

GENERAL

Before completing the grant application form, please study the information and guidelines provided in the NWO brochure on the Innovational Research Incentives Scheme Vici 2015 and the FAQ ('Frequently Asked Questions'). You can download the texts from the internet (www.nwo.nl/vi). The original Dutch-language text of the call is the authoritative version. Where the English-language text is open to a different interpretation, no additional rights may be derived from it.

Please submit your proposal, the lay summary and the other necessary documents, to NWO in electronic form using the Iris system, which you can access via the NWO website (www.nwo.nl/vi). Note that pdf format is required! This is the only electronic format that guarantees that the application will be received in exactly the same form as it has been sent. It is however not necessary to use Word when filling in the application form. You can use LaTeX for example, as long as you use exactly the same format. In order to process the application data properly, the pdf file must not contain any security lock.

If you don't know how to convert your application to a pdf format, allow extra time to get help from your own computer support department or from the Iris helpdesk at NWO (www.iris.nwo.nl, iris@nwo.nl).

Please note that the deadline for submitting your application (proposal, lay summary and other necessary documents) is **27 August 2015, 14:00 hrs** (Central European Summer Time). This not only means that you have uploaded all the documents but also that you have clicked the 'submit' button. Applications received after the deadline are automatically disqualified.

Complete the application in **English**. Do not exceed the stated maximum number of words for each item on the form and use a 10-point font size, except for references to the literature, which may be given in 9-point. If you exceed the stated maximum number of words or pages or if you fail to supply the necessary documents, your application may be automatically disqualified and you will lose your chance of a grant.

Important note: when writing your proposal, take into account that it will be read by both experts as well as by a science wide assessment committee.

If you have any questions about the application form or application process, please do not hesitate to contact your divisional programme coordinator. Contact details can be found at <http://www.nwo.nl/vi/contact>.

You will receive a confirmation of receipt within approximately two weeks after the deadline.

Registration form (basic details)

1 a. Details of applicant

Give your name, title(s), gender and postal address at which you can be reached during the whole application and assessment process. Indicate whether you prefer English correspondence to Dutch. Give your telephone numbers, email address(es) and website (optional).

Please fill out the same address for correspondence in Iris. If you fill out the address of your university, please make explicit that it is not a home address by mentioning the university and faculty as well.

1 b. Title of research proposal

Give the title of the research proposal.

1 c. Summary of research proposal

Provide a summary of your proposal (topic, approach and potential importance of results) in no more than 300 words. Take care to provide an informative and relevant abstract, as this is often the first thing that expert reviewers will see of your proposal. Make sure the abstract clearly describes what you are going to investigate, why you are going to investigate this subject and which results you expect to find.

1 d. Keywords

Specify up to five keywords.

1 e. Current institution of employment

1 f. Prospective host institution (if known)

Please only name the institution (and group) at which you wish to conduct the proposed research. Do not mention any possible partnerships under this header.

1 g. NWO domain

Please indicate the NWO domain (only one option possible) which you think your application applies to.

- | | |
|---|---|
| Alpha and Gamma Sciences: | Humanities, Social/Behavioural sciences; |
| Physical Sciences and Engineering: | Earth sciences, Chemical sciences, Physical sciences, Physics and Technical sciences; |
| Life Sciences: | Life sciences, Agricultural and Food sciences, Biochemical sciences and Medical sciences. |

1 h. NWO division

For administrative reasons you are requested to indicate which NWO division your application applies to. For more information, consult the NWO website. Please choose only one NWO division:

- | | | |
|-------------|------------------------------|-----------------------------------|
| ALW: | Aard- en levenswetenschappen | (Geo/Life sciences) |
| CW: | Chemische wetenschappen | (Chemical sciences) |
| EW: | Exacte wetenschappen | (Physical sciences ¹) |

¹ Physical sciences: astronomy, computer sciences and mathematics.

GW:	Geesteswetenschappen	(Humanities)
MaGW:	Maatschappij- en Gedragwetenschappen	(Social/Behavioural sciences)
MW:	Medische wetenschappen	(Medical sciences)
N:	Natuurkunde	(Physics)
TW (= STW):	Technische wetenschappen	(Technical sciences)

If applicable, indicate which other NWO division(s) your application is related to.

1i. Main field of research

For all applications it is compulsory to fill out one or more research fields that correspond to the subject of your research proposal. You can only refer to the descriptions and codes from the NWO research field list. Please find the list via:

<http://www.nwo.nl/en/funding/funding+process+explained/research+fields>

1j. Please draft a public summary of your research proposal (preferably in Dutch and maximum of 50 words).

If your application is successful, the public summary will be used in NWO publicity surrounding the announcement of the grant award decisions.

Please use the following format:

- **Title**
Think of a popular title (a 'hook' to catch people's attention, approx. five words)
- **Personal details**
Academic degree, initials, first name between brackets, surname, gender, host institute and division. For example: Dr. A.B.C. (Anna) Jansen (v), UU – Wiskunde en Informatica
- **Summary**
 - o Use comprehensible, everyday language and be as specific as possible. For example, do not write 'the mechanism underlying apoptosis will be examined' but 'the researchers will use microscopes to look for the reasons for spontaneous cell death'.
 - o Do not write in terms of 'we' and 'us' but use terms like researchers, biologists, literary specialists, etc.
 - o Write the summary in such a way that you feel you ought to be including terms like 'basically', 'put simply', 'roughly speaking' and 'in lay terms' – but do not actually include them!

For examples of public summaries, see the NWO website at:

<http://www.nwo.nl/en/research-and-results/programmes/Talent+Scheme>.

Please note that the public summary is different from the summary of the research proposal you have drafted under 1c and is not intended to be used when uploading your application into the IRIS system.

Research proposal

2a. Description of the proposed research

Describe the proposed research as accurately as you can within the stated maximum number of words (maximum 8000 words on no more than 16 pages, not including literature references, the word count does include footnotes, figure captions and tables).

A description of sub-projects (for additional postdocs and PhD students) and their interaction is required.

2b. Knowledge utilisation (maximum of 1000 words on no more than two pages for this part of your proposal).

Researchers who have received funding from NWO for non-programmed research are not usually primarily focused on results that are relevant for industry or society. Nevertheless, there are enough examples of such research contributing to developments outside of the own discipline, sometimes in the longer term. NWO wants to encourage researchers to give proper consideration to knowledge utilisation by allowing them to reflect on this and - if possible - elaborate concrete plans.

Potential

- Which contribution can the research make to society and/or to other areas of science? Examples are economic, social-administrative, cultural, technological, medical or democratic areas. 'Society' is used in the sense of the entire society and therefore both the public and private sectors.
- Which other disciplines and which organisations can benefit from the research results? This concerns users in the public and private sectors, including scientists in other disciplines. NB. If the research makes no societal contribution then you need to explain this and in that case you do not need to answer the question below about the implementation.

Implementation

- What is the action plan to allow the outcomes of the research project (see above) to benefit potential knowledge users?
- How are the potential knowledge users involved (or how will they be involved) in the research project? Here you should consider whether the tasks are clearly divided in advance, whether the parties concerned have been involved in articulating the research question, how they can contribute to achieving the societal objectives and how the ongoing involvement with users will be safeguarded. Examples are user committees, matchmaking, consortia/networks, public-private partnerships (PPP), contract research.
- (Concrete) outcomes for society; this includes commercial products, new ways of working, processes, protocols, prototypes, co-publications, artefacts, media appearances, teaching methods, patents/licences /contracts, specific network meetings, medical interventions and websites. Scientific outcomes can also be included here because often scientific and societal outcomes cannot be strictly separated.
- How long will it be before possible knowledge utilisation can be expected?

For further information on knowledge utilisation see the document 'Knowledge Utilisation Manual' that is available on the VI website:

<http://www.nwo.nl/en/policies/knowledge+utilisation>

2c. Number of words

Indicate the number of words used (word count on your computer) for each section: 2a1 and 2a2 (together maximum of 8000 words) and for 2b (maximum of 1000 words). Words in figures, footnotes and tables should also be included in the count.

2d. Literature references

List all relevant literature here and include full bibliographical details.

2e. Data management

For the completion of the section please contact the university library/intended repository/ICT Department of your institute or university. They can help you with the completion of the data management section.

The data management section focuses on the storage of data during and after the research (archiving). In this section, NWO understands 'data' to be both collected, unprocessed data as well as analysed, generated data. Under this terms all forms are conceivable; digital and non-digital (for example samples, completed questionnaires, sound recordings, etc.). NWO only requests storage of reusable *relevant* data. NWO assumes, in principle, that within different disciplines there is a widely held view about which data are relevant to store for reuse.

The [RDNL checklist](#) provides a guide for the selection of data that can be eligible for archiving.

The importance and the value of reuse on the one hand and the costs and feasibility of data storage on the other should be in reasonable balance with each other and have a bearing on the volume of the data to be stored.

The data should preferably be archived at a national or international data repository. If that is not possible, the data should be archived by the institutional repository. Confidential, privacy-sensitive or competition-sensitive data might require special forms of storage or limited access. Solely storing the data on computers or external media (e.g. USB flash drive, CD, DVD or hard disks) is in general too risky and will therefore, in principle, not be approved by NWO. An overview of existing repositories with Data Seal of Approval can be found on this [list of repositories](#).

Cost estimates

3a. Budget

State in broad terms what resources will be required to conduct the proposed research, per project year. The cost estimates should cover the entire period of grant. List the nature of the post (for example support staff) and both the intensity of each appointment (in fte – full time equivalent) and the total duration of each appointment (in months).

The maximum amount of each Vici grant will be € 1.500.000 spread over a period of 5 years. If the proposed research is to be of shorter duration, the maximum amount will be reduced accordingly.

Costs which can be covered under the scheme are:

- Gross salary of the successful applicant (plus surcharge of that sum to cover the employer's contributions, holiday pay, etc.). All salary costs of the Vici-project must be included in the budget chart (3a), even if the institute pays these salary costs.
 - **Please note, if the institute covers (part of) the salary of the applicant or support staff (for work on the Vici project), you can fill this out in 3c. If – as a consequence - you exceed the maximum budget, then you have to submit an authorised letter guaranteeing that the institution is willing to meet these costs.**
 - If the applicant is to devote no more than 25% of his/her contracted working time to non-research activities (teaching/administration/management or research outside of that stipulated in the Vici grant), he/she may charge the entire salary to the project budget. If the applicant is to devote more than 25% of his/her contracted working time to such activities, only that proportion of working time devoted to research may be charged to the project.
 - The actual salary scale of the staff will be set by the institution of employment. It is advisable to contact the financial department of the institution directly for the correct figures. Please note as well that you cannot request a so-called 'bench fee', meaning a standard amount that does not need to be specified any further.
- Gross salaries of additional (support) staff plus surcharge of that sum.
- Acquisition costs of materials and equipment or databases.
- Travel and subsistence costs associated with attending conferences, visiting other research institutes, etc.
- Subsistence costs while working at research institutes outside the Netherlands.
- Costs for knowledge transfer and knowledge utilisation.

Non-reimbursable costs are those for infrastructure (accommodation and office automation) and other overhead.

For further information please consult the document 'guidelines for design of expenditures financial accounting reports' which can be found at www.nwo.nl/vi under one of the Vici domains.

Important note on budgets exceeding the maximum grant

The budget may exceed the maximum of € 1.500.000. In that case, the institution (or a third party) must submit an authorised letter guaranteeing to meet the additional costs.

The contribution from NWO will never exceed € 1.500.000. The original guarantee(s) to meet excess costs must be sent to NWO by post, marking it for the attention of the central division. It must then reach NWO within one week of the date of submission.

If you did not make any changes to the budget (in comparison to the budget in your pre-proposal) it is sufficient for the full proposal to submit (in IRIS) a copy of the letter(s) that you submitted earlier; in other words, in that case there is no need to send new (original) letters by post.

Netherlands Organisation for Scientific Research (NWO)
Innovational Research Incentives Scheme
Division BOO:
PO Box 93138
NL-2509 AC The Hague

3e. Intended starting date

Specify the date on which the project is intended to commence. This date must be within six months of the date of the granting letter.

3f. Have you requested any additional grants for this project either from NWO or from any other institution, or has the same idea been submitted elsewhere?

Include details of any additional grants you have requested for (part of) this research project either from NWO or from any other institution (for example NWO investment grants or ERC grants).

Curriculum vitae

4a. Personal details

Provide the information requested.

4b. Master's ('doctoraal')

Provide the information requested.

4c. Doctorate

Provide the information requested.

4d. Work experience since completing your PhD

Give the dates of each appointment and indicate whether it was full-time or part-time (in fte), whether it was tenured ('vast') or fixed-term ('tijdelijk') and the name of the institution.

The last row should contain your current position. Please indicate what kind of contract you have. If you are not an Assistant Professor, Associate Professor or Full Professor list the position you hold and whether it is outside or within the academic sector.

Also, please fill out the second table. The number of months you have spent on research will help the committee interpret your CV.

As an example, we have calculated the months spent since completing the PhD for the following CV. Please write your own calculation on your application.

CV

June 1999: Doctorate

- I. July 1999 – December 1999: unemployed.
- II. January 2000 – June 2003: 0,8 fte position. 80% to be spent on research, 20% on education.
- III. July – December 2003: sick leave.
- IV. January 2004 – April 2004: maternity leave.
- V. May 2004 – December 2008: 1 fte position. 60% to be spent on research, 20% on education, 20% on management.
- VI. January 2009 – May 2010: 0,8 fte position. 60% to be spent on research, 20% on education, 20% on management.

Calculation months of research

- I. 6 months other
- II. $42 \text{ months} * 0,8 \text{ fte position} * 0,8 \text{ spent on research} = 26,88 \text{ months}$
 $42 \text{ month} * 0,8 \text{ fte position} * 0,2 \text{ spent on education} = 6,72 \text{ months}$
- III. 6 months sick leave
- IV. 4 months maternity leave
- V. $56 \text{ months} * 1 \text{ fte position} * 0,6 \text{ spent on research} = 33,6 \text{ months}$
 $56 \text{ months} * 1 \text{ fte position} * 0,2 \text{ spent on education} = 11,2 \text{ months}$
 $56 \text{ months} * 1 \text{ fte position} * 0,2 \text{ spent on management} = 11,2 \text{ months}$
- VI. $17 \text{ months} * 0,8 \text{ fte position} * 0,6 \text{ spent on research} = 8,16 \text{ months}$
 $17 \text{ months} * 0,8 \text{ fte position} * 0,2 \text{ spent on education} = 2,72 \text{ months}$
 $17 \text{ months} * 0,8 \text{ fte position} * 0,2 \text{ spent on management} = 2,72 \text{ months}$

Experience	Number of months
Research activities	(26,88 + 33,6 + 8,16 =) 68,64
Teaching activities	(6,72 + 11,2 + 2,72 =) 20,64
Care or sick leave	(6 + 4 =) 10
Management tasks	(11,2 + 2,72 =) 13,92
Other, please specify:	6 (unemployed)

4e. Academic staff supervised

Where an appointment involved (or involves) the management of other researchers, state the numbers of academic and/or support staff supervised. Please differentiate between ongoing and successfully completed PhD's and also indicate your role as formal promotor or co-promotor.

4f. Brief summary of research over last five years

Outline the content of your research over the last five years (maximum 250 words).

4g. International activities

List activities such as long or short study visits abroad, international collaborations, etc.

4h. Other academic activities

Include, for example, membership of editorial boards, posts on committees and involvement in the organisation of conferences.

4i. Grants, scholarships and prizes

List research scholarships/grants for which you have successfully applied or prizes you have won and indicate the amount of money involved. Also, indicate clearly what your role in the grant or scholarship was (formal applicant, formal co-applicant, etc.).

output

5a. Output indicators

Please identify the most important output indicators in your field. This will allow peers to assess your output taking into account the standards in your field of research. Think of indicators for your publication list (the number of first/last author publications; individual/group publications; international or national orientation) or information on what type of output is valued highest (books/journal publications/conference proceedings/other, such as designs (for certain disciplines within design and engineering)).

5b. Output

Please only include manuscripts which have been accepted for publication or which have already been published as part of the recognised literature starting with the most recent publication. In each case, list: the author(s), date, title of the publication, journal or series in which the publication appeared, volume, page numbers, and (if applicable) publisher and place.

You are not allowed to include publications which have not already been accepted, including articles in preparation and submitted papers. You are not allowed to use the term 'forthcoming'; please state clearly that a yet unpublished manuscript is accepted.

Use the headings given below to structure your list of output. Please mark key publications which are directly relevant to the proposed research with an S (the S stands for significant).

- **Refereed articles:** including the impact factor of the journal is optional.
- **Non-refereed articles**
- **Books:** please include books you have authored.
- **Book chapters**
- **Patents:** please only include accepted patents.
- **Other:** working papers, proceedings, conference reports, invited lectures, certain disciplines within design and engineering may also want to list designs (only selected works) or publications on their designs.

5c. Top 5 Publications

Please mention here your top publications related to the subject of this proposal (max. 5 titles).

5d. Median impact factors for your own field

This question is compulsory for applications in the Life Sciences domain, and if you have mentioned impact factors of the journals under 5a. Please mention the median impact factor for your research field; NB this is not your personal H-index.

Statements by the applicant

Ethical aspects

Before submitting a Vici application, you must determine if your proposed research raises ethical questions and therefore needs to be assessed by an ethics review committee.

Possible relevant aspects are:

- research on animals
- informed consent
- privacy and data protection
- research on human Embryonic Stem Cells
- research involving developing countries
- biosecurity/dual use

Certain research requires a statement of approval from a recognised medical ethics review committee (METC) or an animal experiment committee (DEC). For some research proposals a licence in accordance with the Population Screening Act (WBO) is required. More information on METCs is available at the Central Committee On Research Involving Human Subjects (CCMO), on DEC's the Dutch Association for Institutional Animal Care and Use Committees provides information and for the WBO The Health Council of the Netherlands can provide information.

NWO subscribes to the Openheid Dierproeven (Freedom of Information on Animal Experiments) and the Biosecurity Code. VI applicants must subscribe to and comply with the prevailing codes.

A research project can only start when NWO (if applicable) has received a copy of the approving ethical statement and/or Population Screening Act licence. For complex questions related to ethical issues, NWO reserves the right to consult an external adviser. If after consulting the applicant, NWO is of the opinion that an ethical assessment is needed for an application then the applicant is obliged to take the necessary measures for such as assessment. If the applicant fails to obtain the necessary statement of approval from an ethics review committee then the grant shall be immediately withdrawn. Once the project has started then your research must be conducted in an ethically responsible way. If you fail to do this then NWO shall reserve the right to stop your grant immediately.

Non-referees

If applicable please do not fill out names on this form, we will make use of the list that accompanied your pre-proposal.

Declarations

Finally, you declare that you have completed the form truthfully and that you satisfy the nationally and internationally accepted standards for scientific conduct as stated in the Netherlands Code of Conduct for Scientific Practice 2012 (Association of Universities in the Netherlands).