EXAMPLE OF AN APPLICATION FORM:

SPECIAL PHD FELLOWSHIP
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.  
Special Ph.D. fellowship

OK
### Application form: Special Ph.D. fellowship

**FILE NUMBER:** BO009

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<th>PERSONAL DATA</th>
<th>HOST INSTITUTIONS</th>
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<tr>
<td>PEER REVIEW</td>
<td>ETHICS</td>
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**GENERAL**

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.

Update scientific disciplines at the 'personal details' section of your e-portal.

**Disciplines (after 01/10/2010)**

- 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 500 characters

Save
# Personal data

**Write a motivation statement.**

Elaborate on your personal motivation and research interests, as well as on how your scientific background 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 your development as a scientist.

 Pru to up to 2000 characters.

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**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).

 Pru to up to 1500 characters.

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**Enter the title of your master or final year dissertation.**

Specify program, research group and host institution.

 Pru to up to 500 characters.

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**Specify your previous research stays abroad.**

Specify host institution, supervisor, start/end date, function/activities.

 Pru to up to 2000 characters.

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

List any scientific awards.
Mention the awarding body, title, date, amount and the 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 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 (inventories, prototypes, ...), keynote lectures, exhibitions etc.
Use up to 2000 characters.

Upload a copy of your employment contract (optional)
Please attach the requested files in pdf (max. 10 MB).

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<th>Geen bestand geplaatst</th>
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Indicate your net salary.
[0.00]
Host institutions

Application form: Special Ph.D. fellowship

FILE NUMBER: 8009

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Click on the bars below to select your main host institution (and promoter(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)

Add a letter of the promoter. This letter must confirm that, should the fellowship be granted, the state of progress is largely sufficient to achieve the PhD thesis within the time schedule of this fellowship.

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

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### 1) Main Flemish host institution

**Name of the institution**

Ghent University

**The main promoter personal details: 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 Evangelic Protestant Faculty in Leuven or the Faculty for Protestant Theology in Brussels;
- an appointment as research director of the Research Foundation-Flanders;
- an ERC Grant holder at a university in the Flemish Community or the Evangelic Protestant Faculty in Leuven or the Faculty for Protestant Theology in Brussels;
- an Odyssey 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 Evangelic Protestant Faculty in Leuven or the Faculty for Protestant Theology in Brussels;
- a Flemish academic hospital;
- a Flemish hospital with an academic character;
- a recognised Flemish or federal research institution;
- a Strategic Research Centre (SOC);
- 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 3% 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 promoter**
Add a promoter

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

Submit  Cancel
Collaboration with other organizations (organizations not applicable in 1) or 2)

Name of the institution
University de Paris

Add a collaborator

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

Submit  Cancel
Add a letter of the promotor. This letter must confirm that, should the fellowship be granted, the state of progress is largely sufficient to achieve the PhD thesis within the time schedule of this fellowship.

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

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**PROJECT DESCRIPTION**

**IMPORTANT!**

The project outline should be structured following the template provided by FWO. The sequence of the different topics should be followed exactly as provided in the original template. The total project outline has a maximum of 10 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).

- Bestand kiezen
- Geen bestand gekozen

Upload
Indicate the state of the art.

*Click here to insert your text.*

Describe the objectives of the research.

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

*Click here to insert your text.*

Describe the methodology of your research.

*Be as detailed as necessary for a clear understanding of what you propose. Describe the different steps in your research, hereby clearly indicating which parts were already performed and what still needs to be completed in the coming year. Indicate how you will handle unforeseen circumstances, 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 your projects goals in the year to come and include 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 all different work packages (WP) of your PhD research and clearly indicate which packages are completed and which still needs to be addressed in the coming year. As you’re planning to complete your PhD within one year, make sure the work load you propose in the upcoming year is feasible. Indicate for each WP the time that was needed or the time that 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.*
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 checklist.

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

Specify project number(s), title and programme.

Use up to 240 characters

☐ yes ☐ no

Has the proposal already been funded?

☐ yes ☐ no

☐ to another organization

Please enter the name of that organization.

Use up to 240 characters

☐ yes ☐ no

Has the proposal already been funded?

☐ yes ☐ no

Enter any additional remarks.

Enter 'N/A' if not applicable.

Use up to 1500 characters
PROJECT POSITIONING AND EMBEDDING

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

If the project has already been initiated, please state the progress of your research.

Use up to 1000 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 where possible.

Use up to 1200 characters.
Peer review

Specify the scientific field in which your research is situated.
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:

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Give the starting date of WP 1 (optional)

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<th>Number/description of WP 2 (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?
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? (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?
### 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 (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.
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.

[Buttons: I agree | I do not agree]