ACIP GUIDELINES - 2020 SESSION

OBJECTIVES

Institut Pasteur Paris intends to encourage the development of new collaborations between the entities of institutes of the Institut Pasteur International Network (IPIN) (including Institut Pasteur Paris) through the ACIP call. This call will support collaborative projects in the field of research and in public health actions, using Institut Pasteur's own funds.

The ACIP call concerns pilot projects based on an original idea concerning an unexplored or insufficiently explored public health problem that could have an impact on human health.

This year, the ACIP call for proposals is open to all research themes.

ELIGIBILITY CRITERIA

- To be eligible, the ACIP consortium must involve at least three (3) entities – one must be from Institut Pasteur Paris and the others from Institut Pasteur International Network (outside IP Paris).

- The consortium must include at least:
  - a coordinator who is permanent scientist from one of the 32 institutes of IPIN (including IP Paris),
  - a young permanent scientist (Team Leader and/or coordinator). The candidate must have completed his/her PhD degree not more than 8 years before the starting date of the ACIP project (i.e. before October 1st, 2012). In case of a young woman scientist, her maternity leave will provide her with one year derogation,
  - and a scientist (Team Leader) who must have a permanent status.

- The coordinator will be the single point of contact for the entire consortium. She/He will be responsible for the project management, the follow-up and the execution of the project at scientific and administrative levels as well as the preparation of reports.

- The proposal budget cannot exceed €50,000 and the budgetary criteria must be respected.

- The team leaders of the consortium must sign the annex I.

- The participation of external teams, including hospital partners, having their own funding, is possible.
BUDGET - DURATION

- Budget: up to €50,000, including:
  - Missions (Coordination meetings, training and field missions)
  - Running costs
- The maximum duration of the project will be 24 months with possibility of a no-cost extension (maximum one year).
- The granted budget will be in accordance with the type of the project proposal (see objectives) and should be detailed and justified accordingly (see annex IV).
- The ACIP funding can be used for small equipment up to a maximum of €3,000 per project and cannot be used for the purchase of any other equipment or purchase of computers.
- The ACIP funding can be used for subcontracting. The amount of subcontracting for the entire consortium and for the duration of the project must not exceed €5,000. This amount can be €10,000 if the subcontracting is carried out by one or more platforms within the IPIN (including IP Paris).
- The ACIP funding cannot be used for personnel costs, except for field mission costs (e.g. supervision of sampling or the sampling itself).
- **No overhead expenses are permitted.**

SELECTION CRITERIA

Each project will be evaluated by international experts in the field. Then each proposal will be analyzed by a selection committee.

The proposals will be selected on the following criteria:

- scientific relevance (in terms of progress/in phase with the state of the art and international competitiveness)
- the originality of the scientific approach to answer to a well-defined hypothesis (quality of project construction and coordination)
- the quality of the consortium and the complementarity between the research teams
- feasibility of the project over a 24 months period
- the scientific perspectives and/or the benefits in terms of human health
- its potential to evolve towards a larger project

ETHICAL AND REGULATORY COMPLIANCE

Research activities in ACIP should respect fundamental ethical principles and comply with regulatory requirements.

**If the proposed work involves any of the following cumulative biomedical activities:**

(i) Collections or analysis of samples or biological derivatives of human origin,
(ii) Collection or analysis personal data related to patients or healthy individuals (*note: personal data are information of any kind which can be linked directly or through a code to someone*),
(iii) Performance of any biomedical investigation involving directly humans (patients or healthy individuals),

the coordinator with the help of the concerned ACIP partners must ensure that the project complies with any applicable ethical principles and local regulatory requirements and that appropriate clearances have been obtained from relevant competent committee(s) or authority(ies) before performance of these activities. **No project can start without ethical and regulatory clearance.**

contact : acip@pasteur.fr
Please note that:

- The grant application file of any project foreseeing any of the above biomedical activities should include the Biomedical Research Form (see Annex V below).
- Advice about applicable ethical principles and regulatory requirements could be sought from the CRT-opendesk, or from the Ethics unit or from the CRT Clinical Core, but also from your ACIP foreign partners if applicable.
- For any ACIP-funded project with biomedical activities that has been submitted without any prior contact with the open-desk, the scientists will have to present their proposal at the CRT open desk. The date of the dedicated CRT open desk session for this presentation will be communicated along with the results of the call.
- Any project including biomedical activities concerning individuals and/ or biological samples and/ or personal data from any foreign country and sponsored by the Institut Pasteur (Paris, France) must be ethically reviewed by the Institut Pasteur Institutional Review Board (irb@pasteur.fr) before any local ethical or regulatory submission.

Tips: The sooner you anticipate timelines and budget related to achieve this compliance, the easier the project compliance and performance will be.

- **Experiments on animals:**
  The partners to the collaborative project must comply with all applicable laws & regulations related to animal experiments:
  
  For Institut Pasteur (Paris), go to the following link:
  [http://webcampus.pasteur.fr/jcms/c_217539/autorisation-des-projets-evaluation-ethique](http://webcampus.pasteur.fr/jcms/c_217539/autorisation-des-projets-evaluation-ethique);

  For the other Institutes that use laboratory animals for research, please contact your Institutional Animal Care Officer.

**POTENTIAL INNOVATION**

The project coordinator/partners shall promptly inform the ACIP team of any potential innovation, before any kind of disclosure in any form is made. In a first step, the ACIP team in collaboration with Direction des Applications de la Recherche et des Relations Industrielles/ Technology Transfer & Industrial Partnerships Department (DARRI) can advise the project coordinator/partners to ensure the protection of the potential innovation according to the participation/implication of the different partners.

**REPORTING**

Twelve months after the official date of the project, a scientific report will be sent to the ACIP team that will highlight the project progress. It can possibly report on the difficulties encountered and the solutions implemented to overcome them.

An extension (maximum one year) without additional budget may be granted, exceptionally, on the basis of the results achieved and their importance.

A final scientific report will be sent at the end of the project (including the extension if any) with the the list of manuscript(s) (submitted and in preparation) and oral presentations/publications. A financial report will also be requested at the end of the project.

**Any team leader who has been granted an ACIP under the present call for proposals and fails to submit a final report in the required deadlines will not be eligible for a period of two years under the ACIP call for proposals for submission of applications.**

contact : acip@pasteur.fr
Publications and oral presentations must acknowledge the financial support from Institut Pasteur Paris. The publications and presentations must include the following phrase: "This project was supported by an ACIP grant (ACIP N°) from the Institut Pasteur Paris".

There will be a one-stage procedure for applications, i.e. submission of full proposal at once. This application is only submitted online. All information contained in the proposal shall be considered confidential.

Application includes mandatory attached files:
- Research proposal form not exceeding 12 pages + Annexes I to III
- Annex IV - Financial Request Form
- Annex V - Biomedical Research Form (mandatory only for proposals with biomedical research component)

**SUBMISSION DATE AND TIME**

Timetable:
- Publication of call: December 6th, 2019
- **Deadline for submission of proposals: February 7th, 2020 at 1pm (Paris time)**
- Selection of proposals: June, 2020
- Starting date: October 1st, 2020

For any question about this call, please contact the ACIP team at the following address: acip@pasteur.fr

**ACIP Team:**
Incentive Scientific Programs Department (SPIS):
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- Geneviève Janvier: Coordinator of ACIP program
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- Kathleen Victoir
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