

# Guidelines for ECNP Networks

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## 1. STRUCTURE AND GOVERNANCE

Networks are the scientific multidisciplinary pan-European platforms for research collaboration in the ECNP community. The ECNP Networks form a matrix of transnosological and disease-oriented networks. 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.

Each ECNP Network is led by a Chair. Established Networks existing longer than 3 years also have a Co-chair. Chairs and Co-chairs of Networks form the Networks Taskforce, which reports to the Networks Board and meets twice a year. The Networks Board guides the ECNP Networks. The Networks Advisory Panel oversees the coverage of all topics within ECNP with the Networks, it evaluates the Networks and reviews new applications. See [here](#) for more information. All Networks should proceed in line with [ECNP's code of conduct](#).

### ECNP [Networks Board](#) (3 members) - operational & strategic management

- Provides strategic recommendations to the ECNP Executive Committee.
- Makes decisions on funding, governance, and Network activities.
- Oversees membership applications, budget requests, and ongoing activities.
- Works closely with the ECNP Office and Taskforce.
- Meets bi-weekly to discuss and act on operational matters.

### ECNP [Networks Advisory Panel](#) (6-8 members) - evaluation & strategic guidance

- Evaluates new Networks annual for the first three years.
- Evaluates existing Networks every three years.
- Reviews and assesses new Network applications.
- Identifies missing research topics and collaborates with the board and EC to launch open calls.
- Provides input on Network policies and governance.
- Supports the Networks Board with a broad strategic perspective.
- Meets up to four times per year.

### ECNP [Networks Taskforce](#) (all Networks chairs) - collaboration and knowledge exchange

- For collaboration, knowledge exchange, stakeholder and user input.
- Advice on practical implementations towards the Networks Board and EC.
- Meets twice a year at the Taskforce meeting.
- Composed of all Chairs and Co-chairs.

## 2. CONTACT POINT

The ECNP Office is the main initial contact point for the ECNP Networks. You can contact us via e-mail: [ecnp-networks@ecnp.eu](mailto:ecnp-networks@ecnp.eu). See [here](#) "Create and join: FAQ" for FAQs about the Networks (i.e. joining a Network, open calls).

## 3. BECOMING A NETWORK MEMBER

Requirements of the applicant and the application:

The application to join an existing ECNP Network can be:

- Spontaneous
- Referred by a different ECNP body

- Referred by the (members of a) Network(s)

Before preparing your application, please visit the [ECNP website](#) to discover more about the Networks. For a list of the current Networks, please visit [this webpage](#).

### Requirements of the applicant

1. The applicant is a member of ECNP or willing to become an ECNP member if his/her candidature is accepted. To apply for ECNP membership, click [here](#).
2. Is actively involved in the research domain of the Network.
3. Is based in a clinical or basic science centre already successful at a national or international level in conducting research and applying for external funding.
4. Has already generated data regarding the research domain and has published in several peer-reviewed research journals.
5. Has access either to a patient clinic and/or to lab facilities (depending on the type of research).
6. Approves the main goals and aims of the Network.
7. Has identified how to contribute to the Network.
8. Regularly participates in meetings, symposia or congresses related to the research domain.

### Requirements of the application

The application e-mail should consist of the following:

- Application letter including a reference on how the applicant became aware that he/she could join an ECNP Network and if he/she applies for core or shell membership within the Network.
- Curriculum Vitae.
- Information regarding the points mentioned under 'Requirements of the applicant' (see above).

### The procedure

The procedure for applications to become a member of an existing ECNP Network is coordinated by the ECNP Office and is as follows:

1. *The application must be addressed by the applicant to the ECNP Office ([ecnp-networks@ecnp.eu](mailto:ecnp-networks@ecnp.eu)).*
2. The ECNP Networks Board will review the application and communicate to the Chair(s) if the applicant is eligible. Next, the Chair and Co-Chair of the Network will review and discuss the application with the Network members in order to decide for or against membership (during a network meeting or via email). They will communicate their final decision to the Board and the ECNP Office.

The Board and the Network will consider:

- the scientific standing of the new applicant and if the 'requirements' above are fulfilled.
- whether and how the applicant can strengthen the Network.
- whether the Network needs more members and can accommodate them.
- whether the applicant is already member of an ECNP Network; individuals shall sit on no more than three Networks.
- the balance of senior and mid-career members in the Network.
- the balance of basic, translational and clinical scientists in the Network.
- the geographical representation in the Network.
- (ideally) to have a maximum of two members per institute.
- the gender ratio in the Network.

3. Only the ECNP Office is entitled to transmit the final official decision to the applicant.
4. Approved applicants follow the requirements as specified here and are understood to know and follow the ECNP Network guidelines. They have access to the Network stand-alone meetings. Their name and affiliation appear in the ECNP website, unless the applicant explicitly requests not to do so.
5. Failed applicants are free to re-apply after 2 years.

### Annual evaluation of the Network members

To ensure continued efficiency and relevance, Networks are expected to evaluate not only new applications but also the level of engagement and contribution of their current members. This assessment should be guided primarily by the membership requirements outlined in this document above.

Additional considerations may include the Network's strategic focus and planned activities for the coming year. As such, both the core and shell membership lists should be regarded as *living documents*, subject to change. These lists may evolve with new member applications or adjustments in alignment with the Network's shifting thematic priorities and upcoming initiatives.

In cases where a member is found to be inactive or no longer aligned with the Network's direction, the Chair and Co-chair—in consultation with the Network Board where necessary—may decide to either dismiss the individual from the Network.

## 4. APPLICATION NEW NETWORK

Before preparing your application, please visit the [ECNP website](#) to discover more about our current Networks. Note that the Networks Advisory Panel is tasked to identify missing research topics and collaborates with the board and EC to launch open calls that will be promoted on ECNP channels.

If accepted, new Networks are evaluated annually the first three years. Following this period, the Networks Advisory Panel will conduct a comprehensive final assessment to determine the next course of action. Options include concluding the Network, seeking renewal for an additional year, or potentially transitioning into an established ECNP Network with a required evaluation every three years.

### 4.1 General requirements of the proposed Network and its members

- By applying for a new Network, it is understood that proposed 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](#).
- Proposed members are recognised as current or upcoming European leaders in the relevant domain of basic, translational and/or clinical neuroscience and have been involved in successful collaborations with other centres.
- 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.
- The Network has one Chair, who represents the Network and communicates with ECNP (see section 5.1).
- Chair will become member of the ECNP Network Taskforce (see section 5.1).
- Networks need to carefully plan their organisational structure and engage in discussions with the Networks Advisory (also see Section 5.2 for further guidance). Past experiences have demonstrated that maintaining a streamlined core group comprising approximately 20 individuals proves to be a highly efficient and financially sustainable approach within the annual budgetary framework.
- The Network is urged to explore diverse structural configurations in collaboration with the Networks Advisory Panel, including the incorporation of distinct groups or shells, such as senior advisers or industry contacts. It is important to note that, without prior board approval, only members of the core group will be eligible for reimbursement. Open communication and coordination with the Networks Board, Networks Advisory Panel and ECNP Office are crucial in ensuring an effective and adaptable organisational setup.

- Proposed members from outside Europe\* can be accepted in the Network if their expertise, lab resources or data are deemed necessary for the aims of the Network (e.g. preparing a grant application). \*Europe being the 46 countries of the [Council of Europe](#) plus Israel.
- When evaluating the proposal, the Networks Advisory Panel will also take the composition of the Network into account (i.e., geographical distribution, gender balance, career stages and scientific complementarity). See section 4.2 for other details.

#### 4.2 Requirements of the application

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

1. Outline of the main goals and aims of the Network. Explain how the initiative aligns with and supports the overall goals of the ECNP Networks initiative, and how it addresses unmet needs. Provide clear documentation showing how the initiative is distinct from other existing ECNP Networks. In addition, describe how the proposed Network can strengthen existing ECNP Networks and how it will collaborate or link with them.
2. A list of the proposed (European) centres and the name of the main scientist of the centre that is proposed as member of the Network (see point 6 for other details).
3. Clear plan of the actions to be taken by the Network (i.e., agenda, time schedule, flow chart).
4. A provisional budget (see section 8.1).
5. 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 (see ECNPs acknowledgement guidelines section 9.1).
6. Applicant(s) must make sure to balance the composition of the Network, not only in terms of scientific expertise, but also of gender, career stage and geography. The Network should aim to have:
  - ✓ A gender ratio of about one to one.
  - ✓ An optimal balance between senior and mid-career members.
  - ✓ An optimal geographical spread, by having members from at least seven different European countries in the core group
  - ✓ An optimal total number of members, that can fit into the overall yearly budget. See 5.2.

#### 4.3 Assessment of the application

The initial application is assessed by the Networks Advisory Panel in stage 1 and may be subject to requests of changes, updates and additional information in stage 2. The application assessment follows this order:

- The proposal is sent to the ECNP Office ([ecnp-networks@ecnp.eu](mailto:ecnp-networks@ecnp.eu)) to the attention of the ECNP Networks Advisory Panel.
- The ECNP Networks Advisory Panel will evaluate the proposal and if needed, consult the ECNP Networks Board and Executive Committee Officers (stage 1).
- The Advisory Panel can request the applicants to submit a revision of their proposal (stage 2).
- In stage 2, the applicant will be asked to present the proposal during a Taskforce meeting. The content and aim of this presentation might differ, depending on timing of the Taskforce meeting (pre-approval or post-approval). The applicant will be guided by the Networks Advisory Panel and Networks Board. The Taskforce meetings take place twice a year around March and during the ECNP Congress.
- The ECNP Networks Advisory Panel makes a final decision about funding, and the applicants receive the decision from the ECNP Office.
- Approved Network applications have a total budget of €15.000, - for the first three years of existence with an annual evaluation by the Networks Advisory Panel.
- After three years the Network has an annual budget of €15.000, -
- Failed applications can be revised and resubmitted after two years.

## STAGE 1

### Application core group

- Application of the initial proposal by the core group

↓  
First assessment, feedback and approval of proposal by ECNP Networks Advisory Panel

### Internal promotion of the initiative

- ECNP Office announces the initiative to the Network Taskforce
- A formal initial presentation at the Network Taskforce is due before to obtain the second final approval

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## STAGE 2

### Link with existing ECNP Networks

- The core group invites additional representatives with relevant expertise from existing ECNP Networks and partners from industry or other additional experts from other centres.

### Final proposal

- Application of the final proposal by the core group indicating scope, timeline, action plan, composition of the team (including links with existing ECNP networks) and budget.

↓  
Second assessment and approval of proposal by ECNP Networks Advisory Panel

**Final approval**

## 5. ORGANISATION

Each Network is composed of different membership types, including:

### 5.1 Chair and Co-chair

Chairs and Co-chairs are elected through a transparent and democratic procedure supported by the ECNP Office. They serve a three-year term and can be re-elected. Chairs may serve a maximum of two terms; Co-chairs may serve two terms and additionally be elected as Chair for a total of three terms. Extensions beyond these limits require explicit approval by the Networks Board. This role is voluntary.

#### *Requirements*

- Must be an ECNP member.
- Demonstrated leadership and commitment to the Network's objectives.

#### *Responsibilities*

- Steer the Network and act as contact persons between the Network and ECNP Networks Board/Office.
- Attend Taskforce meetings and Standalone Network meetings.
- Ensure the Network adheres to its aims and objectives; submit annual reports before Taskforce meetings.
- Request approval from the Board six weeks prior to using any part of the Network's annual budget (see 8.1).
- Assess new membership applications according to guidelines (see section 3 and "Join").
- Annually evaluate member involvement and commitment.

#### *Finance*

Eligible for reimbursement according to ECNP policy when participating in approved Network activities.

### 5.2 Core members

Active mid- and senior-career members that discuss and drive the main activities of the Network. Maximum of 20 core members per Network. Core membership is for a six-year term, with the possibility of one extension.

#### *Requirements*

- Must be an ECNP member.
- Good academic standing
- Relevant expertise and experience to the Network's scope
- Individuals may hold core or shell membership in a maximum of three Networks.

#### *Responsibilities*

- Actively contribute to Network activities and meetings.
- Support collaborative projects and publications.

#### *Finance*

Eligible for reimbursement according to ECNP policy when participating in approved Network activities.

### 5.3 Shell members

Mid- and senior-career members who cannot guarantee constant contribution but provide necessary expertise. No maximum number or term for shell members.

#### *Requirements*

- Good academic standing
- Relevant expertise and experience to the Network's scope
- Individuals may hold core or shell membership in a maximum of three Networks.

#### *Responsibilities*

- Contribute when possible and/or needed to discussions, projects, and publications.

#### *Finance*

Not eligible for reimbursement unless requested at least six weeks prior to the activity and approved by the Networks Board.

### **5.4 Early Career Academy members**

Each year, ECNP Early Career Academy (ECA) members can apply for a two-year seat in the core group. Networks indicate annually if they accept ECA members. Applicants must provide: a short motivation and interest (affinity with the subject) and a publication track record in the field relevant to the Network's focus. The Chair and Co-chair review applications with Network members and make the final decision.

#### *Requirements*

- ECNP membership is required for eligibility to reimbursement.
- Short motivation and demonstrated interest in the Network's focus.
- Proven publication track record in the relevant field.
- ECA members can have a Network seat in maximum one Network.

#### *Responsibilities*

- Actively contribute to Network activities and meetings.
- Support collaborative projects and publications.

#### *Finance*

Eligible for reimbursement according to ECNP policy when participating in approved Network activities.

### **5.5 Early Career shell members**

Early career members that participate in Network's activities. This shell is distinct from the ECA seats, which are part of the core group, and from the regular shell.

The member list is determined by the Network Chairs, who are responsible for ensuring diversity in geography, gender, and expertise within the shell. Chairs can submit an updated member list (name, institute, city, country) to the ECNP Office annually before 20 January for publication on the ECNP website. Interim updates are not possible. The ECNP Networks Board oversees compliance but does not review individual applications. Maximum of 15 members per Network. Membership is for a three-year term.

#### *Requirements*

- Members must meet the ECNP definition of an Early Career Scientist for ECNP Membership (second definition see [Definition of an Early Career Scientist - ECNP](#))
- ECNP membership is required for eligibility to reimbursement.
- ECS can join a maximum of one Network.

#### *Responsibilities*

- Actively contribute to Network activities and meetings.

#### *Finance*

- Reimbursements of Early Career Shell members are covered by the existing ECS reimbursement policy (see 8.2): up to EUR 5,000 per year from the Network's annual budget can be used for ECS travel and accommodation reimbursement for stand-alone meetings. This needs to be requested at least six weeks in advance of the meeting.
- This budget is not exclusive to the Early Career Shell; it applies to any ECS invited by the Network.

### **5.6 Annual evaluation of Network members**

To ensure continued efficiency and relevance, Networks are expected to evaluate not only new applications but also the engagement and contributions of current members. This assessment should be guided primarily by the membership requirements outlined in this document above.

Additional considerations may include the Network's strategic focus and planned activities for the coming year. Both core and shell membership lists should be regarded as living documents, subject to change. These lists may evolve with new member applications or adjustments to align with the Network's shifting thematic priorities and upcoming initiatives. Networks may revise their core and shell memberships once per year.

### **Inactive members**

Membership spaces are limited, and active participation is essential. Core members are expected to attend meetings, engage in Network activities, and contribute meaningfully to the Network's objectives. Shell members are expected to engage regularly with the Network activities.

Members who remain inactive for extended periods hinder the Network's effectiveness. Therefore:

- Core members who have not attended (physical) meetings or actively participated in Network activities for one year will be removed from the membership list.
- Active commitment is expected from all core members. Failure to meet this requirement may result in termination of membership, ensuring the Network remains engaged, effective, and high-functioning.
- Shell members who have not interacted or contributed with the Network for two consecutive years will be removed from the membership list.

## **6. DELIVERABLES**

ECNP and the Network Advisory Panel regularly and carefully evaluate the progress and state of the Networks to ensure that the Networks are active, and their activities 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 on the meetings between the Networks Chair/Co-chair with the Networks Board. Deliverables required from the Network include, among others:

- List of Network members that is published on the ECNP website, including member name and affiliation. Whenever changes in memberships occur, the ECNP Office needs to be promptly informed.
- Annual report on general achievements of the Network, including activities of the current year (e.g. funded projects, submitted proposals, publications), activities planned for the next year, dissemination activities within and outside ECNP, possible "special projects" items in the budget for the next year. The ECNP Office provides a template to prepare the report. A selection of topics made by the board are discussed during the Taskforce Meeting in March.
- Update on achievements of Network members regarding the main goals and objectives of the Network.
- Notes and minutes of Network meetings to be sent to the ECNP Office within four weeks after the meeting/call. These should include a list of attendees.
- List of planned, submitted or funded projects through European Programmes or other funding agencies.
- List of publications from the Network, specifying those acknowledging the ECNP Networks support.
- Network attendance and activities at symposia, public domain etc.
- Activities with other ECNP Networks and ECNP initiatives.

A selection of the deliverables will be posted on the [ECNP website](#). To provide transparency and justify the support, Networks are yearly evaluated by the Networks Advisory Panel the evaluation is reported to the ECNP Networks Board and the Executive Committee (EC). See section 7 for the evaluation criteria.

## 7. EVALUATION

ECNP financially supports Networks with a budget of EUR 15,000 during their first three years. Throughout this initial period, Networks are evaluated annually. At the end of the three years, the Networks Advisory Panel reviews their progress and determines whether ECNP will continue its support. Following this review, the Panel conducts a comprehensive final assessment to decide the next course of action. Possible outcomes include concluding the Network, granting a one-year renewal, or transitioning the Network into an established ECNP Network. Established Networks undergo evaluation every three years and continue to receive an annual budget of EUR 15,000.

The points that will be evaluated:

### *Network theme*

- ✓ Relevance of the theme for ECNP and translational neuroscience.
- ✓ Vision and strategy for the coming years, including an assessment of the funding landscape.

### *Composition of the Network in terms of:*

- ✓ Academic standing
- ✓ Geographical diversity
- ✓ Participation of clinical and basic scientists
- ✓ Involvement of mid-career scientists
- ✓ Involvement of non-academic stakeholders (industry and patient representatives)
- ✓ Gender balance

### *Deliverables in relation to ECNP funding expenditure*

- ✓ Projects funded by EU (and other funders)
- ✓ Submitted proposals
- ✓ List of publications acknowledging ECNP Networks support
- ✓ Symposia etc.
- ✓ Collaborative projects within the Network

### *If ECNP Networks guidelines and procedures were followed accurately and timely with respect to:*

- ✓ Elections of Chair and Co-chair.
- ✓ Applications to become a member of the Network.
- ✓ Annual report and request for budget.
- ✓ Reimbursement procedures, including the financial report for special projects.
- ✓ Preparation and deliverables of stand-alone Network Meetings.
- ✓ Attendance of one of the chairs at the annual Networks Taskforce Meeting.

After assessment of the above and discussion with the Network's Chair and Co-chair, the Networks Advisory Panel will decide to:

- ✓ Continue the support of the Network for the next year.
- ✓ Continue the support of the Network, but with specific action points that need to be addressed within the next year.
- ✓ No longer support the Network. In this case, Networks can reapply to again become an ECNP Network after structural changes have been made.

## 8. FINANCE

### 8.1 Annual Budget

Members of the ECNP Network must agree with the following statements:

- Networks are financially supported by ECNP, initially for a three-year duration, after which the Networks Advisory Panel will decide if ECNP will continue to support the Network. If the extension is approved, the Network continues to receive support and is formally evaluated every three years.
- For newly established Networks, the budget **for the initial three years is EUR 15,000 total.**

- The maximum total budget for all the activities of **the established ECNP Networks is EUR 15,000 per year**. Funding can be renewed for the next year if: 1) Network progresses and plans receive approval by the Networks Board; 2) if the overall budget allows it.
- After evaluation and approval by the Networks Board, new additional activities can be included in the Network budget.
- All Network members must agree with and follow the ECNP reimbursement and support policy (see section 8.2 and 8.3).
- The Network Chair and Co-chair require approval from the Network Board on the activities for which they need funding from their annual budget. At least 6 weeks before an activity takes place a request to spend money should be sent to the ECNP Office ([ecnp-networks@ecnp.eu](mailto:ecnp-networks@ecnp.eu)). The request will be discussed with the Board during their two-weekly calls and the chairs will be informed of the outcome. The request must be approved by the Networks Board before any activities can take place. Without approval of the activity and finance, the Network cannot claim any cost.
- The Chairs are responsible for the administration of the costs of the Network according to the ECNP reimbursement policy. Financial arrangements are simple and allow flexibility for the Networks on the one hand, and function as a clear modus operandi for the ECNP Office (with required accountability) on the other hand. ECNP has a clear obligation to develop processes that are fair, transparent and auditable.
- The unspent budget of the Network returns to ECNP at the end of the same year and cannot be cumulated with the budget of the following years.
- If the Network ends at any time, the budget amount not spent remains with ECNP.
- All documents to process the reimbursements need to be received by the ECNP Office as soon as possible after costs have been made. Any remaining costs should be declared at the latest before 15 January of the year following the work done. Any claim after this date will not be granted.

The following items are part of the Network budget:

- Evaluation Network meetings (if applicable)
- Taskforce Meetings
- Stand-alone meetings
- Special projects

The following items are NOT part of the Network budget and are NOT eligible for (secretariat) reimbursement:

- Support for research activities of the Networks
- Implementation of a research protocol, recruiting patients, generating or analysing data, recruiting new centres, etc..
- Communication between Chairs and the ECNP Office

## 8.2 Network Meetings and reimbursement policy

What?	Why?	Who?	When?
<b>Evaluation Network Meetings</b>	Upon invitation, Chair/Co-chair will meet with the Advisory Panel and/or Board to discuss the Network's progress, activities and challenges.	Network Chair/Co-chair Networks Board Networks Advisory Panel	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.	Networks Taskforce: Chairs and Co-Chairs of Networks Networks Board Networks Advisory Panel Proposers of new Networks	Biannually: the first usually in The Netherlands Q1; the second 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 Network members Other invitees (see below)	Any time
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Costs for meeting organisation that can be claimed in the Network budget are:

- Room rental, catering and AV equipment - at the lowest cost possible.
- Travel and accommodation of participants according to the following policy.

**Reimbursements policy for travels:**

- **Only core Network members that are also ECNP members at the time of the meeting can request reimbursement for their travel.** For information regarding ECNP membership, click [here](#).
- All travel reimbursements must be claimed within four weeks after the meeting.
- **In your [MyECNP portal](#), under “Other active events; ECNP Networks”, you will find the online reimbursement form to be used for 1) hotel and travel costs to stand-alone meetings, 2) travel costs and hotel for taskforce meetings and 3) additional costs such as room rental and AV equipment (only to for Chairs of the Network).**
- Free registration at annual ECNP Congress, only applicable for the Chair and Co-chair representing the Network during the Taskforce Meeting and attending the stand-alone meeting of the Network at the time of the Congress.
- Reimbursement for hotel and travel to attend Taskforce meeting are applicable only for the Chair and Co-chair representing the Network during the meeting.
- One night hotel accommodation (max of EUR 160 per night) per attended Network meeting is reimbursed. For example, a chair can claim one night for the Taskforce meeting on Sunday and one night for a standalone meeting held on a different day.
- ECNP encourages all network members to travel by train as one of the most environmentally friendly modes of transportation. Only public transportation costs (by bus, train, plane or a combination of these) from your home to the meeting venue are reimbursed. The following conditions apply:
  - There is a maximum fixed amount of EUR 350 for travel within Europe and EUR 1,100 for travel from outside Europe;
  - The booking is done as early as possible;
  - These costs cannot be claimed elsewhere.

Costs to travel by car (petrol, parking etc.), taxi costs and meals will not be reimbursed.

**Additional policy for stand-alone meetings**

1. The total available budget for the meeting (to cover the total costs of room rental, catering, equipment, travel and accommodation of participants) is calculated by ECNP on the base of the **number of** expected participants who are also ECNP members, using this formula:  $EUR\ 600 \times N$  (N= expected attending ECNP members).
2. The above formula does NOT imply that there is a maximum budget for travel expenses per person (e.g. EUR 600). Each participant is reimbursed on the base of the travel policy and if the total budget allows.
3. Stand-alone meetings are for Network members. Only core Network members that are also ECNP members at the time of the meeting can request reimbursement for their travel. However, two exceptions apply:
  - a. If the topic of the meeting requires invitation of special experts, their travel costs can be reimbursed by exception upon request by the Network Chair.

- b. Inclusion of early career scientists (ECSs) to the stand-alone meeting. Up to a maximum of EUR 5,000 of the annual budget can be used for the reimbursement of ECSs. Definition of ECSs follows the criteria for [ECNP membership](#). Kindly note that ECS need to be ECNP member in order to be eligible for reimbursement.

For both exceptions, a formal request to invite and reimburse must be submitted to the Networks board via the ECNP Office for approval, at least six weeks before the meeting. The general travel policy applies. Individuals requesting reimbursement need to have a free [myECNP account](#) in order to access the reimbursement form.

4. Agenda and minutes must be sent to the ECNP Office within four weeks after the meeting. No reimbursements can be administered until minutes are received.
5. A member of the Network, who cannot join a stand-alone meeting, cannot transfer the right of reimbursement to another person.

### 8.3 Other reimbursement costs

Special projects aim to further promote the activities of the Network. Special projects will be part of the Network budget and must have been approved by the Networks Board.

The following items are eligible as special projects for the Network budget:

1. Data entry
2. Secretarial support
3. Open access publications fees
4. Special travel of the Chair or Co-Chair (to external meetings relevant for the network, see below)
5. Working dinners
6. Invitations of Special Experts to a stand-alone meeting
7. Other projects

The reimbursement request of any cost connected to the activities for special projects needs to contain:

- Time sheets with a description of the activities performed by any person involved in the project
- Estimate of hourly rate
- Invoices

All the invoices need to be addressed to:

*ECNP Association*

*Daltonlaan 400*

*3584 BK Utrecht*

*The Netherlands*

*VAT number: NL866180813.B01*

All documents need to be received by the ECNP Office as soon as possible after costs have been made, but the latest *before 15 January of the year following the work done*.

#### **8.3.1 - Data Entry**

The data entry project must be central to the Network activities and involve collaboration across the different members of Networks (or also across different Networks). Side projects of a single group cannot be approved.

The request of support for data entry must provide the following information:

- A short description of the project.
- A list of the activities to perform.
- An estimate of the hours of work.
- An estimate of the hourly rate.

To be eligible for reimbursement, the activities of data entry must be connected to the Network activities and must not include non-eligible activities such as the implementation of a research protocol, recruiting patients, generating or analysing data, recruiting new centres, etc. (see above for the others). Generation or analyses of data are not eligible for reimbursement.

### **8.3.2 - Secretarial support**

Networks can use a secretary to manage their administration activities. The Network can use their budget to financially support the secretary. The request for secretarial support in the budget must provide the following information:

- A list of the activities to perform.
- An estimate of the hours of work.
- An estimate of the hourly rate (no obligation for salary slips).

An invoice must be sent to ECNP from the institute which staff has supported the secretarial activity (including timesheet, activities and hourly rate). The total maximum reimbursable secretariat support amount per year cannot exceed EUR 3,000. Secretarial activities eligible for reimbursement are:

- ✓ Organisation of stand-alone Meetings (for example, time spent to reserve hotel and venue, agenda and minutes preparation).
- ✓ Organisation of webinars.
- ✓ Mailing and other communication between Network members.
- ✓ Organisation of conference calls.
- ✓ Preparation of the annual report of activities (duty shared with the Chairs).
- ✓ Preparation of the invoices and documentation for reimbursement of the Network activities using their budget.
- ✓ Give input and content on a regular basis for the Network's page at the ECNP website.

*Any secretarial activity not related to the above work for Networks is not eligible for reimbursement.*

### **8.3.3 - (Open access) publications fees**

Reimbursement for two open access publications fees can be requested and costs are part of the yearly budget of the Network. If the Network plans to use their budget for more than two open access publication fees, specific approval from the Network Board is needed.

*The invoice receival date determines which annual budget is used (i.e. invoice receival date is in 2022, then the 2022 budget is used).*

The support for the costs for the open access publications is allowed if the following criteria are met:

1. The Chair of the Network must communicate to the ECNP Office before the submission of the publication to the journal: title of the publication, list of authors and name of the journal, and the request of the reimbursement.
2. ECNP and the name of the ECNP Network appear in the acknowledgment of the publication.
3. ECNP encourages the submission of articles to *European Neuropsychopharmacology* or *Neuroscience applied*. If the publication is in a scientific (non-ECNP) journal it has to be a journal with an [SJR score](#) not lower than 1.5 in the last 2 years.

By asking and accepting the reimbursement, all the authors of the publication agree that ECNP announces via its website, social media, mailing and other communication channels that: 1) the article has been published; 2) the article is open access; 3) the ECNP Network has been acknowledged by the authors of the publication.

When applicable, ECNP urges all the Network members to always acknowledge ECNP in their publications in the acknowledgement section (see addendum 9.1). To further sustain and promote the activities of its Networks, ECNP will periodically announce the publications of these articles (when ECNP and the Networks appear in the acknowledgments) to its community via website, social media, mailing and other communication channels.

### **8.3.4 - Special travel of the Chair (or Co-Chair)**

ECNP can cover one special travel per Chair/Co-Chair per year, to attend a meeting *not organised by ECNP*, if the following criteria are met:

1. The Chair (or the Co-Chair) attends the meeting. No other representatives can request the reimbursement.

2. The Chair of the Network must communicate to the ECNP Office: name of the meeting, date, location and reasons to attend (at least 4 weeks before the meeting).
3. The attendance to the meeting must be fundamental for the aims and objectives of the Network and help to promote their activities or results in a submission of an EU research call.
4. If the Chair is presenting, the ECNP Network logo must appear in the acknowledgment of the presentation.

Request of reimbursement for special travel must be approved by the Networks Board following the usual procedure of requesting funds from the budget. Reimbursement for special travels follows the ECNP travel policy for Networks.

### **8.3.5 - Special experts**

Only core Network members being also ECNP members can request reimbursement for their travel to attend the stand-alone meetings. However, ECNP can cover by exception the travel costs for special experts to attend a stand-alone meeting organised by the ECNP Network, if the following criteria are met:

1. The attendance of this special expert must be fundamental for the aims and objectives of the Network meeting.
2. The Chair of the Network must communicate to the ECNP Office (at least 4 weeks before the meeting): name of the special expert, date and location of the meeting, and reasons for the special expert to attend.
3. Request of reimbursement for the travel costs of the special expert must be approved by the Board. The ECNP Office must communicate to the Network Chair the approval for the reimbursement of the travel for the special expert.

Reimbursement for the travel of the special expert follows the ECNP travel policy for Networks.

### **8.3.6 - Working dinners**

Networks can organise a working dinner right after or the evening preceding the stand-alone meeting. The total available budget is EUR 65, including the tip of max 5%, for ECNP members attending the dinner. This cost is not included in the budget of the stand-alone meeting. Invited experts and ECSs present at the meeting can also be reimbursed for dinner costs. For ECSs, these expenses fall within the annual maximum reimbursement limit of EUR 5,000. The reimbursement can be requested if the following criteria are met:

1. The working dinner is right after, or the evening preceding the stand-alone meeting and does not have conflicts with other ECNP events (e.g. ECNP faculty reception during the Congress).
2. The working dinner is on the agenda with items to discuss.
3. The minutes of the stand-alone meeting includes the working dinner. Names of the people attending the working dinner must be reported.

### **8.3.7 - Use of the budget for other projects**

ECNP and the ECNP Networks Board are open to be flexible in using the Network budget for other activities not listed above, but the Chairs must contact the ECNP Office in advance to know if the project is eligible and the reimbursement will be granted.

## **8.4 Extra activities on top of the yearly budget**

### **8.4.1 Grant proposal preparation**

As obtaining EU funding is one of the main objectives of the Networks, ECNP offers to financially support up to EUR 5,000 to hire a specialised agency to help put together the proposal. If the application is successful, this amount must be returned to ECNP. This is not part of the budget of EUR 15,000 of the Network. After approval has been received from the board and the application has been submitted, the ECNP Office needs to receive the invoice of the cost from the agency stating approval of chair that costs are correctly stated.

## 9 ADDENDUM

### 9.1 Acknowledging ECNP in publications

#### Acknowledging ECNP in publications – standard text

To ensure recognition of ECNP's support, the following text can be used in the acknowledgments section of publications related to ECNP activities.

#### 1. Acknowledging an ECNP Network

This research was supported by the ECNP [Network Name], providing organisational support and a collaborative platform for scientific exchange.

We are grateful for the support of the ECNP [Network Name], which contributed to the development and dissemination of this work.

#### 2. Acknowledging ECNP's financial support for publication

We gratefully acknowledge ECNP's financial support for the open-access publication of this article.

#### 3. Acknowledging an ECNP meeting

Key aspects of this paper were presented and discussed at the ECNP-supported meeting "[Meeting Name]", held on [Meeting Date] in [Meeting City, Country].

#### 4. Acknowledging ECNP in general

This research was conducted with the support of ECNP, which fosters collaboration and innovation in translational neuroscience.