

Letter of Intent from Host Institution

The Letter of Intent (LoI) should confirm the Host Institution (HI)'s full support and encouragement of independent scientific research in general, and of the applicant in particular, and should express the HI's commitment to the applicant's future career development.

The Letter of Intent should be submitted in the form of a signed copy on the institute letterhead, and the surname of the applicant and name of the Host Institution should be included in the file title. The applicant is responsible for receiving and submitting the LoI via the recruitment portal by January 31, 2021. It is paramount that the applicant and Department Head are in complete agreement regarding all aspects of the position before submitting the application. Similarly, the applicant should be fully familiar and in agreement with the contents of the Letter, which should include the following information at minimum:

1. An indication of why the Host Institution/Department Head wishes to have the applicant work in their institute or department.
2. A description of how the applicant's research, while remaining completely independent, complements other work carried out at the Host Institution.
3. A description of how the Host Institution will ensure and promote the applicant's scientific independence, as well as of the mentoring programme available to the applicant at the Institute.
4. An explicit statement that the Host Institution will do its best to support and foster the applicant's career progression, and an indication of whether the applicant would be eligible for academic positions at the Host Institution.
5. A clear statement that the Host Institution is accepting an engagement of the applicant within its organisation, through a secondment contract or other alternative possible forms (such as a direct employment contract) and offers all of the facilities, equipment and infrastructure required to enable the applicant to carry out their research project, as well as a description of these, including both shared and dedicated lab space (sqm, bench space, number of cages for animal work, etc.), administrative/research support available, etc.
6. A statement that the Department is willing to take on the administrative responsibilities involved in accepting the grant. If any administrative costs are associated with the implementation of the applicant's research programme in the Host Institution/Department (i.e. overhead), it should be clearly stated, along with the relevant percentage they amount to. This should in any case not exceed 10% of the funds awarded as part of the ECF grant and dedicated to consumables and/or equipment.
7. A statement that the Host Institution agrees to ensure that the applicant: 1) is provided with general health and safety measures and specific risk protection and prevention measures and 2) has adequate insurance coverage and appropriate training about the risks and all prevention measures.
8. A statement acknowledging that the applicant will list both the Host Institution and the HT/ECF author affiliation on the relevant scientific outputs (e.g. publications, conference proceedings, abstracts, etc.)
9. A clear statement that the applicant will be granted the possibility (also in terms of the relevant working time) to attend meetings, retreats and other events organised by Human Technopole, and that in general collaborative endeavours between the Host Institution and HT will be encouraged.

10. An indication of any potential additional support or benefits (if any) that will be provided to the applicant by the Host Institution/Department, in addition to his/her salary as set out in the relevant engagement contract.
11. A statement confirming that the Host Institute and the applicant are in complete agreement as to the terms under which the applicant would take up a position at the Host Institution, including responsibilities, mentoring, and the possibilities of obtaining a permanent position, and the terms and timing to access the key facilities and equipment.
12. A statement confirming that the Host Institution will enter an agreement with HT in order to ensure and guarantee the independence of the PI and avoid, with all necessary precautions, that the HI may in any way influence the PI's judgement and decisions related to the performing of their research programme.
13. A statement acknowledging that the PI is entitled to change HI during the period of the ECF, without penalties or charges, giving an adequate notice period to the original HI, and the obligation to enter into an agreement with the new HI in such a case (see point 2 below).

IMPORTANT CONDITIONS OF THE AWARD

1. Please note that HT considers the letter of intent a binding document and integral to the granting of the HT-ECF grant. Therefore:
 - The actual conditions offered to the candidate by the Host Institution should reflect the same (or greater) terms and conditions represented in the submitted Letter of Intent. Any difference between these and the Letter of Intent should be notified promptly to HT and could result in the original grant being forfeited and a new application having to be submitted for review.
ANY DIFFERENCE EMERGING AFTER THE HT-ECF GRANT IS RECEIVED, SHOULD BE PROMPTLY COMMUNICATED TO HT AND TO THE ECF RECIPIENT, PROVIDING JUSTIFICATIONS. LACKING THIS, HT RESERVES THE RIGHT TO REVOKE THE ECF FUNDING AND TO ENFORCE THE REIMBURSEMENT IN FULL OF THE FUNDS ALREADY RECEIVED FROM HT. THIS MAY BE INVOKED AT ANY TIME. BY SUBMITTING YOUR APPLICATION YOU ACCEPT THE CONDITIONS ABOVE.
 - Any difference in the terms and conditions and/or delay in making the facilities and equipment available to the HT-ECF awardee may result in a delay in the transfer of the HT-ECF grant to the Host Institution. In that case, the Host Institution will be responsible for covering the research costs and salary of their lab members until the facilities are made available under the conditions specified in the Letter of Intent. Only then can the HT-ECF grant be disbursed.
2. Please note that the applicant is granted the right to change their Host Institution over the period of the ECF programme, giving an adequate prior notice; in such a case the grant shall be transferred by HT to the proposed new Host Institution upon the submission by said Institute of a Letter of Intent, as per the description/template above, reflecting similar (or improved) terms and conditions to those described in the original Letter of Intent submitted with the original ECF application.