



AXA

Research Fund

Through Research, Protection

How to register an institution

Guidelines 2014

How to register an institution

Contents

1	About the guide.....	3
2	Eligibility.....	4
2.1	Geographical scope of funding.....	4
2.2	Eligibility status.....	4
3	Registration.....	6
3.1	Overview of registration.....	6
3.2	Registration of institutions in detail: a 3 step process.....	6
3.2.1	Step 1 – Identify a unique operational contact for the AXA Research Fund within the institution.....	6
3.2.2	Step 2 – Online registration of the Institution.....	7
3.2.3	Step 3 - Validation of registration by the AXA Research Fund.....	8

1 About the guide

This guide provides the practical information necessary to register Institutions wishing to propose candidates for the AXA Research Fund (ARF), as well as an overview of the selection processes.

Please note that only research institutions* may apply to the different calls for each of the funding schemes offered by the AXA Research Fund (Chairs, Post-Doctoral fellowships). No individual requests will be considered.

* In order to comply with our definition of research institution, please refer to section 2.2 Eligibility Status of this Modus Operandi

2 Eligibility

2.1 Geographical scope of funding

Host institutions eligible to present candidates to the Chair and Post-Doctoral fellowships campaigns are located within the geographical scope defined by the AXA Research Fund.

It includes:

- Member states of the European Union
- Albania, Algeria, Andorra, Belarus, Brazil, China, Croatia, Hong Kong, Iceland, India, Indonesia, Israel, Japan, Lebanon, Liechtenstein, Malaysia, Mexico, Moldova, Monaco, Morocco, Norway, the State of Qatar, Philippines, the Republic of Macedonia, Russia, Saudi Arabia, Serbia, Singapore, South Korea, Switzerland, Taiwan, Thailand, Turkey, Ukraine, the United Arab Emirates, Vietnam

Please note that this geographical scope is reviewed on a yearly basis.

However, note that for nomination-based funding initiatives (Award, Outlook, Joint Research Initiative), there is no restriction on the country of institution of the nominees.

For all funding initiatives, the Fund does not place restrictions on the nationality of the researcher.

2.2 Eligibility status

The AXA Research Fund only supports academic research institutions.

The AXA Research Fund only supports academic research institutions. Please note that research departments cannot be registered as they are already so through the university they are affiliated to.

The following institutions are not eligible for funding:

- Foundations and financing Organizations
- Hospitals
- Faculties or Departments within institutions
- International Organizations and Non-Governmental Organizations
- Institutions performing Research and Development and performing research meant for commercial exploitations

The AXA Research Fund wishes to finance basic research only. Research institutions carrying out both basic and applied research are allowed to register but they're expected to submit only proposals related to basic research*.

How to register an institution

This excludes R&D research programs, as well as clinical trials involved in clinical research projects.

Please note that research programs aimed at understanding the fundamental mechanisms of a disease and its impact on health are considered basic.



AXA
Research Fund
Through research protection

3 Registration

3.1 Overview of registration

As no individual application will be accepted or reviewed, mandatory step before applying to our campaigns is the online registration of the Institution presenting the candidate.

Please note that no institution's registration will be accepted within 3 days of the deadline of a campaign.

We invite you to check our campaign deadlines in the modus operandi for Chairs and Post-Doctoral fellowships available on the website: <http://www.axa-research.org/how-to-obtain-funding>.

3.2 Registration of institutions in detail: a 3 step process

3.2.1 Step 1 - Identify a unique single point of contact for the AXA Research Fund

In accordance with the highest authority of the Institution, you need to identify a single point of contact for the AXA Research Fund. Within the Institution, the most suitable person would be, for example, the Head of Corporate Relations, the Head of Fundraising, the Head of Research, etc.

The role of the single point of contact is twofold:

- Ensure optimal quality and consistency of submitted proposals by pre-selecting applications for Post-Doctoral Fellowships and Chairs within the institution:
 - o Centralize internal applications after pre-selection operated by the administrative officer and heads of departments
 - o Communicate pre-selected internal applications to the AXA Research Fund
- Monitor global relationship with the AXA Research Fund:
 - o Register the institution
 - o Gather information from the AXA Research Fund and cascade it within the institution
 - o Communicate the results of the campaign to the candidates of his/her Institution when informed by the AXA Research Fund
 - o After selection, coordinate legal and administrative tasks:

How to register an institution

Fill in agreement/contracts in collaboration with the necessary departments of the institution (legal, finance, HR, etc.) and monitor partnership implementation

3.2.2 Step 2 – Online registration of the Institution

An Institution can be registered only once with the AXA Research Fund.

Please check whether your institution is already registered with the AXA Research Fund on the search engine available on the following link:

<https://secure-researchfund.axa.com/Public/InstitutionSearch.aspx>

(You can find this page after you click on the tab “Register” on the homepage of the AXA Research Fund’s platform).

Type a word that refers to your institution’s name, country or city in the research box.

- Should your Institution not be registered yet, a redirecting link towards the registration form will appear: <https://secure-researchfund.axa.com/Public/InstitutionEdit.aspx>

- Should your Institution be already registered, the name of the single point of contact with the AXA Research Fund is released and we invite you to liaise with him/her.

This registration form has to be filled out by the single point of contact of the institution. Please make sure that the information is complete and correct, **particularly the information regarding the legal representative and details of the operational contact.**

By legal Representative, the AXA Research Fund means the senior officer i.e. the highest operational representative of the Research Institution. Depending on the institution and the country, he/she may be Vice-Chancellor, Chancellor, Rector, Chairman of the Board of Directors, President, Director General.

Once the form is complete, please click on the button “Validate”. The registration form will be automatically sent to the AXA Research’s Team for review.

Important: Completing and validating the registration form does not mean that you institution is automatically registered. Registration has to be proceeded by the Team and may take a few days.

How to register an institution

3.2.3 Step 3 - Validation of registration by the AXA Research Fund

The AXA Research fund checks the information provided and the eligibility of each institution before processing the registration. Once the Institution is registered, the single point of contact is automatically sent a confirmation email as well as a login and a password giving access to the AXA Research Fund platform.

***IMPORTANT:** The login and password will be required to submit candidates to all AXA Research Fund's campaigns, and will remain the same from one campaign to another. Please be sure to keep it securely.

Guidelines for Chairs and Post-Doctoral fellowships campaigns are available on our website: <http://researchfund.axa.com/how-to-obtain-funding>