

Universiteit van Amsterdam
Instituut voor Informatica

Informatics Institute
Information on funding support

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ivi.uva.nl

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From Project Acquisition to Project Submission to Grant Award and Hiring

Informatics Institute

Faculty of Science

University of Amsterdam

1. Acquisition phase:

1

Contact IXA: acquisition strategy and planning

2

Contact IXA: advice on type of and content of grant

3

Check if collaboration is cleared via Knowledge Security with sensitive partners*

4

Submit your project via the Budget Application Form in Self Service* (budget request)

5

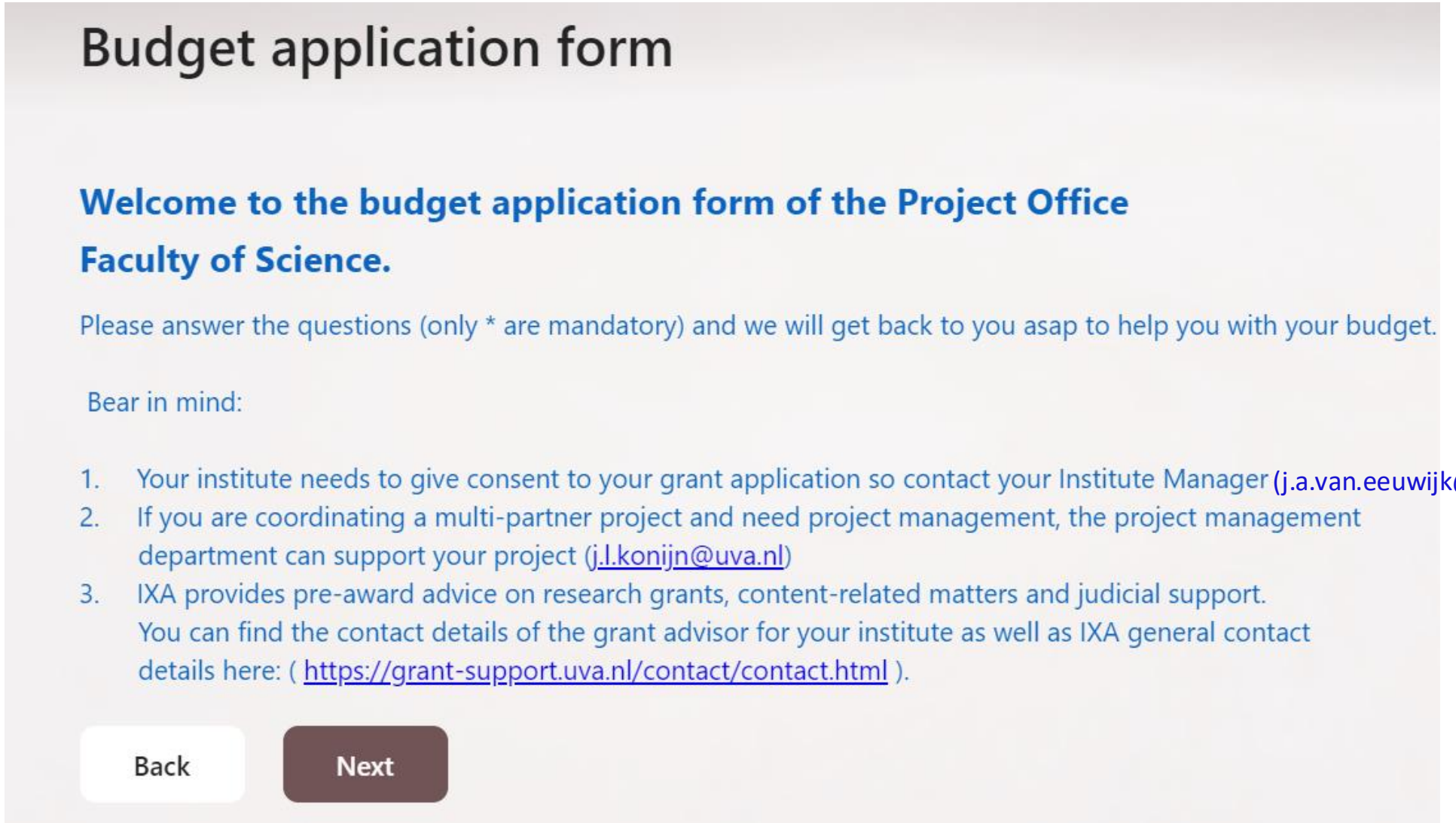
Finetuning with appointed contact person (from project control)

6

A-WBS number

(=before approval lvl)

Budget application form (office.com)



2. From Submission to Grant Award Phase:

7

IvI Assesses Financial Feasibility of the Project Application.

Contact institute manager early in the process.

8: Go/ No Go call by IvI.

Signature process* (director/dean/ CvB) -> approval to Submit

9

When IvI is coordinator, contact project management

10

Submit your project via the NWO/ EU/ etc. portal. Prior discuss legal issues with IXA legal.

11

As soon as the grant is awarded contact IXA legal to draft a contract

12

C-WBS number created via project control

3. Hiring phase of i.e. PhD:

13 Project leader: drafts a vacancy ad (check with institute manager forwards vacancy approval – to faculty)

14 Contact staffing checks the ad before posting: staffing-ii-science@uva.nl

15 Shortlist of candidates need to be checked for potential knowledge security issues

16 If cleared: contact respondents and invite candidates for interview

17 Once candidate is selected, HR will draft a contract

18 Staffing contacts the new hire – staffing closes the vacancy

Running the project



Keep an eye on your budget – supported by project control



Project agreements: e.g. reporting and timesheet (register hours for 3rd GS: e.g. EU, RVO, NGF projects)



Take care of well-being of team members.

Company doctor via institute manager.

Timely Annual Consultation meetings and Assessments



Keep track of timeline and milestones of PhDs



Evaluate project progress and collaboration with partners

Mention deviations of the plan

What is next? Overview with all the steps on

Steps	Via	Positive Outcome	Negative Outcome
1: Check external collaboration (sensitive partners)	knowledgesecurity-science@uva.nl	Continue to next step	Find different partners or change conditions in agreement
2. Ask advice on grants	Beril:z.b.karabetyan@uva.nl Website: www.ixa.nl Check with IvI institute manager (financial contribution/ other input concerning travel, and overhead)	Find the best grants, support on writing proposals, long-term research planning, deadlines	When approaching too late, consultation is not possible (first come, first serve). Financial contribution IvI needs clearance.
3. Submit Budget Application	Self Service Tool (*zelfbediening*) next slide		
4. Finetuning with project controller / A-WBS Number assigned to project	Project control informs applicant		
5. Project control pushes the project through the workflow several checks			
6. IvI assesses project application			

Questions & Answers

