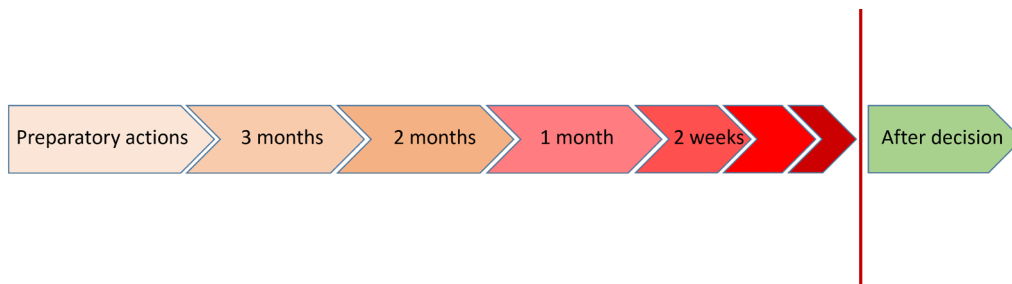


## Process and external funding timeline at the Faculty of Law



### Preparatory actions

- Formulate idea
- Build network of potential partners
- Screen calls for funding
- Contact Grants Manager for advice on how to match to identified call

### 3 months before deadline

- *Contact the Pro Dean* via e-mail to inform about the application
- Optional preparatory meeting with Grants Manager
- Prepare 1-page proposal or abstract

### 2 months before deadline

- *Contact Head of Department* via e-mail to inform about the application and draft budget
- Familiarize with application system
- Identify possible restrictions of the call such as maximum levels of overhead costs or what types of costs it can cover
- Declaration of commitment from potential partners

### 1 month before deadline

- Full draft of proposal & budget
- *Contact Controller* for budget review
- Ensure supplementary aspects (*e.g.* ethics, gender, data management)
- Contact Grants Manager or colleagues for feedback of proposal

### 2 weeks before deadline

- Finalized budget
- Approval of budget from Head of Department

### 1 week before deadline

- Final draft ready

### 3 days before deadline

- Upload application

### After decision

If granted:

- Contact Head of Department to inform about decision
- Contact Controller and send decision documentation and approved budget
  - Primula and Retendo (salaries), W3D3, LUCRIS (PI), Activity code
- Inform the Pro Dean for disseminating the good news

If rejected:

- Contact Head of Department to inform about decision
- Contact grants manager for follow-up
  - Rewrite and resubmit

## Timeline calls

The application period may vary slightly. For the exact period, see current information from the funder or contact the Grants Manager.

