EXAMPLE OF AN APPLICATION FORM:

JUNIOR/SENIOR RESEARCH PROJECT FUNDAMENTAL RESEARCH
Login to E-PORTAL

Applicants first have to register (at least 24 hours in advance) 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-portal.
PREPARING YOUR APPLICATION

E-loket
To sign in. Click here
Not registered yet? Register here
General
- Gender
- Place of birth
- Nationality
- ORCID iD (Open Researcher and Contributor ID) - https://orcid.org/

Addresses
- Legal domicile address (in Belgium or abroad)
  - Non-Belgian domicile in EU: add TIN code (tax identification number)
- (Future) 'Belgian' service address

no access to new application before these 7 items are completed…
APPLICATION TYPE SELECTOR

Select an application category and type:

Create application

Select Application Type

- Research projects
- Research project fundamental research

There are two types of research projects: junior and senior.

**Junior projects fundamental research**: supervisor - spokesperson and all (co-)supervisors must have obtained their first PhD degree maximum 12 years before the submission deadline of the project application.

**Senior projects fundamental research**: supervisor - spokesperson or one of the (co-)supervisors has obtained their first PhD degree more than 12 years before the submission deadline of the project application.

Exceptions: consult **art. 10 §5** of the regulations.

- Junior

**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.
APPLICATION FORM

Manual save as well as auto-save features

Host Institution

- Project
- Peer Review
- Ethics
- Data Management
- Consent
General

Enter the English title of your research proposal.

Enter the Dutch title of your research proposal.

Complete the abstract in layman's terms of your research proposal - English version.

Complete the abstract in layman's terms of your research proposal - Dutch version.
Host institution – requested funding

FWO supervisor-spokesperson and (co-)supervisor(s)

1. Supervisor-spokesperson: the main applicant of the project, affiliated to a Flemish main host institution* (mandatory for each project). For eligibility requirements see regulations, art. 10.

2. Supervisor: the main applicant of (a) partner Flemish main host institution(s). For eligibility requirements see regulations, art. 10.

3. Co-supervisor:
   - The co-applicant within (1) the Flemish main host institution of the supervisor-spokesperson and/or (2) (a) partner Flemish main host institution(s). For eligibility requirements see regulations, art. 10 or 11 (postdoc-level).

OR

- The main applicant and potential co-applicant(s) within an eligible non-main host institution. For eligibility requirements see regulations, art. 11.

* Universities in the Flemish Community, the Evangelical Protestant Faculty in Leuven, the Faculty for Protestant Theology in Brussels, the Maritime Academy, the Vlerick Business School, the Antwerp Management School, and the Institute of Tropical Medicine.

Based on the available information, the supervisor(-spokesperson) is required to justify that they will normally be leading the project throughout its life cycle, regardless of the nature of the application. If the supervisor(-spokesperson) submits a duly substantiated justification, they will be deemed to meet the requirement of this article.

This provision also applies to co-supervisors acting as main applicant and therefore managing the budget line of an eligible research institution other than one of the main host institutions as referred to in article 7, paragraph 2 of the regulations for projects fundamental research.

OVERVIEW OF REQUESTED FUNDING

1. Main Flemish host institution

<table>
<thead>
<tr>
<th>2. Additional host institution(s) - Flemish or federal (optional)</th>
</tr>
</thead>
</table>

3. Additional non-Flemish research institution(s) (optional)

Main Flemish host institution

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

+ Add

Main Flemish host institution

Please add an item
## Add main Flemish host institution

1. **Main Flemish host institution**

2. Additional host institution(s) - Flemish or federal (optional)

3. Additional non-Flemish research institution(s) (optional)

### Main Flemish host institution

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

[+ Add]

### Main Flemish host institution

Please add an item
REQUESTED FUNDING
For staff and consumables combined:
(1) On a project level (all institutions combined) an amount of minimum €50,000 per project year must be applied for.
(2) Each Flemish or federal host institution can apply for an amount up to maximum €145,000 per project year.
For equipment, a maximum amount of €150,000 per project can be applied for. This can take the form of matching funding.

Staff (optional)

- Add

Staff type

- Please add an item

Consumables (optional)

- Add

Consumable type

- Please add an item

Equipment (optional)

Please note that all materials acquired under an equipment grant of the FWO will become the property of the main host institution to which the grant holder is affiliated, or of the host institution, by virtue of the agreement made with the main host institution. The existence/content of such an agreement will be checked during project audits.

- Add

Description and technical aspects

- Please add an item
Add supervisor-spokesperson

Title

First name

Last name

Date of birth (optional)

Current occupation

Employment rate

Email

Research unit

Street and number

City

Short CV

This CV should be based on the template below, can be max. 4 pages long, and should be uploaded as a PDF file using the following format: shortCV_name_lastname.

Download template

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

Upload

Have you retired or are you planning to retire as a ZAP-member of your university (only applicable to the Flemish universities) during the calendar year of this application or will you retire within the period the applied for project will be ongoing (the maximum duration of a project being 4 years)?

Yes  No

What is the (expected) date of your retirement?

Which co-supervisor listed in this application form (and affiliated to the same institution as well as meeting the eligibility requirements for a supervisor) will replace you as a supervisor-spokesperson after your retirement?
Add co-supervisor

Title

First name

Last name

Date of birth (optional)

Current occupation

Employment rate

Email

Research unit

Street and number

City

Short CV

This CV should be based on the template below, can be max. 4 pages long, and should be uploaded as a PDF file using the following format: shortCV_Yourname_Lastname.

Download template

Allowed file extensions: .pdf
Maximum file size is 10 MB

Upload
Add staff

Staff type

Requested funding

The real staff cost is used when the name of the researcher to be employed on the project is already known. When the name is not yet known, the following amounts can be used as indicative costs:

- Predoctoral researcher with stipend (bursary): €50,000 - €65,000;
- Predoctoral researcher with salary, 0 years of seniority: €75,000 - €85,000;
- Postdoctoral researcher, 4 years of seniority: €105,000 - €115,000;
- Technical staff, 6 years of seniority: €85,000 - €95,000.

Supervisors-spokespersons, supervisors and co-supervisors are not allowed any remuneration or accumulation with a remuneration under a research project funded by FWO.

Minimum amount of entries: 1.
Maximum amount of entries: 4.

Add

Year  Requested funding

Please add an item

Motivation

Motivate based on the project tasks to be performed the need for the requested staff type. When the name of the researcher to be employed is already known, mention name and academic degree of that person and motivate why this particular person is necessary.
Add consumables

Add: consumable

Consumable type

Requested funding
Minimum amount of entries: 1.
Maximum amount of entries: 4.

+ Add

Year 1↓  
Requested funding 1↓

Please add an item

Detailed description of consumables

Motivation

0 / 1500
Add equipment

Requested funding

Description and technical aspects

Accessories

Motivation
Add additional host institutions(s) – Flemish or federal

1. Main Flemish host institution

2. Additional host institution(s) - Flemish or federal (optional)

3. Additional non-Flemish research institution(s) (optional)

<table>
<thead>
<tr>
<th>Additional host institution(s) – Flemish or federal (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Add]</td>
</tr>
<tr>
<td>Additional Flemish or federal host institution ↑↓</td>
</tr>
</tbody>
</table>

Please add an item
REQUESTED FUNDING

For staff and consumables combined:
(1) On a project level (all institutions combined) an amount of minimum €50,000 per project year must be applied for.
(2) Each Flemish or federal host institution can apply for an amount up to maximum €145,000 per project year.

For equipment, a maximum amount of €150,000 per project can be applied for. This can take the form of matching funding.

Staff (optional)
+ Add

Staff type

Please add an item

Consumables (optional)
+ Add

Consumable type

Please add an item

Equipment (optional)

Please note that all materials acquired under an equipment grant of the FWO will become the property of the main host institution to which the grant holder is affiliated, or of the host institution by virtue of the agreement made with the main host institution. The existence/content of such an agreement will be checked during project audits.
+ Add

Description and technical aspects

Please add an item
Add additional non-Flemish research institution(s)

<table>
<thead>
<tr>
<th>1. Main Flemish host institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Additional host institution(s) - Flemish or federal (optional)</td>
</tr>
<tr>
<td>3. Additional non-Flemish research institution(s) (optional)</td>
</tr>
</tbody>
</table>

**Additional non-Flemish research institution(s) (optional)**

- **Additional non-Flemish research institution**
- **Co-supervisor(s)**

Please add an item
Additional non-Flemish research institution
Please note that each host institution can only be added once.

Co-supervisor(s)
Minimum amount of entries: 1.

REQUESTED FUNDING
• Each non-Flemish (and non-federal) research institution may receive funding insofar as the funding for these institutions combined does not exceed 10% of the total requested project budget (all institutions combined).
• For staff and consumables combined: on a project level (all institutions combined), an amount of minimum €50,000 per project year must be applied for.
• For equipment: a maximum amount of €150,000 per project can be applied for. This can take the form of matching funding.

Equipment (optional)
Please note that all materials acquired under an equipment grant of the FWO will become the property of the main host institution to which the grant holder is affiliated, or of the host institution, by virtue of the agreement made with the main host institution. The existence/content of such an agreement will be checked during project audits.

Description and technical aspects

Please add an item
PROJECT DESCRIPTION

The project description should be structured following the template provided by FW0. 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) including all tables, graphs, illustrations, etc.

Download template

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

Upload

Please upload your file(s)
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, also with reference to 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). Discuss 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-year grant period. Describe the collaboration/coordination/work distribution between the different participating research groups as well as the role/complementarity of the different research groups/(co-)supervisors.

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

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


Has the proposal already been funded?

Yes  Evaluation still pending

☑ To another organization

Please enter the name of that organization.


Has the proposal already been funded?

Yes  Evaluation still pending

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

- You are encouraged to use this field as an opportunity to point out potential overlap, complementarity, added value of current funding applied for or already obtained, ... related to the applications mentioned above.
- There can be good reason for applying or already having applied for funding at FWO or elsewhere. It is however important that the panel understands how pending applications for funding or obtained funding mentioned above relate to the current application.

State 'NA' if not applicable.


PROJECT POSITIONING AND EMBEDDING

Elaborate on the positioning and embedding of your project in the research group(s).
If the project has already been initiated, please state the progress of your research.

Position the project in a national and international context.
Mention research collaborations, larger projects, programmes and international networks in which your research can be situated.

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 the evaluation as part of your research methodology and work plan.

   Yes  Not applicable

Justification

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)?
'Societal actors' consist of all kinds of groups in society (like patients and/or their organizations, other citizens, firms, ...) involved in or connected to the research in one way or another. There is no limitation to what kind of partners in society possibly can be included, nor is involving societal partners an obligation: whether such an involvement could be relevant or not is left to the judgment of the applicants of the research proposal. Take into account, however, that the evaluators may find that collaboration with societal actors is recommendable or even necessary; you may anticipate this by clarifying your position in the designated text box. Please be aware that this question on societal actors does not concern science communication or valorization.

This issue will be taken into account during the evaluation as part of your research methodology and work plan.

   Yes  Not applicable

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

FWO encourages its researchers to disseminate the results of their research widely and valorise them where possible.
# Peer review

**Scientific domains (bio, cult, gm, med, wt)**

**INTERNAL PEER REVIEW**

There are 31 thematic panels, ranging over 5 scientific domains, and one specific interdisciplinary panel. More details on these panels and their specific scopes may be found [here](#). You should first select a scientific domain, and then select the thematic panel in that domain that best fits your research project. The Specific Interdisciplinary Panel covers interdisciplinary research that meets the functional definition of interdisciplinarity as adopted by this panel.

Select the scientific domain in which your research is situated, then select the appropriate panel.

{med - Medical Sciences}

Select the appropriate panel.

ECST - Movement & Sports Sciences, Dermatology, Physiotherapy & Rehabilitation Sciences, Dentistry and Maxillofacial Medicine, Orthopedics & Musculoskeletal Sciences, Rheumatology

Motivate your choice of expert panel.

Carefully read the scientific scope of the selected expert panel and motivate why your application fits the scope of this panel - i.e. why this panel has the most appropriate expertise to evaluate your proposal.

Select up to five scientific disciplines that best characterize the proposed research.

Minimum amount of entries: 1,
Maximum amount of entries: 5

+ Add

<table>
<thead>
<tr>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please add an item

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.

Minimum amount of entries: 1,
Maximum amount of entries: 3

+ Add

<table>
<thead>
<tr>
<th>Keyword(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please add an item
EXTERNAL PEER REVIEW

**Multidisciplinarity**
Do you require an external review from an expert with a different scientific expertise profile than the expertise included in the panel you selected?

Yes  No

Please select the expertise profile of this external reviewer:
(i.e. a profile that is different from the panel you selected)

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

+ Add

Expertise profile ↑↓

Please add an item

You may request to exclude up to three experts from the evaluation of your proposal as external reviewer.
Please list a maximum of 3 experts not suitable as referee *(optional)*

Suggestions for exclusion need to be motivated.
Please click ‘Add’ to provide the necessary data about each of these experts.

Maximum amount of entries: 3.

+ Add

First name ↑↓  Surname ↑↓  Institution ↑↓  Conflict of interest ↑↓  Content other purposes ↑↓

Please add an item
INTERNAL PEER REVIEW

There are 21 thematic panels, ranging over 5 scientific domains, and one specific Interdisciplinary panel. More details on these panels and their specific scopes may be found here. You should first select a scientific domain, and then select the thematic panel in that domain that best fits your research project. The Specific Interdisciplinary Panel covers interdisciplinary research that meets the functional definition of interdisciplinarity as adopted by this panel.

Select the scientific domain in which your research is situated, then select the appropriate panel.

- Innt - Interdisciplinary

Select the appropriate panel.

- IntDisPROJECTS - Specific Interdisciplinary Panel

Motivate your choice of expert panel.

Please carefully read the functional definition of interdisciplinary as adopted by the Specific Interdisciplinary Panel and motivate clearly and extensively how your application meets this definition.

- There is more than one discipline involved and these disciplines are sufficiently distinct.
- The disciplines are at the same coordinated level: each discipline is essential to achieve the expected outcome.
- The use of different, sufficiently integrated disciplines leads to synergy. Due to this synergy, the state of the art is advanced in all involved disciplines and/or in a shared area.

Select up to five scientific disciplines that best characterize the proposed research.

- Discipline 1

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

- Keyword(s) 1
**EXTERNAL PEER REVIEW**

You may request to exclude up to three experts from the evaluation of your proposal as an external reviewer. Please list a maximum of 3 experts not suitable as referee *(optional)*

Suggestions for exclusion need to be motivated. Please click ‘Add’ to provide the necessary data about each of these experts.

Maximum amount of entries: 3.

<table>
<thead>
<tr>
<th>First name</th>
<th>Surname</th>
<th>Institution</th>
<th>Conflict of interest</th>
<th>Content other purposes</th>
</tr>
</thead>
</table>

Please add an item
Ethics

FWO Ethics Table
The table below lists questions about possible ethical aspects in research proposals. Please go through the main table and tick 'YES' for aspect(s) relevant to your proposal. Then answer any related sub-questions by clicking on the appropriate ethical topic that becomes listed under 'Ethical Issues'. You can return to the main table by clicking on 'Ethical issues'.

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 and that no retroactive ethics committee approvals are provided.

  If you have answered questions with an * positively, you must submit an ethics approval request with detailed documentation on e.g. study methodology, procedures, informed consent form, insurance, etc to the ethics committee as soon as your application has been approved for funding. Study-specific procedures cannot begin until this ethics approval has been formally given. Only if the approval relates to a work package planned at a later stage of the project, and if legislation allows, the host institution may decide to authorize the researcher to obtain ethical approval at a later stage, i.e. at the latest before the initiation of the relevant part of the research. Please keep in mind that this delayed application/permission is not possible for all research institutions. Also keep in mind that the ethics 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 on each of the ethics issues and how to address them, check the FWO webpage on research ethics and the Guidelines on FWO's ethics checklist.
**Ethical Issues**

Does your research involve the use of human embryos and/or human embryonic stem cells?
- Yes
- No

Does your research involve human participants?
- Yes
- No

Does your research involve the use of human cells and/or tissues?
- Yes
- No

Does your research involve the use of personal data?
- Yes
- No

Does your research involve animals?
- Yes
- No

Does your research involve access, benefit sharing and/or the Nagoya Protocol?
- Yes
- No

Does your research involve international collaboration, exploitation and/or ethics dumping?
- Yes
- No

Does your research involve environment and/or health and safety?
- Yes
- No

Does your research involve dual use and/or military applications?
- Yes
- No

Does your research involve misuse, security and/or human rights?
- Yes
- No

Does your research involve artificial intelligence?
- Yes
- No

Are there any other issues that should be taken into consideration?
- Yes
- No
Ethics approval 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).

---

**Ethical issues**

- Human embryos
- Human embryonic stem cells

**Does your research involve the use of human embryos?** *
- Yes
- No

**Does your research involve human Embryonic Stem Cells (hESCs)?** *
- Yes
- No
Ethical Issues

Human embryos and/or human embryonic stem cells

Does your research involve the use of human embryos? *
- Yes
- No

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
<table>
<thead>
<tr>
<th>Ethical Issues</th>
<th>Humans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your research involve human participants?</td>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>Does your research involve interventions (physical, also including imaging technology, behavioral treatments, etc.) on the study participants? *</td>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014) i.e. using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products? *</td>
<td><strong>Yes</strong></td>
</tr>
</tbody>
</table>
Does your research involve human participants?
Yes  No

Are they volunteers for non-medical studies (e.g. social/societal or human sciences research)?
Yes  No

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)? *
Yes  No

Are they potentially vulnerable individuals or groups? *
Yes  No

Are they children/minors? *
Yes  No

Are they patients for medical/clinical studies? *
Yes  No

Are they healthy volunteers for medical/clinical studies? *
Yes  No
Does your research involve interventions (physical, also including imaging technology, behavioral treatments, etc.) on the study participants? *

Yes  No

Does it involve invasive techniques?

Yes  No

Does it involve collection of biological samples?

Yes  No

Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014) i.e. using pharmaceuticals, biologics, radiopharmaceuticals, or advanced therapy medicinal products? *

Yes  No
Ethical issues

Human cells/tissues

Does your research involve the use of human (including foetal) cells or tissues? *

[ ] Yes  [ ] No

Does it concern human foetal tissues/cells (not covered in section 1, i.e. other than human embryonic tissue and hESCs)?

[ ] 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).

Ethical issues

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.

Yes  No

Does your research involve international import or export of personal data?

Yes  No
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.

Yes  No

Does it involve the collection and/or processing of special categories of personal data (e.g.: information on sexual orientation, ethnicity, genetic information, biometric and health data, political opinion, religion or philosophy of life)?

Yes  No

Does it involve profiling, systematic monitoring of individuals, or large-scale processing of special categories of data, or intrusive methods of data processing (such as, surveillance, geolocation tracking etc.)?

Yes  No

Does your research involve further processing of previously collected personal data (including use of pre-existing data sets or sources or merging existing data sets)?

Yes  No

Does it involve the processing of personal data related to criminal convictions or offences?

Yes  No

Does your research involve international import or export of personal data?

Yes  No

Do you plan to export personal data from the EU to non-EU countries?

Yes  No

Do you plan to import personal data from non-EU countries into the EU or allocate personal data from a non-EU country to another non-EU country?

Yes  No
Do you plan to export personal data from the EU to non-EU countries?

Yes  No

Specify the type of personal data and country/ies involved.

Do you plan to import personal data from non-EU countries into the EU or allocate personal data from a non-EU country to another non-EU country?

Yes  No

Specify the type of personal data and country/ies involved.
Ethical issues

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?
If no ethical approval has been obtained for the proposed research as of yet, the ethics approval process has to be initiated prior to the project application deadline. In any case, FWO must be in the possession of the ethical approval at the time of the rebuttal, or if no rebuttal is foreseen in the procedure of the subsidy channel concerned, at the latest 1 month before the start of the evaluation panels. See Guidelines on FWO’s ethics checklist for further information or contact MED@fwo.be for assistance.

Yes  No

Are they genetically modified animals?

Yes  No

Are they cloned farm animals?

Yes  No

Are they endangered species?

Yes  No
Are they non-human primates?

If no ethical approval has been obtained for the proposed research as of yet, the ethics approval process has to be initiated prior to the project application deadline. In any case, FWO must be in the possession of the ethical approval at the time of the rebuttal, or if no rebuttal is foreseen in the procedure of the subsidy channel concerned, at the latest 1 month before the start of the evaluation panels. See Guidelines on FWO's ethics checklist for further information or contact MED@fwo.be for assistance.

Yes  No

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

Please upload either the ethical approval for the intended experiments on non-human primates, or the acknowledgement of receipt of your request for ethical advice by the Ethics Committee on Animal Testing.

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

Upload

Please upload your file(s)
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.vlnr.be for the procedure to follow as soon as the project is granted.

Specify the country(ies).
Ethical issues

(Inter)national collaboration: exploitation and ethics dumping

For 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.

Ethical issues

Will some of the research activities be conducted in non-EU countries?
- Yes
- No

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

Does your research involve international import or export of materials?
- Yes
- No
Will some of the research activities be conducted in non-EU countries?

Yes  No

Name of the country/ies.

Do the undertaken activities in these non-EU countries raise potential ethics issues? *

Yes  No

Specify the country/ies.

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

Yes  No

Specify the country/ies.
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

Specify material and country/ies involved.

Does your research involve international import or export of materials?  

Yes  No

Do you plan to export any material to non-EU countries?  

Yes  No

Specify material and country/ies involved.

Do you plan to import any material from non-EU countries or transfer material in-between two non-EU countries?  

Yes  No

Specify material and country/ies involved.
Ethical issues

Environment, Health and Safety

Does your research involve the use of (chemical, physical, sound, ...) substances that may cause harm to the environment (water, air, soil, ...), or to animals or plants (now and/or in the future)?

Yes  No

Does your research involve the use of (chemical, physical, sound, ...) substances that may cause harm to humans, including research staff and their coworkers? (now and/or in the future)?

Yes  No

Does (part of) your research deal with endangered flora or fauna, or is it carried out within protected areas?

Yes  No

Do the proposed experiments make use of any parts of animals, GMOs or pathogens?

Yes  No

Does the proposed research make use of information, installations, processes or products that need to be covered by permits (ionizing radiation, radioactive substances, pharmaceutical products, drug precursors, explosives and precursors, cyanides, ozone-depleting substances, soils/animals/animal parts and by-products/plants from third countries ...)?

Yes  No
Please consult the brochure of the Flemish Interuniversity Council on the topic: 
https://vlir.be/publicaties/brochure-dual-use/. For these issues your host institution has to be consulted when the project is granted.

Ethical issues

Dual use and military application

Does your research have the potential for military applications?

Yes   No

Does your research involve dual-use items9 in the sense of Regulation 2021/921, 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.

**Ethical issues**

**Misuse, Security & Human Rights**

- **Does your research have the potential for misuse of research results?**
  - Yes
  - No

- **Might the activities lead to or might the chosen partners be involved in Human Rights violations?**
  - Yes
  - No

- **Do you take security measures to prevent misuse?**
  - Yes
  - No
### Ethical issues

| Artificial intelligence |

**Does your research involve the development, deployment and/or use of Artificial Intelligence?**

| Yes | No |

**Could the development, deployment and/or use of Artificial Intelligence that is based on your research raise ethical concerns related to human rights, values, decision making, and/or can it cause negative societal or environmental impact?**

| Yes | No |
Are there any other issues that should be taken into consideration?

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, etc.).

Please specify.
**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).

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<th>Number/description of work packages</th>
<th>Start date</th>
<th>Ethics committee category</th>
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Please add an item

**Add: work package**

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Please specify which ethics committee(s) will deal with your applications.

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Ethical issues: Yes

I hereby acknowledge that an ethical approval is required for issues marked with an asterisk (*) as far as they apply to my project proposal. I will abide by the applicable regulatory framework, law and institutional policies regarding matters, 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 ethically sensitive activities.

Ethical issues: No

☐ I confirm that I have read all questions above and that there are no ethical issues concerning my research proposal.
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.

Please note that the answers to the questions below and the Data Management Plan should cover the full project, including all (inter)national partners involved in cross-institutional projects.

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

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 their 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? Which specific security measures do those data require? (optional)

Which other issues related to the data management are relevant to mention?
Consent

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 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