FWO Guide for Medium Scale Research Infrastructure

1 Content

1.1 Content ................................................................................................................................. 1
1.2 Introduction .......................................................................................................................... 2
1.2.1 FWO Mission .................................................................................................................. 2
1.2.2 FWO regulations for medium scale research infrastructure ........................................ 2
1.3 Registration .......................................................................................................................... 3
1.3.1 Receiving login and password ......................................................................................... 3
1.4 Medium-scale infrastructure projects .................................................................................. 6
1.4.1 Background of the call for medium-scale research infrastructure .................................. 6
1.4.2 University level ................................................................................................................ 6
1.5 Applying for a medium-scale research infrastructure .......................................................... 7
1.5.1 General practical information ......................................................................................... 7
1.5.2 Application type ............................................................................................................... 7
1.5.3 Overview of the sections .................................................................................................. 8
1.5.3.1 General ....................................................................................................................... 8
1.5.3.2 Scientific Communication .......................................................................................... 8
1.5.3.3 Confidentiality implications ....................................................................................... 9
1.5.3.4 Other funding ............................................................................................................ 10
1.5.4 Host Institution ................................................................................................................ 11
1.5.4.1 Main host institution ................................................................................................. 11
1.5.5 Supervisor/spokesperson ............................................................................................... 12
1.5.6 Scientific context ............................................................................................................ 14
1.5.7 Infrastructure .................................................................................................................. 15
1.5.8 Qualification of the research group ............................................................................... 16
1.5.9 Funding per host institution ........................................................................................... 17
1.5.9.1 Eligible costs and cofinancing .................................................................................... 17
1.5.9.2 Subsidy percentages ................................................................................................. 19
1.5.9.3 Cost categories eligible for subsidy ............................................................................ 19
1.5.9.4 Rules for the calculation of personnel costs ............................................................... 20
1.5.9.5 Motivation of investment, staffing and operational costs .......................................... 20
1.5.9.6 Motivation of the co-financing (if applicable) ............................................................. 22
1.5.10 Ethics ............................................................................................................................. 23
1.5.11 Extra data ....................................................................................................................... 24
1.6 Text fields ............................................................................................................................. 26
1.7 Final submission ................................................................................................................... 26

Version February 2021
2 Introduction

This guide provides practical information to potential applicants in preparing and submitting an application for a medium-sized 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 medium 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?

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/the-fwo/organisation/.

2.2 FWO regulations for medium 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 medium-scale research infrastructure grant are defined by the FWO in the Regulations for medium-scale research infrastructure, see the following link: http://www.fwo.be/en/fellowships-funding/research-infrastructure/medium-scale-research-infrastructure/regulations-for-medium-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:

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 ‘applications’ in the ‘Researcher’. To continue preparing an existing application that has not been submitted yet, go to ‘overview of your applications’.
4 Medium-scale infrastructure projects

4.1 Background of the call for medium-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-university and intra-university 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.

Medium-scale research infrastructure is defined as research infrastructure with a total financing cost from €150,000 to €1,000,000, VAT included. Applications for medium-scale infrastructure are evaluated within each university.

4.2 University level

Each university incorporates a regulation on medium-scale research infrastructure and establishes an internal advisory committee "Infrastructure". The composition and the name of this committee are left to the discretion of the university.

The universities organise an internal call for medium-scale research infrastructure. Each supervisor-spokesperson (member, regardless of the nature of employment or origin of remuneration, who is active within the university submits their application through the electronic application form. These applications are automatically forwarded to the Infrastructure Committee of his/her university. This committee ranks the subsidy applications on the basis of the selection criteria and forwards them to the FWO. Institutions formally act as applicants in calls for medium-scale research infrastructure. Supervisors can therefore not directly submit applications to the FWO.
5 Applying for a medium-scale research infrastructure

5.1 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 of the principal investigator (PI) of the research infrastructure project before they are allowed through to FWO, and only the university 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 relevant university, who can then validate the proposal and make the final submission to FWO. The final submission date for the university is 2021, September 15th at 17.00h. 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 the university research departments is September 15th, the universities may need sufficient time to validate the proposals internally. Universities may therefore impose an internal deadline (September 8th, 2021) to their researchers. As no applications can be submitted without the validation by the university of the PI, applicants are advised to check with their university’s research department whether there is an internal deadline.

Once the university 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.

5.2 Application type

The request of a medium-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.

![Application type selection](image)

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 ‘Medium-scale research infrastructure’
5.3 Overview of the sections

Each application consists of several sections that need to be completed before submission: ‘General’, ‘Host institution’, ‘Supervisor/Spokesperson’, ‘Scientific context’, ‘Infrastructure’, ‘Research Group Qualifications’, ‘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.

5.3.1 General

5.3.1.1 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.

5.3.2 Scientific Communication

Describe in English and in Dutch in no more than 1,500 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).
5.3.3 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 a 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.
5.3.4  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:
5.4 Host Institution

5.4.1 Main host institution

On the tab ‘Host institution’ select the main Host institution by adding one that is on the list (see figure).

In case of medium-scale research infrastructure, the host institution is

- An university;
- Or a duly authorised body of that university;
- Or a partnership agreement between one or more universities;
- Or an association, foundation or company controlled by one or more universities.

Third parties can make use of infrastructure provided they make a financially assessable contribution. They cannot, however, receive subsidies. In the context of the call and selection procedure for medium-scale research infrastructure, third parties are defined as bodies other than a Flemish university. Third parties include a.o. the Flemish strategic research centres, the Flemish institutes for post-initial education, other domestic or foreign education and/or research institutions and domestic or foreign companies. Public entities that depend on, or were set up by, or are (partially) funded by the Flemish government, other Belgian authorities, foreign authorities and international or supranational organisations, may act as third parties.

After selecting the host institution, do not forget to click on ‘submit’. The name of the host institution
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.

It is also important to justify the collaboration with third parties or other institutions. 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 (a) third party (parties)? If yes, please describe what steps are already been taken to expand the collaboration and what type of body (university and/or third party) or expertise you are seeking.

Do not forget to save the application!

5.5 Supervisor/spokesperson

In this tab add all the co-supervisor(s), appointed at a Flemish host institution or from a third parties.
Applications are initiated by researchers active in one or more research groups at an university. 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.

Upload at least 1 pdf CV of the supervisor and co-supervisor(s). Please provide us with some more information on the (co-)supervisor(s) track record and recent relevant publications for this medium scale infrastructure application. Please provide a CV in PDF 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 ‘Background of the supervisor and co-supervisor(s) (if applicable) and provide the following information:

**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

Version February 2021
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!

Save

5.6 Scientific context

In the scientific section you have to download the template Scientific context. After filling in this template, upload in pdf; Inserting images is possible, with a maximum of 3 pages.

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.
Research type

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

☐ fundamental research
☐ strategic basic research

Do not forget to save the application!

Save

5.7 Infrastructure

Download the template Infrastructure. After completing, upload in pdf. Inserting images is possible; with a maximum of 8 pages.

**INFRASTRUCTURE (MAX. 8 pages)**

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.
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.

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.

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.

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

Do not forget to save the application!

5.8 Qualification of the research group
Download template ‘qualification of the research group’ and upload as an pdf afterwards. Inserting images is possible. 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 4 pages.

QUALIFICATION OF THE RESEARCH GROUP (MAX. 4 pages)

The titles below provide a list of aspects that should 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.

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?

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.

Do not forget to save the application!

Save

5.9 Funding per host institution

5.9.1 Eligible costs and cofinancing

You should first add one or more host institutions. In the case of an application for medium-scale research infrastructure the total subsidisable costs are between EUR 150,000 and EUR 1,000,000.

Selected initiatives for medium-scale research infrastructure receive a subsidy in the amount of 100% of the costs eligible for subsidy.
In the tab ‘Funding per host institution’ you have to specify the funds applied for by each host institution. Click on the tabs ‘Eligible costs’ and ‘Co-financing’ 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.

Make a distinction between **eligible costs** for the acquisition of the requested infrastructure for each institution and the co-funding by institutions (Flemish universities, university colleges strategic research centres and institutions for post-initial education) or 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.

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 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. 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.

The amount of co-financing by the institution(s) and/or the contribution(s) from third party(ies), the total amount of the requested subsidisations and the total subsidisable costs will be filled in automatically once the tabs ELIGIBLE and CO-FINANCING are filled in.
5.9.2 **Subsidy percentages**

The subsidising of selected proposals for large-scale research infrastructure amounts to 100% of the subsidisable costs.

5.9.3 **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. 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.
5.9.4 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 university.

- 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.

5.9.5 Motivation of investment, staffing and operational costs

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.

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.

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.

Upload
5.9.5.1 Template equipment

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.

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<th>equipment 1</th>
<th>equipment 2</th>
<th>total</th>
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</tr>
</tbody>
</table>

5.9.5.2 Template staffing costs

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>

5.9.5.3 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.

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

5.9.6 Motivation of the co-financing (if applicable)
CO-FINANCING (MAX. 2 pages)

Please describe the cofunding by each partner of the consortium followed by a summary table for the period 2022-2025. 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 this cofunding description.

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.

Do not forget to save the application!

5.10 Ethics
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.

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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.

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If you have answered questions with an ‘yes’ positively, you must submit a 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. 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 as soon as possible.

For more information, please refer to the FWO’s ethics checklist.
5.11 Extra data

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 add also max. 5 scientific disciplines related to this research infrastructure and specify (up to) 5 free-text keywords or concepts that best characterize the proposed research infrastructure.
If your main institution is the **University Ghent**, select the Committee that will evaluate your application.

**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.

| Scientific Committee for Humanities and Social and Economic Sciences  |
| Scientific Committee for Exact and Applied Sciences                  |
| Scientific Committee for Biomedical and Medical Sciences             |

If your main institution is from the **Vrije Universiteit Brussel**, list 5 potential referees.

Give the names and contact details of a maximum of 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)

The applicants can put forward at most three people or institutions who in their opinion are not suitable to act as referee or whose staff are not suitable to referee. Reasons for this opinion must be given.

Do not forget to save the application!

6 Text fields

The online application forms are based on database text fields. For some sections, a standard template is presented with questions and instructions. The applicant will be able to download it, fill it in and upload it again. You can include layout, 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”.

Image of the online application form
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.