European Society for Sexual Medicine (ESSM)

Terms and Conditions for Research Grants

A. INTRODUCTION

1) European Society for Sexual Medicine (ESSM) is a Not For Profit Organization registered in Belgium with the aim of the advancement and improvement of public awareness, education and research in the field of Sexual Medicine and the diffusion of knowledge of new and improved methods of teaching and practicing Sexual Medicine.
2) To further these aims ESSM supports scientists in the field of Sexual Medicine to advance the basic understanding of human sexual physiology and psychology, to translate fundamental research findings to clinical use, to develop and adopt new medicines, technologies and methods for the treatment of sexual dysfunctions and for the improvement of human sexual health.
3) ESSM supports the scientists in the field of Sexual Medicine through research grants, travel fellowships, personal awards and studentships.
4) The regulations and conditions related to the research grants are given in this document.

B. WHO CAN APPLY?

1) The principal investigator (PI) must be an ESSM member for at least 2 years prior to the application, **in perfect order with the fulfilment of the membership fee payments**.
2) The research must take place in one of the following countries: Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine and United Kingdom.
3) In order to facilitate fair diffusion and distribution of research grants throughout the ESSM members, only one proposal from a research team will be considered for each year in question.
4) A PI can only submit one proposal per year
5) PI will be responsible for the leadership of the research project, scientific conduct and overall management of the research.
6) PI will be the ESSM's main point of contact. There can only be one PI in the proposal.
7) Lead organisation (LO) will be the place where the research will take place. The LO must ensure that the PI and his/her project team are made aware of their responsibilities and that they observe the terms and conditions of grants.
8) The LO must ensure that the research supported by the grant complies with all relevant legislation and regulation, including that introduced while work is in progress. This requirement includes approval or licence from any regulatory body that may be required before the research can commence.
9) LO must ensure that where applicable the study is reviewed by a relevant ethics committee. Where applicable, a letter confirming the approval by the ethics committee should be included

with the application. A PI must have a contract of employment with the LO for the duration of the grant.

10) Co-investigators (CoI): The PI may be supported by a number of co-investigators named on the application. A CoI assists the PI in the management and leadership of the research project.
11) CoI does not have to be a member of ESSM at the time of application, but will be expected to apply for ESSM membership before the project is completed
12) Administrative authority (AA) of the LO will be responsible and accountable for the correct financial conduct of the study and the management of the funds.
13) **A LO or PI which receives an ESSM grant will not be eligible to apply in the next year.**
14) Any multiple submissions from the same LO in the same year will be considered to be contravening with the clause B-2 and hence ineligible. Therefore the research teams within the same LO should consider joint applications where possible.
15) The whole duration of the project must not exceed 18 months.
16) CoI and PI may not be an employee of a pharmaceutical or biomedical company

C. ELIGIBLE COSTS:

1) Postgraduate research student (e.g. MSc, PhD, MD) stipend
2) Part or full salary of research fellow(s) or research assistants directly employed for the project
3) Research materials and consumables
4) Travel and/or transport expenses directly related to the research project
5) Animals and their maintenance
6) Patient recruitment costs
7) Other costs directly incurred by the project (*direct costs: costs that are explicitly identifiable as arising from the conduct of a project*)
8) Purchase of equipment not exceeding 10% of the total amount of the grant

D. INELIGIBLE COSTS:

1) Indirect costs
2) Estate costs
3) University tuition fees
4) Rent of a laboratory or clinical space
5) Part or full salary or time of staff who have permanent contracts
6) Time of student supervisors
7) Sub-contractor fees
8) Consultancy fees
9) Membership fees to learned societies including ESSM
10) Application fees to ethics committees or regulatory bodies
11) Stationary, office costs or secretarial assistance unless directly incurred by the project
12) Prescription costs
13) Publication costs
14) Costs of managing, protecting and exploiting the intellectual property
15) Maternity/paternity leave/cover
16) Sick leave

17) Local taxes
18) Employer's contribution to national insurance or pension scheme
19) Any indemnity or insurance costs
20) Registration fees, travel, or accommodation costs for conferences

E. APPLICATION, REVIEW AND AWARD PROCEDURE:

1) Invitation to submit grant applications is advertised at the ESSM website.
2) The application forms can be downloaded from the ESSM website-members only section.
3) Completed application forms must be submitted by the deadline as advertised on the website. Late applications will not be accepted.
4) All applications require the formal approval of the PI's Head of Department (HoD) and of the administrative authority (AA) of the LO.
5) Signature of the PI, HoD and AA confirm that the acceptance of the ESSM's T&C as set out in this document and on the application form.
6) Completed and fully signed application forms (in PDF format) must be submitted to ESSM by email at **essm.grants@gmail.com** no later than the specified deadline.
7) ESSM reserves the right to decline to consider an application which does not conform to its terms and conditions as set out in this document.
8) The ESSM seeks, in confidence, the opinions of independent external referees. The external referees are selected by the Chair of the Scientific Committee and the Chair of the Grants Sub-Committee. The external referees are not ESSM members and are not affiliated to any of the applicants or LOs.
9) Final decision is given by the ESSM Executive Committee based on the scores received from the independent external referees.
10) Either the members of the ESSM Scientific Committee or the Executive Committee who personally or indirectly (namely, anyone from they own Departments) apply for the research grant will not participate in the evaluation of any grant application.
11) The successful applicants will receive individual grant award letters from ESSM.
12) ESSM will also contact the AA's of the successful applicants to arrange for the transfer of funds to the LO.
13) Unless otherwise agreed by the ESSM, the funds in Euros will be transferred to the LO in two payments:
    a. 80% of the total grant will be paid at the start of the project to the LO.
    b. The remaining 20% will be paid to the LO only upon fulfillment of both of the following conditions:
        I. delivery of the award lecture at the next available ESSM Annual Meeting following completion of the project; and
        II. publication of at least one article reporting the project findings in a peer-reviewed journal, for which appropriate proof must be provided (see Clause G).

    Payment shall be made subsequent to verification that both conditions have been fully satisfied.

14) In the case that the full costs of the project exceeds the ESSM grant, LO must demonstrate from which sources the missing funding will come before ESSM grant can be approved.

F. START/END DATES AND REPORTING:

1) The grants should start within 6 months after receiving the grant award letter.
2) The start date of the project grant is the date when the first expense is incurred. It is the PI's responsibility to inform ESSM about the start date.
3) The end date of the project will be minimum 12, maximum 18 calendar months after the start date unless agreed otherwise.
4) The PI will be responsible for submitting a short report to ESSM summarising the results, outcomes, achievements and publications of the project within 6 months after the end date.
5) ESSM reserves the right to request the repayment of part or full of the research grant from the LO if the final report is not received within 12 months after the end date.

G. PUBLICATIONS AND ACKNOWLEDGEMENTS:

1) Grant-holders are required to provide evidence of the results of their research through at least one publication in a peer-reviewed journal. All oral and written presentations, theses and other publications arising from ESSM-funded research projects must include an acknowledgement of this support, using the following phrase: "***This research project was partly/fully funded by the European Society for Sexual Medicine Research Grant (grant number)***". A reprint of such presentations and publications must be sent to the ESSM within two months of publication.
2) At least one peer reviewed research article (excluding review articles and abstracts) arising from the ESSM-funded research project must be submitted to the Journal of Sexual Medicine (or affiliated journals), official journal of the society.
3) The awardees of ESSM Project Grants will be invited by the ESSM to present their findings at the next available ESSM Annual Conference after completion of the project. The registration fee of PI will be waived.

H. INTELLECTUAL PROPERTY:

1) It is the responsibility of the LO, and all engaged in the research, to make every reasonable effort to ensure that the intellectual assets obtained in the course of the research, whether protected by intellectual property rights or not, are used to the public benefit. Research outcomes should be disseminated to both research and public audiences – for example to inform potential users and beneficiaries of the research.
2) Unless agreed otherwise, the ownership of all intellectual assets, including intellectual property, and responsibility for their application, rests with the LO.

I. LIABILITY, TERMINATION AND STATUS:

1) The ESSM accepts no liability, financial or otherwise, for expenditure or liability arising from the research funded by the grant.

2) The ESSM does not accept liability for any failure in the LO's or PI's duty of care, or any negligence on the part of its employees.
3) The ESSM reserves the right to terminate the grant at any time, when a contravention to any of the terms and conditions as set in this document occurs; where repayment of part or the entire grant may be requested.
4) As ESSM is registered in Belgium; all matters relating to the terms and conditions will be subject to the exclusive jurisdiction of the courts of Belgium.