EXAMPLE OF AN APPLICATION FORM:

PHD FELLOWSHIP FUNDAMENTAL RESEARCH
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: Fellowships

Select an application type: PhD Fellowship fundamental research

OK
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.
Select up to five scientific disciplines that best characterize the proposed research.

<table>
<thead>
<tr>
<th>Disciplines (after 01/15/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Histology</td>
</tr>
<tr>
<td>Art studies and sciences not elsewhere classified</td>
</tr>
<tr>
<td>Heritage conservation management</td>
</tr>
<tr>
<td>Interior architecture practices</td>
</tr>
</tbody>
</table>

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 500 characters.
### Personal data

#### Write a motivation statement.
Elaborate on your personal motivation and research interests, as well as on how your scientific background and competences allow you to start a PhD project. Provide a clear and substantiated overview of skills already developed, as well as competences yet to be acquired, related to your development as a scientist. Use up to 3000 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). Use up to 1500 characters.

#### Enter the title of your master or final year dissertation.
Specify promoter, research group and host institution. Use up to 600 characters.

#### Specify your previous research stays abroad.
Specify host institution, promoter, start/end date, function/activities. Use up to 2000 characters.
Specify the planned research stays abroad (during the fellowship).
Specify host institution, promoter, 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 top 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, publishers, editors if applicable).
Do not forget to update ALL your scientific publications in your PhD Portal ‘Personal data’ 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 (models, prototypes ...), keynote lectures, exhibitions etc.
Describe any scientific or other impact beyond publications and obtained research funding.
Use up to 2000 characters.
Position your study results.

Enter the overall percentage of the study results as well as the percentile (referring to your university study group) of the master's degree - the master on the basis of which the application is submitted (FAC fellowship regulations article 7).

If you did not yet obtain a master's diploma, please enter the study results and percentile related to the relevant bachelor's options.

Regarding diplomas from non-Flemish universities, enter a percentile score (if available), or at least your rank within your study group should be provided. If neither of these data is available, please refer to the free-text field "Position your study results" to highlight your study results in a more qualitative way.

Master or bachelor diplomas are not taken into account for percentile/ rank information. For detailed information refer to the programme guidelines.

Please select the relevant diploma for percentile/rank information -

<table>
<thead>
<tr>
<th>Selected</th>
<th>Degree</th>
<th>Specialty</th>
<th>Date</th>
<th>University/organization</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ph.D.</td>
<td>Archaeology</td>
<td>5/21/2014</td>
<td>University of Antwerp</td>
<td>no entry</td>
</tr>
<tr>
<td>(1)</td>
<td>Civil Eng.</td>
<td>Archaeology</td>
<td>12/11/2000</td>
<td>KU Leuven</td>
<td>degree with greatest distinction</td>
</tr>
</tbody>
</table>

Study results diploma.

Enter the global percentage up to 2 decimal places e.g. 00.00

To find the percentile to which you belong with the study result with which you obtained the selected diploma, proceed as follows:

For non-Flemish universities, please contact this institution to obtain percentiles or ranking.

1. Select the Flemish university where you obtained your diploma.
   - Free University of Brussels
   - Ghent University
   - Katholieke Universiteit Leuven
   - University of Antwerp

2. Find your diploma and the academic year in which you obtained it.
3. Look for the highest percentile value that is smaller (not equal) than your study result.
   - percentiles e.g. P05, P10, P15...
   - ranking within the study group
   - number of students within study group

Position your study results.

Provide additional information on your study results. (If applicable, clarify the global percentage [study results] or percentiles [in study group] that you provided. Also, if you are not able to provide global percentage and/or positioning in the study group, you may use this field to refer to evidence of having distinguished yourself during your studies. If relevant, refer to specific marks and grades you obtained during your studies. If you have not yet obtained your master, you may refer to marks obtained in the first master year, etc. All evidence on study results should be uploaded in the "Personal Details/Background" section. Up to 2000 characters.)

Upload the declaration on your percentile or rank within study group.

Please note that this document is mandatory and an essential part of your application. However, exceptionally and when duly justified, this document can be submitted within reasonable time after the submission deadline.

[Document Title]: [Goes here].

Upload [File(s)]

Prepared template for percentile declaration.
### Host institutions

**Application form: PhD Fellowship fundamental research**

**FILE NUMBER**: 7984

<table>
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<tr>
<th>GENERAL</th>
<th>PERSONAL DATA</th>
<th>HOST INSTITUTIONS</th>
<th>PROJECT</th>
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</thead>
<tbody>
<tr>
<td>PEER REVIEW</td>
<td>ETHICS</td>
<td>DATA MANAGEMENT PLAN</td>
<td></td>
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</tbody>
</table>

Click on the bars below to select your main host institution (and promotor(s)), other host institutions and relevant collaborations respectively.

1. **Main Flemish host institution**
2. **Other host institution(s) - Flemish or federal**
3. **Collaboration with other organizations (organizations not applicable in 1) or 2)**

Save
Promotor: Ghent University
The FWO will invite the main promoter to submit a letter of recommendation.

The promoter must hold at least one of the following appointments:
- a ZAP appointment or equivalent appointment of minimum 50 percent at a university in the Flemish Community or at the Evangelical Protestant Faculty in Leuven or the Faculty for Protestant Theology in Brussels;
- an appointment as research director of the Research Foundation-Flanders;
- an IWT grant holder at a university in the Flemish Community or to the Evangelical Protestant Faculty in Leuven or the Faculty for Protestant Theology in Brussels;
- an Odysseus II grant holder at a Flemish university as principal host institution.

A promoter who does not hold any of the above appointments but a ZAP appointment with an appointment percentage between 10 and 49 percent, may act as promoter provided he/she
- is a beneficiary of a research fellowship of the FWO;
- or is additionally appointed at:
  - a university in the Flemish Community or to the Evangelical Protestant Faculty in Leuven or the Faculty for Protestant Theology in Brussels;
  - a Flemish Academic Hospital;
  - a Flemish hospital with an academic character;
  - a recognized Flemish or federal research institution;
  - a Strategic Research Centre (SBO);
  - an academic programme of a Flemish School of Arts.

Furthermore, the total employment percentage at the institutions referred to in this paragraph must amount to at least 70% of a full-time equivalent.

Researchers with both a ZAP appointment of 5% and an appointment as clinical head or assistant clinical head or an equivalent function at a Flemish Academic Hospital can also act as promoter.
Add a promotor

- title
- first name
- surname
- date of birth (optional)
- current occupation
- employment (%)
- e-mail
- research unit
- street and number
- postal code
- city
- country

Submit  Cancel

Co-promotor: Ghent University (Optional)
You may specify one or more co-supervisors.
Add a co-promotor
Co-promotor: Hasselt University

Title

First name

Surname

Date of birth (optional)

Current occupation

Employment (%)

Email

Research unit

Street and number

Postal code

City

Country

Submit

Cancel
Collaborator: University de Paris

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<th>Field</th>
<th>Value</th>
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<tbody>
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<td>Title</td>
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<td>Surname</td>
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<tr>
<td>Date of birth (optional)</td>
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<tr>
<td>Current occupation</td>
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<tr>
<td>Employment (%)</td>
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<td>Email</td>
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<tr>
<td>Research unit</td>
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<td>Country</td>
<td>France</td>
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Submit  Cancel
IMPORTANT:
The project description should be structured following the template provided by PWO. 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...) herein included all tables, graphs, illustrations, etc.

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

Upload
PHD FELLOWSHIP FUNDAMENTAL RESEARCH
PROJECT OUTLINE (MAX. 10 A4 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 4-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 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 2500 characters
PROJECT POSITIONING AND EMBEDDING

Explain how this project fits into the research activities of your research group.
Use up to 1200 characters.

SCIENCE COMMUNICATION

Indicate how the results of the proposed research would be communicated to a non-expert audience.
Use up to 1000 characters.
Peer Review

INTERNAL PEER REVIEW

There are 30 thematic panels, covering 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.

No - Biological Sciences

Specify the expert panel.

BIO123 - Molecular and Cellular Biology

Motivate your choice of expert panel.

Please substantiate your choice by referring to the scientific scope(s) of the panel.

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 the 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 PAO policy and procedure concerning ethical issues its legal base on the PAO 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:

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<table>
<thead>
<tr>
<th>General</th>
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<tbody>
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<td>Peer Review</td>
<td>Ethics</td>
<td>Data Management Plan</td>
<td></td>
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</tbody>
</table>

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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>
</tr>
</thead>
<tbody>
<tr>
<td>Give the number/description of WP 1 (optional)</td>
</tr>
<tr>
<td>Use up to 240 characters.</td>
</tr>
</tbody>
</table>
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?
### 1. Human cells/tissues

Does your research involve human cells or tissues (other than from human embryos/fetuses, 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?  

- 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')?
5. 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)

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?
### 7. 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?**

---

### 8. Dual use

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

---

### 9. Misuse

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

---

### 10. 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 (Gedragsbeschermingsautoriteit), 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.
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 datatypes (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.

- Designation of responsible person (if already designated, please fill in her/his name)
- Storage capacity/medium
  - during the research
  - after the research

Use up to 700 characters.

What is 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 are 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 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. 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, to experts involved in the evaluation of their proposal in Flanders and abroad (EU and outside EU) and to a partner organization, if there is any. 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. FWO will take the necessary safety measures to assure this data transfer to the aforementioned organizations or persons will take place in a secure and correct way. More information and details, if available, are published on the FWO website.

Furthermore, the applicant agrees that the following information may be included in lists published by the FWO: title/abstract; full name of the beneficiaries/supervisors; host institution(s); scientific domains/disciplines/key words; start date and end date, allocated funding of the project.

The applicant declares that all information provided in the personal data section of the FWO E-portal is accurate and up-to-date.
RESEARCH INTEGRITY

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.