

EXAMPLE OF AN APPLICATION FORM:

NEW RESEARCH PROJECT PROPOSAL

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Application form: New research project proposal

FILE NUMBER: 4371

GENERAL	HOST INSTITUTION	FUNDING PER HOST INSTITUTION	SUPERVISORS
ETHICS	EXPERT PANEL	REFEREES	PROJECT OUTLINE
RESEARCH CONTEXT	EXTRA DATA		

Give the English title of your research proposal.

Use up to 240 characters.

Give the Dutch title of your research proposal.

Use up to 240 characters.

Give a summary of your research proposal in layman's terms.

Use up to 1500 characters.

Save

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Specify the main host institution.

Add

Specify the additional host institution(s). (Optional)

If one or more other host institutions are involved, please click 'Add' to select an institution in the drop-down menu. The chosen institution will appear in the list below.

Add

Save

FUNDING PER HOST INSTITUTION

GENERAL

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• Some compulsory fields in this section have not been completed.

Add per host institution the required staff, consumables and equipment.

You are not allowed to request funding for foreign institutions or institutions belonging to the French-speaking community of Belgium. The staff and consumables that are applied for in the first year, have to be equal or higher compared with the funds asked for during the other years.

For each project, and in case of an interuniversity project, for each host institution, one can apply for €45.000 till €130.000 each year including research staff and consumables. In case one of the project partners only requests funding for consumables, the lower limit for this partner is set at €20.000.

The real cost is used when the name(s) of the researcher(s) is (are) already known. When the name(s) of the researcher(s) is (are) not yet known, the following amounts may be used as indicative costs:

- Bursary: €45,000
- Scientific staff, 0 years of seniority: €65,000
- Postdoc researcher, 4 years of seniority: €85,000
- Technical staff, 6 years of seniority: €50,000

Additionally, it is possible to request funds for equipment up to €150.000. Matching funding is allowed up to €150.000.

To do so, click one of the tabs below.

Staff	Consumables	Equipment
-------	-------------	-----------


Please add some funds.

Save

FUNDING PER HOST INSTITUTION

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Please add some funds.

Provide a short CV of the personnel to be appointed on this project and already involved.

Also include a short CV (max. 1 page) for the Flemish supervisor and all co-supervisors with 5 key peer reviewed publications that are representative for his/her scientific career. You can provide this in full text taking into account the current position and other appointments relevant for this application. It can also be important to mention previous scientific awards received and other relevant information to evaluate the scientific CV.

Please attach the requested files in PDF (max. 10MB).

Bladeren...

 Geen bestand geselecteerd.

Upload

Staff type

Use up to 1500 characters, signs, spaces or line breaks

Motivation

First name

Surname

Date of birth (optional)

Academic degree (optional)

Current employer (optional)

Give the amount per year.

2017

2018

2019

2020


Submit

Cancel

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CONSUMABLES

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To do so, click one of the tabs below.

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Please add some funds.

Consumable type

Use up to 1500 characters, signs, spaces or line breaks.

Detailed description of consumables

Use up to 1500 characters, signs, spaces or line breaks.

Motivation

Give the amount per year.

<input type="checkbox"/> 2017	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 2018	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 2019	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 2020	<input style="width: 100px;" type="text"/>


Submit

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EQUIPMENT

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To do so, click one of the tabs below.

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Please add some funds.

Requested funding

Description and technical aspects

Accessories

Motivation

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A research project is executed under the direction of a supervisor in cooperation with one or more co-supervisors. The supervisor and co-supervisors need to comply with the conditions stipulated in [article 9 of the rules for research projects](#).

The (co-)supervisors are the actual initiators of the project, and as such are responsible for it. The co-supervisors accept that the supervisor, appointed at a Flemish host institution, will act as supervisor-spokesperson towards FWO. It is not possible to use the available budget to finance the (co-)supervisors' salaries.

A researcher can only act as a (co-)supervisor for maximum two projects per application round.

A detailed list of all publications of the supervisor appointed at a Flemish host institution and all other co-supervisors should be submitted through the FWO e-portal before the final submission date of the call!
 NOTE: These publications do not have to be sent as a separate attachment nor as part of another attachment.

Who is the supervisor, appointed at a Flemish host institution?

Surname	First name
Fonck	Tanja

Add the co-supervisor(s), appointed at a Flemish host institution. (Optional)

[Add](#)

Add the co-supervisor(s), appointed at a foreign host institution. (Optional)

[Add](#)
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If you have indicated 'Yes' for at least one of the items below, you must submit your proposal to the research ethics committee of your host institution for ethical clearance, as soon as your application has been approved for funding. Your project can only start when this clearance has been formally given.

- I confirm that none of the issues below apply to my proposal.
- I hereby confirm having taken note that an ethical clearance is needed for the start of my project. I will thus ensure submission of my proposal to the research ethics committee of my host institution.
- I hereby confirm that I've already submitted an application for an ethical clearance at the local ethical committee of my host institution.

Please specify which ethical committee(s) will deal with your application. (Optional)
Use up to 240 characters.

- Does your research involve Human Embryonic Stem Cells (hESC)?
- Does your research involve the use of human embryos?
- Does your research involve the use of human foetal tissues / cells?
- Does your research involve human participants?
- Does your research involve volunteers for social or human sciences research?
- Does your research involve persons unable to give informed consent?
- Are they vulnerable individuals or groups?
- Does your research involve children/minors?
- Does your research involve patients?
- Does your research involve healthy volunteers for medical studies?
- Does your research involve physical interventions on human study participants?
- Does your research involve invasive techniques on human study participants?
- Does it involve collection of biological samples of human study participants?
- Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section II)?
- Does your research involve personal data collection and/or processing?
- Does it involve the collection and/or processing of sensitive personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?
- Does it involve collecting/processing of genetic information/data?
- Does it involve tracking or observation of participants?
- Does your research involve further processing of previously collected personal data (secondary use)?
- Does your research involve animals?
- Does your research involve vertebrates?
- Does your research involve non-human primates?
- Does your research involve genetically modified animals?
- Does your research involve cloned farm animals animals?
- Does your research involve endangered species?
- Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?
- If your research involves low and/or lower middle income countries, are benefits sharing measures foreseen?
- Could the situation in the country put the individuals taking part in the research at risk?
- Does your research involve the use of elements that may cause harm to the environment, to animals or plants?
- Does your research deal with endangered fauna and/or flora and/or protected areas?
- Does your research involve the use of elements that may cause harm to humans, including research staff?
- Does your research have the potential for military applications?
- Does your research have the potential for malevolent/criminal/terrorist abuse?

Are there any other ethics issues that should be taken into consideration? Please specify
Use up to 240 characters.

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FWO has 30 mono-disciplinary panels, divided into 5 scientific domains, and 1 interdisciplinary panel. Applicants should choose to which panel they wish to submit their proposal, taking into account the specific scope of the panel. They should also motivate this choice (see below). To consult the list of the panels and their scopes, click [here](#).

Specify the scientific field in which your research is situated.

Expert panel

Motivate the choice of your expert panel.

Use up to 1500 characters.

Specify the disciplines.

You can give no more than five disciplines.

Add

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• Some compulsory fields in this section have not been completed.

Please list 10 potential referees below and provide contact details.

The FWO administration will contact referees from this list in a random way. Referees should be appointed at a university, research institution or research entity of another type of organization and at least at postdoctoral level.

Not eligible as referee are:

- members of the Board of Directors of the FWO;
- members of an FWO expert panel;
- persons appointed to a Belgian university, research institute or any other organization or, in the case of calls for proposals in the framework of bilateral or lead agency agreements, persons appointed to similar institutions or organisations in the country where the foreign project partner is professionally active;
- persons with a professional appointment to a foreign institute where the applicant(s) has been enrolled as a student or professional after January 1st of the year n-3 (n=year of application);
- any co-authors with the applicants of a publication that was submitted or published after January 1st of the year n-3 (n=year of application);

'Co-authorship' is to be understood as follows:

- co-authorship of a monography of which the applicant is co-author as well;
- co-authorship of an article or another type of contribution to a collection (book, journal issue, report, congress proceedings, abstract, ...) of which the applicant is co-author as well.

Editors are not regarded as co-authors insofar as they have not also acted as what is understood under 'co-author' as described above. Co-editors of the applicant are not accepted as an external referee.

- partners of the applicant(s) in a research cooperation, whether formalised in a research project or not, that has been applied for or has been running after January 1st of the year n-3 (n=year of application). In this context, the following shall in any case qualify as research cooperation (non-exhaustive list):
 - Cooperation under a research fellowship, granted by the FWO;
 - Cooperation under a research project, whether relating to a specific subject or not or under an international cooperation project, granted by the FWO;
 - Cooperation under the Odysseus programme or the Big Science programme, granted by the FWO;
 - Cooperation under a Scientific Research Network, granted by the FWO;
 - Cooperation under programmes similar to those mentioned above, granted by organisations other than the FWO;
 - Joint research work not formalised in a cooperation structure as defined above;
 - Research carried out in the research areas and/or with research facilities provided by the applicant to the referee or vice versa;
 - ...

The applicants are responsible for the eligibility of the proposed referees. Whenever the proposed referees do not comply with the eligibility criteria, the application will be declared ineligible.

In case the applicant(s) doubts the eligibility of one or more of the proposed referees, he or she can also contact the FWO through his/her e-loket account before submitting the application. The questions concerning eligibility that reached the FWO before the application was submitted will be presented to the FWO referee commission of the appropriate scientific domain, consisting of all expert panels' chairs of that domain. Five referee commissions are established, one for each domain: biological sciences, humanities, social sciences, medical sciences and science & technology; for applications submitted to the Interdisciplinary Panel the referee commissions of the respective scientific domains will be consulted. In case co-authorship is detected in publications with ten or more authors, the FWO administration will consult the referee commission as well. In all the above cases, the referee commission will decide on the alleged eligibility of the proposed referees. **When the referee commission decides negatively on the eligibility of a proposed referee in an application that has already been submitted, this application will be disqualified.** When the referee commission answers negatively to a question concerning the eligibility of a proposed referee that reached the FWO before the application was submitted, the applicant will be asked to propose a new referee that does meet the eligibility criteria.

After the administrative check, the FWO will inform the applicant about the violations that were found. In case the alleged violations result from a **factual** error of the FWO administration, the FWO can be notified.

For the integral regulations on internal and external peer review, see: <http://www.fwo.be/en/the-fwo/organisation/fwo-expertpanels/regulations-fwo---internal-and-external-peer-review/>

• You must add the requested amount of referees.

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IMPORTANT!

The project outline should be structured following the template provided by FWO. The sequence of the different topics should be followed exactly as provided in the original template. The total project outline has a maximum of 10 pages (Font: Calibri 11) herein included all tables, graphs, illustrations, etc. You can upload the project outline as a PDF-file here.

[Download template](#)

You can upload the project outline as a PDF-file here (max. 10MB).

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PROJECT OUTLINE

Indicate the state of the art.

Click here to insert your text.

Describe the objectives of the research.

Describe the envisaged research and the research hypothesis, why it is important to the field, what impact it could have, whether and how it is specifically unconventional and challenging.

Click here to insert your text.

Describe the methodology of your research.

Be as detailed as necessary for a clear understanding of what you propose. Describe the different envisaged steps in your research, including intermediate goals. Indicate how you will handle unforeseen circumstances, intermediate results and risks. Show where the proposed methodology is according to the state of the art and where it is novel. Enclose risks that might endanger reaching project objectives and the contingency plans to be put in place should risk occur.

Click here to insert your text.

Provide a work plan, i.e. the different work packages and a detailed timetable.

Describe the different work packages (WP) the proposed research work will be divided in. Indicate for each WP the time that it is expected to take. You might use a table or another type of scheme to clarify the work plan.

Click here to insert your text.

Enumerate the bibliographical references that are relevant for your research proposal.

Click here to insert your text.

Indicate below whether you think the results of the proposed research will be suitable to be communicated to a non-expert audience and how you would undertake such communication.

FWO encourages its fellows to disseminate the results of their research widely, and valorize them where possible.

Click here to insert your text.

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Explain how this project fits in the research activities of your research group.

*If the project has already been initiated, please state the progression of your research.
Use up to 1800 characters.*

Provide the national and international context of the project.

*Mention research collaborations, larger projects, programmes and international networks in which your research can be situated.
Use up to 1800 characters.*

Describe the collaboration and coordination between the different participating research groups and the role of the different units and (co-)supervisors.

Use up to 1800 characters.

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Mention other funding, applied for elsewhere or already available. *(Optional)*

Use up to 3000 characters.

Save