

EFCE Support letter Policy PL-08

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REV	DATE	DESCRIPTION	PREPARED	CHECKED	APPROVED

The present Policy defines the process of issuing support letters for research proposal applications.

1.1 Principles:

- 1.1.1 EFCE as an organisation can only support dissemination of results and NOT research or innovation actions. The latter actions can only be supported by individual members of EFCE in their personal and professional capacity, not on behalf of EFCE.
- 1.1.2 Only research proposals aligned with the charitable objects and the mission of EFCE will be considered for support.

1.2 Any EFCE member/Working Party or a Section may request support for research proposal application fulfilling principles set out in 1.1. The request must clearly set out in writing the purpose of the project (to verify principle 1.1.2), summary of the project proposal key information (funder, duration, partners, etc.) and the proposed dissemination role of EFCE in the proposal. It is recommended that the applicant considers using EFCE Newsletters, Spotlight webinar series and satellite workshops at EFCE organised events as possible routes of dissemination.

1.3 Wherever possible, a financial contribution to EFCE dissemination (as outlined above) of 1000-3000 EUR per annum should be incorporated into the proposal, depending on the type and the number of dissemination events to be delivered in that period. This is to be agreed between the proposer and the EFCE Management group.

1.4 The Management group will consider each request at the meeting as soon as possible following the date of request to ensure the principles set out in 1.1 are fulfilled and the EFCE is able to fulfil the request as set out in 1.2 and 1.3.

1.5 If the request is approved by the Management group, the standard template letter (see attached) will be adapted to the requested application proposal, signed by the president and forwarded to the proposer.

- 1.6 Should the application for funding be successful, the applicant must inform EFCE upon the signing of the grant agreement and the process of the payment of the dissemination support should be agreed.
- 1.7 The applicant is then responsible for ensuring any information for project dissemination is provided to the EFCE secretariate in a timely manner to ensure effective dissemination.

The President of the European Federation of Chemical Engineering

Our Reference EFCE **EEE**
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Date **FFF**

To the k.a. of Prof. **CCC**

Subject

EFCE Support to **AAA** proposal (Call: **BBB**)

Dear Professor **CCC**,

Following our discussion on the subject matter, I hereby confirm EFCE support to the **AAA** proposal (Call: **BBB**), as described in the attached document, should the proposal be accepted and funded. EFCE appreciates and supports the activities of its **Working Party/Section on DDD** and will be able to facilitate pan-European dissemination of **AAA** results via our poster competitions and conferences and publication platforms. Experts from EFCE may also provide dedicated lectures at the **AAA** summer schools. As agreed with you, we have identified a strong and committed team ready to supervise the activities, should the **AAA** proposal be successful. I hereby declare that I am entitled to commit into this process the entity I represent. Should you any assistance, do not hesitate to let me know.

Best regards,

Giorgio Veronesi
EFCE President