EXAMPLE OF AN APPLICATION FORM:

SENIOR CLINICAL INVESTIGATOR
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.  Fellowship

Select an application type.  Senior Clinical Investigator

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.
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.

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 valorise them wherever possible. Use up to 1250 characters.
Host institution - substitution

Click on the bars below to select your main host institution, other host institution(s) and the substitution respectively.

1) Main Flemish host institution
2) Other host institution(s) - Flemish or federal
3) Substitution

Add a letter from the director of the university hospital or the department head of the animal clinic. This letter must confirm that, should the fellowship be granted, the candidate will be released part-time from the current clinical duties.

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

Upload

Add a letter from the dean of the faculty. This letter must confirm that, should the fellowship be granted, the candidate will be released part-time from the current clinical duties.

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

Upload

Add a letter from the chief physician with the description of the current clinical duties.

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

Upload
1) Main Flemish host institution

[Input field]

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.

Add a host institution

3) Substitution

The substitution is mandatory and will therefore be part of the evaluation (see scoregrid 1&1). However, if the name of the substitute (incl. diploma and function) and/or the share of the substitution are not known at the moment of the application, please fill in "NA".

As an alternative for the regular 50% substitution, in exceptional cases, a candidate can opt for a 20% substitution in combination with the aid of a scientific collaborator (PhD fellow, postdoc, technician,...). Please motivate why you opt for the alternative and exceptional substitution. This motivation will also be part of the evaluation.

- **name**
- **diploma**
- **function**

Specify for which task you will be substituted.

Specify the share of substitution in numbers of hours per week and in percentage of total work hours.

- 50% substitution
- 20% substitution

Please motivate why you opt for this alternative substitution.

Submit  Cancel
Extra data

**GENERAL**

Enter the title of your PhD dissertation.
Use up to 2000 characters

If you have already applied for a FWO fellowship the previous years, please specify.
Date any fellowship you have previously had from the FWO
Use up to 2000 characters

**HOST INSTITUTION – SUBSTITUTION**

Specify your previous research stays abroad.
Specify host institution, supervisor, started date, function/activities
Use up to 2000 characters

Specify the planned research stays abroad (during the fellowship), (optional)
Specify host institution, supervisor, started date, function/activities
Use up to 2000 characters

**EXTRA DATA**

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

**ETHICS**

**SCIENTIFIC AND CLINICAL TRACK RECORD**

**PROJECT**

**RESEARCH CONTEXT**

**DATA MANAGEMENT PLAN**
Have you been appointed with a contract for an indefinite term at an university hospital affiliated with a university in the Flemish Community where, at the time of the start of the fellowship (1st of October) you are exclusively in a clinical position at least 80%?

Yes

Give the job description of your clinical position.

Use up to 500 characters.

Give the start date of your appointment.

Indicate the percentage of the employment.

Are you a qualified medical specialist?

Yes

Upload the official federal public service document that confirms that you are a qualified medical specialist. (Optional)

What is your specialisation?

Use up to 500 characters.

Give the date on which you have received your qualification.

Give a brief report of your previous research activities.

Use up to 3000 characters.
In the table below questions are listed on the ethical aspects of your research proposal.

- **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 **RVO policy and procedure concerning ethical issues** at legal base on the [RVO 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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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:

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<th>Number/description of WP 1 (optional)</th>
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Give the number/description of WP 1 (optional) (Use up to 240 characters)

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<th>Number/description of WP 2 (optional)</th>
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<th>Number/description of WP 4 (optional)</th>
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<th>Number/description of WP 5 (optional)</th>
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<th>Number/description of WP 6 (optional)</th>
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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/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")?  

-
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?
### 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.

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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.
### Scientific and clinical track record

**Describe your scientific track record.**

*Ch. score grid to... Use up to 3000 characters.*

**Describe your clinical expertise/track record.**

*Ch. score grid to... Use up to 3000 characters.*

**Describe the relationship between your clinical expertise and your research.**

*Ch. score grid to... Use up to 3000 characters.*

**Include 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 4000 characters.*
## Project

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 ...) herein included all tables, graphs, illustrations, etc. When writing the project, please consider the evaluation criteria. For more information see also score grid 2.

**IMPORTANT!**

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

Please provide full bibliographic details of your five main publications and update all your scientific publications through the E-portal. List all authors, title of publication and journal name (without abbreviations) with volume, page and year. Put your name in bold. Mention impact factor of the journal and whether the publication was peer reviewed or not.

Click here to insert your text.
### Research context

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<tr>
<th>GENERAL</th>
<th>HOST INSTITUTION - SUBSTITUTION</th>
<th>EXTRA DATA</th>
<th>ETHICS</th>
<th>DATA MANAGEMENT PLAN</th>
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<td>SCIENTIFIC AND CLINICAL TRACK RECORD</td>
<td>PROJECT</td>
<td>RESEARCH CONTEXT</td>
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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 progress of your research.

*Use up to 1800 characters.*

**Specify your collaboration(s) with basic research groups.**

*Use up to 1800 characters.*

**Specify your international collaborations.**

*Development of international networks and international recognition are considered essential in a research track record. Specify your international collaborations (research group, scope of collaboration, your role, incl. letters of invitation).*

*Use up to 1800 characters.*
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 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 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
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.

I agree  I do not agree