EXAMPLE OF AN APPLICATION FORM:

ODYSSEUS RESEARCH PROJECT (TYPE I/II)
<table>
<thead>
<tr>
<th>General</th>
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</thead>
</table>

**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)

[Save]
Complete the following questions and make sure your online FWO E-lokat profile is up to date including a detailed list of publications.

Write a motivation statement.
Elaborate on your personal motivation/commitment, research interests, future goals, and timeline of this Odysseyus project at this point in your career. The motivation statement should focus on your background, experiences/activities, and accomplishments that describe best (in a substantiated manner) your competences/skills and aspirations to conduct the proposed research as well as to pursue a career in academia. The motivation statement is also an opportunity to explain how you will (further) develop competences/skills that are currently underdeveloped or lacking and needed to execute the project in all its aspects (research, management, ...).
Use up to 4000 characters.

Explain any career breaks.
If you have interrupted your academic career at any given point for at least three consecutive months (maternity leave, parental leave, full-time sickness leave, ...) provide details (start/end date – reasons) on this below. This will allow reviewers to fairly assess your track record.
Use up to 1500 characters.

List any awards and honours.
List any awards, prizes, ... in recognition of your scientific/scholarly achievements. For each award, mention the title, awarding body, date, amount (if relevant), and theme.
Use up to 2000 characters.

Describe your (inter)national research network.
List all past and current research collaborations. For each research collaboration, mention at least the involved persons and institutions.
Use up to 3000 characters.
Demonstrate your scientific/scholarly independence.
List all sources of past and current (inter)national research funding, including the starting and end date of the funding as well as your experience in team leadership and project management.
Use up to 3000 characters.

Describe your competences to conduct the proposed research.
Describe in a substantiated manner your research competences/abilities to conduct the proposed research.
Use up to 3000 characters.

List your five main publications.
List all authors, title of publication and journal name (without abbreviations) with volume, started 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 (author(s) or editor(s), book title, publisher, place, year, number of pages). Update your FWO E-list profile including an update of your full publication list.
Use up to 2000 characters.

List any other scientific output and impact.
Include any distinct research output that does not fit in the bibliographic publication list and that is meaningful in its scientific quality. It may be constituted by a data base, surveys, a technical diagram, software, objects (maquettes, prototypes),.., keynote lectures, exhibitions etc. Describe any scientific or other impact beyond publications and beyond obtained research funding.
Use up to 3000 characters.

Add two letters of recommendation.
These letters should give an impartial assessment of your qualities related to the selection criteria. As a consequence, (1) these referees cannot be affiliated to a Belgian research institution and (2) the letter of recommendation should clearly state the relationship between you and the person writing the recommendation.
Please attach the requested file as pdf (max. 10 MB).

Upload
Save
The universities in the Flemish Community can, potentially in collaboration with (an)other Flemish research organisation(s), nominate candidates at the FWO. Please note that only institutions that will actually appoint the candidate, if selected for Odysseus funding, can be listed.

Indicate your main Flemish host institution (a university in the Flemish Community) and, if applicable, additional Flemish host institution(s).

For each host institution, list the department and research unit where the Odysseus project will be executed, enter the details of the local co-supervisor, and upload a binding letter of commitment signed by both the university (rector) and the relevant department/faculty (head of department/faculty) – declaring that the host institution will appoint the candidate, if selected for Odysseus funding, for at least the entire period of the Odysseus project.

More information on the required content of such a letter of commitment can be found in the guidelines to be downloaded on the Odysseus programme website. In case of nomination by multiple host institutions, the letters of commitment should clearly mention how the required appointment rate is distributed over the different host institutions.

Click on the bars below to select your main host institution (and additional Flemish host institution(s), which is optional) and add for each host institution the local co-supervisor and letter of commitment.

1) Specify the main Flemish host institution.
2) Specify additional Flemish host institution(s), (optional)
1) Specify the main Flemish host institution.

Department (where the Odysseus project will be executed)

Research Unit (where the Odysseus project will be executed)

Submit  Cancel

2) Specify the main Flemish host institution.

Name of the institution
Free University of Brussels

Local co-supervisor: Free University of Brussels
Add

Letter of commitment: Free University of Brussels
Bastien Hazzai  Geen bastand pakkoen

Upload
### 4) Specify additional Flemish host institution(s) (optional)

If one or more other host institutions are involved, please click "Add" to enter an institution.

- Department (where the Odysseus project will be executed):
- Research Unit (where the Odysseus project will be executed):

[Submit] [Cancel]

### 5) Specify additional Flemish host institution(s) (optional)

If one or more other host institutions are involved, please click "Add" to enter an institution.

#### Name of the institution:
- UGent

Add a host institution
- Local co-supervisor: UGent

Add

Letter of commitment: UGent

- [Hoofdstuk 1.2]; Geen hoofdstuk gekozen

Upload
List the funding requested at the main host institution (as listed under section 1 of the tab Host Institutions):

- For Type I Odysseus projects between 400,000 euro and 1,000,000 euro can be applied for per project year for staff, consumables and equipment combined.
- For Type II Odysseus projects between 100,000 euro and 200,000 euro can be applied for per project year for staff, consumables and equipment combined.

Eligible cost categories are those listed in the regulations of the FWO projects fundamental research. Equipment can only be applied for in the first 3 budget years.

When listing costs for staff, the real staff cost must be 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: 45,000 euro – 50,000 euro;
- Scientific staff, 0 years of seniority: 65,000 euro – 70,000 euro;
- Postdoctoral researcher, 4 years of seniority: 85,000 euro – 90,000 euro;
- Technical staff, 8 years of seniority: 85,000 euro – 80,000 euro.

Odysseus candidates and local co-supervisors are not allowed any remuneration or accumulation with a remuneration under a research project funded by FWO. The salary costs of the position that needs to be made available to the candidate by the universities cannot be declared on the Odysseus budget and needs to be covered by the host institution(s).

In case of nomination by multiple host institutions, additional Flemish host institution(s) (as listed under section 2 of the tab Host Institution) can receive funding from the awarded Odysseus project via the main Flemish host institution provided that a collaboration agreement is concluded between the main Flemish host institution and the additional Flemish host institution(s). This collaboration agreement shall contain at least a detailed description of the collaboration, arrangements on ownership and usage rights to the project results, and liability, and shall be concluded and transmitted to the FWO within nine months after the start of the project. The FWO may suspend payment of the subsidy for as long as the signed collaboration agreement has not been transmitted to the FWO. The funding requested by the additional Flemish host institution(s) needs to be listed and motivated together with the budget requested at the main Flemish host institution.

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.

1 For the current call the budget years are 2021-2026. Please note however that you can start your Odysseus project up to 1 year after the granting date (i.e. March 2022).
### Add staff

<table>
<thead>
<tr>
<th>staff type</th>
<th>motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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 that person and motivate why this particular person is necessary.</td>
</tr>
</tbody>
</table>

#### Give the amount per year:
- [ ] 2021
- [ ] 2022
- [ ] 2023
- [ ] 2024
- [ ] 2025

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**Submit**  **Cancel**
Add consumables

consumable type

detailed description of consumables

Use up to 1500 characters, signs, spaces or line breaks.

motivation

Use up to 1500 characters, signs, spaces or line breaks.

Give the amount per year.

- 2021
- 2022
- 2023
- 2024
- 2025

Submit  Cancel
Add equipment

description and technical aspects

accessories

motivation

Give the amount per year.

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

Submit  Cancel
**Project**

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

**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).

[Bestand kiezen](#) Geen bestand gekozen

Upload
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 (novelty and ground-breaking character of the proposed research). 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. Mention research collaborations, larger projects, programs and international networks in which your research can be positioned.

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, also with reference to the innovative aspects of the envisaged results. Discuss in detail the results (or partial results) that you aim to achieve as well as their (potential) impact on the specific knowledge (e.g. academic breakthroughs) in the field and beyond.

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).
Discuss 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 5-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?

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

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

Use up to 3000 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.

There 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, complementarily, added value of current funding applied for... related to the applications mentioned above.

Use up to 1000 characters.
PROJECT POSITIONING AND EMBEDDING

Describe the fit with the research activities of the involved host institution(s) – multiplier effect at the host institution(s).

Describe how this project fits in the research activities of the host institution(s) and how this might generate additional benefits for the involved host institution(s). If the project has already been initiated, please state the progress of your research. Use up to 2500 characters.

SCIENCE COMMUNICATION

Indicate how the results of the proposed research would be communicated to a non-expert audience.

PwC encourages its fellows to disseminate the results of their research widely and valorise them where possible. Use up to 1200 characters.
Peer review

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</tbody>
</table>

**INTERNAL PEER REVIEW**

Specify the scientific field in which your research is situated.

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

Add

Select 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 240 characters.

**EXTERNAL PEER REVIEW**

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

Suggestions for exclusion need to be motivated. Please click 'Add' to provide the necessary data about each of these experts.

Add

Save
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 take, if appropriate, the necessary precautionary measures.

  You find more on the FWO policy and procedure concerning ethical issues in 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:

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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>
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<tbody>
<tr>
<td>Give the number/description of WP 1, (optional)</td>
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</table>

Use up to 240 characters.

Give the starting date of WP 1, (optional)

<table>
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<tr>
<th>Number/description of WP 2 (optional)</th>
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<td>Number/description of WP 3 (optional)</td>
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<td>Number/description of WP 4 (optional)</td>
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<td>Number/description of WP 5 (optional)</td>
</tr>
<tr>
<td>Number/description of WP 6 (optional)</td>
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</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?
### 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’)?

- [ ]
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 (Gevreensbeschermingsautoriteit), 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.*

<table>
<thead>
<tr>
<th>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?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motivate your answer.</td>
</tr>
<tr>
<td>a. Designation of responsible person (if already designated, please fill in her/his name.)</td>
</tr>
<tr>
<td>b. Storage capacity/repository</td>
</tr>
<tr>
<td>• during the research</td>
</tr>
<tr>
<td>• after the research</td>
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</table>

*Use up to 700 characters.*

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<tr>
<th>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?</th>
</tr>
</thead>
</table>
| *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.