Directive concerning research grant applications LEX 3.1.1

1 September 2011, status as at 1 January 2016

The Direction of the Ecole polytechnique fédérale de Lausanne,
based on Art. 4, par. 1, letter j of the Ordinance on the organisation of the EPFL, status as at 1 January 2015,
hereby adopts the following :

Article 1 Sphere of application

[1] The present directive establishes the internal procedure to be followed for all applications for research funding.

[2] This procedure is applicable for applications to national, European or international bodies, whether public or private.

Article 2 Procedure

[1] A full copy of every application, without exception, must be uploaded to the EPFL central computer server GrantsDB on the same day that the application is submitted to the fund provider.

[2] When the application is submitted, all additional costs or resources involved but not covered by the anticipated grant are mentioned and documented in an appendix comprising :

- detailed costs,
- additional resources,
- steps taken to cover additional costs and needs,
- steps taken to ensure the feasibility of the project.

Article 3 Responsibility

[1] The head of the EPFL unit concerned is required to comply with the present directive.

[2] He must also sign the application or approve by dated and signed letter requests made by members of his unit. In this latter case, the letter of approval is attached to the request submitted to http://grants-db.epfl.ch.

Article 4 Non-compliance

If an application has not been submitted to http://grants-db.epfl.ch within the specified deadline, 10% of the overheads anticipated in the DCRTT[1] will not be reimbursed to the unit.

Article 5 Access to the server

[1] Applications and all related information are treated confidentially. Access to the server is monitored and restricted to the Chairman and the Secretary of the Research Commission, Research Office staff.

[2] Deans have reserved access to applications made by their respective Schools and one person designated by the unit has reserved access to the data concerning the latter.

[3] Temporary access may be accorded by the Research Office to one Research Commission member for each application in order that a preliminary opinion can be given regarding the scientific aspect.

[1] http://polylex.epfl.ch/files/content/sites/polylex/files/recueil_pdf/ENG/3.4.1_dir_contrat_recherche_transfert_technologie_an.pdf

Article 6 Coming into force

[1] The present directive comes into force on 1st September 2011, version 1.2 status as at 1 January 2016.

[2] It revokes and replaces the instructions of 30 August 2005.

On behalf of the EPFL Direction :

Patrick Aebischer
President

Susan Killias
General Counsel