**Mandatory administrative internal procedures concerning grant applications**

The Amsterdam UMC Board of Directors uses an internal procedure to obtain:

* the embedding guarantee form for Veni or Vidi grants;
* and Host Institution letters for ERC grants.

The embedding guarantee is requested by NWO upon submission of a Veni or a Vidi grant. A ‘Host Institution letter’ is requested when submitting an ERC grant. These letters must be signed by the Dean of AMC or VUmc.

Amsterdam UMC Research Grant Support (RGS) offers support in the mandatory procedure to obtain a signature of the Dean. The mandatory internal procedure consists of:

* RGS will send a prefilled embedding guarantee form or prefilled Host Institution letter together with a cover sheet (‘voorblad’) to the applicants. Subsidy forms to be signed by the board of directors, must be submitted with this cover sheet;
* applicants must fill in the embedding guarantee form or Host Institution letter and complete the mandatory cover sheet (‘voorblad’) with the relevant signature(s);
* documents must be sent to Research Grant Support following the internal deadline communicated to the applicants;
* RGS will have the embedding guarantee form or Host Institution letter signed by the Dean and will return it by e-mail to the applicants.