



INSTITUTE FOR ADVANCED STUDIES (IAS)

IAS-Luxembourg

Funding Instrument 2025 BRAINSTORM

Call description and guidelines for candidates

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Call templates: [Documents - University of Luxembourg | Uni.lu](#)

Call information: [Funding instruments - University of Luxembourg | Uni.lu](#)

Online submission tool (ePAS): <https://research.uni.lu>

Timeline 2025 Call:

| Publication of call | Institutional validation deadline | Submission deadline | Selection Committee Meeting | Communication of call results | Earliest project start date |
|---------------------|-----------------------------------|--------------------------|-----------------------------|-------------------------------|-----------------------------|
| 01 April 2025 | 06 June 2025 @EOB | 13 June 2025 @2pm CET | 19 Sept 2025 | Early-Oct 2025 | 01 Jan 2026 |

Description and application guidelines

The Institute for Advanced Studies (IAS) of the University of Luxembourg (UL) provides funding opportunities for researchers from-, or affiliated to-, the UL with the aim to elaborate bold and interdisciplinary projects at the very forefront of science and having a distinct risky and audacious character.

BRAINSTORM is one of four funding instruments of the UL's Institute for Advanced Studies and was created to support the organisation of small-group brainstorm meetings (up to max. 15 participants, incl. PIs) on emerging research questions and topics, with the aim of formulating new project ideas, writing white papers about complex issues, and presenting new opinion analysis on the studied matter, or setting up new international partnerships.

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For any information request, one email address: ias@uni.lu.

1. Description of the BRAINSTORM call

1.1 Introduction

The BRAINSTORM funding instrument is part of the Institute for Advanced Studies of the University of Luxembourg and has the objective to support the organisation of small-group brainstorm meetings on emerging research questions at the forefront of knowledge. These brainstorm sessions should aim at developing excellence in specific domains or at addressing major societal challenges.

The IAS will support these small-size brainstorm meetings (minimum 5 and maximum 15 people all together incl. Coord-PIs) considered as the ideal forum for exchanges on emerging research reflexion, often covering more than one discipline or sector. These workshops, organised by a member of the UL are expected to bring together a selected group of international and UL scientists, to discuss the latest pre-publication research and innovation at the edge of the concerned field. Targeted participants include international experts, UL researchers including UL doctoral or post-doctoral researchers and YOUNG ACADEMICS from the IAS. Junior participants will gain a new understanding of emerging fields through dialogue with more senior experts.

The BRAINSTORM workshops are expected to lead to new research projects, initiatives, networks, or short position/white papers published internationally, further increasing UL's visibility. Applications must be supported by an academic member of UL. Project proposals will be assessed by the Evaluation Committee of the IAS ([Governance - University of Luxembourg | Uni.lu](https://www.uni.lu/governance)).

Driven by excellence and interdisciplinarity, the BRAINSTORM call is **open to all disciplines and sectors**. BRAINSTORM encourages the organization of collaborative events across UL entities and with foreign partners. These events usually last a couple of days. Funding is granted on a competitive basis and once granted, it remains valid for a period of 12 months, from Jan. 1st to Dec. 31st of a calendar year to facilitate the workshop organization (see section 4, BRAINSTORM-selection). After this period, the grant will be lost. Budget is not transferrable from one calendar year to another.

The BRAINSTORM budget generally covers travel and accommodation costs for international participants in the event, as well as catering and workshop logistics, including costs related to proceedings, and Open Access publications as authoritative articles. See section 2.6 for more details on eligible costs within the BRAINSTORM call.

1.2 Eligibility for participation

BRAINSTORM projects are led by two or three Principal Investigators (PIs) **from UL**, from different disciplines, who equally contribute to the overall interdisciplinary objective of the project. Therefore, the BRAINSTORM project will consist of one Coordinating-PI (Coord-PI) and one or two additional PIs.

The following researchers are eligible PIs within the BRAINSTORM instrument of the IAS:

- Full, Associate, Assistant Professors or Research Scientists (with and without ADR) as Coord-PI or PI.
- Postdoctoral fellows as Coord-PI or PI (provided the fellow is employed by UL when the

workshop takes place).

External UL members can be added within the organizing team as 3rd PI, without direct financial support from UL (see below).

Luxemburgish research partners (institutions or individuals) such as Luxembourg Institutes, from the public or private sector and international experts (other than those for whom a travel/accommodation budget is requested in the BRAINSTORM application) may participate in BRAINSTORM events without direct financial support from UL, except the ones listed in the budget table, section 2.6.

1.3 Exclusion condition

Principal Investigators can only submit one application to BRAINSTORM per year. PIs who have submitted a BRAINSTORM grant may apply for other IAS funding programmes (AUDACITY, YOUNG ACADEMICS, DISTINGUISHED) in the same year without any restriction.

2. Requirements for application

2.1 Principal Investigators and coordination

The Principal Investigators (PIs) applying for a BRAINSTORM funding should:

- comply with the BRAINSTORM eligibility requirements (section 1.2).
- be equally responsible for the organisation of the BRAINSTORM workshop activities, while respecting high standards of ethical principles and research integrity.
- ensure the scientific quality of the research and the project contribution to the four missions of the IAS-Luxembourg:
 - to leverage bold and interdisciplinary research at the very forefront of science,
 - to represent UL's values of excellence, interdisciplinarity and internationality,
 - to build bridges between the UL community, international visitors, and the general public,
 - to contribute to the attraction and retention of international talent.

The Coord-PI organises the writing and submission of the proposal, facilitates interdisciplinary approaches and coordination between the other PIs and external partners, ensures a concise report on the event outputs and the exchange with the UL administration and governance. The Coord-PI serves as the single point of contact for the IAS-Luxembourg and the Research Support Department. The Coord-PI is also the budget owner.

2.2 Specificities of the BRAINSTORM funding scheme

Duration and budget ceiling

The BRAINSTORM event usually has a maximum duration of **2 to 3 days**. Once granted, funding remains available for a period of 12 months to allow sufficient time for the organisation

of the event. The event must take place **between Jan. 1 and Dec. 31 of a calendar year**.

Budget is not transferrable to the next calendar year after the event has taken place. All invoices for BRAINSTORM expenses must be submitted to SFC by the annual closing date communicated by SFC.

A BRAINSTORM grant covers funding for the organisation of BRAINSTORM sessions, room rentals, catering and the travel cost for international experts invited to the event. IAS funding granted for a BRAINSTORM event is limited to a maximum of **20 000 €**.

Multiple project submission, project resubmission and follow-up

A researcher can only participate in one single proposal per call, either as a Coord-PI or as a PI.

Proposals that were submitted in previous BRAINSTORM calls and were not selected for funding may be resubmitted in subsequent calls.

Participants in the BRAINSTORM call confirm that the planned event is not funded by any other means (no additional financial support to the event from public or private organisations are allowed).

Combination of a BRAINSTORM event with other IAS funding instruments is possible.

The purpose of the BRAINSTORM events is to enable the writing of white papers, or the submission of project proposals to AUDACITY and other funding instruments available from national and international funding agencies.

2.3 Intellectual property rights (IPR) and authorship

IPR

For employees of the UL, the Intellectual Property Rights (**IPR**) fall under the UL policy in force for the valorisation of research results such as stated in the University law, the working contract and the Guiding principles for the valorisation of research results and intellectual property rights ([Guiding principles for the valorisation of research results and intellectual property rights \(uni.lu\)](https://uni.lu/guiding-principles-for-the-valorisation-of-research-results-and-intellectual-property-rights)).

A consortium agreement, including an intellectual property rights agreement, must be set-up with the **Office for Partnership, Knowledge and Technology Transfer** (PaKTT Office) if a project partner is not employed by UL, this includes the cases of Affiliated Professors and self-employed doctoral candidates. The Research Facilitator may seek support from the PaKTT Office for completing the agreement (paktto@uni.lu).

Result valorisation

The valorisation process allows the University of Luxembourg to protect, valorise and transform fundamental research results into innovative and economically viable products, processes, services or forms of technology, duly protected by intellectual property rights. According to the national law, any researcher who decides to valorise an innovative result, resulting from his/her scientific work, must declare this to his/her employer. The **Office for Partnership, Knowledge and Technology Transfer** (PaKTT Office) at UL provides support and guidance for

researchers who wish to valorise innovative results. Any questions regarding intellectual property rights should be brought to the attention of the PaKTT Office (paktto@uni.lu) or support structures/officers of the relevant University entity.

Funding acknowledgement statement

Publications and any other communication materials generated by the BRAINSTORM funding instrument must acknowledge the financial support received from the IAS in the following form: *“Author X acknowledges financial support from the Institute for Advanced Studies of the University of Luxembourg through a Brainstorm Grant (BRAINSTORM -Year)”*.

2.4 Ethics, Gender equity, and data protection

Code of conduct, ethics and personal data

UL promotes the responsible conduct of research as described in the **University of Luxembourg - Code of Conduct**, and it respects fundamental ethical principles as listed in the Charter of Fundamental Rights of the European Union. Any research involving human participants, animals or the use of biological materials or personal data, or which may represent a risk for the environment or for society, is considered as having an ethical component. Ethical components must be specifically addressed in the BRAINSTORM proposal, by fulfilling the **ethics principles** in force at UL. The following panels and contact points might be of relevance:

- The PI must consult the **Ethics Review Panel** of the University of Luxembourg ([ERP webpage](#)) regarding the general ethical aspects of their project before beginning any research related activity. The Ethics Review Panel may not intervene after the start of a research project. The ERP may not approve a research project on an ad hoc basis. If the project takes place in a clinical context in Luxembourg and/or involves patients, additional approval may be required from the **Comité National d'Éthique de Recherche** (CNER) and/or the **Commission Nationale de la Protection des Données** (CNPD [Commission nationale pour la protection des données - Luxembourg \(public.lu\)](#)).
- In case the proposal involves animals, the **Animal Experimentation Ethics Committee** of the University of Luxembourg ([AEEC webpage](#)) shall be consulted. This committee examines and delivers an opinion on projects that use animals for scientific purposes.
- For projects handling personal data, the **Data Protection Officer** at Uni.lu ([DPO](#)) provides advice and guidance on data protection to university staff and is the contact person for the National Commission for Data Protection (CNPD).

Open Science

UL encourages the dissemination of research results towards the scientific community and the wider public, as well as their protection and economic exploitation, along the general principle “as open as possible - as closed as necessary”. To maximize the impact of research outputs on science and society, the visiting fellow and Coord-PI are encouraged to disseminate broadly the BRAINSTORM project results through high quality, scholarly publications with immediate access to the final peer-reviewed contents. Article processing charges (APC) for full open access publications or similar fees are eligible for funding through the BRAINSTORM instrument. In line with the San Francisco Declaration on Research Assessment (DORA), the UL recognizes the value of all types of research outputs and encourages notably BRAINSTORM candidates to deposit research data according to the FAIR principles on field-specific or generic repositories.

Gender equity

UL wishes to promote gender equity in research and academic careers. Within this general principle, the University will ensure that the Evaluation Committee of the IAS maintains its own gender balance, receives relevant gender-awareness training material and includes the University Gender delegate ([Gender Equality Officer \(uni.lu\)](#)) as an observer in the selection process.

2.5 Doctoral Education

Post-doctoral researchers are eligible to apply or/and can be invited to participate in BRAINSTORM events. For doctoral researchers who participate in the workshop, this event can be considered as eligible for ECTS acquisition under the conditions as specified in the respective doctoral schools of UL. Further information on doctoral education at UL is available under “Doctoral education” ([Doctoral Education \(uni.lu\)](#)) and “Office of doctoral studies – BED” ([Office of doctoral studies \(uni.lu\)](#)).

2.6 Eligible costs

The maximum funding of a BRAINSTORM event is **20 000 €**. Requested costs must be essential for the organisation of the event and must be detailed in the Project Budget Form (Excel table). The table below provides a summary of eligible costs, while detailed information on budget preparation is covered in section 3.5.

| # | BRAINSTORM costs | Eligibility | Applicability |
|---|--------------------------|-------------|---|
| A | Personnel costs | NO | |
| B | Third party collaborator | YES | Expert or speaker fees only. |
| C | Equipment | NO | |
| D | Travel costs | YES | Travel for the participants; consult the UL financial guidelines* |
| E | Documentation | YES | Books, journals, subscription to electronic journals or data bases. |
| F | Other costs | YES | Catering, logistics, room rental. Open Access publications, patents filing costs. Advertising, conference, organisation and registration, publications. |
| G | Operating expenses | NO | |

*see Intranet: [ULI](#) > [The University](#) > [SFC](#) > [Policies and Procedures](#)

2.7 Contribution from other IAS funding instruments

Financial support from other IAS instruments DISTINGUISHED, YOUNG ACADEMICS and AUDACITY is considered as other source of funding that will not jeopardize the specific acquisition of BRAINSTORM funds, i.e. funding can be accumulated but must be clearly labelled.

3. Practical application to the BRAINSTORM call

3.1 Key rules

- Proposals must be written in English. Refer to the application templates for further instructions.
- The Project Application Form must be accompanied by a Project Budget Form, both forms must be submitted together by email.
- Use Arial, font 11, single space and 1.5 cm top/bottom/left/right margins to complete the application form. This is mandatory.
- Proposal and budget file for the BRAINSTORM call must be sent by email to ias@uni.lu.
- No modification after the deadline will be accepted. Incomplete proposals and those received after the deadline will not be processed. Major budgetary errors may result in the rejection of the proposal. Do not hesitate to interact with the IAS support team in case of doubt.

3.2 Submit the electronic Project Announcement Sheet (e-PAS)

- The e-PAS is required by IAS prior to submission to confirm that your BRAINSTORM application is approved by all necessary bodies in your faculty or Interdisciplinary Centre.
- Go to the online submission tool <https://research.uni.lu> and create a new electronic Project Announcement Sheet. For further information, please consult the instructions online.
- The e-PAS is not mandatory before institutional validation but must be validated before final submission.

3.3 Application process

The application process consists of **5 main steps**.

Step 1: Complete the application form

- Download the application form and the budget template (see [Documents - University of Luxembourg | Uni.lu](#)).
- Standardize the file name:
"IAS-BRAINSTORM-2025_ProjectACRONYME_Pi LastName_Pi FirstName".
- In the application form, fill in the requested information (read section 3.4 carefully). Turn the completed form into a PDF file.
- Fill in the budget template provided on [Documents - University of Luxembourg | Uni.lu](#) (read section 3.5 carefully).

Step 2: Institutional validation (mandatory for all proposals)

- One week before the call deadline, you must send your proposal and budget to the IAS support team using the email address: ias@uni.lu for institutional validation.
- The IAS support team will check for completeness and conformity with eligibility requirements (budget, PIs, etc.). The support team will not comment on the scientific content of the project.
- Without institutional validation, the final application will be rejected.
- Once you have received the feedback from the IAS support team, you can make necessary corrections, if any.

Step 3: Complete the general project information via the online submission platform.

- Via the online submission platform, please check and edit the general project information, project description and abstract in e-PAS.

Step 4: Invite your research facilitator/coordinator for proposal validation.

- Invite your research facilitator / coordinator to validate your proposal and budget. They can provide detailed advice and support. Please ask for their internal deadline.

Step 5: Send the budget information together with the project proposal by email to the IAS team.

Please make sure that all items on the BRAINSTORM checklist are checked. No submission is possible before the checklist is completed.

3.4 Application form

Proposals must be written in English with a fixed number of pages as detailed in sections below. Font Arial, size 11, single line spacing and 1.5 cm top/bottom/left/right margins must be used throughout the entire document. Proposals that do not follow these instructions will be rejected.

Modifications after the deadline are not accepted. Incomplete proposals and those received after the deadline will not be processed.

1. General information on the BRAINSTORM event

Please provide an ACRONYM of the event, title of the event, provisional date(s), budget (maximum 20 k€).

Principal Investigators (PI)

Please complete the requested information for the Coord-PI and the other PIs.

2. Event description

2.1 Abstract (max. 0.5 page)

- Describe the main purpose of the event in a scientifically oriented abstract.
- The abstract should be concise, clear, informative, and self-contained.
- As reviewers form a first impression of the project after reading the abstract, be sure to emphasise the importance and interdisciplinary character of the project.
- Please use a “lay writing style” that is aimed at an interdisciplinary audience.

2.2 List of participants and organization team incl. gender balance, indicate all UL members (max. 1 page)

- List all participants of the event (name, position, institution/company).
- Among the list of participants, please indicate all UL members.
- Describe the BRAINSTORM **organizational team** including the profile of the non-permanent staff that will be invited on the project (IAS DISTINGUISHED fellows, international experts, professors, doctoral and postdoctoral fellows), the role and intellectual contribution of Affiliated Professors, if any.
- Describe how gender balance is considered in the project proposal and by what means.

3. Event description and objectives (max. 2 pages)

BRAINSTORM events should lead to new research projects, initiatives, networks or opinion/white papers, published internationally.

In this section:

- **Description of the event:**
 - Describe the interdisciplinary / intersectoral nature and the strong originality of the research idea targeted by the BRAINSTORM workshop.
 - Explain why the interdisciplinary approach is important, i.e. the high risk, bold and unusual approach.
 - If applicable, explain how the workshop will contribute to the formulation of future projects, the creation of a research network, the generation of fundamental knowledge or the generation of a patent idea.
 - If applicable, describe the potential impact of the workshop for other disciplines and how it will benefit the wider UL community.
- **Event objectives:**
 - Clearly define the goal, objectives, focus and scope of the workshop.
 - State the main research questions and/or hypotheses that will be addressed.
 - Make your text clear and concise.

Please note, that “Interdisciplinarity” and “Excellence” are key criterion for the evaluation of proposals. A BRAINSTORM event is a workshop bringing together PIs of different disciplines and research groups, and, if necessary, additional external experts to identify new research ideas that are at the forefront of science, exceptionally good and bold.

The IAS applies the following definition of **interdisciplinary** research: “*a mode of research by*

teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or area of research practice¹.

4. Research approach (max. 1 page)

- Describe how the research questions and hypotheses will be addressed.
- Discuss specific methods, frameworks, or approaches that will be used to ensure interdisciplinary collaboration.

5. Describe the interdisciplinarity (max. 0.5 page)

- Justify the degree of interdisciplinarity of the proposed project proposal.
- Explain how various disciplines will work together cohesively to achieve the project's objectives.
- Address how challenges of integration, such as differences in terminology, methodologies, or priorities, will be managed.
- Outline any tools, processes, or structures (e.g., shared meetings, interdisciplinary teams) that will facilitate effective collaboration.

6. Outcomes and follow-ups of the workshop (max. 1 page)

- **Contribution to advancement of knowledge and UL's research community.** Describe the workshop's contribution to the production of opinion or knowledge and the impact it will have on the UL's research community. In other words, how will the workshop contribute to either (1) the writing white or opinion papers at the forefront of knowledge, (2) the development of new project ideas for application to the AUDACITY call or other national and/or international calls, (3) the promotion of interdisciplinarity across UL and in networking, (4) the advancement of the state of the art, (5) the development of the scientific community of UL and its entities in terms of capacities, competencies, visibility and attractiveness through the interaction with international complementary experts.
- **Future research plans.** Indicate how the results of the workshop can be used as a basis for future research and what plans exist (based on the results) to apply for projects within the AUDACITY call or outside UL (national or international calls).
- **Exploitation and dissemination of workshop outcomes.** Please explain the measures that will ensure exploitation of new project ideas and outcomes after the workshop.

7. References (max. 0.5 page)

- List all references mentioned in the application.

8. Intellectual property rights, legal and ethical requirements (max. 0.5 page)

- Address potential issues related to Intellectual Property Rights and confidentiality, in particular if an external contribution of know-how (incl. background IP) is foreseen,

¹ Facilitating Interdisciplinary Research, Committee on Facilitating Interdisciplinary Research, National Academy of Sciences, National Academy of Engineering, Institute of Medicine, 2005

generating shared results with sister institutions in Luxembourg and abroad.

- Describe all potential issues concerning data protection, intellectual property rights and ethical issues (not only for activities carried out in Luxembourg). Explain how you will address these, e.g., anonymous data processing, consent forms, contracts with companies involved and specify any existing permission and/or authorisation for the proposed work. Please consult the University of Luxembourg's Policy on Ethics in Research and international codes of conduct.

9. Curriculum vitae of the PIs

- For each of the PIs (Coord PI and PIs), please include a CV (**maximum 1 page**) including the titles of the 2 most impactful research projects as leader and if available a link to a professional website or similar.

10. Letter of intent (max. 1 page, free format)

- Add a letter of intent signed by the line manager of the Coord-PI.

3.5 Budget template (see the Excel budget table)

This template will help you to get familiar with the required information.

- All amounts are to be entered in Euros (€) without cents.
- Budget is not transferrable from one calendar year to the next.
- For all expenses, the procedures and limits in force at the time the expenses are incurred apply. Please consult the latest financial guidelines and your Research Facilitator.
- Major budgetary errors may result in the rejection of the proposal.
- Please consider alternative or complementary sources of funding, from IAS Luxembourg DISTINGUISHED, YOUNG ACADEMICS and AUDACITY instruments.
- **DO NOT FORGET TO FILL IN THE BUDGET BREAKDOWN FOR ALL PI (only OPEX for Brainstorm) (third tab of the excel file)**

Budget categories:

Category A: Staff financed by the project

The BRAINSTORM instrument does not provide financial support for the hiring of new staff.

Category B: Third party collaborators, experts

- Remunerated third party collaborators providing services to the project (invited speakers, experts) are eligible.
- For individuals: Expenses will be reimbursed upon submission of an expense declaration (DFI). No service contract or supplier creation is required. Reimbursement will be based on a speaker's **hourly rate of 128€ per hour**, with a **maximum of 4 hours per workshop day**.
- For companies (with a VAT number): Fees will be reimbursed through an invoice. A purchase order, supplier creation, and service contract are required.

- Subcontracting work is not eligible.

Category C: Durable equipment

Not eligible for BRAINSTORM funding.

Category D: Travel in Luxembourg and journeys abroad

Travel and accommodation costs are only eligible for international experts invited to BRAINSTORM events.

- Each trip on behalf of the University must be undertaken in the most cost-effective manner.
- To assist travel experts in Luxembourg, Procurement has partnered with a curated group of trusted local hotels, offering exclusive corporate rates and exceptional service. Be sure to take advantage of these preferred rates: [Hotel Program](#).
- For eligible costs and applicable rates, please consult the UL financial guidelines.

Category E: Documentation

The costs of purchasing books or journals required for the event or to be shared during the event are eligible for funding under BRAINSTORM.

Category F: Other costs

- Costs for open access publishing, article processing charges (APC) for full Open Access publications or similar fees.
- Costs for translating and editing, patent filing, workshops, seminars, and conferences (including registration or organisation costs, room rental, catering, taxi) or advertising.

Category G: Operating expenses

Not eligible for funding under BRAINSTORM.

Category R: Additional income to cover project costs.

Not applicable.

4. Selection process of BRAINSTORM projects

The evaluation and selection process of the BRAINSTORM project proposals consists of several steps:

1. An administrative eligibility check will be performed by the IAS.
2. The IAS Evaluation Committee ([Governance - University of Luxembourg | Uni.lu](#)) ranks the proposals based on the written proposals. Each of the criteria will be evaluated on a 5-point rating scale for the written document:

| | |
|----------------|---|
| Score 5 | Work is audacious and at the forefront of knowledge and will most likely have an important and substantial impact on science internationally. |
|----------------|---|

| | |
|----------------|--|
| Score 4 | Work is expected to make a significant contribution ; nationally at the forefront of research. |
| Score 3 | Work is competitive at the national level and will probably make a valuable contribution in the international field. |
| Score 2 | Work that is solid but not exciting , will add to our understanding and is in principle worthy of support. It is considered of less priority than work in the above categories. |
| Score 1 | Work that is neither solid nor exciting, flawed in the scientific and or technical approach, repetitions of other work, etc. Work not worthy of pursuing. |

The selection criteria are:

- a. Academic excellence (10 points)
 - i. Competence of PIs
 - ii. Strength of the consortium
- b. Audacious character of the project idea (15 points)
 - i. Novelty
 - ii. Originality
 - iii. Risky
- c. Interdisciplinarity of the project consortium (10 points)
 - i. Project's ability to encourage interdisciplinary working
 - ii. Interdisciplinarity of the project consortium internally and/or externally
- d. Strengths addressed in the project proposal to achieve the event objectives (5 points)

The resulting project weights will be the basis for the final discussion of the members of the IAS Evaluation Committee and the ranking proposed to the Head of IAS.

3. The Head of IAS and the VRR submit the selected projects to the Rector for final funding decision.

4. The final decision is communicated to the candidates by the Head of IAS.

The Evaluation Committee of the IAS is composed of UL-internal experts. Further details on the organisational features of the IAS Luxembourg and the role of the members can be found in the IAS Organisation and Governance ([IAS Governance \(uni.lu\)](https://www.uni.lu/ias/governance)).

5. Project duration extension request

An extension of the project is allowed for a few days (for instance debriefing, wrap up meetings), provided that the approved budget does not change.

6. Budget change request

No budget extension on the IAS budget will be granted. If additional costs are incurred, they must be charged to the Coord-PI's department.

7. Final report

One final project report, up to 3 months after the end of the project, will be requested. An automatic message will be sent from the ePAS platform with the requested date.

Templates can be found on the IAS website: [Documents - University of Luxembourg | Uni.lu](#) under “Reporting”.