FWO Guide for Large Scale Research Infrastructure

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2 Introduction

This guide provides practical information to potential applicants in preparing and submitting an application for a Large-scale Research Infrastructure. In order to be able to apply for FWO funding, one must register to get access to the web-based FWO application for preparing, uploading and submitting a proposal. The practical information about this FWO e-portal can be found under section 3 in this guide. Information about the preparation and submission of a large scale research infrastructure proposal can be found in section 4 and 5.

The main goal of this guide is to highlight the practical side of preparing and submitting an application. How to obtain a login? How to change your personal data on the e-portal? Which information to provide in your dossier? How to correctly provide a bibliography?

2.1 FWO Mission

The Research Foundation – Flanders (FWO) is an independent agency that stimulates and supports ground-breaking fundamental research as well as strategic basic research, and also the acquisition of medium- and large-scale research infrastructure in all areas of science at the universities in the Flemish Community, including associated research institutes. The mission, main task, structure and management of FWO can be found on the webpage http://www.fwo.be/en/thewo/organisation/.

2.2 FWO regulations for large-scale research infrastructure

The financing of research infrastructure fits within the Flemish Government’s general objective of strengthening the system of research and innovation in Flanders by improving cooperation among the various players. The Flemish Government grants the FWO a subsidy to support investments in medium-scale and large-scale research infrastructure. All conditions to apply for a large-scale research infrastructure grant are defined by the FWO in the Regulations for large-scale research infrastructure, see the following link: http://www.fwo.be/en/fellowships-funding/research-infrastructure/large-scale-research-infrastructure/regulations-for-large-scale-research-infrastructure/
3 Registration

3.1 Receiving login and password

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. The registration tool can be found in the upper right corner of the FWO home page (http://www.fwo.be/en/).

Click ‘Register’ if you do not have a login and password yet; you will see the following screen:

![Register Screen](image)

Fill out all necessary fields and press the ‘Register’ button. Please make sure you use a valid email address as the login and the password will be sent to you by email. FWO validates these data before providing access to the web-based FWO e-portal, so make sure to register at least **48 hours** before you plan to submit an application.
After receiving a login and password you can immediately access the FWO e-portal, where you will be asked to fill in your personal details, such as your name, birthday and e-mail address.

3.2 Personal details

In order to eliminate redundant requests for information, we ask you to fill in your personal data just this once in the FWO e-portal by clicking on ‘edit your personal details’. Upon entering the personal details section, some parts of the different sections on the left will be listed automatically. Please add all missing data by carefully going through all sections; ‘Personal details’, ‘Diplomas/Current Studies’, ‘Posts/Career’, ‘Disciplines’, ‘Publications’, ‘Addresses’, ‘Contact information’ and ‘User account management’. This information can be used for each future proposal submission. Please make sure to update your personal details with each future application, especially the publications section.

Please be aware that the FWO reserves the right to verify the given information.

Also do make sure that you create your bibliography in an internationally accepted bibliographical style providing all necessary data such as number of pages, all (co-)authors, date of publication, impact factor in the year of publication (when available), citations, etc. Be consistent by using the same bibliographical style each time you add a publication. All publications must be ordered by type (A1-C3). The different types are explained in the scroll down menu. You can easily copy/paste your bibliography from a Word document. Providing a bibliography in PDF format is no longer possible. The advantage of listing your publication in the ‘Personal Data’ section is that the added bibliography can be used for each future proposal submission. Be aware to update your bibliography with each new proposal submission!
Update your publication with each new proposal submission!

In the ‘user account management’ tab you can change your password. In the section ‘Personalia Pdf’, you can generate a PDF of all the personal data you filled in.

After completing or editing your personal profile, you may start or proceed preparing your application. Select the tab ‘Application’ in the ‘Researcher’. To continue preparing an existing application that has not been submitted yet, go to ‘overview of your applications’.
4 Large-scale Research Infrastructure projects

4.1 Background of the call for large-scale research infrastructure

Flanders has a structural funding mechanism for medium and large-scale research infrastructure for fundamental and strategic basic research. The definition of “infrastructure” is very broad. It stretches to all facilities and sources designed to promote cross-border and strategic basic research in all scientific disciplines. Besides scientific infrastructure, this includes collections, natural habitats, corpora and databases (and opening them up digitally).

The call for research infrastructure fits within the Flemish Government’s general objective of strengthening the system of research and innovation in Flanders by improving cooperation between the various players. The concrete objectives are to:

- encourage cooperation between universities, university colleges (at both the inter-association and intra-association level), institutions for post-initial education, strategic research centres, research institutions and the private sector. This cooperation will be stimulated by means of a progressive subsidy percentage based on the level of co-financing by several parties.
- guarantee optimal opportunities for use and availability over a significant length of the infrastructure’s life cycle. To this end, when the proposal is submitted account must be taken not only of the investment cost but of other costs as well, such as maintenance costs and the costs of technical personnel brought in specifically to keep the apparatus running.

Large-scale research infrastructure is defined as research infrastructure with a total financing cost of at least 1 million euros (including the non-refundable portion of the VAT). Applications for large-scale research infrastructure are submitted directly to the FWO. The ‘artificial upgrading’ of an application to an application for large-scale infrastructure by joining together several instruments that have little or no structural cohesion is prohibited. An application may propose the purchase of several instruments but these must form a whole and it must be demonstrated that the proposed research programme(s) cannot be carried out if one of them is not available.

4.2 Applying for a large-scale research infrastructure

4.2.1 General practical information

An application can only be submitted in response to a ‘call for proposals’; calls will be announced by FWO and published on the website. Applicants fill out the online application form at the FWO e-portal. When the form is complete, however, the project application will have to be validated by the university or strategic research center or school of higher education of the principal investigator (PI) of the research infrastructure project before they are allowed through to FWO, and only the university, the strategic research center or the school of higher education can make the final submission of the proposal to the FWO. This is an automated process; completed forms are automatically transferred to the research department of the above mentioned institutions, who can then validate the proposal and make the final submission to FWO. The final submission date is 2021, September 15th at 5 PM. In order to ensure that all candidates get an equal chance, no additions to the applications will be accepted after this date.

Please note that while the final submission deadline for research departments of the university, research institution or school of higher education is September 15th, these institutions may need sufficient time to validate the proposals internally. They may therefore impose an internal deadline (= September 8th) to their researchers. As no applications can be submitted without the validation by the institution of the PI, applicants are advised to check with their institution’s research department whether there is an internal deadline.
Once the institution makes the final submission to the FWO of a proposal, the applicant (PI) will receive an automated message that confirms the submission and a message containing the file number of his/her application, which can be used in all further communications with the FWO administration regarding the application.

4.2.2 Application type

The request of a large-scale research infrastructure starts in the FWO e-loket. Select ‘new application’ (under the tab applications). The Regulations for medium-scale research infrastructure differ from those of large-scale research infrastructure. Please select the appropriate application form at the start of your application.

After applying for a new application select the type of application. For this application select ‘Infrastructure’ in the first bar. After selecting ‘Infrastructure’ there are two options to choose between in the second bar: ‘Large-Scale research infrastructure’ or ‘Medium-scale research infrastructure’. For this application you select ‘Large-scale research infrastructure’.

5 Overview of sections

Each application consists of several sections that need to be completed before submission: ‘General’, ‘Summary’, ‘Host institution’, ‘Supervisor/spokesperson’, ‘Scientific Context’, ‘Referees’, ‘Infrastructure’, ‘Investment Plan’, ‘Funding per host institution’, ‘Ethics’ and ‘Extra data’. An applicant can continue to modify the proposal and save revised versions overwriting the previous one right up until the deadline. The section will turn light blue when all necessary data is completed in the selected section. Sections that are not fully completed are highlighted in red.
5.1 General

5.1.1 Title

The application must be submitted in English. This is due to the fact that most of the applications’ scientific assessors are international experts.

Please give the title of the application and/or name of the requested infrastructure in English and Dutch in no more than 250 characters.

5.1.2 Scientific Communication

Describe in English and in Dutch in no more than 1,200 characters each, blanks incl., what the requested infrastructure is and why it is being acquired in the first instance. If the application is approved, some or all of these elements may be used to communicate the science (press communiqués or non-professional publications).
5.1.3 Confidentiality implications

In some cases the infrastructure involved in research projects falls under a confidentiality clause, e.g. *in the case of application procedures for patents or other forms of valorisation*. If this is the case, it must be stated. The people involved in evaluation and selection, including the referees, will need to sign a Non-Disclosure Agreement.

For possible confidential implications state if the infrastructure application is part of a project with a confidentiality clause. If you select ‘Yes entirely’ you have to give a brief justification for the application being entirely part of project with a confidentiality clause. If you select ‘Yes Partly’ you will have to list the chapters of this form that come under a confidentiality clause as well as a brief justification on confidential chapters.
5.1.4 Other funding

Describe if the content of this proposal or at least the main part of the proposed research infrastructure, be it with literally the same text or in a varied form, have already been submitted before.

If Yes, specify to whom have they been submitted, to a FWO panel or to another organization:

- to FWO, regardless of the type of funding (infrastructure, project...).
- another organization

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, complementarity, 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 1000 characters.
Do not forget to save the application!

Save

5.2 Summary

Please summarize the application in no more than 1 page in a language which can be easily understood by a scientist/scholar who is not a specialist in the subject. Use the template to describe the summary and upload the summary in pdf. Do not forget to save the application.

This non-confidential summary of the application should be in a language which can be easily understood by a scientist/scholar who is not a specialist in the subject. This part contains maximum 1 page (font Calibri 11) here included all tables, graphs, illustrations etc.

Download template

Please upload your summary in PDF here.
Bladeren.... Geen bestand geselecteerd.
Upload
Save

SUMMARY (MAX .1 page)

This non-confidential summary of the application should be in a language which can be easily understood by a scientist/scholar who is not a specialist in the subject. Please remove this explanatory paragraph before submitting the summary. You can add images if applicable, but the total pdf should not exceed 10 MB including images.

Give a short summary of the application

This should also include information about:
- what you are applying for
- the key area(s)
- the positioning into the scientific field

Click here to insert your text.

Give an overview of the expected goals of the proposal

This should include a brief description of the key goals or work packages, the expected output and the expected improvements compared to today, ...
Do not forget to save the application!

5.3 Host institution

5.3.1 Main host institution

On the tab ‘Host institution’ select the main Host institution by adding one that is on the list (see figure). After selecting the host institution, do not forget to click on ‘submit’. The name of the host institution will appear.

Under a call for large-scale research infrastructure, applications can be submitted by a research group or research groups at a Flemish university, at higher education institutions in charge of scientific research pursuant to the Higher Education Code of 11 October 2013 (Institute of Tropical Medicine, Vlerick Business School, Antwerp Management School, School of Arts, Antwerp Maritime Academy,...) and by strategic research centres (Flanders Make, IMEC, VIB, VITO, Flanders Make) pursuant to article 29 of the Decree of 30 April 2009, or by a partnership between the above bodies or a partnership between at least
one of the aforementioned bodies and one or more third parties.

The term third party carries a broad definition and is not limited to companies and research centres based in Flanders. Federal scientific and cultural institutions are also viewed as third parties. Third parties, in the first instance companies, can make use of infrastructure provided they make a financially assessable contribution. In other words, third parties cannot receive subsidies. Public entities which depend on, or were set up by, or (partially) funded by the Flemish government, other Belgian authorities, foreign authorities and international or supranational organisations, may act as third parties. Academic hospitals that have a legal personality may not submit applications, but may act as third parties.

5.3.2 Application type

An application can be submitted by:

• a research group or groups from one of the following bodies: a university, a university college, an institution for post-initial education (Institute of Tropical Medicine, Vlerick Business School, Antwerp Management School), and a strategic research centre (Flanders Make, IMEC, VIB, VITO), referred to as an institution application;
• a partnership agreement between two or more of the following bodies: a university, a university college, an institution for post-initial education (Institute of Tropical Medicine, Vlerick Business School, Antwerp Management School), and a strategic research centre (Flanders Make, IMEC, VIB, VITO), referred to as a consortium application;
• a partnership agreement between one of the following bodies: a university, a university college, an institution for post-initial education (Institute of Tropical Medicine, Vlerick Business School, Antwerp Management School), a strategic research centre (Flanders Make, IMEC, VIB, VITO) AND one or more third parties, referred to as an institution application with third parties;
• a partnership agreement between two or more of the following bodies: a university, a university college, an institution for post-initial education (Institute of Tropical Medicine, Vlerick Business School, Antwerp Management School), and a strategic research centre (Flanders Make, IMEC, VIB, VITO) AND one or more third parties, referred to as a consortium application with third parties.

If there is a partner institution(s) or third party (parties) involved, specify the nature of the application and select the partner institution on the list. If there are third parties involved add them by giving up basic information such as organization, street, town, country, email etc. The third party is not required to sign the application, because he/she cannot receive the subsidy. There is no restriction to the number of third parties.
5.4 Extending the collaboration

In the last question of this page select if you are still looking to extend the collaboration to a (an additional) Flemish university and/or university college/college of higher education and/or (a) third party (parties)?

If yes, please describe what steps are 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.

5.5 Partnership agreement

If the application is a consortium application, the subsidy agreement will only be concluded once a partnership agreement concluded between the various research groups involved and their respective institutions has been put before the FWO. This partnership agreement must set out the modalities of the cooperation between the various research groups and their respective institutions as regards implementation of the research infrastructure project. The partnership agreement would be expected to contain provisions relating, among other things, to the following subjects:

- the rights in which the various research groups or their respective institutions might exercise on the subsidised research infrastructure (ownership, co-ownership, usufruct, etc.);
- the financially assessable contribution of the various research groups, or their respective institutions, to the purchase, installation, construction, maintenance and/or operation of the subsidised research infrastructure;
- the repercussions of the granting of subsidies on the various institutions’ participation and their position in other research financing mechanisms (e.g. research section of the new financing model for operating subsidies for universities and colleges of higher education, BOF, IOF, etc.);
- the issue if and how VAT will be charged between different institutions;
- access to and use of the subsidised research infrastructure by the various research groups, with a possible prioritisation, and
- a mediation mechanism in case of disputes over the interpretation and performance of the
partnership agreement or other matters relating to the fulfilment of the research infrastructure project subsidised by the FWO.

If the application is one involving a third party or parties, the contract between the FWO and the receiving institution(s) will only be concluded once the agreement(s) relating to the implementation of the research infrastructure project concluded between the relevant research group(s) or its/their (respective) institution(s) and the third party/parties involved is/are put before the FWO. Under no circumstance may third parties receive subsidies. Subsidies are never paid to third parties, or to legal entities in which third parties and parties entitled to subsidies participate.

Third parties may at all times participate in a subsidised investment initiative. In return for a given financial, personal or material contribution to the investment initiative they may acquire a limited right of use in respect of the research infrastructure. Contributions by third parties must be estimated as accurately as possible as a value in euros.

Do not forget to save the application!

5.6 Supervisor/spokesperson

In this tab add all information about the co-supervisor(s), appointed at a Flemish host institution or from a third party.

Applications are initiated by researchers active in one or more research groups at one or more Flemish universities, university colleges, strategic research centres or institutions for post-initial education. These researchers appoint one from among them to act as application spokesperson and budget keeper. This promoter is referred to as supervisor-spokesperson. Give here the name and contact information for the person acting as the application supervisor-spokesperson.

Give also the name and contact information for each co-supervisor. These co-supervisors are not budget keepers. They must make a real financial contribution via their research group or institution to the application, as shown in the exploitation plan.
Upload at least 1 pdf CV of the supervisor and co-supervisor(s) (if applicable). Please provide us with some more information on the (co-)supervisor(s) track record and recent relevant publications for this large scale infrastructure application. 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 3 pages per CV, including the completed template. Upload only the CV of the supervisor and co-supervisor(s) that are relevant for this application.

Download the template for the cv.

**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

Mention your current job position/appointment

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

Give your top 5 publications

Give your 5 most relevant publications for the requested infrastructure

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)

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

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

Do not forget to save the application!
5.7 Scientific Context

Describe in maximum 6 pages how this application fits in the research activities of the host institution /consortium. Give the scientific context of the research field or fields to which the application relates, the ‘state of the art’ research infrastructure available for this research, and recent breakthroughs and ‘hot topics’, including, where relevant, technological applications. Provide the national & international context.

The titles below provide 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 6 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.

Describe the research field or fields to which the application relates

Describe in an 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. Describe also the already available infrastructure in the consortium.

Describe the scientific position of the research groups

Describe and place in an international context the scientific position of the research group(s) submitting the application, and show their involvement in managing and setting policy in relation to (international) research infrastructures. Show to what extent the research groups possess the scientific and technological competency and management experience needed to carry out the proposed research programme(s) using the requested infrastructure and, where necessary, the extra competencies in need of development.

Describe the complementarity and added value of the consortium partners and the role of each partner in the consortium, if applicable

Describe the scientific context of the application

How closely does the application fit in with the strategic research policy operated by the requesting institutions and their component parts (e.g. group, faculty, department).
Give also any known similar equipment/infrastructures at your own institutions, in Flanders, in Belgium and/or in other countries. Clarify the necessity for your access to this infrastructure to carry out the research work, given that the infrastructure is already present in your own institution(s) or elsewhere. Give your reasons for submitting or not submitting your application as part of a consortium and/or in collaboration with third parties. If you are requesting several items of equipment at the same time explain why these constitute a whole and demonstrate how the research programmes cannot be carried out if one of them is not available. What is the novelty of the requested infrastructure compared to existing equipment in the consortium and for the research community at large?

To what extent might the (access to or the participation at the) infrastructure function as a locus to generate new projects and partnership agreements? To what extent does the requested infrastructure contribute to the strengthening of the Flemish or regional position in the research field in question, and, in the case of strategic basic research, to the strengthening of innovative capacity in Flanders?

Research type
Please click the box. More than one option is possible
☒ Fundamental research
☒ Strategic basic research

5.8 Referees

In order to support the work of the Science Commission, scientific recommendations are obtained for each application from at least three experts. Applicants have the possibility of proposing at least one and a maximum of five people, not working in Belgium, whom they consider suitable to assess the application. Applicants must not contact these referees themselves.

The applicants and the referees may not communicate in any way with each other about any aspect of the application and of the evaluation.

At the time of entry in the application process, the referees will need to declare that they comply with the eligibility requirements for referees, that they will treat all information contained in the application as confidential and that they will not use any of this information for purposes other than their evaluation of the application.
Applicants can list a maximum of three people whom they do not want as a referee. This is optional. Reasons for this opinion must be given.

5.9 Infrastructure

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.

Explain the relevance, scientific and technological added value and innovative character of the requested infrastructure in developing the research field(s) involved. Give the Flemish, Belgian, European and international context.

Describe the scientific added value of the infrastructure for the research work to be carried out using the requested infrastructure.

Describe the proposed research programme or proposed research programmes for which the requested infrastructure is required.

Describe briefly the achievements already obtained by the promoter-spokesperson and the co-promoters related to the proposed research programme(s).

Do(es) the proposed research programme(s) tie in with the applicants’ long term research? Do(es) the proposed research programme(s) represent a new research direction for the applicants? Explain.

Explain the relevance, scientific and technological added value and innovative character of the proposed research programme(s) for the research field(s) in question.

Please include 3 major milestones for the first three to five years.

Provide an overview of the research projects (ongoing, applied for, or planned) that will make use of the equipment/infrastructure.

**Describe the 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.

Describe briefly the achievements already obtained or to be expected. Describe the long- or short-term economic, societal and/or policy-relevant impact achieved or to be expected, quantify if possible.

Add also information on the valorisation opportunities (if applicable). Is the VAT refundable yes/no? Explain.

**5.10 Investment plan**

**Application form: large-scale research infrastructure**

**FILE NUMBER: 61643**

**GENERAL**

**SUMMARY**

**HOST INSTITUTION**

**SUPERVISOR / SPEAKESPERSON**

**SCIENTIFIC CONTEXT**

**REFEREES**

**INFRASTRUCTURE**

**FUNDING PER HOST INSTITUTION**

**ETHICS**

**EXTRA DATA**

**INVESTMENT PLAN**

Describe how the infrastructure will be obtained and the legislation regarding its installation and exploitation. Describe also the housing and the exploitation plan. This part contains maximum eight pages (Font Celarbi 11) herein included all tables, graphs, illustrations, etc.

Download template.

You can upload the investment plan as a PDF file here.

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

Specify.

Geen bestand geselecteerd.

**Upload**

Version February 2021
INVESTMENT PLAN (MAX. 8 pages)

The titles below provide a list of aspects that should be discussed in the investment 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 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, tables, graphs, illustrations, ...

Describe how the infrastructure will be obtained and the legislation regarding its installation and exploitation.

Give a description of how the infrastructure or parts of the infrastructure to be built will be obtained (purchase, leasing, public-private partnership, etc.).
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.).
Describe the licences needed for the installation and use of the infrastructure (e.g. building permit, environmental licence, insurance, etc.) and state whether these have already been granted, or applications submitted, giving the likely date of issue, or applications are in preparation, giving the likely dates of submission and issue.

Describe the housing

Give a detailed description of any housing required for the requested research infrastructure. Pay attention to needs specific to installation, alterations, and, where applicable, the work schedule for these works. State the technical standards to be satisfied and how this will be achieved.

Give an exploitation plan

Give an exploitation plan relating to the infrastructure for the first three years after purchase, or, in the case of construction, after commissioning by the applicants.
Give information on the following:

- The planned date on which the research infrastructure can be used for research purposes
- The exploitation of the research infrastructure, paying attention to quality care and safety aspects
- The estimated time available to users (stating estimated maintenance time), how the available user time will be managed and how priorities will be set within the research groups that submit an application
- The financing of the exploitation costs
- The valorisation opportunities
- If there is a surplus of user time, describe the user community of the infrastructure and explain the access policy: how will other users (research groups in and outside of own institution(s), the Flemish business world or other) be attracted, and under what conditions (e.g. rules for use and application of a reasonable fee) they will have ‘open access’ to the infrastructure.

Give an indication of the funding for maintenance, exploitation and upgrading the infrastructure after the funding agreement with FWO expires.
Do the various suppliers offer sufficient guarantees, even after installation and delivery? Should a supplier drop out, is there a backup plan for, among other things, maintenance?
5.11 Funding per host institution

The subsidising of selected proposals for large-scale research infrastructure amounts to 70% of the subsidisable costs. In order to stimulate cooperation between centres of knowledge and between centres of knowledge and third parties, this percentage can be increased to:

- 90% of the subsidisable costs if the proposal is made by research groups from more than one subsidy-eligible body and it is demonstrated in the application dossier that all applicants account for at least half of the amount they would have to pay if the remaining 10% of the subsidisable costs were proportionately distributed.

- 100% of the portion of the subsidisable costs to be funded by the university or university college itself if at least 25% of the qualifying costs are borne by a body other than a university or university college.

In a consortium there must be a real contribution and commitment from all applicants. For example, if two partners of subsidy-eligible bodies cooperate, the share to be co-financed must be proportionately divided between the two (each 1/2 of 10%), whereby one partner contributes at least half of the half (1/4 of 10%) and the other no more than the remaining 1/2. If, for example, 3 partners cooperate, the share to be co-financed must be proportionately divided between the three (each 1/3 of 10%), whereby two partners contribute at least 1/6 of 10%, whereas the other partner contributes no more than the remaining 2/3.

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
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. The ‘view summary’ is generated automatically.

5.11.1 Subsidy percentages

The subsidising of selected proposals for large-scale research infrastructure amounts to 70% of the subsidisable costs. In order to stimulate cooperation between centres of knowledge and between centres of knowledge and third parties, this percentage can be increased to:

- 90% of the subsidisable costs if the proposal is made by research groups from more than one subsidy-eligible body and it is demonstrated in the application dossier that all applicants account for at least half of the amount they would have to pay if the remaining 10% of the subsidisable costs were proportionately distributed. This is to emphasise that there must be a real contribution and commitment from all applicants, and that it is not simply a formal construct. For example, if two partners cooperate, the share to be co-financed must be proportionately divided between the two (each 1/2 of 10%), whereby one partner contributes at least half of the half (1/4 of 10%) and the other no more than the remaining 3/4. If, for example, 3 partners cooperate, the share to be co-financed must be proportionately divided between the three (each 1/3 of 10%), whereby two partners contribute at least 1/6 of 10%, whereas the other partner contributes no more than the remaining 2/3;

- 100% of the portion of the subsidisable costs to be funded by the university or
university college itself if at least 25% of the qualifying costs are borne by a body other than a university or university college.

Tables 1 and 2 illustrates the subsidy percentages for large scale research infrastructure through fictitious figures for a number of situations which may occur in practice.

**Table 1:** Illustration of the subsidy percentages from the perspective of universities/university colleges based on fictitious figures for a number of situations which may occur in practice.

<table>
<thead>
<tr>
<th>e.g.</th>
<th>total cost eligible for subsidy</th>
<th>Body</th>
<th>% cost</th>
<th>% subsidy</th>
<th>cost to be borne</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EUR 2,000,000</td>
<td>university/university college A</td>
<td>100%</td>
<td>70% (= EUR 1,400,000)</td>
<td>EUR 600,000</td>
</tr>
<tr>
<td>2</td>
<td>EUR 2,000,000</td>
<td>university/university college A</td>
<td>50%</td>
<td>90% (= EUR 900,000)</td>
<td>EUR 100,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>university/university college B</td>
<td>50%</td>
<td>90% (= EUR 900,000)</td>
<td>EUR 100,000</td>
</tr>
<tr>
<td>3</td>
<td>EUR 2,000,000</td>
<td>university/university college A</td>
<td>50%</td>
<td>90% (= EUR 900,000)</td>
<td>EUR 100,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>strategic research centre/institution for post-initial education A</td>
<td>50%</td>
<td>90% (= EUR 900,000)</td>
<td>EUR 100,000</td>
</tr>
<tr>
<td>4</td>
<td>EUR 2,000,000</td>
<td>university/university college A</td>
<td>50%</td>
<td>100% (= EUR 1,000,000)</td>
<td>EUR 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>third party</td>
<td>50%</td>
<td>0%</td>
<td>EUR 1,000,000</td>
</tr>
<tr>
<td>5</td>
<td>EUR 2,000,000</td>
<td>university/university college A</td>
<td>35%</td>
<td>100% (= EUR 700,000)</td>
<td>EUR 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>strategic research centre/institution for post-initial education A</td>
<td>35%</td>
<td>90% (= EUR 630,000)</td>
<td>EUR 70,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>third party</td>
<td>30%</td>
<td>0%</td>
<td>EUR 600,000</td>
</tr>
<tr>
<td>6</td>
<td>EUR 2,000,000</td>
<td>university/university college A</td>
<td>80%</td>
<td>70% (= EUR 1,120,000)</td>
<td>EUR 480,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>third party</td>
<td>20%</td>
<td>0%</td>
<td>EUR 400,000</td>
</tr>
<tr>
<td>7</td>
<td>EUR 2,000,000</td>
<td>university/university college A</td>
<td>40%</td>
<td>90% (= EUR 720,000)</td>
<td>EUR 80,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>strategic research centre/institution for post-initial education A</td>
<td>40%</td>
<td>90% (= EUR 720,000)</td>
<td>EUR 80,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>third party</td>
<td>20%</td>
<td>0%</td>
<td>EUR 400,000</td>
</tr>
</tbody>
</table>
Table 2: Illustration of the subsidy percentages for large-scale research infrastructure from the perspective of strategic research centres/institutions for post-initial research by means of fictitious figures for a number of situations which may occur in practice.

<table>
<thead>
<tr>
<th>e.g.</th>
<th>total cost eligible for subsidy</th>
<th>Body</th>
<th>% cost</th>
<th>% subsidy</th>
<th>cost to be borne</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EUR 2,000,000</td>
<td>strategic centre/institution for post-initial education A</td>
<td>100%</td>
<td>70% (= EUR 1,400,000)</td>
<td>EUR 600,000</td>
</tr>
<tr>
<td>2</td>
<td>EUR 2,000,000</td>
<td>strategic centre/institution for post-initial education A</td>
<td>50%</td>
<td>90% (= EUR 900,000)</td>
<td>EUR 100,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>university/university college A</td>
<td>50%</td>
<td>90% (= EUR 900,000)</td>
<td>EUR 100,000</td>
</tr>
<tr>
<td>3</td>
<td>EUR 2,000,000</td>
<td>strategic centre/institution for post-initial education A</td>
<td>50%</td>
<td>90% (= EUR 900,000)</td>
<td>EUR 100,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>strategic centre/institution for post-initial education B</td>
<td>50%</td>
<td>90% (= EUR 900,000)</td>
<td>EUR 100,000</td>
</tr>
<tr>
<td>4</td>
<td>EUR 2,000,000</td>
<td>strategic centre/institution for post-initial education A</td>
<td>50%</td>
<td>70% (= EUR 700,000)</td>
<td>EUR 300,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>third party</td>
<td>50%</td>
<td>0%</td>
<td>EUR 1,000,000</td>
</tr>
<tr>
<td>5</td>
<td>EUR 2,000,000</td>
<td>strategic centre/institution for post-initial education A</td>
<td>35%</td>
<td>90% (= EUR 630,000)</td>
<td>EUR 70,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>university/university college A</td>
<td>35%</td>
<td>100% (= EUR 700,000)</td>
<td>EUR 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>third party</td>
<td>30%</td>
<td>0%</td>
<td>EUR 600,000</td>
</tr>
<tr>
<td>6</td>
<td>EUR 2,000,000</td>
<td>strategic centre/institution for post-initial education A</td>
<td>40%</td>
<td>90% (= EUR 720,000)</td>
<td>EUR 80,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>university/university college A</td>
<td>40%</td>
<td>90% (= EUR 720,000)</td>
<td>EUR 80,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>third party</td>
<td>20%</td>
<td>0%</td>
<td>EUR 400,000</td>
</tr>
</tbody>
</table>

5.11.2 Eligible costs

In the case of an application for large-scale research infrastructure the total subsidisable costs are at least EUR 1,000,000. In the tab ‘Funding per host institution’ you have to specify the funds applied for by each host institution. Click on the tab ‘Eligible costs’ to complete the application. Specify the different infrastructure costs per year for each institution. The project period is 4 years, renewable for maximum 2 years.
5.11.2.1 Cost categories eligible for subsidy

Cost categories eligible for subsidies:

- **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;
- **Personnel costs** for the development and construction of the research infrastructure. This also includes the personnel 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.

The overhead percentage applicable to research infrastructure projects is 10%. This overhead must be used primarily to cover the costs for modifications to buildings and connection costs relating to the research infrastructure. This overhead must NOT be included in the eligible costs. Please also take the (non-refundable portion of the) VAT into account by filling in the tables.

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.

5.11.2.2 Rules for the calculation of personnel costs

To calculate the personnel costs, the real wage costs of already employed personnel are used; otherwise, an estimate of the cost for the personnel to be recruited shall be specified. Systems used to estimate the real wage cost are available from the personnel department of each institution. This is the maximum individual personnel cost per annum. It allows supervisors to recruit personnel under an employment contract or (in the case of a researcher) a PhD grant. When carrying out a subsidised project the maximum amounts must be respected, but not necessarily the number of subsidised items. Supervisors can recruit both full-time and part-time personnel (scientific or technical, depending on the appointment), but always full-time in the case of PhD grants), provided they remain within the allocated budget.

If, with respect to personnel costs for the permanent maintenance and operation of the research infrastructure, account is made of the costs for personnel already in service at the host institution on a permanent or contractual basis, the current wage cost for that personnel will be included in the budget in part or in full as a cost eligible for subsidy (based on the total hours per month spent on permanent maintenance and operation by that personnel).

Costs for training, education and retraining of personnel on the use of the research infrastructure are eligible for subsidy. These are in fact maintenance costs, more particularly personnel costs for permanent maintenance and operation of the research infrastructure. To enable the operation of the research infrastructure, either competent personnel must be recruited or already employed personnel must be trained and/or retrained.

However, this is subject to two conditions:
- First, such costs for training, education and retraining of personnel are eligible for subsidy during the depreciation period of the research infrastructure. This implies that not only initial training costs but also costs for retraining (e.g. following an upgrade) are eligible for subsidy. However, retraining costs are only eligible for subsidy until the end of the depreciation period, after which they will have to be borne by the association.
- Second, throughout the depreciation period of the research infrastructure, maximum 15 percent of the allocated subsidy may be used for personnel training, education and retraining costs. Personnel costs can be justified during the term of the agreement signed by the respective parties for the implementation of the infrastructure project and the following year.
5.11.2.3 Motivation of equipment, staff and operational costs

For each category of requested costs, a template needs to be completed with the description of the requested funds.

Not all of the eligible cost categories need to be applied for simultaneously in this infrastructure application.

For **equipment costs** append at least one price quote in English (or at least a translation) 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.

**EQUIPMENT (MAX. 8 pages)**

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. If extra information on the price quotations needs to be included, upload them through the tab ‘Extra data’.

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.

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>purchase</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>purchase price on quotation</td>
<td></td>
<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>
</tbody>
</table>

Version February 2021
For the **staffing costs**, complete the template indicating an estimate of the personnel costs, if applicable stating the number of man-months expresses in full-time equivalents.

**STAFF**  (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 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.

**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>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2025</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For **operational costs** complete the template if applicable.

**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 without cofunding
Please make for each host institution and per year a detailed description of the requested operational costs without cofunding.

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></th>
<th>institution</th>
<th>requested funding</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2025</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.11.3 Cofinancing
Click on the tab ‘Co-financing’ to complete the application. 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. One example of a personal contribution is the provision of specialist construction personnel. One example of a material contribution is the free supply of building materials or technical components. 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. Third parties do not qualify for subsidies.

If the institutions or third parties are co-financing the application a description should be given, per institution, of how this is to take place and of the origin of these funds by completing the template ‘co-financing’. Indicate for each of the sums how extra expenditure resulting from wage and price rises will be funded during the life of the agreement via co-financing or the third party contribution of financial value.

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

5.11.4 Summary

Click on the tab ‘View Summary’ to view the summary of the funding. The total amount of the requested subsidisations, the total co-financing by the institution(s) and/or the contribution(s) from third party(ies), and the total subsidisable costs will be filled in automatically once the tabs ELIGIBLE and CO-FINANCING are filled in.

5.12 Ethics

In the table below questions are listed on the ethical aspects of your research proposal the requested research infrastructure and not on the research that will be carried out with the requested infrastructure.
In the tab 'Extra data' you can upload letters of intent or other relevant additional information (each max. 10MB), add 5 scientific disciplines and indicate 5 keywords to describe the infrastructure application in order to find referees that are applicable for this application. Please order all documents before uploading.
6 Text fields
The online application forms are based on database text fields. For some sections a template is presented with questions and instructions (Font Calibri 11). The applicant will be able to download it, fill it in and upload it again. You can include lay-out, formulas, graphs, pictures, etc. However, the FWO administration can reject the PDF if it doesn’t comply with the instructions and ask to adapt it.

7 Final submission
Completing the different parts does not yet mean that your proposal is submitted. The applicant may continue to modify the proposal and save revised versions overwriting the previous one right up until the deadline. Once there is a consolidated version of your proposal, you must press the button ‘transfer application’. Your application will then be sent to the university of the principal investigator.

You can view the status of the application at the page “Overview of your applications”.

At the page “Overview of your applications”, you’ll find the status under the header “State of application”. The status “Draft” means that the application hasn’t yet been transferred and that the application is still completely editable. If the proposal is listed as “transferred”, it means that the proposal was successfully sent to the relevant services of the PI’s university, who will validate the proposal and then submit the final version to the FWO. The status “submitted” means that the university has submitted the application to the FWO.
Please make sure that all forms, parts and supplementary documents are in PDF format and are uploaded correctly to the web-based FWO e-portal before the final submission. It is strongly recommended to double-check by downloading the application as a PDF using the appropriate button to verify all information. Incomplete proposals (where parts of the proposal are missing) are considered ineligible and will not be evaluated.

Having completed all data and having checked your final proposal, you may transfer your proposal by pressing the ‘Transfer application’ button before the deadline of the university has expired. Proposals sent to us in any other way than through the web-based FWO e-portal will not be accepted.

After the call deadline no submissions and no updates of submitted proposals will be accepted. Only the material submitted within the given limits will be evaluated.

If the submission is technically successful, the applicant receives an automatic computer generated receipt.