EXAMPLE OF AN APPLICATION FORM:

SPECIAL PHD FELLOWSHIP
Login to E-loket

Applicants first have to register in order to receive a login name and password, which gives access to the web-based FWO e-portal for preparing and submitting a proposal. Go to the FWO home page (http://www.fwo.be/en/) and click on E-loket.
Please make sure to update your personal data with each future application, especially the publications section.
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/)

- **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.

Select an application category and type:

**Select Application Type**

- Fellowship
- Special Ph.D. fellowship

**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. This application is not yet using our new system, which means this title can't be changed in the future.

Create application
Enter the English title of your research proposal.
Use up to 240 characters.

Enter the Dutch title of your research proposal.
Use up to 240 characters.

Complete the abstract of your research proposal - English version.
Use up to 1500 characters.

Complete the abstract of your research proposal - Dutch version.
Use up to 1500 characters.

Select up to five scientific disciplines that best characterize the proposed research.
Go to personalia page to update disciplines —>

Enter up to three free-text keywords or concepts that best characterize the proposed research.
These keywords allow reviewers to quickly understand the broad scope of your proposal.
Use up to 600 characters.
### Personal data

**Write a motivation statement.**

Elaborate on your personal motivation and research interests, as well as on how your scientific background/competences fit with the proposed research project allowing you to complete your PhD in one year. Provide a clear and substantiated overview of skills already developed, as well as of competences yet to be acquired and how they might be acquired.

Use up to 3000 characters.

**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 stages.

Use up to 1500 characters.

**Specify earlier mobility (research stays) in other organizations.**

Specify any type of organization in Belgium or abroad, contact person, start/end date, function/activities.

Use up to 2000 characters.
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.
Use up to 2000 characters.

List any scientific awards.
Prizes and awards, e.g. best master thesis, etc. Mention the awarding body, title, date, amount and theme.
Use up to 500 characters.

Scientific activities, experiences and achievements
List relevant activities, experiences and achievements that may be relevant for assessing your potential to finish your PhD in one year. For mobility and awards, other dedicated input fields are available below.

- 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), 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 data base, surveys, a technical diagram, software, objects (innovations, prototypes, etc.), any other type of activity or output you consider to be relevant. Date the output where appropriate.
- Mention any relevant, past or currently planned, experiences (internships, presentations, collaborations, etc.)

Use up to 3000 characters.

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

[File selection]

Upload

Indicate your monthly net salary in euros.
0.00

Save
Host institution - promotor

Click on the bars below to select your main host institution (and promotor(s)), other host institutions and relevant collaborations respectively.

1) Main Flemish host institution
2) Other host institution(s) - Flemish or federal
3) Collaboration with other organization(s) (organizations not applicable in 1) or 2))

Add a letter of the promotor. This letter must confirm that, should the fellowship be granted, the state of progress is largely sufficient to achieve the PhD thesis within the time schedule of this fellowship.

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

![Upload button]

![Save button]

1) Main Flemish host institution

Add a host institution
Name of the institution

Ghent University

The main promoter personal details: Ghent University

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

The main promoter must hold at least one of the following appointments:

- a ZAP appointment or equivalent appointment of maximum 50 percent at a university in the Flemish Community or at the Evangelical Protestant Faculty in Leuven or the Faculty for Protestant Theology in Brussels;
- an appointment as research director of the Research Foundation Flanders;
- an ERC Grant holder at a university in the Flemish Community or at the Evangelical Protestant Faculty in Leuven or the Faculty for Protestant Theology in Brussels;
- an Odyssey II grant holder at a Flemish university as principal host institution.

A promoter who does not hold any of the above appointments but has a ZAP appointment with an appointment percentage between 10 and 49 percent, may act as promoter provided he/she is a beneficiary of a research fellowship of the FWO.

or is additionally appointed as:

- a university in the Flemish Community or the Evangelical Protestant Faculty in Leuven or the Faculty for Protestant Theology in Brussels;
- a Flemish academic hospital;
- a Flemish hospital with an academic character;
- a recognized Flemish or federal research institution;
- a Strategic Research Centre (SBO);
- an academic programme of a Flemish School of Arts.

Furthermore, the total employment percentage at the institutions referred to in this paragraph must amount to at least 70% of a full-time equivalent.

Researchers with both a ZAP appointment of 3% and an appointment as clinical head or assistant clinical head or an equivalent function at a Flemish Academic Hospital can also act as promoter.

first name

surname

date of birth (optional)

current occupation

employment (%)

e-mail

research unit

street and number

postal code

city

country

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

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

All co-promoters are ZAP or researchers at least at postdoctoral level.
Add a co-promotor

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

title

first name

surname

date of birth (optional)

current occupation

employment (%)

e-mail

research unit

street and number

postal code

city

country

Belgium
<table>
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<th>Question</th>
<th>Response</th>
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<tr>
<td>3) Collaboration with other organization(s) (organizations not applicable in 1 or 2)</td>
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</tr>
<tr>
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<td>yes</td>
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<tr>
<td>Belgian or foreign scientific institution or company.</td>
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<td><strong>Add a host institution</strong></td>
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<tr>
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<td>yes</td>
</tr>
<tr>
<td>Belgian or foreign scientific institution or company.</td>
<td></td>
</tr>
<tr>
<td><strong>Name of the institution</strong></td>
<td>Université de Paris</td>
</tr>
<tr>
<td><strong>Add a host institution</strong></td>
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</tbody>
</table>

**Collaborator:** Université de Paris

**Add a collaborator**
Add a collaborator

Collaborator: Université de Paris

title

first name

surname

date of birth (optional)

current occupation

employment (%)

e-mail

research unit

street and number

postal code

city

country

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

Download template.

You can upload the project description as a PDF-file here (max. 10 MB).
SPECIAL PHD FELLOWSHIP
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.

Indicate the state of the art.

Click here to insert your text.

Describe the objectives of the research.
Describe the research and the research hypothesis of your PhD, why it is important to the field, what impact it could have, whether and how it is specifically unconventional and challenging.

Click here to insert your text.

Describe the methodology of your research.
Be as detailed as necessary for a clear understanding of what you propose. Describe the different steps in your research, hereby clearly indicating which parts were already performed and what still needs to be completed in the coming year. Indicate how you will handle unforeseen circumstances, and risks. Show where the proposed methodology is according to the state of the art and where it is novel. Enclose risks that might endanger reaching your projects goals in the year to come and include the contingency plans to be put in place should risk occur.

Click here to insert your text.

Provide a work plan, i.e. the different work packages and a detailed timetable.
Describe all different work packages (WP) of your PhD research and clearly indicate which packages are completed and which still needs to be addressed in the coming year. As you’re planning to complete your PhD within one year, make sure the work load you propose in the upcoming year is feasible. Indicate for each WP the time that was needed or the time that is expected to take. You might use a table or another type of scheme to clarify the work plan.

Click here to insert your text.

Enumerate the bibliographical references that are relevant for your research proposal.

Click here to insert your text.
OTHER FUNDING

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

☐yes  ☐no

To whom have they been submitted?

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

Specify project number(s), title and programme.

[Caption: use up to 3000 characters]

Has the proposal already been funded?

☐yes  ☐funding decision still pending.

☒ to another organization

Please enter the name of that organization.

[Caption: use up to 240 characters]

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 overlaps, complementarily added value of current funding applied for or already obtained, or related to the applications mentioned above.
- There can be good reason for applying for and 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.

[Caption: use up to 1000 characters]
PROJECT POSITIONING AND EMBEDDING

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

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

Use up to 1200 characters

Position the project in a national and international context.

Mention research collaborations, larger projects, programs and international networks in which your research can be situated.

Use up to 1200 characters

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.

- yes  
- not applicable

Motivation

Use up to 1200 characters

Please specify

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.

- yes  
- not applicable

Motivation

Use up to 1200 characters

Please specify

SCIENCE COMMUNICATION

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

FMO encourages its fellows to disseminate the results of their research widely and values them where possible.

Use up to 1200 characters

Save
Peer review

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

Specify the scientific field in which your research is situated.

Save
Ethics

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

Work packages (optional)

- I confirm that none of the issues above apply to my proposal.
- I hereby confirm having taken note that an ethical approval is needed for issues indicated with an asterisk (*) and 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.

Save
1. Human embryos/foetuses

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

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

- Are the hESCs previously established cell lines?

Does your research involve the use of human embryos?

Does your research involve the use of human foetal tissues / cells?
2. Humans

Does your research involve human participants?

• Are they volunteers for social or human sciences research?

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

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

• Are they vulnerable individuals or groups? *

• Are they children/minors? *

• Are they patients? *

• Are they healthy volunteers for medical studies? *

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

• Does it involve invasive techniques?

• Does it involve collection of biological samples?
### 3. Human cells/tissues

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

- Are they obtained from commercial sources?
- Do they originate from another laboratory/institution/biobank?
- Were they produced or collected by you during previous research activities?
- Are they produced or collected by you as part of this project?

### 4. Personal data

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

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

- [ ]
### 5. Animals

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

- 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

- Are they genetically modified animals?

  Yes

- Are they cloned farm animals?

  Yes

- Are they endangered species?

  Yes

### 6. Access and benefit sharing and the Nagoya Protocol

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

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

- Provide the name of the country/countries.

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

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

---

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

---

Provide the name of the country/countries.
Use up to 4000 characters.

---

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

---

8. Dual use and military applications

Does your research have the potential for military applications?

---

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

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

---

9. Misuse & human rights

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

---

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

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

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

Use up to 2500 characters.

---

### 11. Environment & health and safety

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

- [ ]

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

- [ ]

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

- [ ]

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

- [ ]

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

- [ ]
<table>
<thead>
<tr>
<th>Work packages (optional)</th>
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<tbody>
<tr>
<td><strong>Work Packages</strong></td>
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<tr>
<td>Give the number and description of the work packages for which you will submit an application to the relevant ethics committee(s):</td>
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<tr>
<th>Number/description of WP(s):</th>
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<th>Starting date of WP(s):</th>
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<tr>
<th>Please specify which ethics committee(s) deal(s) will deal with your application:</th>
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<tbody>
<tr>
<td>Ethics committee category</td>
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</table>

[Submit] [Cancel]
Submit application

- Overview of your applications
- Download application pdf
- Download personalia pdf
- Submit application
- Help
Declaration by the applicant

General

In completing this application, the applicant confirms that to the best of 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 not 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 beneficiary/supervisors; host institution(s); scientific domains/disciplines/key words; start date and end date; allocated funding of the project.

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

Research Integrity

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

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

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

I agree  I do not agree