



Citric Foundation

Grant Application Procedure

Before submitting a full application, applicants are required to first submit a 1 to 2-page project summary that describes their research intentions and key research areas of the proposed study. After the summary has been approved by the Scientific Supervisory Board, applicants will be notified by the Foundation to submit the full proposal. The project summary should be submitted to the Foundation's Office by email at grants@citricfoundation.org.

The Principal Investigator should submit a written application on Form A (provided by the Foundation). The application should consist of the following:

- Title of the scientific proposal
- Summary of the proposal (250 words maximum)
- Brief introduction (400 words maximum)
- Relevance of the application to the Foundation's Mission and Vision (400 words maximum)
- Duration of the proposal
- The proposal
- The budget* with justifications (in USD)
- Brief description of facilities to be used in carrying out the proposal
- Responsibilities and roles of each named member of the research team

The submitted written proposal (maximum 6 pages, excluding references, presented single-spaced and in Times New Roman 12-point lettering) should include the following items:

- Introduction
- Aims and objectives and relevance of the proposal to the Foundation's Mission and Vision
- Design of proposed research and methods to be employed
- Names and roles of members of the research team
- Graphical summary of milestones/timelines
- References (A maximum of up to 30 literature references)

***Note on proposed budget:** As part of our standard practice as a non-profit organisation, the Foundation will not pay full economic costings of grants, which includes the Principal Investigator's salaries (whether partial or full), and any overhead or indirect costs incurred by the applicant's Institution. In exceptional circumstances, the Foundation may consider paying some of the full economic costs with proper justifications on a case-by-case basis. The maximum duration of grants shall not exceed 3 years.

Required Documents

To apply, applicants are required to submit the following documents, single spaced and in Times New Roman 12-point lettering:

- A covering letter from the applicant
- Applicant Details Form (provided by the Foundation)
- Form A (provided by the Foundation)
- PDFs for the Proposer and each member of the research team containing their CVs including their list of scientific publications (maximum 2 sides of A4 per CV per person)
- Copies of commercial quotations for all items of equipment requested in the application
- Letter of agreement to collaborate from any named collaborators

Completed applications should be submitted by e-mail to the Foundation's Office at grants@citrinfoundation.org

Review Process and Outcome of Submitted Grant Applications

1. All submitted proposals will be reviewed by at least 2 independent reviewers. Reviewer comments will then be forwarded to the Scientific Supervisory Board, where an approval for funding will be decided.
2. If required, the Foundation may contact the Principal Investigator to set up an interview (i.e. in-person or Zoom call) for further discussions and clarifications regarding the project proposal.
3. Upon approval of the proposal, the Foundation will issue an Award Letter to the Principal Investigator and his/her Institution with the agreed project details, along with the Foundation's General Terms and Conditions. The Principal Investigator and the associated Institution shall return the duly signed Acceptance Notice for the grant to take effect. Approved grants are made to institutions (never to individuals), which must administer the grant on behalf of the Foundation. Funding for equipment is provided on the understanding that the equipment concerned remains within the Institute of origin of the application.