursed. Without a plausible justification, such an item cannot be included in the budget.
- For laboratory tests that can be carried out in-house, no more than the cost price should be budgeted for.



4. Assessment criteria and timetable

Applications are assessed by the CWB based on the following criteria:

- The scientific relevance and innovative nature of the project.
- Clarity of problem statement and methodology.
- The added value of the interfaculty and/or interdisciplinary character.
- The ambition of the project team members and quality of their resumes.
- Executability and feasibility in terms of cost and planning.
- An adequate budget: this criterion is considered a prerequisite. If the budget is unclear or includes non-eligible items, the committee may decide not to consider the proposal.

All applications will be reviewed during the CWB meeting on 16 September 2024. The applicants with, in principle, the three best projects will give a presentation to (a representation of) the board of the Gratama-Foundation and a representation of the CWB on Wednesday afternoon 6 November 2024. Which project team will receive the Gratama Jubilee Gift 2025 will be announced in the week of 18 November 2024 to applicants and publicly in the jubilee year 2025.

Leiden University Fund,
March 2024



APPENDIX 1: Example of a budget

Expenses	Budget
Personnel costs	€ 40,000
Staff assistance (use of equipment)	€ 16,000
Laboratory costs	€ 7,500
Purchase of consumables	€ 5,738
Data collection	€ 10,000
Software package	€ 3,000
Analysis costs for participants	€ 6,000
Final payment for participants	€ 7,000
Subtotal	€ 95,238
Contingencies (5% of subtotal)	€ 4,762
Total	€ 100,000

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.