

fwo PhD fellowships call 2022

Interview guidelines

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GENERAL

The interviews for candidates PhD fellowships are organized **between September 5 and 30, 2022**. Candidates having passed the preselection receive a personal invitation by **June 13** (strategic basic research) or **July 1, 2022** (fundamental research). The interview dates, per panel, can be found here: [strategic basic research](#) / [fundamental research](#). Your interview is scheduled at the date and time mentioned in the invitation mail.

The interviews take place at the FWO offices, located (**NEW!**) **Leuvenseweg 38, B-1000 Brussels**. Applicants are required to be physically present at the meeting. Travel and accommodation costs related to the interview will not be covered by the FWO. The applicants should present themselves (with a valid ID or passport) at the reception desk at least 20 minutes before the start of the interview.

In some cases (e.g. visa issues, high travel costs,...), to be well motivated by the candidate, a remote interview can be set up. Technical guidelines will be communicated to these candidates.

The **expert panel** typically consists of 12 members. More information can be found in the FWO [peer review regulations](#). The names of the panel members are presented here: ([strategic basic research](#) / [fundamental research](#)).

The **research coordination office** at your host organization can help you in preparing your interview. Dedicated training sessions may be offered. Contact them timely!

INTERVIEW FORMAT

The pitch and interview language is **English!**

The interview consists of 3 parts:

- a) Max. 5 minutes presentation by the candidate (*'elevator pitch'*)
- b) About 15 minutes *interactive discussion* with the expert panel
- c) Evaluation and *scoring* by the panel (without the candidate)

BEFORE THE INTERVIEW

Mention your application file number (1XXXX23N) and your panel in all communication with the FWO.

- Timely **confirm your participation** to the interview by replying to the invitation mail. Confirm your email address and phone number!
- If you decide to withdraw from the interview, please notify the FWO immediately!
- Send a recto-verso scan of your **identity card or passport** to [\[domain\]@fwo.be](mailto:[domain]@fwo.be) ⁱ
- Update your FWO **e-portal personal details** before the interview
 - Make sure your contact details are up to date!
 - If you are a Belgian citizen you are required to fill out your identification number of the national register ("rijksregisternummer" on the back of Belgian ID) and your (Belgian) bank account number in your FWO e-portal (Personalia/General information). Please do so before the interview.
 - If you have a **non-Belgian nationality and already a Belgian ID-card** you should also enter your national register identification number in the FWO e-portal (Personalia/General information).

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- If you currently have a **non-Belgian domicile address** in the EU, then you must add your Tax Identification Number (TIN) in the FWO e-portal (Personalia/Addresses). This is a personal number that is provided by the EU country of residence More information per EU country can be found [here](#).
- If you want to illustrate your elevator pitch by a presentation, send it as a PowerPoint or PDF to [\[domain\]@fwo.be](mailto:[domain]@fwo.be) **at least one week before the interview**.

YOUR INTERVIEW

Elevator pitch

The interview starts with a **max. 5 minutes** presentation (“elevator pitch”).

Can you tell the panel members, within the space of an elevator ride, what your research is about, why it is relevant and why you are the right person to do it?

Reflect on whether merely summarizing your written application would do the job. You may rather narrow down one or two key aspects of your research and of your viability as a PhD researcher, highlight these aspects that would appeal to the expert panel. Try to stand out!

You may take the opportunity to mention additional achievements and/or new insights into your project, obtained since submitting your application. You are also welcome to focus on potential impact the COVID-19 situation may have had on your recent career as well as on the PhD project proposal you submitted.

You may use a presentation during your pitch, to be sent to [\[domain\]@fwo.be](mailto:[domain]@fwo.be) at least one week before the interview. The file format should be PowerPoint or PDF. No specific presentation template is foreseen. Keep it simple though, and avoid using external links, inserting movies or special effects. There’s no time to mend technical issues potentially resulting from their use.

The PC in the interview room runs the Windows 10 operating system and has installed Microsoft PowerPoint 2013, Acrobat Pro 9 and Acrobat Reader X. The presentation you send us will be downloaded on the FWO PC. Do not bring print-outs of your presentation.

During your pitch, the FWO will display and share the slides with you and the panel members. You’ll be handed over a pointer to go through the slides.

Interactive discussion

The presentation is followed by a discussion with the panel members (about 15 minutes), who will seek to assess your (potential) competence and the scientific value of your project. Questions asked may be specific as well as rather generic.

Get acquainted to the scoring descriptors ([strategic basic research](#) / [fundamental research](#)) as will be used by the evaluators in formulating their questions.

Mind, the experts may put you through the grill, so do not get discouraged as you are challenged with difficult or unexpected questions. Be prepared to a rather pleasant and encouraging debate as well as to a (gently) provoking scenario.

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After the interview

The interview is followed by a discussion between the expert panel members, who will assign consensual scores to the evaluation criteria 'Candidate' and 'Project' (and 'Application Potential' for SB).

All candidates will be informed as soon as a decision is made by the board of trustees (**October 7, 2022**). The results will also be published on the [FWO website](#) and the exact time of publication is announced via social media (Twitter: @FWOVlaanderen).

All candidates will receive more specific feedback on the decision shortly after that date.

GOOD LUCK!

By taking part in this second round of the selections, candidates agree with the procedures as set out by FWO concerning the organisation of the interviews.

FWO takes all the necessary precautions to make sure the interviews will happen as planned and cannot be held responsible for any technical difficulties that may occur beyond her control and therefore a technical difficulty cannot be a reason to call into question the decision of FWO concerning your application.

ⁱdomain@fwo.be: [domain] = bio / cult / GM / med / WT / interdisciplinair / SB: see the invitation mail [/](#)