EXAMPLE OF AN APPLICATION FORM:

JUNIOR/SENIOR RESEARCH PROJECT 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.

Select an application type.

OK
Application type selection
Select an application category.
Select an application type.

There are two types of research projects: junior and senior.

**Junior projects fundamental research:** supervisor - spokesperson and all (co-)supervisors
must have obtained their first PhD degree maximum 12 years before the submission deadline of the project application.

**Senior projects fundamental research:** supervisor - spokesperson or one of the (co-)supervisors
has obtained his/her first PhD degree more than 12 years before the submission deadline of the project application.

Exceptions: consult art. 10 §5 of the regulations.

Select an option.

[OK]
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 in layman's terms of your research proposal - English version.
Use up to 1500 characters.

Complete the abstract in layman's terms of your research proposal - Dutch version.
Use up to 1500 characters.
For a project fundamental research (junior or senior) there are 3 types of applicants:

1. **Supervisor-spokesperson**: the main applicant of the project, affiliated to a Flemish main host institution* (mandatory for each project). For eligibility requirements see regulations, art. 10.
2. **Supervisor**: the main applicant of (a) partner Flemish main host institution(s)*. For eligibility requirements see regulations, art. 10.
3. **Co-supervisor**: The co-applicant within (1) the Flemish main host institution of the supervisor-spokesperson and/or (2) (a) partner Flemish main host institution(s). For eligibility requirements see regulations, art. 10 or 11 (postdoc-level).

OR

- The main applicant and potential co-applicant(s) within an eligible non-main host institution. For eligibility requirements see regulations, art. 11.

*Universities in the Flemish Community, the Evangelical Protestant Faculty in 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.

Based on the available information, the supervisor(spokesperson) is required to justify that he/she will normally be leading the project throughout its life cycle, regardless of the nature of the application. If the supervisor(spokesperson) submits a duly substantiated justification, he/she will be deemed to meet the requirement of this article.

This provision also applies to co-supervisors acting as main applicant and therefore managing the budget line of an eligible research institution other than one of the main host institutions as referred to in article 2 of the regulations for projects fundamental research.

Please note that all applicants (supervisor-spokesperson and co-supervisor(s)) must have a fully up to date online e.Joet FWO profile including a full list of publications and list of disciplines adjusted to the new discipline codes (as from 01/10/2018).

1) Specify the main Flemish host institution.
2) Specify additional Flemish or federal host institution(s), (optional)
3) Specify additional non-Flemish research institution(s), (optional)
1) Specify the main Flemish host institution.

**Add a host institution**

<table>
<thead>
<tr>
<th>Name of the institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ghent University</td>
</tr>
</tbody>
</table>

Supervisor spokesperson: Ghent University

**Add**

Co-supervisor(s) (optional): Ghent University

**Add**
Supervisor-spokesperson: Ghent University

Title

First name: Tanja
Surname: Fonck
Date of birth (optional): 
Current occupation: 
Employment (%): 
E-mail: 
Research unit: 
Street and number: 
Postal code: 
City: 
Country: Belgium

Please upload a short CV for this person.
This CV should be based on the template below, can be max. 2 pages long, and should be uploaded as a PDF file using the following format: shortCV_name_surname.
Download template.

Bestand kiezen
Geen bestand gekozen

Submit
Cancel

Co-supervisor(s) (optional): Ghent University
Add
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**

**Name of the Institution**

- KU Leuven
- Belgian Nuclear Research Centre

**Add a host institution**

**Supervisor**: KU Leuven

**Add**

**Co-supervisor(s) (optional)**: KU Leuven

**Add**

**Co-supervisor(s)**: Belgian Nuclear Research Centre

**Add**

**Upload consent form**: Belgian Nuclear Research Centre

This consent form should be based on the template below and uploaded as a PDF file using the following format: consentform_nameofinstitution.
Supervisor: KU Leuven

title

first name

surname

date of birth (optional)

current occupation

employment (%)

e-mail

research unit

street and number

postal code

city

country

Please upload a short CV for this person.
This CV should be based on the template below, can be max. 2 pages long, and should be
uploaded as a PDF file using the following format: shortCV_name_surname

Download template

Bestand kiezen

Geen bestand gekozen

Submit  Cancel
3) Specify additional non-Flemish research institution(s), (optional)

**Add a host institution**

<table>
<thead>
<tr>
<th>Name of the institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Cambridge</td>
</tr>
</tbody>
</table>

**Add a host institution**

Co-supervisor(s): University of Cambridge

[Add]

[Save]
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-supervisor(s)</td>
<td>University of Cambridge</td>
</tr>
<tr>
<td>Title</td>
<td></td>
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<tr>
<td>First name</td>
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<td>Surname</td>
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<td>Date of birth (optional)</td>
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<td>Current occupation</td>
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<td>Employment (%)</td>
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<td>E-mail</td>
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<tr>
<td>Research unit</td>
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<td>Street and number</td>
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<td>Postal code</td>
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<td>City</td>
<td></td>
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<tr>
<td>Country</td>
<td>United Kingdom</td>
</tr>
</tbody>
</table>

Please upload a short CV for this person.

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Download template

[Bostad kiezon] Goen bostand gekozan

Submit  Cancel
Requested funding

For each host institution, an amount of €15,000 to €30,000 per project year for staff and consumables can be applied for. For inter-institutional projects these limits apply per host institution. However, for partner institutions (not the main host institution) the lower limit can be reduced to €0 or €20,000. Per project a maximum amount of €50,000 for equipment can be applied for. This can take the form of matching funding.

Each non-Flemish research institution may receive funding insofar as the funding for all non-Flemish research institutions combined does not exceed 10% of the total requested project budget.

The real staff cost is used when the name of the researcher to be employed on the project is already known. When the name is not yet known, the following amounts must be used as indicative costs:

- Bursary: €55,000 – €59,000;
- Scientific staff, 9 years of seniority: €65,000 – €70,000;
- Postdoctoral researcher, 4 years of seniority: €95,000 – €100,000;
- Technical staff, 6 years of seniority: €55,000 – €60,000.

Supervisors-spokespersons, supervisors and co-supervisors are not allowed any remuneration or accumulation with a remuneration under a research project funded by FWO.

Please note that all materials acquired under an equipment grant of the FWO will become the property of the main host institution to which the grant holder is affiliated, or of the host institution, by virtue of the agreement made with the main host institution. The existence/content of such an agreement will be checked during project audits.
Add staff

staff type

motivation

Motivate based on the project tasks to be performed the need for the requested staff type. When the name of the researcher to be employed is already known, mention name and academic degree of the person and motivate why this particular person is necessary.

Give the amount per year.

- [ ] 2021
- [ ] 2022
- [ ] 2023
- [ ] 2024

Submit  Cancel
Add consumables

**Consumable Type**

**Detailed Description of Consumables**

Use up to 1500 characters, spaces or line breaks.

**Motivation**

Use up to 1500 characters, spaces or line breaks.

**Give the amount per year.**

- [x] 2021
- [ ] 2022
- [ ] 2023
- [ ] 2024

[Submit] [Cancel]
<table>
<thead>
<tr>
<th>requested funding</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>description and technical aspects</td>
<td></td>
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<tr>
<td>accessories</td>
<td></td>
</tr>
<tr>
<td>motivation</td>
<td></td>
</tr>
</tbody>
</table>

Submit  Cancel
PROJECT DESCRIPTION

IMPORTANT!

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.

Download template

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

Upload
APPLICATION RESEARCH PROJECT (junior/senior)
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 can add extra titles and subtitles as necessary. Please stick to the maximum number of 10 pages, without changing text layout (font Calibri 11, line distance 1, page margins etc.). Please also remove this explanatory paragraph as well before submitting the template.

In case this application involves a resubmission of an FWO application that was not granted, please indicate in the various section of the project template the changes made compared to this earlier submission.

In case this application is a continuation of an FWO and/or any other application that was granted before, please clearly indicate in the various sections of the project template how this project builds upon earlier granted proposal, thereby motivating a continuation.

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.

Scientific research objectives.
Describe explicitly the scientific objective(s) and the research hypothesis. Explain whether and how the research is specifically challenging and inventive, also with reference to 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.

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). Discuss where the proposed methodology (research approach) is according to the state of the art and where it is novel. If appropriate, reveal how the project fits in in the activities of the research group. 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.

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

☐ yes  ☐ no

To whom have they been submitted?

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

Specify the project number(s), title and programme.

Use up to 2000 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.

These can be good reason for applying or already having applied for funding at FWO or elsewhere. It is however important that the panel understands how applications mentioned above relate to the current application. Therefore we encourage you to use this field as an opportunity to point out potential overlap, complementarity, added value of current funding applied for, ... related to the applications mentioned above.

Note: "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.

Describe the collaboration/coordination/work distribution between the different participating research groups as well as the role/complementarity of the different research groups/co-supervisors.
Use up to 1800 characters.

SCIENCE COMMUNICATION

Indicate how the results of the proposed research would be communicated to a non-expert audience.
NWO encourages its fellows to disseminate the results of their research widely and valorise them where possible.
Use up to 1200 characters.
Peer review

Internal 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.

Motivate your choice of expert panel.

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

Add

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 300 characters.
Add disciplines

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

- Engineering and technology
- Humanities and the arts
- Arts
  - Interior architecture
  - Heritage
  - Other arts
  - Architecture
  - Art studies and sciences
  - Artistic design
    - Architectural design
      - Sustainable design
      - Inclusive design
      - Design innovation
      - Digital and interaction design
      - Architectural design not elsewhere classified
      - Design practice
      - Design management
      - Design research
  - Landscape architecture
  - Audiovisual art and digital media
  - Theatre and performance
  - Conservation-restoration science
  - Music
  - Visual arts
  - Philosophy, ethics and religious studies
  - History and archaeology
  - Languages and literary studies
  - Other humanities and the arts
- Social sciences
  - Agricultural, veterinary and food sciences
  - Medical and health sciences
  - Natural sciences

Submit
External peer review

You may request to exclude up to three experts from the evaluation of your proposal as an external reviewer (optional). Please give 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 300 characters.

Submit  Cancel
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 project, 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, if appropriate, the necessary precautionary measures.

You find more on the FWO policy and procedure concerning ethical issues in 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 245 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>
</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>

Give the starting date of WP 1, (optional)

| ▼ |
| ▼ |
| ▼ |

| Number/description of WP 2 (optional) |
| Number/description of WP 3 (optional) |
| Number/description of WP 4 (optional) |
| Number/description of WP 5 (optional) |
| Number/description of WP 6 (optional) |
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? (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? [2]

- 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 (Geheimeinshandelsautoriteit), 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 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.

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.
Submit application

Overview of your applications
Download application pdf
Download personalia pdf
Submit to host institution
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. 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, 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-)supervisors 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-)supervisors 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 at hand will contact the FWO administration in order to clarify or make concrete arrangements about the relevant provision.