EXAMPLE OF AN APPLICATION FORM:

JUNIOR POSTDOCTORAL FELLOW
Login to E-loket

Applicants first have to register in order to receive a login name and password, which gives access to the web-based FWO e-portal for preparing and submitting a proposal. Go to the FWO home page (http://www.fwo.be/en/) and click on E-loket.
Please make sure to update your personal details with each future application, especially the publications section.

After completing or editing your personal profile, you may start or proceed preparing your application. Select the tab ‘Start a new application or complete an unfinished application’. To continue preparing an existing application that has not been submitted yet, go to ‘overview of your applications’ on the next webpage.
Application type selection

Select an application category

Select an application type

OK
Application type selection

Select an application category.

Select an application type.

Eligibility window
Postdoctoral fellowship junior: PhD obtained between Oct. 1, 2017 and June 1, 2020.


Eligibility window extensions may apply: Postdoc programme regulations, Art. 6.

Select an option.

Select a start date.
**Application form: Postdoctoral Fellow - junior**

**FILE NUMBER: 7816**

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<tr>
<th>GENERAL</th>
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<td>BENCH FEE</td>
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<td>DATA MANAGEMENT PLAN</td>
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- **This is an application for:** Junior
- **If granted, this fellowship will start on:** October 01

- **Enter the English title of your research proposal.**
  - Use up to 240 characters.

- **Enter the Dutch title of your research proposal.**
  - Use up to 240 characters.

- **Complete the abstract of your research proposal - English version.**
  - Use up to 1500 characters.

- **Complete the abstract of your research proposal - Dutch version.**
  - Use up to 1500 characters.
Enter the English title of your PhD dissertation.
Use up to 240 characters.

Enter the Dutch title of your PhD dissertation.
Use up to 240 characters.

Select up to five scientific disciplines that best characterize the proposed research.
Update scientific disciplines at the 'personal details' section of your e-portal.

Disciplines (after 01/10/2018)
- Histology
- Art studies and sciences not elsewhere classified
- Heritage conservation management
- Interior architecture practice

Go to personal page to update Disciplines →

Enter up to three free-text keywords or -concepts that best characterize the proposed research.
These keywords allow reviewers to quickly understand the broad scope of your proposal.
Use up to 150 characters.

Save
Personal data

Write a motivation statement.
Elaborate on your personal motivation and research interests, as well as on how your scientific track record and competences fit with the proposed research project. Provide a clear and substantiated overview of skills already developed, as well as of competences yet to be acquired, related to how you envision the development of your further career.
Use up to 2000 characters.

Explain any career breaks.
If you have interrupted your academic career at any given point for at least three months, provide details about this below (reason, start/end date). This will allow the reviewers to fairly assess your career stage.
Use up to 1000 characters.

Specify the Bachelor, Master and PhD students you have supervised.
Enter the number of master/bachelor students you have supervised. Enter the names and research topics of PhD students you have supervised.
Use up to 2000 characters.

Specify your previous research stays abroad.
Specify host institution, supervisor, start/end date, function/activities.
Use up to 2000 characters.
Specify your planned research stays abroad (during the fellowship).
Specify host institution, supervisor, start/end date, function/activities. 
Use up to 2000 characters.

List any scientific awards.
Mention the awarding body, title, date, amount and theme. 
Use up to 2000 characters.

List your five main publications.
Provide full bibliographic details of what you consider to be your (up to) five main publications. 
List all authors, title of publication and journal name (without abbreviations) with volume, page and year. Mention impact factor of the journal (if applicable) and whether the publication was peer reviewed or not. For book publications, give all necessary bibliographic information (book title, publisher, editors (if applicable), etc.). Do not forget to update all your scientific publications in your FWO E-portal "Personal details" section. 
Use up to 2000 characters.

List any other scientific output and impact.
Please include any distinct research output that does not fit in the bibliographic publication list and that is meaningful in its scientific quality. It may be constituted by a data base, surveys, a technical diagram, software, objects (maquettes, prototypes ...), keynote lectures, exhibitions etc. Describe any scientific or other impact beyond publications and obtained research funding. 
Use up to 2000 characters.

2000 character(s) left

Save
Host institutions

There are 3 possible levels of host institutions:

1/ You must, as a FWO postdoc researcher, be affiliated to a main Flemish host institution *. You must refer to a (main) supervisor in this institution.

Select a main Flemish host institution and name a main supervisor. Only the main supervisor will be invited by FWO to submit a recommendation letter.

* Universities in the Flemish Community, the Evangelical Protestant Faculty of Leuven, the Faculty for Protestant Theology in Brussels, the Maritime Academy, the Vlerick Business School, the Antwerp Management School, and the Institute of Tropical Medicine. Possibly, your project is also overseen by a co-supervisor, affiliated to the same host institution (but at another research unit).

2/ (optional) If there is a collaboration with (a) Flemish or Federal scientific institution(s), where (part of) the research is carried out, it should be mentioned on level 2.

Select an organization from the pick list, and name a co-supervisor. If needed, more than one organization can be mentioned.

3/ (optional) Only in case of intense collaboration (e.g. by means of a longer research stay) with other Belgian or foreign institutions, these can be mentioned on level 3, including naming of co-supervisor(s).

<table>
<thead>
<tr>
<th>1) Main Flemish host institution</th>
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<tbody>
<tr>
<td>2) Other host institution(s) - Flemish or federal</td>
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<tr>
<td>3) Collaboration with other organizations (organizations not applicable in 1) or 2)</td>
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</tbody>
</table>

Save
1) Main Flemish host institution

Name of the institution
Ghent University

The main supervisor personal details: Ghent University
The role of the main supervisor in an FWO context will be to approve any adaptation of the project linked to the postdoctoral fellowship after its start. He/she can also be asked to hand in medical attestations in cases of medical leave of the fellow. He will be informed about any work accident and will have to approve holiday periods of the fellow. The (main) supervisor will be invited by FWO to submit a recommendation statement on the postdoctoral fellowship application.

In case of collaboration with other research units in the same or other host organizations, co-supervisors should be mentioned. These will not be invited to submit recommendation letters.

Add a supervisor

Co-supervisor: Ghent University (Optional)
You may specify one or more co-supervisors.

Add a co-supervisor

The main supervisor personal details:

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<th>Title</th>
<th>First name</th>
<th>Surname</th>
<th>Date of birth (optional)</th>
<th>Current occupation</th>
<th>Employment (%)</th>
<th>E-mail</th>
<th>Research unit</th>
<th>Street and number</th>
<th>Postal code</th>
<th>City</th>
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Submit  Cancel
2) Other host institution(s) - Flemish or federal

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.

Name of the institution:
Royal Belgian Institute of Natural Sciences

Enter the name of the other host institution(s) - Flemish or federal

The co-supervisor personal details: Royal Belgian Institute of Natural Sciences

Add a co-supervisor

Title:

First name:

Surname:

Date of birth (optional):

Current occupation:

Employment (%):

E-mail:

Research unit:

Street and number:

Postal code:

City:

Country: Belgium
3) Collaboration with other organizations (organizations not applicable in 1) or 2)

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<th>Belgium or foreign scientific institution</th>
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<td>Name of the institution</td>
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Enter the name of the organization: ULB
Add a co-supervisor/contact person

The co-supervisor/contact person personal details: ULB

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Submit  Cancel
The project description 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 A4 pages (Font Calibri 11, single line spacing, original template margins ...) wherein included all tables, graphs, illustrations, etc.

Download template.

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

Upload
APPLICATION POSTDOCTORAL FELLOWSHIP (junior/senior)
PROJECT OUTLINE (MAX. 10 pages)

The titles below provide a list of aspects that should be discussed in the project outline. This is followed by a brief description of the expected content in italics. Please retain these titles in the final project description, but remove the description. You may add extra titles and subtitles as necessary. Please stick to the maximum number of 10 A4 pages, without changing text layout (font Calibri 11, line distance 1, page margins etc.). Please also remove this explanatory paragraph before submitting this project description.

(if applicable) Changes to previous project proposal
If this postdoctoral project proposal has been submitted to FWO earlier, please concisely describe the major changes, e.g. how you considered the panel suggestions as a feedback to your first application.

Click here to insert your text.

Rationale and positioning with regard to the state-of-the-art
Elaborate the scientific motivation for the project proposal based on scientific knowledge gaps, and the issues and/or problems that you want to solve with this project. Concisely describe the related international state of the art, with reference to scientific literature. Position your project in relation to ongoing national and international research.

Click here to insert your text.

Scientific research objectives
Describe explicitly the scientific objective(s) and the research hypothesis. Explain whether and how the research is specifically challenging and inventive, describing in particular the innovative aspects of the envisaged results.

Discuss in detail the results (or partial results) that you aim to achieve, such as specific knowledge and academic breakthroughs.

Click here to insert your text.

Research methodology and work plan
Elaborate the different envisaged steps (experiments/activities) in your research, and motivate your strategic choices with the aim of reaching the objectives. Describe the set-up and cohesion of the work packages including intermediate goals (milestones).

Show where the proposed methodology (research approach) is according to the state of the art and where it is novel. Discuss risks that might endanger reaching project objectives and the contingency plans to be put in place should this risk occur.

Use a table or graphic representation of the planned course of activities (timing work packages, milestones, critical path) over the 3-years grant period.

Click here to insert your text.

References
Give an overview of the bibliographical references that are relevant for your research proposal.

Click here to insert your text.
OTHER FUNDING

Have the content of this proposal and at least the main part of the proposed research actions, be it with literally the same text or in a varied form, already been submitted before?

✓ yes  ○ no

To whom have they been submitted?
Please select at least one checkbox.

✓ to FWO, regardless of the type of funding (fellowship, project...).

Specify the project number(s), title and programme.
Use up to 240 characters.

Has the proposal already been funded?

✓ yes  ○ no

✓ to another organization

Please enter the name of that organization.
Use up to 240 characters.

Has the proposal already been funded?

✓ yes  ○ no

Enter any additional remarks.
Enter "NA" if not applicable.
Use up to 1000 characters.
PROJECT POSITIONING AND EMBEDDING

Explain how this project fits into the research activities of each involved partner.
If the project has already been initiated, please state the progress of your research.
Use up to 1200 characters.

Position the project in a national and international context.
Mention research collaborations, larger projects, programs and international networks in which your research can be situated.
Use up to 1200 characters.

SCIENCE COMMUNICATION

Indicate how the results of the proposed research would be communicated to a non-expert audience.
FWO encourages its fellows to disseminate the results of their research widely and valorize them where possible.
Use up to 1200 characters.
Requested bench fee (per project year).
The bench fee allows you to cover costs for items directly related to your research activities as a FWO fellow, and according to article 6 of the regulation for bench fees. Per default, you are entitled a bench fee of €4,000 per year. You can apply for a higher fee, up to €10,000 per project year, with motivation.

- Project year 1: €4,000
- Project year 2: €5,000
- Project year 3: €4,000

Substantiate why you need more than €4,000.
**Peer review**

Application form: Postdoctoral Fellow - junior

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**Peer review**

**INTERNAL PEER REVIEW**

There are 30 thematic panels, ranging over 5 scientific fields. More info on these panels and their specific scopes can be found here. You should select a scientific field first, and consecutively the panel that fits best with your research project. There is also an interdisciplinary panel, covering research in different scientific fields. A dedicated scheme on when you should apply to this panel can be found here.

Specify the scientific field in which your research is situated, then specify the dedicated panel.

Bio - Biological Sciences  

Specify the expert panel.

BICO2PO - Functional Biology  

Motivate your choice of expert panel.
EXTERNAL PEER REVIEW

You may request to exclude up to three experts from the evaluation of your proposal as an external reviewer. (optional)
Suggestions for exclusion need to be motivated. Please click 'Add' to provide the necessary data about each of these experts.

- first name
- surname
- e-mail (optional)
- institution

- [ ] The expert has a conflict of interest making him/her unfit to make an objective assessment.
- [ ] The expert might use the content of the application for other purposes than its assessment.

short additional motivation to exclude this expert(s)
Use up to 500 characters.
In the table below questions are listed on the ethical aspects of your research proposal.

If you mark a 'yes' for the question, it follows that:

- **For the questions marked with ***: the applicant is legally or on the basis of institutional regulations obliged to ask for an ethical clearance at the competent ethics committee of the host institution. Please do take into account that even when there is no obligation with regard to the research itself, a positive advice still can prove to be necessary for the publication of the results.

  If you have answered questions with a * positively, you must submit your proposal to the ethics committee **as soon as your application has been approved for funding**. Ethical sensitive research can only start when this ethical clearance has been formally given. Only if the advice relates to a work package that is planned for a later stage of the fellowship, and if legislation and institutional policies allow, it may be submitted just before the start of that part of the research. Please keep in mind that the advisory procedure can take some time and that therefore you should submit your proposal to the ethics committee well in time.

- **For the questions that are not marked**: the applicant and the evaluation panel are invited to reflect on the issue and take, if appropriate, the necessary precautionary measures.

You find more on the FWO policy and procedure concerning ethical issues its legal base on the FWO webpage dedicated to that topic.

Tick the appropriate box.

- 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 to obtain approval for my proposal from the research ethics committee of my host institution and I will adhere to all relevant legislation and institutional policies pertaining to the issues without * that apply to my proposal.

Please specify which ethics committee(s) deal(s) will deal with your application. (optional)

Use up to 240 characters.
Give the number and description of the work packages in case you will submit your proposal to the committee only before the start of the work package(s) (WP) that are concerned:

<table>
<thead>
<tr>
<th>Number / description of WP 1 (optional)</th>
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<td>Number / description of WP 2 (optional)</td>
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<td>Number / description of WP 3 (optional)</td>
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<td>Number / description of WP 4 (optional)</td>
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<td>Number / description of WP 5 (optional)</td>
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<td>Number / description of WP 6 (optional)</td>
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### 1. Human embryos/foetuses

Ethics advice related to these questions should always be requested before the start of the research project as a whole and also require an examination by the federal commission for embryos.

Does your research involve Human Embryonic Stem Cells (hESCs)?

- [ ]

- Will the hESCs be directly derived from embryos within this project?

- [ ]

- Are the hESCs previously established cell lines?

- [ ]

Does your research involve the use of human embryos?

- [ ]

Does your research involve the use of human foetal tissues / cells?

- [ ]
2. Humans

Does your research involve human participants?

- Are they volunteers for social or human sciences research?
- Are they persons unable to give informed consent?
- Are they vulnerable individuals or groups?
- Are they children/minors?
- Are they patients?
- Are they healthy volunteers for medical studies?

Does your research involve physical interventions on the study participants?

- Does it involve invasive techniques?
- Does it involve collection of biological samples?
3. Human cells/tissues

Does your research involve human cells or tissues (other than from Human embryos/fœtuses, i.e. section 1)?

- Are they obtained from commercial sources?
- Do they originate from another laboratory/institution/biobank?
- Were they produced or collected by you from previous research activities?
- Are they produced or collected by you as part of this project?

4. Personal data

Does your research involve personal data collection and/or processing?¹

- Does it involve the collection and/or processing of sensitive personal data?
- 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’)?
6. Animals

Does your research involve research procedures to live non-human vertebrate animals (incl. independently feeding larval forms, foetal forms of mammals in the last trimester of their normal development and cephalopods, and also forms in earlier stages if the experiments have consequences in later stages)?

- Are they vertebrates or live cephalopods?
- Are they non-human primates?
- Are they genetically modified animals?
- Are they cloned farm animals?
- Are they endangered species?
6. International collaboration

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.)?

Do you plan to import/export any material from/to other countries?

Provide the name of the country/countries, (optional)

Use up to 4000 characters:

Does your research involve 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?
### Environment & health and safety

**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?**

[ ]

### Dual use

**Does your research have the potential for military applications?**

[ ]

### Misuse

**Does your research have the potential for malevolent/criminal/terrorist abuse?**

[ ]

### Other ethics issues (optional)

Specify other ethics issues that should be taken into consideration. (optional)

Use up to 4000 characters.

---

(1) For these issues you can contact the Data Protection Authority of Belgium (Gegevensbeschermingsautoriteit), but always first contact the research coordination of your host institution for more information concerning the use of personal data.

(2) In this case you already have to submit your proposal to the ethics committee in the application phase.

[Save]
Data management plan

Data management is an integral part of sound scientific research. It covers the description of data and metadata, their storage and long-term preservation, the designation of responsible persons, the handling of highly sensitive data, and the open access to and sharing of research data.

The FWO has made data management a key element of its policy for all support channels provided by the FWO. The FWO expects researchers to pay due attention to this dimension before, during and for at least five years after their research.

For background information on data management and the procedures regarding the Data Management Plan (DMP), which FWO expects from its applicants when applying for research funding, please see our website.

Describe the data types (surveys, sequences, manuscripts, objects ...) the research will collect and/or generate and/or (re)use. Use up to 700 characters:

Specify in which way the following provisions are in place in order to preserve the data during and at least 5 years after the end of the research. Motivate your answer:
a. Designation of responsible person (if already designated, please fill in his/her name)
b. Storage capacity/repository
  - During the research
  - After the research
Use up to 700 characters:

What's the reason why you wish to deviate from the principle of preservation of data and of the minimum preservation term of 5 years? Use up to 700 characters:
Are there issues concerning research data indicated in the ethics questionnaire of this application form? If yes, which specific security measures those data require? (optional)

Use up to 700 characters.

Which other issues related to the data management are relevant to mention?

Use up to 700 characters.
Submit Application

- Overview of your applications
- Download application pdf
- Download personalia pdf
- Submit application
- Help
DECLARATION BY THE APPLICANT

GENERAL

In completing this application, the applicant confirms that to the best of his/her knowledge and belief, the information in this application is complete and correct.

The applicant will inform FWO immediately if the intended project cannot be carried out as foreseen or if a major change occurs that may hinder the planned implementation of the project.

The applicant declares that he/she has read and agrees with the FWO regulations that form an integral part of the application documents published on the FWO website and that form the legal basis of the future contract. Furthermore, they take note that the FWO is committed to the principles of the European Charter for Researchers and the Code of Conduct for their Recruitment.

The applicant agrees that the data required for the research grant application and follow-up are electronically stored and used by the FWO. The FWO will use the data provided by the applicant according to the legal requirements of data protection in Belgium, including the use of the anonymized data for statistical purposes and reports. The FWO uses your information only for processing your candidature. The data will be handled confidentially. As soon as the FWO has processed your application, you will receive a notification message. The FWO respects the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) in regards to the processing of your personal data. For more information concerning the privacy policy of the FWO, we redirect you to our website: http://www.fwo.be/en/the-fwo/organisation/processing-personal-data-privacy/.

The applicant agrees that the FWO will forward the full application form including their personal data to the members of the FWO expert panels and to experts involved in the evaluation of their proposal in Flanders and abroad (EU and outside EU). The panel members and experts must declare in advance that they will treat data confidentially and that they will not forward the data or the knowledge gained to anyone nor use it for their own purpose.

Furthermore, the applicant agrees that the following information may be included in lists published by the FWO: Full name of the beneficiary; host institution, title of research project; start date and end date of the funding.

The applicant declares that all information provided in the personal data section of the FWO E-portal is accurate and up-to-date.
The FWO watches over the scientific integrity from the moment research funding is applied for until the execution of the research and the publication of the research results. Therefore, researchers benefiting from FWO support as well as their host institutions, (co-)promoters and other collaborators involved in FWO research are required to adhere to the scientific integrity at all times.

To this end, elementary rules of behaviour have been laid down in the Ethical Code for scientific research in Belgium and the European Code of Conduct for Research Integrity. Both documents are included in the call for research proposals. The FWO assumes that each researcher has acknowledged these codes from the moment the application is submitted and undertakes to comply with their provisions in all stages of the proposed research. This also applies to their host institutions, (co-)promoters and collaborators involved in FWO research, for whom the applicant bears partial responsibility.

If there is any doubt about the applicability or implementation of a provision, the host institution and/or the researcher responsible for the project or fellowship at hand will contact the FWO administration in order to clarify or make concrete arrangements about the relevant provision.