EXAMPLE OF AN APPLICATION FORM:

PHD FELLOWSHIP STRATEGIC BASIC 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
Log in to access FWO's E-loket

LOG IN WITH ORCID

Email / username

Password

☐  Remember Me

Forgot password?

LOG IN

No account yet? Create an account
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
  - ORCID registration [https://orcid.org/](https://orcid.org/)
  - Scientific Disciplines: use level 4

- **Addresses**
  - (future) **Belgian service address!**
  - Legal domicile address
    - Non-Belgian domicile in EU: add **TIN code** (tax identification number)

- **Academic degrees & positions**
  - Correct, complete & up to date!

- **Publications**
  - Complete list as on Mar 1, 2024
  - Published or accepted for publication
You can start a new fellowship application only if at least following items in ‘Personal Details’ are completed:

- Gender
- Place of birth
- Nationality
- ORCID ID (Open Researcher and Contributor ID)

- Domicile address (in Belgium or abroad)
- (Future) service address

**no access to new application before these 7 items are completed...**
After completing or editing your personal profile, you may start or proceed preparing your application. Select ‘create application’ to start a new application.
Manual save as well as auto-save features
General

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.
The disciplines mentioned in the ‘Personals’ section, together with the free-text keywords below will be used to allocate your application to the best fitting internal reviewers within the panel.

Go to the personals page to update disciplines
No items found.

Enter up to three English 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.

Please add an item

Enter up to three Dutch 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.

Please add an item
Position your proposal in terms of economic finality.

Ultimately (medium-to-long-term), the proposed strategic research may lead to added value for one or more specific company(ies), or for a sector or group of enterprises. The application potential may as well be expressed in terms of socio-economic benefits, related to the Flemish transition areas and priorities in science, technology and innovation. You can highlight multiple options simultaneously but you need to select at least one. In the first two cases you have to specify which companies or sectors are targeted. Furthermore, you can select up to 2 transition areas, each with an associated priority. It is also possible to choose two priorities under the same transition area. What you mention in this section should be referred to, elaborated and explained in the Project description, section 'strategic dimension'. Hence, do not just drop company names here, and be specific in referring to sectors (be more precise than e.g. 'manufacturing' or 'space industry').

Companies (optional)

Sectors (optional)

Tick off the transition areas and their science, technology and innovation priorities. (optional)

Maximum amount of entries: 2

Transition Area Group  Transition Area
Personal Data

Explain any career breaks.
Explain possible gaps in your CV in the section below. Make sure your current position and previous appointments are well-placed in the personal details section (Posta / Career). If you have interrupted your academic career at any 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, ...), please provide details about this below (reason, start and end date). This will allow the reviewers to fairly assess your career stage.

STUDY RESULTS (ACADEMIC EDUCATION)
This section will be used by the evaluators to assess your potential as a PhD researcher based on your past academic trajectory.

Study narrative.
Show how your academic study trajectory has formed the ideal preparation for doing a PhD, in general and specifically on the topic of the proposed project. Where appropriate, refer to your grades of relevant courses, percentage or relative ranking or other study results. You may also highlight specific programs or courses you took. If applicable, include additional information on your personal situation where you believe this may have affected your study results and should need to be taken into consideration during the evaluation.

Relative positioning of your study results.
Provide the following information for the master's degree on the basis of which the application is submitted (see FID fellowship regulations article 7): the overall result you obtained for this master's degree, expressed as a percentage; your relative ranking within your study group expressed as the percentile (referring to your university study group) or rank.

- If you have not yet obtained a master's degree, please enter the study results and percentile related to the relevant bachelor's diploma.
- Regarding diplomas from non-Flemish universities, enter a percentile score if available, or at least your rank within your study group should be provided. If neither of these data is available, use the text field at the bottom to provide qualitative information on all your study results.
- More information on providing relative ranking information can be found on the programme webpages.

Please select the relevant diploma for percentile/rank information.

<table>
<thead>
<tr>
<th>Date</th>
<th>University/College</th>
<th>Degree</th>
<th>Grade</th>
<th>Country</th>
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<tbody>
<tr>
<td>30/6/1993</td>
<td>University College</td>
<td>Bachelor</td>
<td></td>
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</table>
Upload the declaration on your percentile or rank within your study group.
Note that this document is mandatory and an essential part of your application. However, exceptionally when duly justified this document can be submitted within a reasonable time after the submission deadline.

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

Download template

Please upload your file(s)

Enter the study results of your diploma.
Enter the global percentage up to 2 decimal places e.g. 63.2

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 to your study result. However, if multiple percentile values equal your study result, the lowest of these percentiles is to be filled in.

Provide details about the positioning of your grade based on the percentile or study group ranking.

Percentile
Ranking study group

Provide details about the positioning of your grade based on the percentile or study group ranking.

Not applicable

Provide details about the positioning of your grade based on the percentile or study group ranking.

Not applicable
MOTIVATION AND COMPETENCES

This section will be used by the evaluators to assess your potential as a PhD researcher, based on your motivation, acquired scientific competences and scientific mindset.

Write a motivation statement.

Elaborate on your motivation and research itinerary to pursue an individual PhD trajectory. Elaborate also on how your scientific background and competences will allow you to start the PhD project. Provide a clear and substantiated overview on the skills you have already developed, and on the competences yet to be acquired and how you will acquire them.
Scientific activities, experiences and achievements.

In this input field you can further elaborate on first steps as a (potential) 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 data base, 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.

Indicate the research stays which have already been undertaken, prior to this project. If applicable, motivate shortly the added value of each stay to the project. Add details on the organization, type of organization, country, contact person, start/end date, function/activities.
Specify concrete mobility plans (research stays) within the FWO fellowship.

Indicate the research stays which are planned within the FWO fellowship. Motivate shortly the added value of each stay for the project. Include details on the organization, type of organization, country, contact person, start/end date, function/activities. See Programme Regulations Art. 4 §2

List any scientific awards.

List prizes and awards, (e.g. best master thesis...). Specify the awarding body, title, date, amount and theme.
Host institution - promotor

This part of the application form provides info on host institutions and co-promotors 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. 4b1 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-promotors 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 4b3), 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

Promotor
Eligibility main promotor: check Art. 108G 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-promoters 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

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<th>First name</th>
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Please add an item

Co-promotor(s) (optional)
You may specify one or more co-promoters.

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### Main Flemish host institution

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### Co-promoter(s)

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### Other co-promoter(s) and their affiliation (optional)

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### Other organization

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Project

PROJECT DESCRIPTION

Project description.
The project description should be structured following the template provided by [WGo]. The sequence of the different topics should be followed exactly as provided in the original template. The total project outline has a maximum of 12 pages (Font Calibri 11, single line spacing, original template margins...). herein included all tables, graphs, illustrations, etc.

Maximum file size is 16MB.
Allowed file extensions: pdf.

Download template

Please upload your file(s)
Template project description

PHD FELLOWSHIP STRATEGIC BASIC RESEARCH
PROJECT OUTLINE (max. 12 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 12 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 problems that you want to solve with this project. Concisely describe the related international state of the art, with reference to scientific literature. Indicate why the execution of the proposed strategic basic research is important. Position your project in relation to ongoing national and international research.

Click here to insert your text.

Scientific research objective(s)
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, the solution to particular problems 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 strategic choices in view 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.
**Strategic dimension and application potential**

Elaborate the strategic dimension of your research, with regard to the (long-term) potential for innovative applications.

Substantiate the PhD project’s strategic focus on economically relevant innovations. Justify how the chosen research approach (if successful) is the appropriate one to achieve the anticipated application(s) (potentially long term).

Elaborate the strategic importance of the potential applications to possible users (impact). Show how (if the project is successful) new products, services and/or processes may affect business of specific companies, a collective of companies and/or a sector and/or may be closely aligned with the Flemish science, technology and innovation transition priorities (Flanders in transition. Priorities in Science, Technology and Innovation towards 2025) (socio-economic benefits). Societal impact should always be linked to a (in)direct (macro)economic benefit, e.g. cost reductions in health care, higher education level, environmental impact etc. should be positioned in an economic context.

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 context 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 FGOC, regardless of the type of funding (fellowships, project,...)

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

Has the proposal already been funded?

Funding decision still pending  Yes

☑ To another organization

Please enter the name of that organization.

Has the proposal already been funded?

Funding decision still pending  Yes

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 FGOC 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 N/A 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 strategic as well as scientific 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 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/race 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.

Justification.

Not applicable
Yes
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 textbox. Please be aware that this question on societal actors does not concern science communication or valorisation.

justify.

SCIENCE COMMUNICATION

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

FWO encourages its fellows to disseminate the results of their research widely and valorise them where possible.
INTERNAL PEER REVIEW
There are 24 thematic SB panels. More info on these panels and their specific scopes can be found here. You should select the panel that fits best with your research project, in terms of research methodology (rather than the application field).

Specify the expert panel.

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.
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

Are you using human embryos and/or human embryonic stem cells in your study?
Yes  No

Does your research involve human subjects?
Yes  No

Do you use human cells and/or tissues in your research?
Yes  No

Does your study require the processing of personal data?
Yes  No

Does your research involve animal testing?
Yes  No

Does your research use genetic resources and/or associated traditional knowledge covered by Access and Benefit Sharing legislation and/or the Nagoya Protocol?
Yes  No

Does your research involve international collaboration with non-EU countries?
Yes  No

Could your research potentially harm the environment and/or the health and safety of people involved?
Yes  No

Could your research have dual-use or military applications?
Yes  No

Could your research be misused, compromise security and/or human rights?
Yes  No

Does your research involve artificial intelligence?
Yes  No

Are there any other ethical considerations that need to be taken into account?
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

Does your research involve the use of human embryos? *

Yes  No

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

Yes  No
<table>
<thead>
<tr>
<th>Ethical Issues</th>
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<tbody>
<tr>
<td>Human embryos and/or human embryonic stem cells</td>
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<tr>
<td>Does your research involve the use of human embryos? *</td>
<td>Yes</td>
</tr>
<tr>
<td>Does your research involve human Embryonic Stem Cells (hESCs)? *</td>
<td>Yes</td>
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<tr>
<td>Will the hESCs be directly derived from embryos within this project?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are the hESCs previously established cell lines?</td>
<td>Yes</td>
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</tbody>
</table>
Ethical issues

Human participants

Does your research involve human participants?

Yes  No

Does your research involve interventions (physical, also including imaging technology, behavioral treatments, etc.) on the study participants? *

Yes  No

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? *

Yes  No
Does your research involve human participants?

Yes  No

Are they volunteers for non-medical studies (e.g. social/societal 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 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

Do the interventions involve invasive techniques?

Yes  No

Do the interventions 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, biologicals, 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).

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
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

Ethical approval for 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)
Ethical issues

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.vlir.be for the procedure to follow as soon as the project is granted.

Yes  No

Specify the country/ies.

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Ethical issues

International 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.

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<th>Ethical issues</th>
<th>Will some of the research activities be conducted in non-EU countries?</th>
<th>Yes</th>
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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.)?

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Does your research involve international import or export of materials?

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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 co-workers? (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 applications*

---

**Does your research have the potential for military applications?**

- Yes
- No

**Does your research involve dual-use items in the sense of Regulation 2021/821, 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
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**Details on ethically sensitive issues per work package (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>
<th>Ethics committee</th>
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Please add an item
Number/description of work packages

Start date

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

Ethics committee category

Ethics committee
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 schemes 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 international partners involved in cross-institutional projects.

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

Specific 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? (options)

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, as far as applicable, the members of the FWO expert panels and experts involved in the evaluation of their proposal in Flanders and abroad (EU and outside EU) and to a partner organization. Any of these receiving parties 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 ensure 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.

The applicant agrees that FWO will forward their private email-address, as provided in the personal data section of the FWO E-portal to their host institution, among other non-personal data regarding their application. The receiving host institution 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 ensure this data transfer to the aforementioned organizations will take place in a secure and correct way. More information and details are published on the FWO website or can be requested via dpo@fwo.be.

Furthermore, the applicant agrees that the following information may be included in the lists published by the FWO: title/abstract, full name of the beneficiaries/supervisors; host institution(s); scientific domain(s)/discipline(s)/keyword(s); start 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 according to the instructions of the respective programme (i.e. only the items in the E-portal that are applicable to the type of support you apply for should be filled out).

The applicant declares that it fully meets the definition of a research and knowledge-dissemination organization as stated in Framework for State aid for research and development and innovation 2022/G 414/01 [*].

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.

[*]An entity (such as universities or research institutes, technology transfer agencies, innovation intermediaries, research-oriented physical or virtual collaborative entities), irrespective of its legal status (organised under public or private law) or way of financing, whose primary goal is to independently conduct fundamental research, industrial research or experimental development or to widely disseminate the results of such activities by way of teaching, publications or knowledge transfer. Where such entity also pursues economic activities the financing, the costs and the revenues of those economic activities must be accounted for separately. Undertakings that can exert a decisive influence upon such an entity, in the quality of, for example, shareholders or members, may not enjoy preferential access to the results generated by it. (Definition of a ‘research and knowledge-dissemination organisation’).

☐ I agree
Submit Application

Submit