

24 September 2015



## Why this guidance

- HEPA Europe is a network of over 140 member institutions from more than 35 countries in the European region from academia, government and nongovernment sector.
- HEPA Europe has proven its ability to deliver high-quality scientific and applied products and tools and to win European funding awards and has gained an excellent reputation and high scientific credibility. Therefore, the HEPA Europe branding is of interest with regard to future funding applications.

## How HEPA Europe can support funding applications by members

- Expertise from working groups on a wide range of topics, liaising with relevant working groups and experts;
- Providing a standard description of HEPA Europe;
- Support in identifying suitable consortium members; and
- Expression of support from HEPA Europe.

## Process and steps

- HEPA Europe members are warmly invited to mention their institutional membership in HEPA Europe as part of their CV and expertise information.
- HEPA Europe offers many opportunities for networking and exchange. Groups preparing proposals and wanting to avail themselves of these opportunities are warmly invited to include related funding (e.g. for travel, meetings; work carried out and related products). Wherever possible, consortia are invited to maximize synergies by working with network members and topically related working groups.
- The Steering Committee and/or relevant working group leaders should be contacted as early as possible to discuss synergies and possibilities for support and collaboration. Working group leaders should also inform the Steering Committee of ongoing funding applications as early as possible.
- Discussing synergies and possibilities for support and collaboration may include (a) seeking to include research ideas into the work programme of working group(s), and/or (b) arranging networking opportunities for possible partners at HEPA Europe conferences and/or (c) stimulating strategic partnerships and synergistic proposals from the same working group.
- For proposals that are directly related to the HEPA Europe work programme, the HEPA Europe brand for the work and related products may be used in a manner agreed in advance with the Steering Committee. For applications directly related to aims and objectives of the HEPA Europe network or its working groups, a letter of support should be sought from the Steering Committee (via its executive member).

In this case:

- A brief summary of the proposal and the foreseen partner institutions should normally be provided no later than 4 weeks before the submission deadline (to [hepaeurope@euro.who.int](mailto:hepaeurope@euro.who.int) and/or [sonja.kahlmeier@uzh.ch](mailto:sonja.kahlmeier@uzh.ch)).
- For proposals deemed within the scope of the HEPA Europe work programme, a draft will be reviewed by two persons (Steering Committee or working group leaders), and in case of a disagreement, by a third person. Details of the contents will be kept strictly confidential.
- Implicit or explicit support by HEPA Europe may not be mentioned in a proposal without such a letter of support.