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 data with each future application, especially the publications section.

After completing or editing your personal profile, you may start or proceed preparing your application. On your dashboard select ‘New application’ to start a new application or select ‘my applications’ to 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.
Select an application category and type:
Application type selection

Select an application category.  Fellowships

Select an application type.  Special Ph.D. fellowship

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 of your research proposal - English version.
Use up to 1000 characters.

Complete the abstract of your research proposal - Dutch version.
Use up to 1000 characters.

Select up to five scientific disciplines that best characterize the proposed research.
Update scientific disciplines at the 'personal details' section of your e-postal.
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.
Use up to 3000 characters.

### 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).
Use up to 1500 characters.

### Enter the title of your master or final year dissertation.
Specify promotor, research group and host institution.
Use up to 600 characters.

### Specify earlier mobility (research stays – minimum 3 months) in other organizations.
Specify any type of organisation in Belgium or abroad, contact person, start/end date, function/activities.
Use up to 2000 characters.
Specify concrete mobility plans within the fellowship: research stays in another organization in Belgium or abroad.
Specify any type of organization in Belgium or abroad, contact person, start/end 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, publishers, editors (if applicable), etc.).
Do not forget to upload ALL your scientific publications in your HMO II 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 database, surveys, a technical diagram, software, objects (mockups, prototypes, ...), keynote lectures, exhibitions etc.
Use up to 2000 characters.

Upload a copy of your current employment contract or any other evidence of your current work situation.
Please attach the requested files in pdf (max. 10 MB).

Indicate your monthly net salary in euro.
0,00
Host institution - promotor

Click on the bars below to select your main host institution (and promotor(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 organization(s) (organizations not applicable in 1) or 2))

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).

Upload

Save

1) Main Flemish host institution

Add a host institution
The main promoter personal details: Ghent University

The (main) promoter will be invited by FWO to submit a recommendation statement on the PhD fellowship application.

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 Evangelical 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 at the Evangelical 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 as:
- a university in the Flemish Community or to the Evangelical Protestant Faculty in Leuven or the Faculty for Protestant Theology in Brussels;
- a Flemish academic hospital;
- a Flemish hospital with an academic character;
- a recognized 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.

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

<table>
<thead>
<tr>
<th>Name of the institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgisch Instituut Ruimte-Aëronomie</td>
</tr>
</tbody>
</table>

Add a host institution

The Co-promotor personal details: Belgisch Instituut Ruimte-Aëronomie

All co-promotors are ZAP or researchers at least at postdoctoral level.

Add a co-promotor
Add a co-promotor

The Co-promotor personal details: Belgisch Instituut Ruimte-Aëronomie

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

- Belgium

[Submit] [Cancel]
### 3) Collaboration with other organization(s) (organizations not applicable in 1 or 2)

**No**

---

**Yes**

**Belgian or foreign scientific institution or company.**

**Add a host institution**

---

**Yes**

**Belgian or foreign scientific institution or company.**

**Name of the institution**

Université de Paris

**Add a host institution**

---

Collaborator: Université de Paris

**Add a collaborator**
Add a collaborator

Collaborator: Université 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
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).

Upload
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 may add extra titles and subtitles as necessary. Please stick to the maximum number of 10 A4 pages, without changing text layout (font Calibri 11, line distance 1, page margins etc.). Please also remove this explanatory paragraph before submitting this project description.

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 AND was it funded or is the funding decision still pending (applications that finally did not result in funding should not be mentioned)?

☐ yes  ☐ no

To whom have they been submitted?

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

Specify project number(s), title and programme.

Use up to 3000 characters:

Has the proposal already been funded?

☐ yes  ☐ no  ☐ funding decision still pending

☐ to another organization

Please enter the name of that organization.

Use up to 240 characters:

Has the proposal already been funded?

☐ yes  ☐ no  ☐ funding decision still pending

Enter any additional remarks and the decision date(s) of pending evaluation(s) mentioned above.

- You are encouraged 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.
- 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.

State "NA" if not applicable

Use up to 1000 characters.
PROJECT POSITIONING AND EMBEDDING

**Explain how this project fits into the research activities of the involved host institution(s).**

Elaborate on the positioning and embedding of your project in the research group(s). If applicable, also position your own previous and current research to the proposed PhD fellowship project.

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.

---

SCIENCE COMMUNICATION

**Indicate how the results of the proposed research will 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

<table>
<thead>
<tr>
<th>GENERAL</th>
<th>PERSONAL DATA</th>
<th>HOST INSTITUTION – PROMOTOR</th>
<th>PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEER REVIEW</td>
<td>ETHICS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specify the scientific field in which your research is situated.

![Dropdown menu]
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 approval 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, for the **publication of the results** an approval may still be necessary.

  If you have answered questions with an * positively, you must submit your proposal to the ethics committee **as soon as your application has been approved for funding**. Your project can only start when this approval 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 allows, the host institution can decide to give permission to the researcher to submit the proposal just before the start of that part of the research. Please keep in mind that this delayed permission is not possible for all research institutions. Also 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:** Although no ethics approval is needed for issues that are not marked, there might be other legal and/or institutional requirements to be fulfilled. The applicant will have to reflect on the issue and take, if necessary, the appropriate measures. If in doubt about the evaluation of the issue, it is advised to contact the supporting services of the host institution.

For more information, check the FWO webpage on research ethics and the Guidelines on FWO’s ethics checklist.
<table>
<thead>
<tr>
<th>1. Human embryos/fetuses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Humans</td>
<td></td>
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<tr>
<td>3. Human cells/tissues</td>
<td></td>
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<tr>
<td>4. Personal data</td>
<td></td>
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<tr>
<td>5. Animals</td>
<td></td>
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<tr>
<td>6. Access and benefit sharing and the Nagoya Protocol</td>
<td></td>
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<tr>
<td>7. (Inter)national collaboration</td>
<td></td>
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<tr>
<td>8. Dual use and military applications</td>
<td></td>
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<tr>
<td>9. Misuse &amp; human rights</td>
<td></td>
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<tr>
<td>10. Other ethics issues (optional)</td>
<td></td>
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<tr>
<td>11. Environment &amp; health and safety</td>
<td></td>
</tr>
<tr>
<td>Work packages (optional)</td>
<td></td>
</tr>
</tbody>
</table>

- I confirm that none of the issues below apply to my proposal.
- I hereby confirm having taken note that an ethical approval is needed for issues indicated with an asterisk (*) and/or that I will adhere to all relevant legislation and institutional policies pertaining to issues with or without asterisk (*) that apply to my proposal. If an ethical approval is required, I will ensure to obtain this approval from the competent ethics committee of my host institution, at the latest before starting with the ethical sensitive activities.
<table>
<thead>
<tr>
<th>1. Human embryos/foetuses</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Does your research involve human Embryonic Stem Cells (hESCs)?*</td>
<td>☑</td>
</tr>
<tr>
<td>• Will the hESCs be directly derived from embryos within this project?</td>
<td>☑</td>
</tr>
<tr>
<td>• Are the hESCs previously established cell lines?</td>
<td>☑</td>
</tr>
<tr>
<td>Does your research involve the use of human embryos?*</td>
<td>☑</td>
</tr>
<tr>
<td>Does your research involve the use of human foetal tissues / cells?*</td>
<td>☑</td>
</tr>
</tbody>
</table>
2. Humans

Does your research involve human participants?

- Are they volunteers for social or human sciences research?
  Please note that not every research involving human participants triggers the obligation to request ethical approval. However, it is important to keep in mind that the journal in which you want to publish the results of your research might ask you, nonetheless, to submit an ethical approval. For this reason, it might be advisable to request ethical approval anyway before the start of the project from the relevant ethics committee within your institution.

- Are they persons unable to give informed consent (including children/minors)? *

- 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/foetuses, 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 during previous research activities?
- Are they produced or collected by you as part of this project?

4. Personal data

Does your research involve collecting and/or processing of personal data?

The GDPR requires that all personal data processing activities are recorded. Please consult your host institution for the procedure to follow as soon as the project is granted.
5. 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/or cephalopods, and/or forms in earlier stages (if the experiments have consequences in later stages)?

Yes

• Are they non-human primates?

In this case it is necessary to have obtained ethical approval at the time of submitting your proposal for funding.

Yes

Upload the ethical approval on the intended experiments on non-human primates.

Upload

• Are they genetically modified animals?

• Are they cloned farm animals?

• Are they endangered species?

6. Access and benefit sharing and the Nagoya Protocol

Does your research involve genetic resources or traditional knowledge associated with genetic resources, that are captured by the EU Regulation related to the Nagoya Protocol?

In Access and Benefit Sharing legislation, more specifically according to the EU-legislation related to the Nagoya Protocol, ‘genetic resources’ are defined as ‘any material of plant, animal, microbial or other origin containing functional units of heredity and that is of actual or potential value’, and ‘traditional knowledge associated with genetic resources’ means ‘knowledge held by an indigenous or local community that is relevant for the utilisation of genetic resources’. Please consult http://nagoya.vti.be for the procedure to follow as soon as the project is granted.

• Provide the name of the country/countries.

Use up to 4000 characters.
7. (Inter)national 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.

Could the situation in the country put the researcher and/or the individuals taking part in the research at risk?

8. Dual use and military applications

Does your research have the potential for military applications?

Does this research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?

'Dual-use goods' are goods, software and technology that are commonly used for civilian purposes, but that can have military applications, or can contribute to the production or distribution of weapons of mass destruction'.

9. Misuse & human rights

Does your research have the potential for misuse of research results?

Do the activities and chosen partners pose a potential risk for a Human Rights infraction?
10. Other ethics issues (optional)

Are there any other issues that should be taken into consideration? (optional)

Your research may raise new ethical issues and concerns that are currently not fully covered by the Ethics Issues Table (e.g. new developments in the fields of neurobiology, man-machine interaction, developments in nanotechnology, genetic enhancement, the creation of androids and cyborgs, Artificial Intelligence, etc.).

Use up to 2500 characters.

11. Environment & health and safety

Does your research involve the use of elements that may cause harm to the environment (water, air, soil, noise, ...), to animals or plants?


Does your research involve the use of elements that may cause harm to humans, including research staff and their co-workers?


Is (part of) your research carried out within protected areas?


Do the proposed experiments make use of any parts of animals, GMO’s or pathogens?


Do the proposed experiments make use of activities, installations or products that need to be covered by permits (ionizing radiation, radioactive substances, pharmaceutical products, drug precursors, explosives and precursors, cyanides, ...)?


**Work packages (optional)**

*Work Packages*
Give the number and description of the work packages for which you will submit an application to the relevant ethics committee(s).

<table>
<thead>
<tr>
<th>Number/description of WP(s):</th>
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</table>

**Starting date of WP(s):**  

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</table>

Please specify which ethics committee(s) deal(s) will deal with your application:

<table>
<thead>
<tr>
<th>Ethics committee category</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
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.

I agree  I do not agree