

## ECNP Networks

### Guideline to create a new Network

#### Background

Networks are the scientific multidisciplinary pan-European platforms for research collaboration in the ECNP community. Only through effective collaboration among highly qualified experts, focused on basic, preclinical, and clinical research, advances in our understanding of the biology and pathology of the brain can be translated into new and personalised treatments of brain disorders.

The aim of the ECNP Networks, which consist of ECNP professionals, is to create and foster European research networks that can serve as platforms for:

- Consortia that can successfully compete for European and other funding.
- Collecting relevant clinical, psychometric and biological data in and across brain disorders.
- Identifying common standards for personalised medicine.
- Expertise and advocacy in brain health.
- Collaborations with and consultancy by regulatory parties and industry.
- Educational, scientific and strategic input for ECNP.
- Further enhancing the translational character of ECNP.

The ECNP Networks form a matrix of transnosological and disease-oriented networks.

The transnosological Networks are oriented towards themes or methodologies whose applications may comprise different brain diseases and several aspects of translational neuroscience (such as preclinical studies and experimental medicine for the development of new drugs).

The disease-oriented Networks focus on specific disorders of the brain (such as schizophrenia, bipolar disorders, anxiety- and stress-related disorders, ADHD and others), to develop new methods of diagnosis and treatment for patients.

#### ***Thematic Working Groups (TWGs)***

TWGs have a transnosological focus and are created to stimulate collaborations amongst Networks and to facilitate their missions. TWGs are different from Networks and have different scopes and policy. See [here](#) for more information.

**Before preparing your application, please visit the ECNP website to discover more about our current [Networks and TWGs](#).**

#### Requirements of the new Network and its members

1. By submission of a Network proposal, it is understood that members of the Network are already members of ECNP, or they will become ECNP members within 4 weeks after the approval of the proposal. To apply for ECNP membership, click [here](#).
2. Members are recognised as current or upcoming European leaders in the relevant domain of basic, translational and/or clinical neuroscience.
3. Networks are based on successful European research or clinical centres with a considerable track-record in research and in obtaining external funding within translational neuroscience.
4. Members have been involved in successful collaborations with other centres.
5. The Network has a Chair and Co-Chair, who represent the Network and communicate with ECNP (see below sections).
6. Chair and Co-Chair are both members of the ECNP Network Taskforce (see below sections).

When evaluating the proposal, the Networks Board will take the composition of the Network into account (i.e., geographical distribution, gender balance, career stages and scientific complementarity).

## Requirements of the initial application for the creation of the Network

Two deadlines for application each year: 1 April and 1 October.

The application (max 4 pages) must include the following:

1. A description of the main goals and aims of the Network and a clear documentation how the initiative is distinct from other existing European networks. It should also explain how it can strengthen the overall goals of the ECNP Networks initiative and meets unmet needs.
2. A list of the proposed (European) centres and the name of the main scientist of the centre.
3. A list of the main roles and responsibilities of each centre.
4. Clear plan of the actions to be taken by the Network (i.e., agenda, time schedule, flow chart).
5. A provisional budget (see below the “ECNP support: financial aspects”).
6. Consent to include both the name of the ECNP Network and the representatives of the collaborative centres as authors in any manuscript related to the work accomplished by the Network.

Applicant(s) must make sure to balance the members in terms of gender, career stage and geography (i.e. the number of countries, geographical spread and the numbers of centres per country (usually no more than two per country))

### Assessment of the application

The application is assessed by the Network Board and may be subject to their requested changes, updates and additional information.

### Order of the application

1. The proposal is sent to [ecnp-network@ecnp.eu](mailto:ecnp-network@ecnp.eu) to the attention of the ECNP Networks Board.
2. The ECNP Networks Board will evaluate the proposal and consult the ECNP Executive Committee Officers.
3. If requested by the Board, the applicants submit a revision of their proposal.
4. The ECNP Networks Board makes a final decision about funding.
5. The applicants receive the decision from the ECNP Network Secretariat.
6. Failed applications can be resubmitted after two years.

### Chair and Co-Chair of the Network

Chairs and co-chairs of Networks in principle serve a three-year period but can be re-elected.

Requirements of Network Chair/co-Chair are the following:

- Give guidance to the Network.
- Contact persons between the Network for the ECNP Network Board and ECNP Networks secretariat.
- ECNP member.
- Obligation to attend the Taskforce Meeting in February/March and the Core Network meeting during the ECNP Congress.
- Making sure the Network follows the aims and objectives and send the annual report and budget to the ECNP Network board and ECNP Network secretariat.

### ECNP support: financial aspects

The applicant and members of the ECNP Network must agree with the following statements:

1. Networks are financially supported for a two-year duration, after which they can apply for a two-year extension
2. The maximum total budget for all the activities of the Network is EUR 15,000 per year for two years. Funding can be renewed if: 1) Network progresses and plans are convincing and receive approval by the Network Board; 2) if the overall budget allows it.
3. Funds will not be available for the implementation of a research protocol, for recruiting patients, for generating or analysing data, for recruiting new centres, etc.
4. The Network can put the costs of meetings (with different scopes and rules) against the Network budget: Taskforce meetings and stand-alone meetings (see below). Further details

on the different meetings are provided by the ECNP Network Secretariat once the Network has received approval by the Board.

5. Upon the evaluation and approval by the Networks Board, new additional activities may be accepted to be included in the Network budget (besides meetings organisation). This may include special projects like limited dedicated data entry or secretarial support. The maximum budget remains EUR 15,000. ECNP also offers to support with up to EUR 5,000, to engage an agency to help put together a proposal for EU-funded project. If the application is successful, this amount must be returned to ECNP.
6. All Network members must agree with and follow the ECNP reimbursement and support policy (see below).
7. Network Chair and Co-chair are responsible for the administration of the costs of the Network according to the ECNP reimbursement policy. Each year, the chair and co-chair will provide a provisional budget for the Network's activities in the forthcoming year.
8. If the Network ends at any time, the budget amount not spent remains with ECNP.

## Deliverables and evaluation after approval

ECNP regularly and carefully evaluates the progress and state of the Networks to ensure that the Networks are in accordance with good governance and the accounting principles of a non-profit organisation. Evaluations are based on the annual reports and deliverables of the Networks and at the meetings between the Networks chair/co-chair with the Networks Board.

Deliverables required from the Network include, among others:

- Annual report on general achievements of the Network, including dissemination activities within and outside ECNP.
- Update on achievements of network members regarding the main goals and objectives of the Network.
- Minutes from Network meetings.
- List of planned, submitted or funded projects through European Programmes (e.g. HORIZON 2020, IMI) or other funding agencies.
- Activities with other Network or Thematic Working Group (TWG).
- Budget of the Network.

Networks are financially supported for a two-year duration, after which they can apply for a two-year extension. To provide transparency and justify the support, Networks are yearly evaluated by the Networks Board and the evaluation is reported yearly to the ECNP Executive Committee (EC). Further details on deliverables and evaluations are provided by the ECNP Network Secretariat once the Network has received approval by the Board.

## Type of meetings and participants

| What?                        | Why?  | Who?   | When?   |
|------------------------------|---|--|---|
| <b>Core Network Meetings</b> | Upon invitation of the Board, Chair/co-Chair will meet with the Board to discuss the Network's progress, activities and challenges.       | Network Chair/co-Chair and Networks Board  | Upon invitation: During the annual ECNP Congress  |
| <b>Taskforce Meetings</b>    | In these meetings, the Networks Taskforce discusses overall topics and gets updates on the activities of the different Networks and TWGs. | Networks Taskforce: all the Network Chairs/co-Chairs, the Network Board and proposers of new networks/TWG's. | Biannually: In February-March, one usually in The Netherlands and one during the annual ECNP Congress |
| <b>Stand-alone Meetings</b>  | These meetings are organised by the Network for their members to discuss progress and aims and prepare applications and deliverables.     | Network Chair/co-Chair<br>Network members<br>Other invitees (see below)                                      | Any time  |

## Reimbursements policy

The following items are part of the budget of EUR 15,000 per year:

- Stand-alone meetings and Taskforce meetings: includes travel reimbursements according to the below mentioned policy, room rental, catering and AV equipment - at the lowest cost possible.
- Special projects such as administrative support and the use of the GridSAM support.

### ***Travel reimbursement policy for Network meetings***

- **Only Network members being also ECNP members can request reimbursement for their travel.** For information regarding ECNP membership, click [here](#).
- **Rules for stand-alone meetings:** if the topic of the stand-alone meeting requires invitation of experts, their travel costs might be reimbursed by exception. These experts are not Network members, but their presence is deemed necessary because of their unique expertise within the scope of the meeting. A request to invite these experts should be sent to the ECNP Network secretariat for approval, at least two weeks before the meeting. These invitees are reimbursed against the Network budget if they are ECNP members.

All travel reimbursements must be claimed within two weeks after the meeting. The ECNP Network secretariat provides a reimbursement form to be used for travel costs and it should be sent to the appropriate participants before the meeting.

- Free registration congress (only applicable for the chair and co-chair of the Network, max. 2 people, to attend the Taskforce meeting)
- Reimbursement of one night at a hotel with a maximum of EUR 160
- Reimbursement of travel costs from city of origin to congress/meeting city and back
  - flight ticket at a maximum of an airfare round trip economy class ticket (APEX airfare) under the conditions that the ticket cannot be cancelled, is non-flexible and the booking is done as early as possible (statistically proven 8 weeks prior to the meeting)
    - o or
  - train ticket return journey based on second class
    - o or
  - driving by car with petrol reimbursement (max. EUR 0.25 per km), tolls, and parking costs (at the congress/meeting location only)
- Additional travel costs (such as taxi costs to/from the airport or to hotel) will not be reimbursed.

### ***Support for other special projects***

Costs for special projects within the stated budget such as limited dedicated data entry or secretarial support must be approved by the ECNP Networks Board. The board also needs to approve the additional funding of an agency to put together a proposal for EU-funded project.

## Contact point for questions

**The ECNP Network Secretariat is the main initial contact point for the ECNP Networks.** You can contact us and send any question to: [ecnp-networks@ecnp.eu](mailto:ecnp-networks@ecnp.eu)  
See [here](#) for FAQs about the Networks (i.e. **joining a Network, open calls**).