EXAMPLE OF AN APPLICATION FORM:

PHD FELLOWSHIP FUNDAMENTAL RESEARCH
LOGIN TO E-LOKET

Applicants first have to register in order to receive a login name and password, which gives access to the web-based FWO e-portal for preparing and submitting a proposal. Go to the FWO home page (http://www.fwo.be/en/) and click on E-loket.
Login

Welcome back! Login to access the FWO's E-Loket (V2)

Email/username

Password

Did you forget your password?

Remember My Login

LOGIN

or

LOGIN USING ORCID
E-LOKET PERSONALIA

Please make sure to update your personal data with each future application, especially the publications section.

Some further hints to complete your personal details:

- **General:**
  - National registration number
  - Also non-Belgian applicants with Belgian ID card

- **Diplomas**
  - Correct, complete & up to date!
  - **Upload** academic diplomas + ‘supplement’ (scores)
  - (Acad.) bachelor & master (+adv. master)
    - Master future date (<1 Nov 2022): “Stud. Master” + provisional date
    - Upload 1st master year results

- **Posts / Career (functies)**
  - Correct, complete & up to date
  - E.g. PhD student, teaching assistant, project manager, ...

- **Disciplines**
  - *Use level 4*
  - Engineering and technology
  - Mechanical and manufacturing engineering
  - Mechanics
  - Acoustics, noise and vibration engineering

- **Publications**
  - Complete list as on Mar 1, 2022 (Published or accepted for publication)
  - Published or accepted for publication
  - Categories A.1.1 & A.1.2 merged to A.1

Please note, when entering publications (e-portal ‘personal details’), the previous sections A.1.1. and A.1.2. in the publication lists have been merged into a single section: *peer reviewed articles in journals* (i.e. without distinguishing between Web of Science, VABB-SHW and the like). A2 deals with ‘non-peer reviewed articles in journals’. With the transition from the old to the new system, publications previously entered in A.1.1. and
A.1.2. have already been combined in chronological order in the new section A1. However, applicants remain themselves responsible for the accuracy of the information included in the personal details, application forms and the like. Applicants are therefore advised to carefully check their combined publications in A1.

You can start a new fellowship application only if at least following items in ‘Personal Details’ are completed:

- General
  - Gender
  - Place of birth
  - Nationality
- ORCID iD (Open Researcher and Contributor ID) - [https://orcid.org/](https://orcid.org/)
- Diplomas
- Addresses
  - Legal domicile address (in Belgium or abroad)
    - Non-Belgian domicile in EU: add TIN code (tax identification number)
  - (Future) ‘Belgian’ service address
After completing or editing your personal profile, you may start or proceed preparing your application. On your dashboard select ‘New application’ to start a new application or ‘my applications’ to complete an unfinished application.
APPLICATION TYPE SELECTOR

Select an application category and type:

**Application type selection**

- Fellowships
- PhD Fellowship fundamental research
- New application

**Working title (optional)**

Define a working title for your application so you can easily identify it later. This title is not a part of the application itself and can be changed later on.

Create application
APPLICATION FORM

My PhD Fellowship fundamental research

Manual save as well as auto-save features

GENERAL
PERSONAL DATA
HOST INSTITUTION - PR...
PROJECT
PEER REVIEW
ETHICS
DATA MANAGEMENT PL...
CONSENT
Enter the English title of your research proposal.

Enter the Dutch title of your research proposal.

Complete the abstract of your research proposal - English version.

Complete the abstract of your research proposal - Dutch version.
Select up to five scientific disciplines that best characterize the proposed research.

Update scientific disciplines at the 'personal details' section of your e-portal. Go to personalia to update your disciplines?

1. Preschool education and kindergarten
2. Physiology
3. Neurology and neurosciences
4. Architecture management
5. Neurobiology
6. Behavioural biology

Enter up to three free-text keywords or concepts that best characterize the proposed research.

These keywords allow reviewers to quickly understand the broad scope of your proposal.

Maximum amount of entries: 3.

- Add

Keyword ↑↓

Please add an item
Personal Data

Explain any career breaks.

Make sure your current position and previous appointments are well listed in the e-portal 'Personal details' section ("Posts / Career"). Explain possible 'gaps' in your CV in the input field below. If you have interrupted your academic career at any given point for at least three months (maternity leave, parental leave, full-time sickness leave, 'unconventional' career paths such as leave because of activities in industry or other non-academic sectors, ...) provide details about this below (reason, start/end date). This will allow the reviewers to fairly assess your career stage.

STUDY RESULTS (ACADEMIC EDUCATION)

Study results positioning by percentile.

Enter the overall percentage of the study results as well as the percentile (referring to your university study group) of the master degree - the master on the basis of which the application is submitted (PhD fellowship regulations article 7).

If you did not yet obtain a master's diploma, please enter the study results and percentile related to the relevant bachelor's diploma.

Regarding diplomas from non-Flemish universities, either a percentile score (if available), or at least your rank within your study group should be provided. If neither of these data is available, please refer to the free-text field 'study results narrative' to highlight all your study results in a more qualitative way.

Master-after-Master diplomas are not taken into account for percentile/rank information (but may be discussed below in 'study results narrative'). More info on the programme webpages.

Please select the relevant diploma for percentile/rank information?

<table>
<thead>
<tr>
<th>University</th>
<th>Degree</th>
<th>Grade</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ghent University</td>
<td>Language and Literature: Dutch -</td>
<td>no entry</td>
<td>BE</td>
</tr>
<tr>
<td></td>
<td>English</td>
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<tr>
<td>Ghent University</td>
<td>Language and Literature: Dutch -</td>
<td>Not yet known</td>
<td>BE</td>
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<tr>
<td></td>
<td>English</td>
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</tbody>
</table>
Upload the declaration on your percentile or rank within study group.

Please note that this document is mandatory and an essential part of your application. However, exceptionally and when duly justified this document can be submitted within reasonable time after the submission deadline.

Download template

Allowed file extension(s): pdf.
Maximum file size is 10 MB.

Upload

Please upload your file(s)

Enter the study results of your diploma.

Enter the global percentage up to 2 decimal places e.g. xxxxx

To find the percentile to which you belong with the study result with which you obtained the selected diploma, proceed as follows:

(for non-Flemish universities, please contact this institution to obtain percentiles or ranking)

1. Select the Flemish university where you obtained your diploma.
   - Ghent University
   - Hasselt University
   - KU Leuven
   - University of Antwerp
   - Vrije Universiteit Brussel

2. Find your diploma and the academic year in which you obtained it.

3. Look for the highest percentile value that is smaller or equal than your study result. However, in case multiple percentile values equal your study result, the lowest of these percentiles is to be filled in.
percentile e.g. P95, P90, P85 ...

ranking within the study group

number of students within study group

Study results narrative.

Provide additional information on your academic study results (Bachelor, Master, Advanced Master, ...). If relevant, clarify the global percentage (study results diploma) and percentile (or rank in study group) that you provided. Also if you are not able to provide global percentage and/or positioning in the study group, you may use this text field to refer to evidence of having distinguished yourself during your studies. If relevant, refer to specific marks and grades you obtained. If you have not yet obtained your master, you may refer to marks obtained in the first master year, etc. All evidence on study results should be uploaded in 'Personal Details/studies' section.
MOTIVATION AND COMPETENCES

Write a motivation statement.
Elaborate on your personal motivation and your research interests, as well as on how your scientific background and competences allow you to start a PhD project, and to develop into a strategically thinking and innovation-oriented expert. Provide a clear and substantiated overview of skills already developed, as well as competences yet to be acquired and how they might be acquired.

Scientific activities, experiences and achievements.
In this input field you can further elaborate on first steps as a (potential) innovation-oriented scientist. List relevant activities, experiences and achievements that may be relevant for assessing your potential to start a PhD. For mobility and awards, other dedicated input fields are available below.

- For (ongoing or finished) master thesis or equivalent (as well as dissertation advanced master): mention title, promotor, research group and host institution. If the thesis is related to your PhD topic, also specify initial objective, methodology used and (intermediate) results.
- For (PhD) research already started, specify initial objective, methodology used and (intermediate) results.
  If applicable mention (up to 5) publications and other achievements. Mind, do mention for each achievement item (publications and other achievements) your share and its nature, and those of other significant partners in the workload.
  For publications: list all authors, title of publication and journal name (without abbreviations) with volume, start/end page and year. Mention whether the publication was peer reviewed or not. For book publications, give all necessary bibliographic information (author(s) or editor(s), book title, publisher, place, year, number of pages).
  Make sure your complete publication list is up to date in the e-portal ‘Personal details’ section (“Publications”).
  For other achievements: provide a short description, when it was undertaken and finalised and list all the relevant participants involved in it.
- List any other distinct research output that does not fit in the bibliographic publication list and that is meaningful in a broad sense with respect to this fellowship application. It may be constituted by a database, surveys, a technical diagram, software, objects (maquettes, prototypes...), any other type of activity or output you consider to be relevant. Date the output where appropriate.
- Mention any relevant, past or concretely planned, experiences (internships, presentations, collaborations, ...)


Specify earlier mobility (research stays) in other organizations.
Specify any type of organization in Belgium or abroad, contact person, start/end date, function/activities.

Specify concrete mobility plans (research stays) within the FWO fellowship.
Specify any type of organization in Belgium or abroad, contact person, start/end date, function/activities. See Programme Regulations Art. 4 §2

List any scientific awards.
Prizes and awards, (e.g. best master thesis...)
Mention the awarding body, title, date, amount and theme.
Host institution - promotor

This part of the application form provides info on host institutions and (co-)promoters of your research. There are 3 levels where data can be filled in.

1. As a FWO PhD researcher, you must be affiliated to a main Flemish host institution*. You must refer to a (main) promotor in this institution.

* Eligible main host institutions are: Universities in the Flemish Community.

Select a main Flemish host institution (Art. 4§1 of the FWO regulations) from the pick list, and name a main promotor. The main promotor will be invited by FWO to submit a recommendation letter. Co-promoters will receive a notification by FWO.

(Optional) You can name a co-promotor, affiliated to the same main host institution.

2. (Optional) In case of a collaboration with a Flemish or Federal scientific institution, where the research is carried out, (Regulations Art 4§1), the co-hosting organization and co-promotor should be named. It should be mentioned on level 2.

Select an organization from the pick list*, and name a co-promotor. If needed you can name another co-promotor affiliated to this organization.

* If the organization is not mentioned on the pick list, select ‘other’ and name the organization FWO will consider whether this organization fulfills the requirements to act as a co-hosting institute.

3. (Optional) In case another co-promotor oversees your PhD project. Mention the organization he/she is affiliated to, and the corresponding co-promotor. It should be mentioned on level 3.

Main Flemish host institution and promotor(s) (Art. 4§1)

Minimum amount of entries: 1.
Maximum amount of entries: 1.

Add

Main Flemish host institution  Promotor  Co-promotor(s)

Please add an item
**Main Flemish host institution**

Promotor

Eligibility main promotor: check Art. 1052 of the regulations

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

In case of collaboration with other research units in the same or other host organizations, co-promotors should be mentioned. These will receive a notification by FWO. They will not be invited to submit a recommendation statement.

Minimum amount of entries: 1.
Maximum amount of entries: 1.

<table>
<thead>
<tr>
<th>First name</th>
<th>Surname</th>
<th>Research unit</th>
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</table>

Please add an item

**Co-promotors (optional)**

You may specify one or more co-promotors.

<table>
<thead>
<tr>
<th>First name</th>
<th>Surname</th>
<th>Research unit</th>
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Please add an item
<table>
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<tr>
<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td>Title</td>
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<tr>
<td>First name</td>
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<td>Surname</td>
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<td>Date of birth (optional)</td>
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<td>Current occupation</td>
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<td>Employment rate</td>
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<td>Email</td>
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<tr>
<td>Research unit</td>
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<td>Street and number</td>
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<td>City</td>
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</tbody>
</table>

[Add or Cancel button]
Other host institution(s) – Flemish or federal, and promotor(s) (Art. 4§1) (optional)

If you will carry out your research in another host Institution (Flemish or federal) according to Art 3 §1 of the regulations, please click "Add" to select an institution in the drop-down menu. If the institution is not mentioned in the picklist, select "Other" and name the organization. FWO will consider whether this organization fulfills the requirements to act as a co-hosting institute.

Add: other Flemish- or federal host institution

Other Flemish- or federal host institution

Co-promotor(s)

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

Minimum amount of entries: 1.

First name  Surname  Research unit

Please add an item
Other co-promotor(s) and their affiliation (optional)

Add the name of the organization where the co-promotor is affiliated to.

+ Add

<table>
<thead>
<tr>
<th>Other organization</th>
<th>Co-promotor(s)</th>
</tr>
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<tbody>
<tr>
<td>Please add an item</td>
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</table>

Add: other organization

Other organization

Add the name of the organization where the co-promotor is affiliated to.

<table>
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<tr>
<th>First name</th>
<th>Surname</th>
<th>Research unit</th>
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</table>

Please add an item
PROJECT DESCRIPTION

Project description

The project description should be structured following the template provided by FWO. The sequence of the different topics should be followed exactly as provided in the original template. The total project outline has a maximum of 10 A4 pages (Font Calibri 11, single line spacing, original template margins ...) herein included all tables, graphs, illustrations, etc.

Download template

Allowed file extension(s): .pdf.
Maximum file size is 10 MB.

Upload

Please upload your file(s)
Template project description

PHD FELLOWSHIP FUNDAMENTAL RESEARCH
PROJECT OUTLINE (MAX. 10 A4 pages)

The titles below provide a list of aspects that should be discussed in the project outline. This is followed by a brief description of the expected content in italics. Please retain these titles in the final project description, but remove the description. You may add extra titles and subtitles as necessary. Please stick to the maximum number of 10 A4 pages, without changing text layout (font Calibri 11, line distance 1, page margins etc.). Please also remove this explanatory paragraph before submitting this project description.

(if applicable) Changes to previous project proposal
If this PhD project proposal has been submitted to FWO earlier, please concisely describe the major changes, e.g. how you considered the panel suggestions as a feedback to your first application.
Click here to insert your text.

Rationale and positioning with regard to the state-of-the-art
Elaborate the scientific motivation for the project proposal based on scientific knowledge gaps, and the issues and/or problems that you want to solve with this project. Concisely describe the related international state of the art, with reference to scientific literature. Position your project in relation to ongoing national and international research.
Click here to insert your text.

Scientific research objectives
Describe explicitly the scientific objective(s) and the research hypothesis. Explain whether and how the research is specifically challenging and inventive, describing in particular the innovative aspects of the envisaged results. Discuss in detail the results (or partial results) that you aim to achieve, such as specific knowledge and academic breakthroughs.
Click here to insert your text.

Research methodology and work plan
Elaborate the different envisaged steps (experiments/activities) in your research, and motivate your strategic choices with the aim of reaching the objectives. Describe the set-up and cohesion of the work packages including intermediate goals (milestones).
Show where the proposed methodology (research approach) is according to the state of the art and where it is novel. Discuss risks that might endanger reaching project objectives and the contingency plans to be put in place should this risk occur.
Use a table or graphic representation of the planned course of activities (timing work packages, milestones, critical path) over the 4-years grant period.
Click here to insert your text.

References
Give an overview of the bibliographical references that are relevant for your research proposal.
Click here to insert your text.
OTHER FUNDING

Have the content of this proposal and at least the main part of the proposed research actions, be it with literally the same text or in a varied form, already been submitted before AND was it funded or is the funding decision still pending (applications that finally did not result in funding should not be mentioned)?

Yes  No

To whom have they been submitted?
☐ to FWG regardless of the type of funding (fellowship, project,...)

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

Has the proposal already been funded?

Yes  Funding decision still pending  ☐

☐ to another organization

Please enter the name of that organization.

Has the proposal already been funded?

Yes  Funding decision still pending

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

- You are encouraged to use this field as an opportunity to point out potential overlap, 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 FWG 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.
PROJECT POSITIONING AND EMBEDDING

Explain how this project fits into the research activities of the involved host institution(s).
Elaborate on the positioning and embedding of your project in the research group(s), its scientific as well as strategic ambitions. If applicable, also position your own previous and current research to the proposed PhD fellowship project.

Position the project in a national and international context.
Mention specific research collaborations ongoing or planned in the course of this project. If appropriate, mention larger projects, programmes or networks your proposal may be part of.

Did you take the issues of gender and diversity into account while designing your research plan (e.g. selection of human participants and/or animals in experiments, relevance of research questions and/or results with respect to gender differences, ...)?
This issue will be taken into account during evaluation as part of your research methodology and work plan.

Motivation

Did you or will you work with societal actors other than research partners in the whole or parts of the research process (from design of the application up to the execution of the research)?
This issue will be taken into account during evaluation as part of your research methodology and work plan.

Motivation
Indicate how the results of the proposed research will be communicated to a non-expert audience.

FWD encourages its fellows to disseminate the results of their research widely and valorize them where possible.
INTERNAL PEER REVIEW

There are 30 thematic panels, ranging over 5 scientific fields. More info on these panels and their specific scopes can be found here. You should select a scientific field first, and consecutively the panel that fits best with your research project. There is also an interdisciplinary panel, covering research in different scientific fields. A dedicated scheme on when you should apply to this panel can be found here.

Specify the scientific field in which your research is situated, then specify the dedicated panel.

```
intd - Interdisciplinary
```

Specify at least 2 sub scientific fields.

Minimum amount of entries: 2.
Maximum amount of entries: 5.

Add

Field ↑↓

Please add an item

Motivate your choice of expert panel.

In case you choose the interdisciplinary panel, please explain how in your opinion all scientific domains/disciplines involved in your application will gain, content-wise and/or methodologically, from the proposed research. More specifically, you should indicate which of the four options apply to your proposal (see scheme): The required expertise is not present within one discipline. The research question is about a joint problem for the disciplines involved. Tools / methods from one discipline to another still require an advanced level of development. The proposal does not fit within one of the disciplinary panels.
Ethics

Ethical issues

In the table below, questions are listed on the ethical aspects of your research proposal. Select each ethical aspect that applies to your research proposal and specify with 'yes' or 'no'.

If you mark a 'yes' for the question, it follows that:

- **For the questions marked with ***: the applicant is legally or on the basis of institutional regulations obliged to ask for an ethical approval at the competent ethics committee of the host institution. Please do take into account that even when there is no obligation with regard to the research itself, for the publication of the results an approval may still be necessary.

If you have answered questions with an * positively, you must submit your proposal to the ethics committee **as soon as your application has been approved for funding**. Your project can only start when this approval has been formally given. Only if the advice relates to a work package that is planned for a later stage of the project, and if legislation allows, the host institution can decide to give permission to the researcher to submit the proposal just before the start of that part of the research. Please keep in mind that this delayed permission is not possible for all research institutions. Also keep in mind that the advisory procedure can take some time and that therefore you should submit your proposal to the ethics committee **well in time**.

- **For the questions that are not marked**: perhaps no ethics approval may be needed for your research proposal. However, please do take into account that your host research institution might have a stricter policy towards ethics approval for certain research topics and methodology. Furthermore, even when there is no obligation with regard to the research itself, for the publication of the results an ethics approval may still be necessary. At any case, the applicant will have to reflect on those issues and take, if necessary, appropriate measures. If in doubt, it is advised to contact the supporting services of your host institution.

For more information, check the FWO webpage on research ethics and the Guidelines on FWO's ethics checklist.

☐ I confirm that I have read all questions below and that there are no ethical issues concerning my research proposal.
Human embryos/foetuses

Humans

Human cells/tissues

Personal data

Animals

Access and benefit sharing and the Nagoya Protocol

(International) national collaboration

Dual use and military applications

Misuse & human rights

Environment & health and safety

Other ethics issues
Ethics advice related to these questions should always be requested before the start of the research project as a whole (as soon as your application has been approved for funding). In addition to ethics approval by your local ethics committee, research projects using human embryos also require subsequent approval by the Federal Commission for Medical and Scientific Research on embryos in vitro (FCE).

**Does your research involve human Embryonic Stem Cells (hESCs)?**

- Yes
- No

**Will the hESCs be directly derived from embryos within this project?**

- Yes
- No

**Are the hESCs previously established cell lines?**

- Yes
- No

**Does your research involve the use of human embryos?**

- Yes
- No

**Does your research involve the use of human foetal tissues / cells?**

- Yes
- No
Does your research involve human participants?

Yes  No

Are they volunteers for social or human sciences research?

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

Yes  No

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

Yes  No

Are they vulnerable individuals or groups? *

Yes  No

Are they children/minors? *

Yes  No
Are they patients? *
Yes  No

Are they healthy volunteers for medical studies? *
Yes  No

Does your research involve physical interventions on the study participants? *
Yes  No

Does it involve invasive techniques?
Yes  No

Does it involve collection of biological samples?
Yes  No
Human cells/tissues

Does your research involve human cells or tissues (other than from human embryos/foetuses, i.e. section 1)? *

- Yes
- No

Are they obtained from commercial sources?

- Yes
- No

Do they originate from another laboratory/institution/biobank?

- Yes
- No

Were they produced or collected by you during previous research activities?

- Yes
- No

Are they produced or collected by you as part of this project?

- Yes
- No
Personal data are defined as ‘any information relating to an identified or identifiable natural person’. An ‘identifiable natural person’, or ‘data subject’, is ‘one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person’ (Article 4(1) GDPR).

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

The GDPR requires that all personal data processing activities are recorded. Please consult your host institution for the procedure to follow as soon as the project is granted.
Animals

Does your research involve research procedures to live non-human vertebrate animals (incl. independently feeding larval forms, foetal forms of mammals in the last trimester of their normal development) and/or cephalopods, and/or forms in earlier stages (if the experiments have consequences in later stages)? *

Yes  No

Are they non-human primates?

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

Yes  No

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

Allowed file extension(s): .pdf
Maximum file size is 10 MB.

Upload

Please upload your file(s)

Are they genetically modified animals?

Yes  No

Are they cloned farm animals?

Yes  No

Are they endangered species?

Yes  No
Does your research involve genetic resources or traditional knowledge associated with genetic resources, that are captured by the EU Regulation related to the Nagoya Protocol?

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

Yes No

Provide the name of the country/countries.
For all these issues it is necessary to comply with relevant legislation and regulations. Please contact the supporting services at the host institution, as soon as the project is granted.

Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?

- Yes
- No

Do you plan to import/export any material from/to other countries?

- Yes
- No

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

- Yes
- No
Dual use and military applications

Please consult the brochure of the Flemish Interuniversity Council on the topic. For these issues your host institution has to be consulted when the project is granted.

Does your research have the potential for military applications? *

Yes  No

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

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

Yes  No
Some research can generate knowledge, materials, methods or technologies that could also be used in unethical ways. Although such research is carried out with benign intentions, people with bad intentions may potentially harm humans, animals or the environment with the acquired research results.

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

**Yes** | **No**

**Do the activities and chosen partners pose a potential risk for a Human Rights infraction?**

**Yes** | **No**
Environment & health and safety

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

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No
Are there any other issues that should be taken into consideration? *(optional)*

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

Work packages *(optional)*

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

Please add an item
I hereby confirm having taken note that an ethical approval is needed for issues indicated with an asterisk (*) and/or that I will adhere to all relevant legislation and institutional policies pertaining to issues with or without asterisk (*) that apply to my proposal. If an ethical approval is required, I will ensure to obtain this approval from the competent ethics committee of my host institution, at the latest before starting with the ethical sensitive activities.
Data management plan

Data management is an integral part of sound scientific research. It covers the description of data and metadata, their storage and long-term preservation, the designation of responsible persons, the handling of highly sensitive data, and the open access to and sharing of research data. The FWO has made data management a key element of its policy for all support channels provided by the FWO. The FWO expects researchers to pay due attention to this dimension before, during and for at least five years after their research.

For background information on data management and the procedures regarding the Data Management Plan (DMP), which FWO expects from its applicants when applying for research funding, please see our website.

Describe the datatypes (surveys, sequences, manuscripts, objects ...) the research will collect and/or generate and/or (re)use.

Specify in which way the following provisions are in place in order to preserve the data during and at least 5 years after the end of the research.

Motivate your answer.

- Designation of responsible person (if already designated, please fill in his/her name.)
- Storage capacity/repository
  - during the research
  - after the research

What is the reason why you wish to deviate from the principle of preservation of data and of the minimum preservation term of 5 years?
Are there issues concerning research data indicated in the ethics questionnaire of this application form? If yes, which specific security measures those data require? *(optional)*

Which other issues related to the data management are relevant to mention?
DECLARATION BY THE APPLICANT

General

In completing this application, the applicant confirms that to the best of their knowledge and belief, the information in this application is complete and correct.

The applicant will inform FWO immediately if the intended project cannot be carried out as foreseen or if a major change occurs that may hinder the planned implementation of the project.

The applicant declares that they have read and agree with the FWO regulations that form an integral part of the application documents published on the FWO website and that form the legal basis of the future contract. Furthermore, they take note that the FWO is committed to the principles of the European Charter for Researchers and the Code of Conduct for their Recruitment.

The applicant agrees that the data required for the application and follow-up are electronically stored and used by the FWO. The FWO will use the data provided by the applicant according to the legal requirements of data protection in Belgium, including the use of the anonymized data for statistical purposes and reports. As soon as the FWO has processed your application, you will receive a notification message. The FWO respects the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) in regards to the processing of your personal data. For more information concerning the privacy policy of the FWO, we redirect you to our website: http://www.fwo.be/en/the-fwo/organisation/processing-personal-data-privacy/.

The applicant agrees that the FWO will forward the full application form including their personal data to the members of the FWO expert panels and to experts involved in the evaluation of their proposal in Flanders and abroad (EU and outside EU) and to a partner organization, if there is any. The panel members and experts must declare in advance that they will treat data confidentially and that they will not forward the data or the knowledge gained to anyone nor use it for their own purpose. FWO will take the necessary safety measures to assure this data transfer to the aforementioned organizations or persons will take place in a secure and correct way. More information and details, if available, are published on the FWO website.

Furthermore, the applicant agrees that the following information may be included in lists published by the FWO: title/abstract; full name of the beneficiaries/supervisors; host institution(s); scientific domains/disciplines/key words; start date and end date; allocated funding of the project.

The applicant declares that all information provided in the personal data section of the FWO E-portal is accurate and up-to-date.

Research Integrity

The FWO watches over the scientific integrity from the moment research funding is applied for until the execution of the research and the publication of the research results. Therefore, researchers benefiting from FWO support as well as their host institutions, (co-)supervisors and other collaborators involved in FWO research are required to adhere to the scientific integrity at all times.

To this end, elementary rules of behaviour have been laid down in the Ethical Code for scientific research in Belgium and the European Code of Conduct for Research Integrity. Both documents are included in the call for research proposals. The FWO assumes that each researcher has acknowledged these codes from the moment the application is submitted and undertakes to comply with their provisions in all stages of the proposed research. This also applies to their host institutions, (co-)supervisors and collaborators involved in FWO research, for whom the applicant bears partial responsibility.

If there is any doubt about the applicability or implementation of a provision, the host institution and/or the researcher responsible for the project at hand will contact the FWO administration in order to clarify or make concrete arrangements about the relevant provision.

☐ I agree
Submit Application

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