



## 2019 CALL FOR PROPOSALS

**Interdisciplinary approaches to oncogenic processes and therapeutic perspectives:  
Contributions to oncology of physics, chemistry and engineering sciences.**

The Cancer ITMO of the French National Alliance for Life and Health Sciences (AVIESAN), in collaboration with the Institut National du Cancer (French National Cancer Institute) and Inserm, implements the research section of the Cancer Plan.

All information on the Cancer Plan is available at this address:

[www.e-cancer.fr/le-Plan-cancer](http://www.e-cancer.fr/le-Plan-cancer)

Online submission: <https://sp2013.inserm.fr/sites/eva/appels-a-projets/pca/Pages/pcsi.aspx>

Deadline: 25<sup>th</sup> January 2019

Contact: [plancancer.pcsi@inserm.fr](mailto:plancancer.pcsi@inserm.fr)

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## 1 CONTEXT AND OBJECTIVES OF THE CALL FOR PROPOSALS

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Major conceptual revolutions have profoundly changed the field of oncology in the last decade. The acquisition of new knowledge has also made it possible to measure, even more precisely, the extraordinary sophistication of the mechanisms at work during tumor progression. Faced with these challenges, multiple and complementary approaches are crucial; the benefit of interdisciplinary approaches to address complex issues is well established. Indeed, from the confrontation of disciplines stem theoretical and technological advances that, in the field of cancer, have led to advances in the understanding of the mechanisms of the disease, the development of diagnostic tools and therapeutic monitoring, as well as the emergence of new treatments.

The Multi-Organism Institute (ITMO) Aviesan Cancer (National Alliance for Life Sciences and Health) wishes to continue supporting interdisciplinary research approaches in the field of cancer. The general objective of this call for projects, launched jointly with ITMO Health Technologies, is to fund projects based on **concepts or tools of physics, chemistry or engineering sciences aimed at generating scientific and technological progress in oncology.**

The goal is to **better understand tumor diseases** and improve the prognosis of patients by allowing significant progress in the areas of **understanding the mechanisms of carcinogenesis (initiation, progression, metastatic spread, resistance...), diagnosis, and therapeutic care.** Creative and innovative approaches with risk taking will be encouraged. Two types of projects will be eligible: short-term projects to establish proof of concept; large-scale projects built on proof of concept already obtained.

**Target audience:** physicists, medical physicists, biophysicists, chemists, biochemists, engineers, cancer biologists, clinicians.

This call from Aviesan is funded by the Cancer Plan III (2014-2019). Operational management and follow-up are entrusted to Inserm.



A call for proposal focusing on the specific contributions of mathematical and computer sciences to research in the field of cancer will be launched later, in addition to this call for proposal.

## 2 SCOPE OF THE CALL FOR PROPOSALS

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This call for proposals covers all fields of research in physics, chemistry and engineering sciences applied to the field of cancer: **understanding, diagnosis, therapeutic care.** Both basic research projects and technological or methodological research projects are eligible.

### Eligibility criterion:



**Interdisciplinary project associating at least two different disciplines**

### The following fields are eligible:



Multiscale analysis of physical or chemical phenomena involved in the diagnosis or treatment of a tumour

- ✚ New concepts for the study of quantum or classical phenomena involved in the initiation of oncogenesis
- ✚ Devices enabling spatial and temporal correlations of parameters characterizing the evolution of a tumour and its response to treatment
- ✚ Analysis of the effects and adaptation of external radiotherapy parameters (beams, control and dosimetry, particle-matter interaction models, imaging, hadrontherapy, metabolic or vectorized radiotherapy, real-time and adaptive dosimetry)
- ✚ Primary physico-chemical mechanisms to correlate physical dosimetry with biological dosimetry
- ✚ New radiation sources and nonlinear phenomena applied to oncology
- ✚ Exploitation of the National Chemical Library for the development of multidimensional chemogenomics applied to cancer
- ✚ Development of innovative methods for molecular recognition (chemobiology)
- ✚ Study of the links between the modification of physico-chemical parameters and oncogenesis
- ✚ Development of active molecules, new galenic forms, controlled activatable molecules, micro and nano-systems for the localized release of treatments
- ✚ Mechanobiological approaches to oncogenic processes
- ✚ New biophysical approaches (*eg.* acoustic waves, multi-photon spectroscopy, electroporation, innovative imaging instrumentation, photodynamic therapy)
- ✚ Studies of interactions of various therapies (chemotherapy, targeted therapies, immunotherapy, radiofrequencies ...) and emergence of resistance

**The following projects are out of scope:**

- ✚ Mathematical or computer projects applied to the analysis of big data in public health (*which will be the subject of another call for projects in 2019*)
- ✚ Reconstitution, modeling and characterization of cancerous tumors from multidimensional image analysis
- ✚ IT projects and digital sciences
- ✚ Information system development (*which will be the subject of another call for projects*)
- ✚ Systems Biology projects (*which will be the subject of another call for projects*)
- ✚ Classical imaging approaches
- ✚ Clinical trials and early phase therapeutic trials
- ✚ Descriptive analysis

### 3 CRITERIA FOR ELIGIBILITY AND PROJECT EVALUATION

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For each project submitted, a Scientific Coordinator of the project is identified. In addition to his/her scientific and technical role, the Coordinator is responsible for setting up the modalities for collaboration between the participating teams, producing the required documents (reports and reports), holding meetings, advancing project and the communication of results. Participating teams also designate their recipient funding body (which may differ from the organization to which the coordinator belongs). The managing body is contractually responsible for the implementation of the project and the proper

execution of the aid granted, the transmission of all the scientific and financial reports provided for in the agreement.

### **3.1 Criteria for eligibility**

In order to be eligible, the projects must satisfy the following conditions:

- ✚ The project must meet the objectives of this call for proposals and fall within one of the fields identified in section 2,
- ✚ The project must have a duration of either:
  - **18 months** for projects that aim to establish a proof of concept
  - **36 months** for complete projects built based on a proof of concept already obtained.
- ✚ The consortium must combine **at least 2 teams and a maximum of 4 teams** belonging to
  - **Different disciplines.** The involvement of at least one team from the field of biology or medicine is recommended but not required
  - Different research units and/or bodies
- ✚ The Coordinator may belong to a disciplinary field other than biology – health sciences
- ✚ The project Coordinator must be a permanent researcher of a public body, a public institution of higher education, or a public health institute. He/she must spend at least 30% of his/her time on the project,
- ✚ The Coordinator’s managing body should be a public research institute, an institution of higher education or a public health institution or a recognized public utility research foundation. The managing body must not be a charity. For clarification, you can refer to section 5.4
- ✚ The application file must be duly completed and include the required documents, and comply with the submission procedures mentioned in section 6.
- ✚ The project must not be funded by the Cancer Plan through another call for proposals.

### **3.2 Criteria for evaluation**

After the eligibility criteria have been verified, the applications are submitted for a written evaluation by international experts and at least one reviewer from the assessment committee, the members of which do not have any conflict of interests and are not involved in any project submitted to the call. Projects which do not meet the eligibility criteria will not be assessed. After publication of the list of projects selected, the members of the evaluation committee will be posted on the EVA3 website of Inserm. The opinions of the committee and experts will be sent at the request of the project Coordinator.

#### **The criteria for evaluation are:**

##### **Innovation and development:**

- Innovative nature (strategy, concept, technology, etc.),
- Perspectives in terms of later developments.

##### **Scientific qualities:**

- Project relevance and originality,
- Positioning of the project in the national and international context,
- Clarity of the objectives.

**Coordinator and participating teams:**

- Skills of the coordinator in his/her discipline
- Complementarity and/or multi-disciplinarity of the various teams associated with the project,
- Organisation of collaboration between candidate groups, planning review document production, holding follow up meetings and formatting results.

**Methodology and feasibility:**

- Methodological relevance,
- Project environment (human resources, host structure),
- Credibility of the project's calendar and of the financing requested.

**Budget:**

- For projects which aim to establish proof of concept, the maximum amount allocated will be 60 k€.
- For complete projects built on the basis of proof of concept already obtained, the amount will be determined on a case to case basis. The adequacy of the estimated budget indicated by the holder, as well as the scope of the proposed project will be evaluated by the selection committee. The amount granted may be subject to discussion.

## 4 CALENDAR OF THE CALL FOR PROPOSALS

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<b>Date of publication of the call for proposals:</b>	<b>October 2018</b>
<b>Opening of project submission site:</b>	<b>December 6<sup>th</sup>, 2018</b>
<b>Deadline for submitting application files electronically</b>	<b>January 25<sup>th</sup> 2019</b>
<b>Tentative meeting date for the evaluation committee</b>	<b>End of June 2019</b>
<b>Tentative date for publishing the results<sup>1</sup></b>	<b>Mid-July 2019</b>

## 5 ADMINISTRATIVE AND FINANCIAL RULES

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### 5.1 Preliminary article - Definitions:

**Granting Act:** Funding agreement or letter by which Inserm notifies the Managing Body of its rights and obligations with respect to conduct of the selected Project. The Granting Act takes the form of a notification letter if the body managing the grant is Inserm. These two instruments are hereafter referred to with the generic term "Granting Act".

**Research Charity:** a private body subject to the Law of 1901 devoting at least 50% of its main activity to research.

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<sup>1</sup> Results will be published on the EVA website : <https://sp2013.inserm.fr/sites/eva/appels-a-projets/Pages/default.aspx>

Managing Body: Research body managing the grant to conduct the Research Project as submitted in the Application File. The Managing Body is contractually responsible for implementing the Contract and compiling all the scientific and financial reports stipulated in the Granting Act.

Project Coordinator: the person responsible for the scientific conduct of the Project as designated in the Granting Act.

Research body: This term refers to all entities such as public sector research institutions (EPST, EPIC, etc.), institutions of higher learning (universities, etc.), research foundations, health care establishments, and any other body involved in the research field.

Partner: A research team contributing to conduct of the Research Project.

Project: research project addressed in the scientist's Application File and selected by Inserm for funding in the framework of the Cancer Plan.

Rules: these financial rules with their appendices.






## 5.2 Scope

These Rules apply to Managing Bodies allocated a grant by Inserm to conduct a Research Project, selected in a tender for projects launched by Inserm. Tender procedures are conducted by Inserm under the aegis of the following divisions: ITMO Cancer, the *Département de l'Évaluation et du Suivi des Programmes* (DESP, Department of Programme Evaluation and Monitoring) and the scientific interest group *Institut de Recherche en Santé Publique* (IReSP) within the framework of the Cancer Plan 2014-2019.



## 5.3 Contents

Funding is granted by Inserm after the Project has been selected on the basis of the Application File submitted by the Coordinator according to the criteria for eligibility and evaluation of the text of the corresponding tender for projects.

The Application File includes:

-  A scientific file;
-  The Project's budget broken down in the financial appendices (**appendices must be signed and stamped**);
-  The CVs of the Project Coordinator and the Director(s) of any associated team(s) (all in a single file, the template for the CV has to be downloaded from EVA3);
-  The Administrative Form to be filled in online on the special Application File Submission website;
-  The Bank Identification Statement of each managing body.

For **research charities**, the following complementary documents should be appended to the Application File:

-  The financial statement of the closed fiscal year
-  Charity status up-to-date



**Incomplete projects will be deemed ineligible.**

## 5.4 Managing Bodies

Teams belong to the following bodies:

- ✚ Public-sector research institutions (EPST, EPIC, etc.),
- ✚ Institutions of higher learning (universities, etc.),
- ✚ Research foundations of recognized public utility,
- ✚ Public-sector health care establishments,
- ✚ Other bodies involved in the research field.

Public research teams affiliated with a **public-sector body or entity** must have their grant managed by their associated public body or one of the mixed administrators of their structure.

The participation of industrial partners and/or foreign teams is possible as long as they provide their own funding in the Project.

The funding of charities (as defined in the 1901 Law) not classified as Research Charities is not allowed. Management via a charity is only possible if it justifies research activity.

Similarly, Inserm will check the capacity of charities to finance the part of the cost, which is self-financed. In the course of the selection process, Inserm may check that any partner charities in the Research Project are in a position to finance the part of the cost of the research not covered by the Inserm grant.

When administrative and financial files are being finalised, charities allocated a grant may be asked for further information.

If the Project involves different teams associated with different bodies benefiting from part of the funds granted, each Managing Body will sign a separate agreement with Inserm.

## 5.5 Coordinator

If there are multiple teams involved<sup>2</sup>, a Project Coordinator must be appointed. Each partner team appoints a scientific leader.

In addition to his/her scientific and technical role, the Coordinator is responsible for organising the collaboration between participating teams and meetings as well as monitoring progress and communicating results. He/she is responsible for compiling the required reports and sending them to Inserm.

The Coordinator must:

- ✚ Be a statutory employee of a public-sector research body, a public institution of higher learning or a public health care institution;
- ✚ Devote at least 30% of his/her time to the Project.

## 5.6 Duration of the Project

The Managing Body and the Coordinator undertake that the Project will be completed within the time frame stipulated in the Granting Act notwithstanding possible modifications in duration detailed in Article 6.

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<sup>2</sup> Refer to eligibility criteria



This duration corresponds to that in which expenses must be assumed and paid. The Project **must** be started in the year of notification of the Granting Act.

## **5.7 Granting Act**

### **5.7.1 *Form of the Act***

The Act takes the form of:

- ✚ Either a grant agreement signed by the Managing Body and Inserm;
- ✚ Or a notification letter sent to the beneficiaries if the Managing Body is Inserm.

### **5.7.2 *Compulsory information that must be mentioned in the Granting Act***

The Granting Act is compiled by Inserm on the basis of **information in the Application File and the text of the corresponding Tender for Projects.**

It must include the following information:

- ✚ Title of the Project;
- ✚ Duration of the Project;
- ✚ Duration of the Granting Act;
- ✚ Partners involved in the Project and the Coordinator;
- ✚ The total sum granted and how it is to be paid;
- ✚ The obligation to send Inserm the reports mentioned in Article **5h** of the Rules. How and when these are to be sent are stipulated in the Granting Act;
- ✚ Appendices to the Granting Act:
  - Appendix 1: summary of the Project as stipulated in the Application File;
  - Appendix 2: budget
  - Appendix 3: model of the financial justification.

### **5.7.3 *Documents constituting the Granting Act***

The documents that make up the Granting Act have the following order of precedence, especially in the event of conflicting provisions:

- ✚ The Granting Act and its appendices;
- ✚ The Rules.

### **5.7.4 *Special provisions***

Inserm and the Managing Body may include in the Granting Act special obligations and/or exemptions from the Rules that are justified either by specificities of the funded Project or by modification of the Project in the framework of the Tender for Projects or by an agreement between Inserm and one or more of its partners.

### **5.7.5 *Notification of the Granting Act***

The Granting Act is notified by a letter from Inserm.

### **5.7.6 *Modification of the Granting Act***

Inserm will compile and sign an additional clause for any modification of the provisions of the Granting Act.

However, extension of the duration of the Project, agreed to on an exceptional basis, is notified by a simple letter sent to the grant's Coordinator or Managing Body.

Extensions cannot exceed 12 months.

## **5.8 Grant**

### **5.8.1 *Calculation of the total sum***

When the total sum granted is identical to that asked for in the Application File, it includes the budgetary appendix compiled by the Coordinator when the application is submitted.

If the total sum granted by Inserm differs from that asked for in the Application File, Inserm sends the Coordinator an E-mail with the global total of the grant that it is intending to attribute to conduct the Project. In this case, a new financial appendix is compiled, dated and signed by the Managing Body. Then the Coordinator must conduct the Research Project in line with the instructions of Inserm.

In the event of refusal to compile a new financial appendix or failure to answer within one month of Inserm sending the E-mail, no grant will be attributed.

The grant attributed cannot be less than 25,000 € per team participating in the Project for its entire duration.

### **5.8.2 *Value Added Tax***

Because of the absence of counterpart to Inserm's financial support and applying the provisions of fiscal instruction 3A-4-08 of 13 June 2008 from the Public Finances Directorate, the grant attributed by Inserm is not subject to VAT.

### **5.8.3 *Payment***

#### **5.8.3.1 Schedule**

For Managing Bodies other than Inserm, 100% of the grant is paid upon signing the agreement.

When the Managing Body is Inserm, credits corresponding to the grant are opened in annual blocks.

For charities, a first payment will be made on signing of the Agreement. Subsequent payments—up to 80% of the grant—will be made after the validation of interim reports (scientific and financial).

#### **5.8.3.2 Suspension of payment**

If the project has not been started by the planned date of production of the first scientific report, Inserm will notify the Managing Body of the breach in a registered letter with acknowledgement of reception. This letter will require the Managing Body to overcome the difficulties encountered within two months of reception of this letter. If the deficient Managing Body has failed to remedy the problem by this deadline, cancellation is announced.

### **5.8.4 *Use of the grant***

The Managing Body must use the grant paid by Inserm exclusively to conduct the Project stipulated in the granting agreement.

At the end of the Project, any unspent moneys are to be reimbursed to Inserm within 30 days.

### 5.8.5 Eligible expenditure

All expenditure must be directly related to the Project, strictly necessary to its conduct and duly justified.

#### 5.8.5.1 Equipment

Equipment, other than the office material and infrastructures, are authorised. Computers necessary to the operation of experimental instruments or calculations are not considered as office material. For these, a scientific justification will be required.

In the context of this Call for Proposals, the maximum funding amount for equipment expenditures is € 50,000 (not including tax) per partner. For expenditures above the maximum funding amount, Project Coordinators are invited to apply to the Cancer Plan Call for Proposals “Grant application for the acquisition of equipment for cancer research” organised by ITMO-Cancer.

#### 5.8.5.2 Staff

Expenses for temporary staff are eligible.

For private-sector establishments, expenses for permanent staff members are eligible as long as these employees are allocated to the Project strictly within the framework of its execution.

Funding doctoral contracts is not allowed unless this is specifically allowed for in the text of the tender for the project concerned.

Expenses for administrative staff are ineligible.

#### 5.8.5.3 Operating costs

##### Services

The Coordinator may sub-contract out part of the Inserm-funded work required for the Project to third-party service providers. However, these services must only bear on execution of a small part of the Project and must comply with public-sector ordering regulations.

##### Consortium agreement

The cost of compiling a consortium agreement is eligible if the conditions stipulated in Article **5m** of these rules are fulfilled.

##### Other operating costs

The other operating costs that are eligible are:

- ✚ Consumables;
- ✚ Project-related travelling expenses for scientists;
- ✚ Intellectual property expenses for patents and licenses resulting from execution of the Project;
- ✚ Costs related to the publication of results as well as possible additional costs for the publication of articles in free access journals,
- ✚ Expenses justified by an in-house billing procedure.

#### 5.8.5.4 Management costs

A fraction of general administrative costs generated by the Project may appear in the funded expenses.

This fraction is limited to 8% of the Project's grant total cost of eligible expenses and does not need financial justification.

#### 5.8.5.5 VAT

For partners who are not subject to VAT or only partly subject, the unrecoverable part of VAT paid out on eligible expenses constitutes an eligible expense.

#### **5.8.6 Fungibility**

The grant paid by Inserm is fungible under the operating expenses ticket. Budget can only be transferred for staff costs with the agreement of Inserm.

#### **5.8.7 Other provisions**

If the amount of the grant paid by Inserm does not cover all expenses incurred in executing the Project, the Managing Body undertakes to complement the funding to ensure the Project's proper execution, either from its own resources or by means of one or more co-financing agreements.

In this event, the Managing Body will tell Inserm about any co-financing agreed to subsequent to notification of the agreement together with the name of the co-financer and the sum of the co-financing. In case the funding is from other funding call of Cancer Plan, Inserm will study this request and may revise the amount initially allocated accordingly.

### **5.9 Scientific and financial reports**

#### **5.9.1 Scientific reports**

The Coordinator is to issue reports as stipulated in the Granting Act.

They are to be sent:

- ✚ An Interim Report six months after the beginning of the Project (start date indicated in the Agreement);
- ✚ A Mid-Term Report half way through the Project for Projects lasting more than two years;
- ✚ A Final Report within 4 months of completion of the Project.

Failure to produce interim or final scientific reports will entail reimbursement of all sums paid by Inserm. Scientific review of interim or final reports may lead Inserm to ask for complementary information and financial support may be suspended or terminated in the event of failure to adhere to the Project or use of the funds for some other project.

#### **5.9.2 Financial reports**

Financial reports are compiled as stipulated in the Granting Act and the Rules; these present the expenses allowed throughout the duration of the Project.

Charities send an interim financial report on the anniversary date of the Granting Act.

Managing Bodies will issue a Final financial Report within 4 months of completion of the Project.

Financial reports are signed by the Coordinator together with a financial manager in such a way as to represent the Managing Body.

They are to be sent to Inserm by the grant's Managing Body.

Costs related to the certification of expenditure by an external auditor are eligible expenses.

At the end of the Project, any sums remaining will be paid back to Inserm by the Managing Body.

### **5.10 Other undertakings on the part of the Coordinator and the Managing Body**

The Coordinator is obliged to tell Inserm about any substantial change to the Research Project vis-a-vis the contents of the Application File/Granting Act as well as about any difficulties encountered with conduct of the Project.

The Coordinator also undertakes to take an active part in operations to monitor the Project organised by Inserm/ITMO Cancer (dissemination workshops, colloquia, etc.).

The Managing Body will inform Inserm of any change of address or bank details.

### **5.11 Organiser - assigned accountant**

The organiser of grants and credit transfers is Inserm's Président Directeur Général or by proxy its Director of Finance.

The assigned accountant for payments is Inserm's Head Accountant (*Agent Comptable Principal*).

### **5.12 Technical and financial supervision**

At any point during the Project, Inserm reserves the right to organise site visits in concert with the Managing Body and the Project Coordinator.

Use of the grant paid under the aegis of the Granting Act may, throughout the Project and for two years after its termination, be controlled or audited by Inserm or by an agent appointed by Inserm, by means of a document review or an on-site inspection.

The Managing Body will be expected to be able to justify allocation of funded staff members to the Project as well as all expenditure on the grant.

The Managing Body must be ready to provide all administrative, accounting and legal documents as well as receipts related to use of the grant.

Attention is drawn to the fact that, since this grant corresponds to public moneys, the funds may be audited by various state supervisory bodies.

### **5.13 Publications – communication**

#### **5.13.1 Publications**

All publications resulting from the Research Project must mention this financial support in the following terms:

"With financial support from ITMO Cancer AVIESAN (*Alliance Nationale pour les Sciences de la Vie et de la Santé*, National Alliance for Life Sciences & Health) within the framework of the Cancer Plan"

Any publications are to be sent to Inserm in a timely fashion (within five days of publication).

#### **5.13.2 Dissemination of the abstract**

The Coordinator will authorise the dissemination of the abstracts (in both English and French) contained in the Application File. Before dissemination, the texts will be sent by E-mail to the Coordinator for validation of their contents. In the absence of any response within 45 days, the texts will be considered validated.

#### **5.13.3 Impact analysis**

The Coordinator undertakes to compile—for subsequent posting on the ITMO Cancer Web site—an impact analysis summarising what the funded Project contributes to the fight against cancer.

### **5.14 Intellectual property**

As funder and issuer of tenders for projects and grants, Inserm does not acquire any intellectual property rights. All intellectual property rights related to work on the Project and its results accrue to the Managing Body. If there is more than one Managing Body, they will have to agree among themselves about the allocation of intellectual property rights.

Compiling a consortium agreement is highly advisable if:

- ✚ The overall total of the grant amounts to more than €250,000;
- ✚ More than three partners are involved in the Project.

It is obligatory if a private-sector Managing Body becomes a partner in the Project.

### **5.15 Confidentiality**

Inserm undertakes to preserve the confidentiality of all information acquired in the course of execution of the project, notably that contained in the Activity Report, hereafter referred to as the "Information". Inserm is not allowed to disclose anything at all in any form to any third party (apart from the Cancer Plan Steering Committee) without written permission from the Coordinator.

Nevertheless, Inserm will not be bound to secrecy for a specific point of information if it can prove that:

- ✚ The information is in the public domain without there having been infraction of the grant agreement or the Rules;
- ✚ The information was already known to Inserm on the date of signing of the agreement;
- ✚ The information becomes freely available from some other source which has the right to it.

### **5.16 Protection of personal data**

Information of a personal nature collected in the Application File will be processed by computer to compile documents and help with the administrative and financial monitoring of Research Projects. In compliance with the Information Technology & Privacy Law of 6 January 1978 as amended in 2004, persons on whom data are collected have rights of access to, rectification of and deletion of information about themselves. These rights can be exercised by application to Inserm, Legal Affairs Department, 101 rue de Tolbiac - 75013 PARIS.

### **5.17 Settlement of disputes**

For any conflict between Inserm and the Managing Body relating to interpretation or execution of the Granting Act, both parties undertake to bring their dispute to conciliators appointed by each of them (unless they can agree on a single conciliator) before recourse to any court.

The conciliator(s) will do all they can to settle the difficulties and bring the parties to amiable resolution within sixty (60) days of the date of their appointment.

In the absence of amiable resolution, the administrative judge will be convened to rule on the dispute related to application of the Granting Act.

### **5.18 Date of implementation of these Rules**

These Rules come into force on the date of their publication and apply to grants allocated by Inserm in the framework of scheduling tenders for projects for 2015 and thereafter.

## 6 SUBMISSION PROCEDURE

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The submission of your application file includes 2 mandatory steps:

- 1- Registration on the EVA3 website of Inserm
- 2- Submission of the application form online

### 6.1 Application file

The application must include all elements that are required and needed for the scientific, technical and financial evaluation of the project. Applicants are recommended to produce a scientific and technical description of the project proposal in English. If the scientific and technical description is written in French, an English translation may be requested within a deadline compatible with the evaluation process milestones.

The application file contains 5 elements:

- ✚ The scientific file (available for download on EVA3 website)
- ✚ The Project's budget broken down in the financial appendices. The template of the financial annexe may be downloaded from the application site, it should be then uploaded in the **excel format AND a signed and stamped version in the pdf format** ,
- ✚ The CVs of the Project Coordinator and the Director(s) of any associated team(s) (all in a single file, word or pdf format. The template for the CV has to be downloaded from EVA3 ),
- ✚ The administrative form to be filled out online on the dedicated EVA3 website,
- ✚ The bank statement of each Managing body.



**Incomplete application files will be deemed ineligible**

### 6.2 Electronic submission procedure

Website: <https://www.eva3.inserm.fr>

This submission procedure from the EVA3 website of INSERM will include:

- ✚ Identification of the candidate (surname, forename and e-mail), allowing the receipt of a username and password by email giving access to a secured personal space on EVA3,
- ✚ The administrative section, as a form to be completed online
- ✚ Submission of the required documents by uploading scientific document in PDF format, financial appendices in Excel format, financial appendices in PDF format which must be stamped and signed by the legal representative, and CV of the Project Coordinator and managers of the participating teams).
- ✚ In the context of this call for proposals, charities must send the following additional documents:
- ✚ The balance sheet of the closed fiscal year
- ✚ Charity status up-to-date

**Submission deadline: January 25<sup>th</sup>2019**

Applicants are strongly advised not to wait until the deadline to submit their project proposal.

## 7 PUBLICATION OF THE RESULTS

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The list of projects funded will be published on the EVA3 website of INSERM. For these projects, the abstract will be published later, and each applicant will be contacted in order to confirm the content or provide a publishable version. Results will be communicated in writing to the Coordinators.

## 8 CONTACTS

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For further information, please contact:

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Do not hesitate to consult the Candidate guide available on our EVA application.