



## ASE Step-by-step plan for individual grant applications

May 2026

When applying for a grant, it is important that researchers follow the targeted step-by-step plan as outlined below. (This facilitates monitoring of the grants applied for and any subsequent application of the matching rules.) For questions, please contact Alisa Mulder at [ase-ri@uva.nl](mailto:ase-ri@uva.nl).

### 1. Preliminary application (pre-application and support letters)

Researchers must fill in the application form via **this link** at the start of the grant application process to indicate their intent to apply.

Please check the website of the grant provider carefully, so to not miss any steps or required forms that are bound to a deadline. If a host institution support letter is required, please fill it in and send it to [ase-ri@uva.nl](mailto:ase-ri@uva.nl) at least 7 working days prior to submission of the pre-proposal.

### 2. Pre-proposal phase

- **Content review**

A draft pre-proposal can be reviewed by Soraya Mols from IXA. She checks whether the content aligns with the evaluation criteria and whether the text is clear and understandable for readers from diverse scientific backgrounds. More information on support from IXA, and their deadlines, can be found on the Grant Support website.

- **Advice on budget**

Pre-proposals often only require an indicative budget planning. Questions and advice on this can be obtained from Erik van Loon from project control.

- **Data**

For any questions regarding data (registration) and the Research Data Management plan, please contact FEB data steward Thomas Gales at [rdm-eb@uva.nl](mailto:rdm-eb@uva.nl).

Please send the pre-proposal to Alisa Mulder, [ase-ri@uva.nl](mailto:ase-ri@uva.nl), as well.

### 3. Full proposal phase

- **Content review**

Once the pre-proposal has successfully passed the first round of evaluation, please inform Soraya Mols. The draft full proposal must be reviewed by Soraya Mols for feedback on scientific content, relevance, and alignment with institutional priorities.

- **Budget planning**

The budget section must be reviewed and approved by Erik van Loon, ensuring alignment with financial guidelines and feasibility. Please forward the budget planning to Alisa Mulder, [ase-ri@uva.nl](mailto:ase-ri@uva.nl), as well.

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- **Compensation eligibility**  
ASE-RI awards compensation for time spent on preparing a grant application. To apply for compensation, please refer to the *ASE grant application stimulation scheme* for further instructions. Please submit the compensation application to Alisa Mulder at [ase-ri@uva.nl](mailto:ase-ri@uva.nl), just before or at the same time as the grant application. In case a grant is awarded, you are not eligible for compensation.

#### 4. Completion of the application

Please inform Soraya Mols, Erik van Loon and Alisa Mulder about the outcome of the application. If the grant has been awarded, the final budget should be drafted together with Erik van Loon.

If willing to provide, please share the **evaluation reports** from the grant provider with Alisa Mulder and Soraya Mols.