EXAMPLE OF AN APPLICATION FORM:

MEDIUM-SCALE RESEARCH INFRASTRUCTURE
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

Select an application type

OK
Application type selection

Select an application category. Infrastructure

Select an application type. medium-scale research infrastructure

OK
General

<table>
<thead>
<tr>
<th>GENERAL</th>
<th>HOST INSTITUTION</th>
<th>SUPERVISOR / SPOKESPERSON</th>
<th>SCIENTIFIC CONTEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFRASTRUCTURE</td>
<td>RESEARCH GROUP QUALIFICATIONS</td>
<td>FUNDING PER HOST INSTITUTION</td>
<td>ETHICS</td>
</tr>
</tbody>
</table>

| EXTRA DATA |

A research infrastructure application has to be written in English.

**Give the English title of the requested infrastructure.**

*Use up to 250 characters.*

| EXTRA DATA |

**Give the Dutch title of the requested infrastructure.**

*Use up to 250 characters.*

| EXTRA DATA |

**Give a non-confidential summary in English of your medium-scale research infrastructure proposal in layman’s terms.**

*Use up to 1500 characters.*

| EXTRA DATA |

**Give a non-confidential Dutch summary of your medium-scale research infrastructure proposal in layman’s terms.**

*Use up to 1500 characters.*
CONFIDENTIALITY

Is this infrastructure application part of a project with a confidentiality clause?

- yes entirely

Please give a brief justification for the application being entirely part of a project with a confidentiality clause.

Use up to 240 characters.

CONFIDENTIALITY

Is this infrastructure application part of a project with a confidentiality clause?

- yes partly

Please list below the chapters of this form that come under a confidentiality clause as well as a brief justification on confidential chapters.

Use up to 240 characters.

CONFIDENTIALITY

Is this infrastructure application part of a project with a confidentiality clause?

- no
OTHER FUNDING

Have the content of this proposal and at least the main part of the proposed research infrastructure, 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 (infrastructure, project...).

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

Use up to 240 characters.

Has the proposal already been funded?

☐yes ☐no ☐funding decision still pending

☐ to another organization

Please provide 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 funding decision(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 or already obtained, ... 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 pending applications for funding or obtained funding mentioned above relate to the current application.

State "NA" if not applicable

Use up to 1900 characters.
### Host institution

#### Application form: medium-scale research infrastructure

**FILE NUMBER: 7642**

<table>
<thead>
<tr>
<th>GENERAL</th>
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<td>ETHICS</td>
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<tr>
<td>EXTRA DATA</td>
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</tbody>
</table>

Specify the main Flemish host institution.

**nature of application**

Are you still looking to extend the collaboration to a (an additional) Flemish university and/or one or more third parties?

**Save**
nature of application

1/ application without partner institution or third party

2/ application with partner institution(s) and one or more third parties

Please specify below.
More than one situation is possible

☐ with university partner institution(s)
☐ with third parties

Justify the collaboration.
Use up to 3750 characters.
☑️ with university partner institution(s)

Specify the university partner institution(s). 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. Please select at least one additional institution or change the nature of your application.

Add

☑️ with third parties

Fill in the data of the third parties

Add

Fill in the data of the third parties (Optional)

<table>
<thead>
<tr>
<th>full name</th>
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<tbody>
<tr>
<td>department</td>
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<tr>
<td>e-mail</td>
<td></td>
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<tr>
<td>street and number</td>
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<tr>
<td>postal code</td>
<td></td>
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<tr>
<td>town</td>
<td></td>
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<tr>
<td>country</td>
<td></td>
</tr>
<tr>
<td>telephone number</td>
<td></td>
</tr>
</tbody>
</table>

main activity of the organisation (public or private reasearch institution, company etc.)
Are you still looking to extend the collaboration to a (an additional) Flemish university and/or one or more third parties?

Yes

Describe what steps have already been taken to expand the collaboration and what type of body (university, college of higher education and/or third party) or expertise you are seeking.

Use up to 1000 characters.
Some compulsory fields in this section have not been completed.

A detailed list of all publications of the principal investigator appointed at a Flemish host institution and the co-supervisors should be submitted through the FWO E-portal before the final submission date of the call.

NOTE: These publications do not have to be sent as a separate attachment nor as part of another attachment.

**Who is the supervisor, appointed at a Flemish host institution?**

<table>
<thead>
<tr>
<th>surname</th>
<th>first name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forck</td>
<td>Tanja</td>
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</tbody>
</table>

Add the co-supervisor(s), appointed at a Flemish host institution or from a third party. (Optional)

Add

Add the co-supervisor(s), appointed at a foreign host institution or from a third party. (Optional)

Add

Upload the background of the supervisor and co-supervisor(s)

Please complete the questions in the template followed by a short CV, with focus on this infrastructure application, for each of the (co-)supervisor(s) with a maximum of three pages (including the questions) per CV.

**Download template**

You can upload the PDF file(s).

Upload

Save
Add the co-supervisor(s), appointed at a Flemish host institution or from a third party. (Optional)
title
first name
surname
date of birth (optional)
position (optional)
e-mail
organisation
research group
street and number
postal code
town
country
Belgium
Submit   Cancel
Add the co-supervisor(s), appointed at a foreign host institution or from a third party. *(Optional)*

**Title**

**First name**

**Surname**

**Date of birth** *(optional)*

**Position** *(optional)*

**E-mail**

**Organisation**

**Research group**

**Street and number**

**Postal code**

**Town**

**Country**

Submit  Cancel
Template background of the supervisor and co-supervisor(s)

BACKGROUND OF THE SUPERVISOR AND CO-SUPERVISOR(S)

SHORT CV

(MAX. 3 pages per supervisor/co-supervisor)

The titles below provide a list of aspects that should be discussed in the short CV with focus on this infrastructure application to be completed by each of the (co-)supervisor(s) with a maximum of 3 pages (including the questions) per CV. Please retain these titles in the final CV. You may add extra titles and subtitles as necessary. Please stick to the maximum number of 3 pages, without changing text layout (font Calibri 11, line distance 1, page margins etc.). Please also remove this explanatory paragraph before submitting this short CV. Order and name the CV’s correctly before uploading.

Specify your name

*Click here to insert your text.*

Mention your current job position/appointment

*Click here to insert your text.*

Describe your experience of conducting research with and the management of research infrastructures, possibly in a consortium or an international context

*Click here to insert your text.*

Give your top 5 publications

*Click here to insert your text.*

Give your 5 most relevant publications for the requested infrastructure

*Click here to insert your text.*
State if research financing was obtained in the last 5 years: (co-)supervisor of research projects (with a statement of the financing body, project title, budget, period)

*Click here to insert your text.*

Explain the contribution to value-development activities (patents, licenses, spin-off creation ...), if applicable

*Click here to insert your text.*

Provide other relevant information for this research infrastructure application from your CV.

*Click here to insert your text.*
Describe how the requested infrastructure fits into the research activities of the host institution / consortium. This part contains maximum three pages (font Calibri 11) herein included all tables, graphs, illustrations etc.

**Download template**

You can upload the description of the scientific context here in one PDF file.

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

- [Upload]
- [Save]
The title below provides a list of aspects that should be discussed in the scientific outline. This is followed by a brief description of the expected content in italics. Please retain these titles in the final description. You may add extra titles and subtitles as necessary. Please stick to the maximum number of 3 pages, without changing text layout (font Calibri 11, line distance 1, page margins etc.). Please also remove this explanatory paragraph before submitting this scientific description. You can add images if applicable, but the total pdf should not exceed 10 MB including images.

Scientific context of the research field or fields to which the application relates
Describe how this application fits in the research activities of the host institution/consortium. Give in a national and international context the research field or fields to which the application relates, the state-of-the-art infrastructure available for this research, recent breakthroughs and ‘hot topics’ including, if relevant, technological applications.

Click here to insert your text.

Research type
Please click the box. More than one option is possible.

☐ fundamental research
☐ strategic basic research
**Infrastructure**

Describe the requested infrastructure and give more details on the acquisition, the housing and the usage plan. This part contains maximum eight pages (font Calibri 11) here in included all tables, graphs, illustrations etc.

**Download template**

You can upload the infrastructure as one PDF file here.

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

[Upload]

[Save]
The titles below provide a list of aspects that should be discussed in the infrastructure outline. This is followed by a brief description of the expected content in italics. Please retain these titles in the final infrastructure description. You may add extra titles and subtitles as necessary. Please stick to the maximum number of 8 pages, without changing text layout (font Calibri 11, line distance 1, page margins etc.). Please also remove this explanatory paragraph before submitting this infrastructure description. You can add images if applicable, but the total pdf should not exceed 10 MB including images.

**Describe the requested infrastructure/equipment**

Describe the requested infrastructure (including planned upgrades). State whether the application relates to the purchase of new infrastructure or the extension/replacement of existing infrastructure. If the infrastructure is to be purchased, state how many suppliers there are on the market and the expected lead time after placement of the order. If the infrastructure is to be constructed, explain the technological feasibility of the proposal and explain in a project plan the construction and operation of the infrastructure (staff, schedule, work, benchmarking, etc.). If it relates to an expansion and/or replacement of existing infrastructure, indicate the year in which the existing apparatus was purchased/installed and the means by which the purchase was financed. State whether the infrastructure is already commercially available or at an experimental stage and if the application relates to the purchase of components to build the infrastructure. If the infrastructure is still at an experimental stage, state whether the applicant is collaborating in its development.

*Click here to insert your text.*

**Describe the infrastructure/equipment you have already at your disposal in a (international) context.**

Describe what infrastructure/equipment you have already at your disposal. State the similar equipment/infrastructure known to you in your own institution(s) and/or in Flanders. Explain the need to have this equipment/this infrastructure yourself to carry out the research work if the equipment/infrastructure is already in your own institution or in Flanders.

*Click here to insert your text.*

**Describe the housing and location of the requested infrastructure**

Describe the housing (including specific installation requirements, conversions, new construction etc.) and phasing of the construction works. Give also an overview of the permits to be required (e.g. planning permission, environmental permit etc.). Explain where the requested infrastructure will be located, in your own research group (local) or in a pooled facility (if so, name the facility). Give a short motivation for your choice of the location of the requested infrastructure.

*Click here to insert your text.*
Give an usage plan

Give a plan for the first three years after purchase of the equipment/infrastructure or, if after it has come into service, if it considers a construction, including a statement of the conditions under which any surplus usage time will be made available (against reasonable compensation) to other research groups within and outside your own institution(s) and any third parties. If several institutions are involved in the application, you must draw up a management plan for the equipment/infrastructure. If third parties are involved in the application, the management plan must expressly state when and how they can exercise the right to use the equipment/infrastructure.

Click here to insert your text.

Estimated usage time

_______% usage time for own research groups of the consortium
_______% usage time for other research groups within the institutions of the consortium
_______% usage time for external research groups
_______% usage time for third parties (e.g. companies)
_______% total amount of estimated usage time
Research group qualifications

<table>
<thead>
<tr>
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<tr>
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</tbody>
</table>

Describe the scientific added value of the requested equipment/infrastructure for the research of the partners concerned and give more information on the strategic added value of the requested equipment/infrastructure for the research groups concerned, for the institutions concerned and for the Flemish research area in general. Add also information on the valorisation opportunities (if applicable). This part contains maximum four pages (font Calibri 11), herein included all tables, graphs, illustrations etc.

Download template
You can upload the research group qualifications in one PDF file here.

Upload
Save
QUALIFICATION OF THE RESEARCH GROUP (MAX. 4 pages)

The titles below provide a list of aspects that should be discussed in the qualification outline. This is followed by a brief description of the expected content in italics. Please retain these titles in the final description. You may add extra titles and subtitles as necessary. Please stick to the maximum number of 4 pages, without changing text layout (font Calibri 11, line distance 1, page margins etc.). Please also remove this explanatory paragraph before submitting this infrastructure description. You can add images if applicable, but the total pdf should not exceed 10 MB including images.

Scientific added value of the requested equipment/infrastructure for the research of the partners concerned

Give a description of the scientific added value of the requested equipment/infrastructure for the research of the partners concerned. Provide an overview of the research projects (ongoing, applied for, or planned) that will make use of the equipment/infrastructure.

Click here to insert your text.

Strategic added value of the requested equipment/infrastructure

Describe the strategic added value of the requested equipment/infrastructure for the research groups concerned, for the institutions concerned and for the Flemish research area in general. Add also information on the valorisation opportunities. If applicable, is the VAT refundable?

Click here to insert your text.

Best effort to set-up a consortium and provide co-funding

Describe why the application is or is not submitted by a consortium and/or in collaboration with third parties. Describe the actions undertaken to set up a consortium (including third parties). If no co-funding by the institutes or by third parties is available, give the motivations for this decision.

Click here to insert your text.
Funding per host institution

Selected initiatives for medium-scale research infrastructure receive a subsidy in the amount of 100% of the costs eligible for subsidy.

Eligible costs
Specify the funds applied for by each host institution of the consortium. Specify the different costs per year for each institution. The project period is 4 years, renewable for maximum 2 years. Cost categories eligible for subsidies are:

- equipment costs for research investments, i.e. the costs of purchasing and connecting the research infrastructure or purchasing the components for the construction of the planned research infrastructure, including the non-refundable portion of VAT. This also includes the upgrading, i.e. the substantial improvement of existing research infrastructure.
- staffing costs for the development and construction of the research infrastructure. This also includes the staffing costs for upgrading the research infrastructure and the costs for the operational or maintenance personnel once the infrastructure is up and running.
- operational costs consisting of maintenance costs over the entire depreciation period, i.e. the costs arising from maintenance agreements or research infrastructure upgrades and equipment repairs. Operational costs relating to the use of the research infrastructure are not eligible for subsidy. These costs will normally be funded by the research projects using the infrastructure.

Co-financing by the institutions and the contribution by third parties (if applicable)
Add per host institution the co-financing. Co-financing can also be indicated for third parties.
Specify the manner in which the costs not covered by FWO will be financed by each partner of the consortium. If third parties are involved in the application, specify the financial, material and/or personal contribution of each third party. If (a part of) the contribution of one or more third parties is made in kind, in the form of a material or personal contribution, specify how the corresponding equivalent financial value is estimated.

Specify the funding context. Make a distinction between eligible costs for each institution and the co-financing by the institutions and the contribution by third parties.
You should first add one or more host institutions in the tab ‘Host institution’. Click on the tabs ‘Eligible costs’ and ‘Co-financing’ to complete the application.

View summary  Eligible costs  Co-financing
### Summary of the Funding (in euro)

This summary will be filled automatically.

- Funding requested from the FWO (= eligible costs)
- Total amount of co-financing and/or contribution by third parties (= co-financing)
- Total subsidizable costs (= eligible costs + co-financing)

<table>
<thead>
<tr>
<th>Overview of Costs by Institution / Third Party</th>
<th>UGent</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible costs (A)</td>
<td>0 euro</td>
<td>0 euro</td>
</tr>
<tr>
<td>Co-financing and/or contribution by third parties (B)</td>
<td>0 euro</td>
<td>0 euro</td>
</tr>
<tr>
<td>Subsidizable costs (A + B)</td>
<td>0 euro</td>
<td>0 euro</td>
</tr>
</tbody>
</table>

[Save]
## Eligible costs

Specify the different infrastructure costs per year.

<table>
<thead>
<tr>
<th>Year</th>
<th>Equipment</th>
<th>Staffing Costs</th>
<th>Operational Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023</td>
<td></td>
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<td>2024</td>
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<tr>
<td>2025</td>
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</tr>
</tbody>
</table>

[Save] [Submit] [Cancel]
Please provide more information on the equipment costs by making use of this template (download).

You can upload the PDF file on the equipment costs here.
At least 1 pdf attachment of this type should be added.

Upload

Please provide more information on the staffing costs by making use of this template (download).

You can upload the PDF file on the staffing costs here.
At least 1 pdf attachment of this type should be added.

Upload

Please provide more information on the operational costs by making use of this template (download).

You can upload the PDF file on the operational costs here.
At least 1 pdf attachment of this type should be added.

Upload
Append at least one price quote in English (or a translation of) for the (components of the) infrastructure to be purchased. The price quotes must be structured in such a way that the cost types (such as acquisition, construction, maintenance agreements, upgrades ...) can be identified separately and that the link with the requested funding for equipment is clearly demonstrated in the summarizing table.

Click here to insert your text.

Please add a summarizing table specifying all equipment costs.
Below you can find an example of a template, adjustable per application.

<table>
<thead>
<tr>
<th></th>
<th>equipment 1</th>
<th>equipment 2</th>
<th>total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>purchase</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>purchase price on quotation</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(currency country of origin)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>purchase price</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>conversion rate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V.A.T. rate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>total purchase</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>extra costs</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>customs</td>
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<td>insurance</td>
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<tr>
<td><strong>total extra costs</strong></td>
<td></td>
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</tbody>
</table>
V.A.T.
V.A.T. on purchase price
V.A.T. on extra costs in euro
V.A.T. total

TOTAL

Template staffing costs

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>STAFF</td>
<td>(MAX. 2 pages)</td>
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</tbody>
</table>

Please stick to the maximum number of 2 pages, without changing text layout (font Calibri 11, line distance 1, page margins etc.). Please also remove this explanatory paragraph before submitting. If extra information needs to be included, upload them through the tab ‘Extra data’.

Motivation of the requested staff

Please make for each host institution a clear motivation of the choice of scientific, technical and administrative staff.

Mention, for each host institution, the names of the staff to be hired and their employment percentage and clearly indicate who will work at which institution. Put “N” if the name is not known yet.

Add an estimate of the personnel costs, if applicable stating the number of man-months expresses in full-time equivalents.

Click here to insert your text.

Please provide a summary in a table specifying your request for funding for staff.

Below you can find an example of a template, adjustable per application.

<table>
<thead>
<tr>
<th>year</th>
<th>type of staff</th>
<th>host institution</th>
<th>name</th>
<th>employment %</th>
<th>number</th>
<th>manmonth cost per month</th>
<th>total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td></td>
<td></td>
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</tbody>
</table>
Template operational costs

**OPERATIONAL COSTS (MAX. 2 pages)**

*Please stick to the maximum number of 2 pages, without changing text layout (font Calibri 11, line distance 1, page margins etc.). Please also remove this explanatory paragraph before submitting. If extra information on the operational costs needs to be included, upload them through the tab ‘Extra data’. You can add images if applicable, but the total pdf should not exceed 10 MB including images.*

Motivation of the requested operational costs

*Please make for each host institution and per year a detailed description of the requested operational costs.*

*Click here to insert your text.*

Please provide a summary in a table specifying your request for funding per operating cost.

*Below you can find an example of a template, adjustable per application.*

<table>
<thead>
<tr>
<th>year</th>
<th>institution</th>
<th>requested funding</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
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<td></td>
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<tr>
<td>2023</td>
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<tr>
<td>2025</td>
<td></td>
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</tr>
</tbody>
</table>
Co-financing

Specify the amount of co-financing and/or contribution.

co-financing or contribution

Please describe how this contribution will be spent.

Save

Please provide more information on the co-financing by completing this template (download).

You can upload the PDF file on the co-financing here.

At least 1 pdf attachment of this type should be added.

Upload

Bladeren... Geen bestand geselecteerd
Describe the co-financing by each partner of the consortium.

Specify the manner in which the costs not covered by FWO will be financed by each partner for the consortium. If third parties are involved in the application, specify the financial, material and/or personal contribution of each third party. If (a part of) the contribution of one or more third parties is made in kind, in the form of a material or personal contribution, specify how the corresponding equivalent financial value is estimated.

Specify if possible if the co-financing relates to equipment, staff or operational costs. Specify also the source of the co-financing (from European projects, H2020, from your own institution (BOF, ...), from a third party).

Please provide a summary in a table.

Please summarize the co-financing per year and per host institution for the period 2022-2025.
In the table below, questions are listed on the ethical aspects of the requested research infrastructure and **NOT on the research that will be carried out with the requested infrastructure.**

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](#).
1. Human embryos/fetuses
2. Humans
3. Human cells/tissues
4. Personal data
5. Animals
6. Access and benefit sharing and the Nagoya Protocol
7. (Inter)national collaboration
8. Dual use and military applications
9. Misuse & human rights
10. Other ethics issues (optional)
11. Environment & health and safety

Work packages (optional)

- I confirm that none of the issues above 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.
1. Human embryos/foetuses

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?

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are they volunteers for social or human sciences research?</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Are they persons unable to give informed consent (including children/minors)?</td>
<td></td>
</tr>
<tr>
<td>Are they vulnerable individuals or groups?</td>
<td></td>
</tr>
<tr>
<td>Are they children/minors?</td>
<td></td>
</tr>
<tr>
<td>Are they patients?</td>
<td></td>
</tr>
<tr>
<td>Are they healthy volunteers for medical studies?</td>
<td></td>
</tr>
</tbody>
</table>

Does your research involve physical interventions on the study participants? *

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does it involve invasive techniques?</td>
<td></td>
</tr>
<tr>
<td>Does it involve collection of biological samples?</td>
<td></td>
</tr>
</tbody>
</table>
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)?

- 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.

- Are they genetically modified animals?

- Are they cloned farm animals?

- Are they endangered species?

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

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 hereditary 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.vlt.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 Issue 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>
</tr>
</thead>
</table>

Starting date of WP(s):

|   |   |   |

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

<table>
<thead>
<tr>
<th>Ethics committee category</th>
</tr>
</thead>
</table>

[Submit] [Cancel]
### ADDITIONAL INFORMATION

You can upload the letters of intent or other relevant information in one PDF file here. *(Optional)*

**Upload**

Please add at least one scientific discipline

Add maximum five scientific disciplines related to this research infrastructure.

**Add**

Enter (up to five) free-text keywords or concepts that best characterize the proposed research infrastructure.

*Use up to 120 characters.*

Please enter at least 1 keyword.
Additional information for ‘University of Ghent’ applications

Select the Committee that will evaluate your application

In order to evaluate the applications, the Research Council relies on its own scientific committees. Please mention the Committee that will evaluate your application. There is only one applicable.

Additional information for ‘Free University of Brussels’ applications

Please list 5 potential referees below and provide contact details.
The names and contact details of at least 5 people, not working in Belgium, whom the applicants consider suitable to referee the application may be given.

Not eligible as referee are:

• persons with a professional appointment to a foreign institute where the applicant had been enrolled as a student or professional in the course of the past three years;
• any co-authors with the applicant of a publication that was submitted or published in the three years preceding the final submission date for the applications;

‘Co-authorship’ is to be understood as follows:
• co-authorship of a monography of which the applicant is co-author as well;
• co-authorship of an article or another type of contribution to a collection (book, journal issue, report, congress proceedings, ...) of which the applicant is co-author as well.

Editors are not regarded as co-authors insofar as they have not also acted as what is understood under ‘co-author’ as described above. Co-editors of the applicant are not accepted as an external referee.
• any partners of the applicant(s) in a research project that has been applied for or has been running after January 1st of the year n-3 (n=year of application).

• You must add the requested amount of referees.

Please list people or institutions not suitable as referee
The applicants can put forward people who in their opinions are not suitable to act as referee. Reasons for this opinion must be given.
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. 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 and to experts involved in the evaluation of their proposal in Flanders and abroad (EU and outside EU). 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.

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.

I agree  I do not agree