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2 Introduction

2.1 Goal of the guide

This guide provides practical information to potential applicants in preparing and submitting an application for a FWO fellowship or a FWO project proposal. This Guide for Applicants is therefore divided into several parts. In order to be able to apply for FWO funding, one must register to get access to the web-based FWO application for preparing, uploading and submitting a proposal. The practical information about this FWO e-portal can be found under section 3 in this guide. Applicants for a fellowship, a PhD fellowship or a postdoctoral fellowship, will find the practical information to prepare and submit their application under section 4. Applicants for a Research project can find the practical information for preparation and submission of their dossier in section 5. All practical information to apply for a Research grant (Krediet aan Navorsers) can be found under section 6.

The main goal of this guide is to highlight the practical side of preparing and submitting an application. How to obtain a login? How to change your personal data on the e-portal? Which information to provide in your dossier? How to correctly provide a bibliography?

2.2 FWO Mission

The Research Foundation - Flanders (FWO) is an independent agency that stimulates and supports ground breaking fundamental research in all areas of science at the universities in the Flemish Community, including associated research institutes.

The FWO funds excellent and promising researchers as well as Research projects following an interuniversity competition and an evaluation by national and international experts.

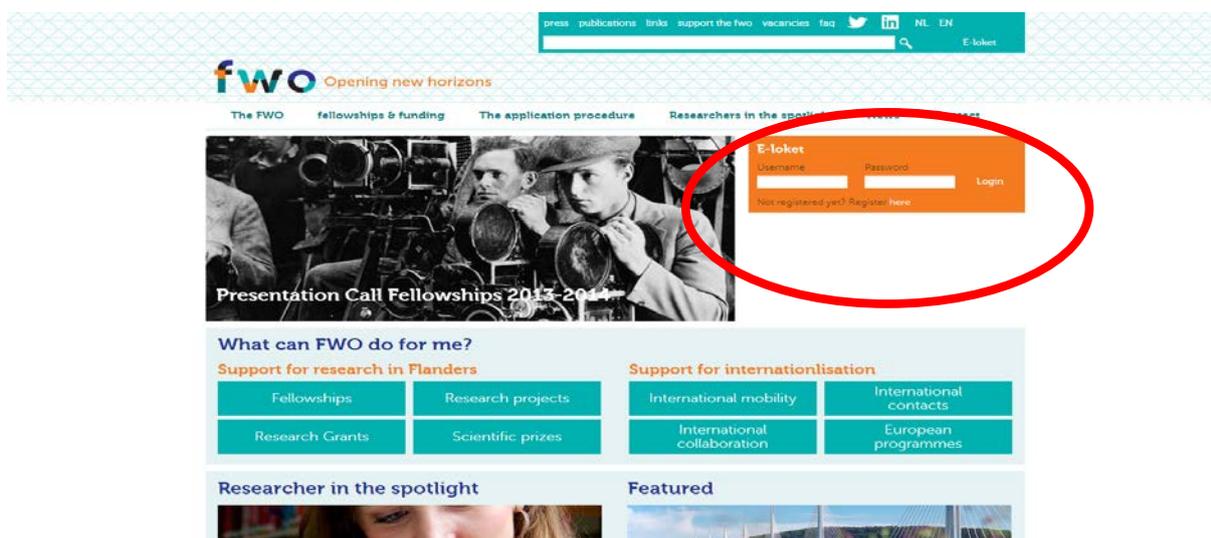
The only criterion is the outstanding quality of researcher and research proposal, regardless of scientific discipline, host institution, gender, politics or religious persuasion.

The mission, main task, structure and management of FWO can be found on the webpage <http://www.fwo.be/en/the-fwo/organisation/>.

3 Registration

3.1 Receiving login and password.

An applicant first needs to register in order to receive a login name and password, and thus get access to the web-based FWO application for preparing, uploading and submitting a proposal. The registration tool can be found in the upper right corner of the FWO home page (<http://www.fwo.be/en/>).



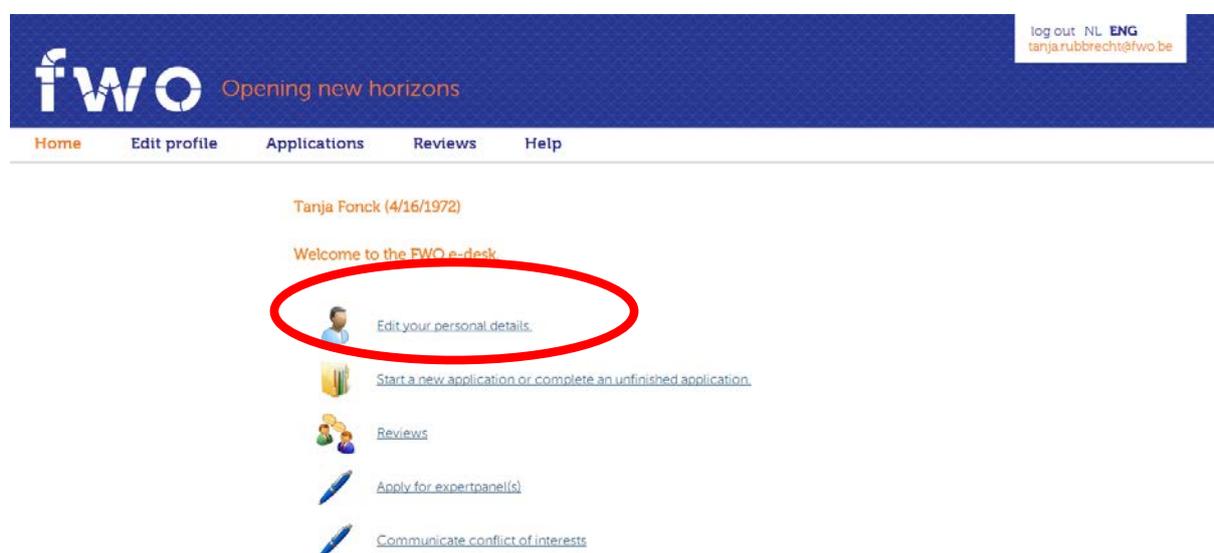
Click 'Register' if you do not have a login and password yet. You will then reach the following screen:

A screenshot of the FWO registration form. The form is titled 'Register' and is set against a dark blue background with the FWO logo. It contains several input fields: 'Firstname', 'Surname', 'E-mail', 'Confirm e-mail', 'Date of birth' (with dropdown menus for day, month, and year), 'Field', 'Field 2', and 'Field 3'. A red asterisk indicates a required field. A link for 'more about' is visible next to the 'Field' dropdown. At the bottom, there is a 'Register' button and a 'Log on' link. A note at the bottom states: 'When you click on "Register", a member of FWO staff will deal with your request.'

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Fill out all necessary fields and press the 'Register' button. Please make sure you use a valid e-mail address as the login and the password will be mailed to you. FWO needs to validate this new data before providing access to the web-based FWO application 'e-loket'. Therefore, make sure to register **at least 48 hours** before submission.

After receiving a login and password it is possible to enter the web-based FWO application immediately. You will enter your personal page indicating your name, birthday and e-mail address.



3.2 Personal data

In order to eliminate these redundant requests for information, we invite you to register your personal data once in the FWO e-portal by clicking on 'edit your personal details'. Upon entering the personal details section, some parts of the different sections on the left will be listed automatically. Please add all missing data by carefully going through all sections; 'Personal details', 'Diplomas/Current Studies', 'Posts/Career', 'Disciplines', 'Publications', 'Addresses', 'Contact information' and 'User account management'. The added login-related information can be used for each future proposal submission. **Please make sure to update your personal details with each future application, especially the publications section.**

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If you are a candidate for a fellowship application, it is required to add the necessary **documents of proof** (PDF files only, with a maximum size of 10Mb) in the tab 'Diplomas/Current studies'. Applicants for a PhD Fellowship need to upload all university **diplomas** and supplements, all available exam results, an attestation from the university board confirming that you are being admitted to prepare a doctoral thesis (only required if the master's degree has not been awarded or will not be awarded by a Flemish university). If you are applying for a Postdoctoral Fellowship you need to upload all university diplomas (bachelor's degree, master's degree and doctoral degree).

Please be aware that the FWO reserves the **right to verify the given information**.

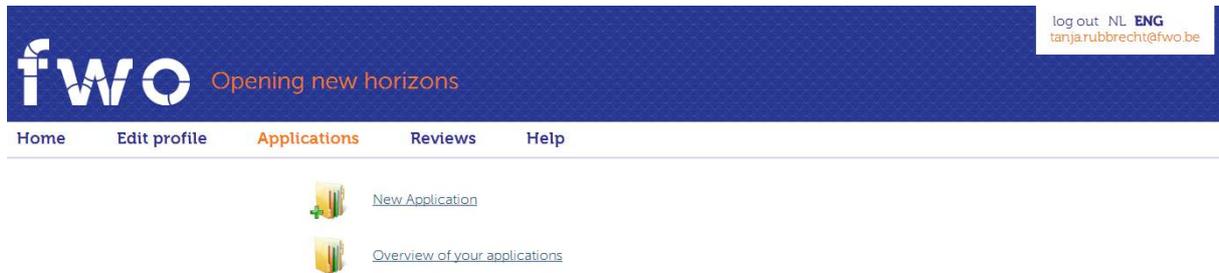
Also do make sure that you create your bibliography in an internationally accepted bibliographical style providing all necessary data such as number of pages, all (co-)authors, date of publication, impact factor (in the year of publication (when available)), citations, etc. Be consistent by using the same bibliographical style each time you add a publication. All publications must be ordered by type (A1-C3). The different types are explained in the scroll down menu. You can easily copy/paste your bibliography from a Word document. Providing a bibliography in PDF format is no longer possible. The advantage of listing your publication in the 'Personal Data' section is that the added bibliography can be used for each future proposal submission. **Therefore be aware to update your bibliography with each new proposal submission!**

The screenshot shows the FWO application portal interface. The top navigation bar includes the FWO logo and the tagline 'Opening new horizons'. The main navigation menu contains 'Home', 'Edit profile', 'Applications', 'Reviews', and 'Help'. On the left, a sidebar lists various profile sections: 'Personal details', 'Diplomas / Current studies', 'Posts / Career', 'Disciplines', 'Publications', 'Addresses', 'Contact information', 'User account management', and 'Personal details as PDF'. The 'Publications' section is currently active, and its label is circled in red. The main content area shows a form for adding or editing a publication. It includes a 'Type' dropdown menu, a 'Details' section with a large text area, and a 'Date of publication' section with three dropdown menus for year, month, and day. At the bottom of the form are 'Save' and 'Cancel' buttons. A red text overlay on the right side of the form reads: 'Update your publication with each new proposal submission!'.

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The 'user account manager' makes it possible to change your password. In the section 'personal details as PDF', you are able to generate a PDF containing all the personal data you completed.

After completing or editing your personal profile, you may start or proceed preparing your grant application. Select the tab 'applications' in the upper bar. To continue preparing an existing application that was not yet submitted, go to 'overview of your applications'.



4 **PhD fellowships and postdoctoral fellowships**

4.1 About the fellowship grants.

Please check the specific rules for application and reapplication before writing a research proposal. The current rules and restrictions for eligibility for all FWO grants can be found on the specific web pages as indicated below:

- **The PhD fellowships** aim to provide young and promising researchers with every opportunity to do a PhD in fundamental science in the best possible circumstances. The PhD fellowships represent the most important funding channel for achieving this objective.

For more information on the procedure and eligibility please see:

<http://www.fwo.be/en/fellowships-funding/phd-fellowships/phd-fellowship/>

Example of an application form:

<http://www.fwo.be/media/145643/APPLICATION-FORM-FOR-A-PHD-FELLOWSHIP.PDF>

- **The Special PhD fellowship** is intended to enable persons not employed within scientific research to complete a PhD within a year and to obtain study leave from their current employer for this purpose.

For more information on the procedure and eligibility please see:

<http://www.fwo.be/en/fellowships-funding/phd-fellowships/special-phd-fellowship/>

Example of an application form:

<http://www.fwo.be/media/344900/APPLICATION20FORM20FOR20A20PHD20FELLOWSHIP.pdf>

- **Clinical PhD fellowship** are aimed at doctors, veterinary surgeons, dentists and pharmacists, recognized as specialists who are employed in a full-time clinical role at a university hospital in the Flemish Community. During the 2-year fellowship, the beneficiaries are released part-time from clinical and academic duties in order to pursue fundamental clinical research.

For more information on the procedure and eligibility please see:

<http://www.fwo.be/en/fellowships-funding/phd-fellowships/clinical-phd-fellowship/>

Example of an application form:

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<http://www.fwo.be/media/344890/APPLICATION20FORM20FOR20A20CLINICAL20PHD20FELLOWSHIP.pdf>

- **The Postdoctoral fellowships** from the FWO are intended to support researchers who already have a PhD in developing an independent research career.

For more information on the procedure and eligibility please see:

<http://www.fwo.be/en/fellowships-funding/postdoctoral-fellowships/postdoctoral-fellowship/>

Example of an application form:

<http://www.fwo.be/media/344840/APPLICATION20FORM20FOR20A20POSTDOCTORAL20FELLOWSHIP.pdf>

- **The Senior Clinical Investigator fellowships** are aimed at well trained medical researchers of postdoctoral level who must be able to establish a career and offer them the chance to obtain part-time leave from a clinical position in order to work on a Research project.

For more information on the procedure and eligibility please see:

<http://www.fwo.be/en/fellowships-funding/postdoctoral-fellowships/senior-clinical-investigator/>

Example of an application form:

<http://www.fwo.be/media/344940/APPLICATION20FORM20FOR20A20SENIOR20CLINICAL20INVESTIGATOR.pdf>

4.2 Applying for a fellowship

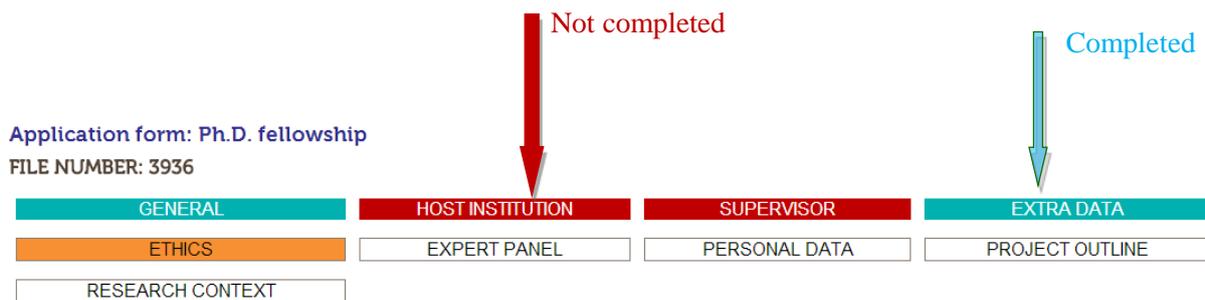
4.2.1 General practical information

Grant applications can be submitted only in response to a 'call for proposals'. Calls announced by FWO are published on our website (November). The final submission date for all FWO mandates is set yearly on the first of February at 17.00h. If this day is a Saturday or a Sunday, the closing date is moved to the following Monday at 17.00h. In order to ensure that all candidates get an equal chance, no bibliographical additions will be accepted after this date.

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Proposals must be submitted electronically via the web-based FWO application. Therefore, take into account that FWO is not responsible for the temporary unavailability of the system. It is strongly recommended to submit at least one to two weeks before the closing date. **Please make sure to update your personal details with each future application, especially the addresses and publications sections.** All practical info about the registration and the FWO e-portal can be found in the above section 'Registration'.

Each application consists of several sections that need to be completed before submission: 'General', 'Host institution', 'Supervisor', 'Extra data', 'Ethics', 'Expertpanel', 'Referees', 'Personal data', 'Project Outline' and 'Research Context'. An applicant can continue to modify the proposal and save revised versions overwriting the previous one right up until the deadline. The section will turn light blue when all necessary data is completed in the selected section. Sections that are not fully completed are highlighted in red.



4.2.2 Referees

An applicant for a **Postdoctoral fellowship, Pegasus fellowship or a Senior Clinical Investigator Fellowship** has to propose ten external referees in the 'Referees' section. From this list, the FWO will invite a number of referees to evaluate the application in writing.

Reviewers must be affiliated to a university, research institute or research department of another organizational type and must be active at least at a postdoctoral level. The following persons **are not eligible** as reviewers:

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- members of the Board of Trustees of the FWO;
- members of an FWO Expertpanel;
- persons appointed to a Belgian university, research institute or any other organization; or, in the case of calls for proposals in the framework of bilateral agreements, persons appointed to similar institutions or organisations in the country where the foreign project partner is professionally active;
- persons with a professional appointment to a foreign institute where the applicant(s) has been enrolled as a student or professional after January 1st of the year n-3 (n=year of application);
- any co-authors with the applicants of a publication that was submitted or published after January 1st of the year n-3 (n=year of application);

‘Co-authorship’ is to be understood as follows:

- § Co-authorship of a monograph of which the applicant is co-author as well;
- § Co-authorship of an article or another type of contribution to a collection (book, journal issue, report, congress proceedings, abstract ...) of which the applicant is co-author as well;

Editors are not regarded as co-authors insofar as they have not also acted as what is understood under ‘co-author’ as described above. Co-editors of the applicant are not accepted as an external referee.

- partners of the applicant(s) in a research cooperation ,whether formalised in a research project or not, that has been applied for or has been running after January 1st of the year n-3 (n=year of application. In this context, the following shall in any case qualify as research cooperation (non-exhaustive list):
 - Cooperation under a research fellowship, granted by the FWO;
 - Cooperation under a research project, whether relating to a specific subject or not or under an international cooperation project, granted by the FWO;
 - Cooperation under the Odysseus programme or the Big Science programme, granted by the FWO;
 - Cooperation under a Scientific Research Network, granted by the FWO;
 - Cooperation under programmes similar to those mentioned above, granted by organisations other than the FWO;
 - Joint research work not formalised in a cooperation structure as defined above;
 - Research carried out in the research areas and/or with research facilities provided by the applicant to the referee or vice versa;
 - ...

The applicants are responsible for the eligibility of the proposed referees. If the proposed referees do not comply with the eligibility criteria, the application will be declared ineligible.

In case the applicant doubts the eligibility of one or more of the proposed referees, he or she can also contact the FWO through his/her e-loket account before submitting the application. The questions concerning eligibility that reached the FWO before the application was submitted will be presented to the FWO referee commission of the appropriate scientific domain, consisting of all expertpanels' chairs of that domain. Five referee commissions are established, one for each domain: biological sciences, humanities, social sciences, medical sciences and science & technology; for applications submitted to the Interdisciplinary Panel the referee commissions of the respective scientific domains will be consulted. In case co-authorship is detected in publications with ten or more authors, the FWO administration will consult the referee commission as well. In all the above cases, the referee commission will decide on the alleged eligibility of the proposed referees. **When the referee commission decides negatively on the eligibility of a proposed referee in an application that has already been submitted, this application will be disqualified.** When the referee commission answers negatively to a question concerning the eligibility of a proposed referee that reached the FWO before the application was submitted, the applicant will be asked to propose a new referee that does meet the eligibility criteria.

After the administrative check, the FWO will inform the applicant about the violations that were found. In case the alleged violations result from a factual error of the FWO administration, the FWO can be notified.

For the integral regulations on internal and external peer review see: <http://www.fwo.be/en/the-fwo/organisation/fwo-expertpanels/regulations-fwo--internal-and-external-peer-review/>

The applicants must see to it that all contact information of the reviewers is up-to-date. If this is not the case the FWO will take no further steps in tracking down the reviewer(s) in question and the applicants may be asked to submit new names of candidate reviewers, pursuant to the provisions in §1 of the present article.

The applicants and the reviewers may not in any way communicate with each other about any aspect of the application and of the evaluation.

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At the time of entry in the application process, the reviewers will need to declare that they comply with the eligibility requirements for reviewers, that they will treat all information contained in the application as confidential and that they will not use any of this information for purposes other than the drawing up of their evaluation.

Primarily, the FWO administration will see to it that applicants strictly observe the eligibility regulations and other guidelines, as will it inform the Board of Trustees about any violation of this sort. The Board of Trustees will take the final decision on these violations.

4.2.3 Text fields

The online application forms are based on database text fields. For the project outline, a standard template is presented with questions and instructions (Font Calibri 11 - max 10 pages). The applicant will be able to download it, fill it in and upload it again. You can include lay-out, formulas, graphs, pictures, etc. However, the FWO administration can reject the PDF if it doesn't comply with the instructions and ask to adapt it.

4.2.4 Final submission

Completing the different parts **does not yet mean that your proposal is submitted**. The applicant may continue to modify the proposal and save revised versions overwriting the previous one right up until the deadline. Once there is a consolidated version of your proposal, you must press the button **'submit application'**.

You can view the status of the application at the page "Overview of your applications".

At the page “Overview of your applications”, you’ll find the status under the header “State of application”. The status “In design” means that the application hasn’t yet been submitted and that the application is still completely editable.

Overview Ph.D. fellowship Renewal applications.

File number	Application number	Title	State of application	
3736		This is the title.	In design	  
3853	11A5615N	This is my title.	Submitted	 

Please ensure that all forms, parts and supplementary documents are in PDF format and are uploaded correctly in the web-based FWO application before the final submission. It is strongly recommended to double-check by pressing the ‘Download application in PDF’ and the ‘Download Personalia in PDF’ button verifying their completeness. Incomplete proposals (where parts of the proposal are missing) are considered ineligible and will not be evaluated.

After completing all data and thoroughly controlling your completed proposal you may submit your proposal by pressing the ‘submit application’ button before the submission deadline has expired. Proposals sent by means other than the web-based FWO application will not be accepted.

After the call deadline no submissions and no updates of submitted proposals will be accepted. Only the material submitted within the given character limits will be evaluated.

If the submission is technically successful, the applicant receives an automatic computer generated receipt from the web-based FWO application.

5 **Research projects**

5.1 About the Research projects

For research teams, the FWO provides funding via a **Research project**. The funds can be used to hire extra scientists and technicians, or for equipment and operating costs associated with the execution of the Research project. More information on the procedure and the eligibility of a research team can be found on the webpage <http://www.fwo.be/en/fellowships-funding/research-projects/>

A Research project is executed under the direction of a promoter in cooperation with one or more co-promoters. The promoters and co-promoters need to comply with the conditions stipulated in [article 9 of the rules for Research projects](#).

5.2 Applying for a Research project

5.2.1 General practical Information

Project applications can be submitted only in response to a 'call for proposals'. Calls announced by FWO are published on our website (January). The on-line form must be completed and sent to the **university of the Principal investigator (promoter)** for the Research project, through the FWO website. You are kindly requested to find out from the **research department of your host institution about the final submission date for your application**.

Only the university of the Principal investigator (promoter) for the Research project can finally submit the application to the FWO. The final submission date **for the university** is **1 April at 17.00h**. If this date falls on a Saturday or a Sunday, the closing date is moved to the following Monday at 17.00h. In order to ensure that all candidates get an equal chance, no bibliographical additions will be accepted after this date.

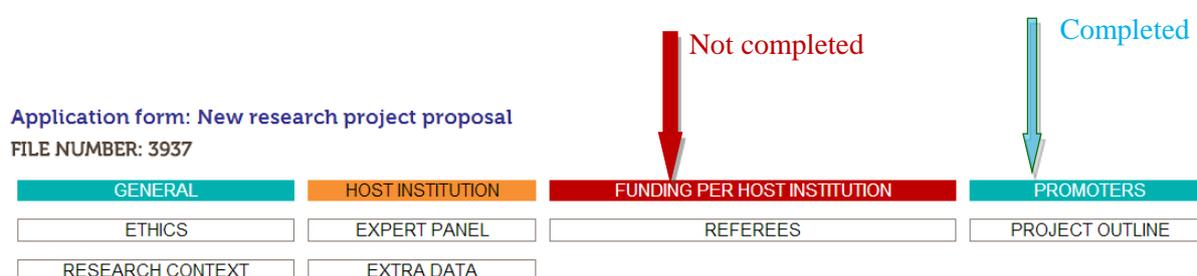
For all applications that are sent by the university to the FWO you will receive an automated message confirming the submission. After your file has been registered, the FWO will also send an automated e-mail which contains your file number.

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Example of an application form:

<http://www.fwo.be/media/344950/APPLICATION20FORM20FOR20A20NEW20RESEARCH20PROJECT20PROPOSAL.pdf>

Each application consists of several sections that need to be completed before submission: 'General', 'Host institution', 'Funding per host institution', 'Promoters', 'Ethics', 'Expertpanel', 'Referees', 'Project Outline', 'Research Context' and 'Extra data'. An applicant can continue to modify the proposal and save revised versions overwriting the previous one right up until the deadline. The section will turn light blue when all necessary data is completed in the selected section. Sections that are not fully completed are highlighted in red.



5.2.2 Referees

An applicant for **a new Research project** has to propose ten external referees in the 'Referees' section. From this list, the FWO will invite a number of referees to evaluate the application in writing. Reviewers must be affiliated to a university, research institute or research department of another organizational type and must be active at least at a postdoctoral level. The following persons **are not eligible** as reviewers:

- members of the Board of Trustees of the FWO;
- members of an FWO Expertpanel;
- persons appointed to a Belgian university, research institute or any other organization; or, in the case of calls for proposals in the framework of bilateral agreements, persons appointed to similar institutions or organisations in the country where the foreign project partner is professionally active;
- persons with a professional appointment to a foreign institute where the applicant(s) has been enrolled as a student or professional after January 1st of the year n-3 (n=year of application);

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- any co-authors with the applicants of a publication that was submitted or published after January 1st of the year n-3 (n=year of application);

'Co-authorship' is to be understood as follows:

- § Co-authorship of a monograph of which the applicant is co-author as well;
- § Co-authorship of an article or another type of contribution to a collection (book, journal issue, report, congress proceedings, abstract ...) of which the applicant is co-author as well;

Editors are not regarded as co-authors insofar as they have not also acted as what is understood under 'co-author' as described above. Co-editors of the applicant are not accepted as an external referee.

- partners of the applicant(s) in a research cooperation, whether formalised in a research project or not, that has been applied for or has been running after January 1st of the year n-3 (n=year of application. In this context, the following shall in any case qualify as research cooperation (non-exhaustive list):
 - Cooperation under a research fellowship, granted by the FWO;
 - Cooperation under a research project, whether relating to a specific subject or not or under an international cooperation project, granted by the FWO;
 - Cooperation under the Odysseus programme or the Big Science programme, granted by the FWO;
 - Cooperation under a Scientific Research Network, granted by the FWO;
 - Cooperation under programmes similar to those mentioned above, granted by organisations other than the FWO;
 - Joint research work not formalised in a cooperation structure as defined above;
 - Research carried out in the research areas and/or with research facilities provided by the applicant to the referee or vice versa;
 - ...

The applicants are responsible for the eligibility of the proposed referees. If the proposed referees do not comply with the eligibility criteria, the application will be declared ineligible.

In case the applicant doubts the eligibility of one or more of the proposed referees, he or she can also contact the FWO through his/her e-loket account before submitting the application. The questions concerning eligibility that reached the FWO before the application was submitted will be presented to the FWO referee commission of the appropriate scientific domain, consisting of all

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Expertpanels' chairs of that domain. Five referee commissions are established, one for each domain: biological sciences, humanities, social sciences, medical sciences and science & technology; for applications submitted to the Interdisciplinary Panel the referee commissions of the respective scientific domains will be consulted. In case co-authorship is detected in publications with ten or more authors, the FWO administration will consult the referee commission as well. In all the above cases, the referee commission will decide on the alleged eligibility of the proposed referees. **When the referee commission decides negatively on the eligibility of a proposed referee in an application that has already been submitted, this application will be disqualified.** When the referee commission answers negatively to a question concerning the eligibility of a proposed referee that reached the FWO before the application was submitted, the applicant will be asked to propose a new referee that does meet the eligibility criteria.

After the administrative check, the FWO will inform the applicant about the violations that were found. In case the alleged violations result from a factual error of the FWO administration, the FWO can be notified.

For the integral regulations on internal and external peer review see: <http://www.fwo.be/en/the-fwo/organisation/fwo-expertpanels/regulations-fwo--internal-and-external-peer-review/>

The applicants must see to it that all contact information of the reviewers is up-to-date. If this is not the case the FWO will take no further steps in tracking down the reviewer(s) in question and the applicants may be asked to submit new names of candidate reviewers, pursuant to the provisions in §1 of the present article.

The applicants and the reviewers may not in any way communicate with each other about any aspect of the application and of the evaluation.

At the time of entry in the application process the reviewers will need to declare that they comply with the eligibility requirements for reviewers, that they will treat any information contained in the application as confidential and that they will not use any of this information for purposes other than the drawing up of their evaluation.

Primarily, the FWO administration will see to it that applicants strictly observe the eligibility regulations and other guidelines, as will it inform the Board of Trustees about any violation of this sort. The Board of Trustees will take the final decision on these violations.

5.2.3 Budgetary matters

In the tab 'Funds per host institution' you have to mention the funds applied for by each host institution. You are not allowed to request funding for foreign institutions or institutions belonging to the French-speaking community of Belgium.

When completing the sections 'Funding per host institution', please carefully **consider the maximum and minimum amount of budget** that can be asked for. For each project and, in case of an interuniversity project, for each host institution, one can apply for € 45.000 to € 130.000 each year including research staff and consumables. In case one of the project partners only requests funding for consumables, the lower limit for this partner is set at € 20.000. Additionally, one can apply for max. € 150.000 for equipment. Applying for matching funding up to max. € 150.000 is possible. The amount that is applied for in the first year has to be equal or higher compared with the funds asked for during the other years.

For extra information on the definitions and property issues of equipment, please read

<http://www.fwo.be/en/fellowships-funding/research-projects/research-project/>

The screenshot shows the FWO application form for a 'New research project proposal' with file number 3937. The interface includes a navigation menu with 'Home', 'Edit profile', 'Applications', 'Reviews', and 'Help'. A sidebar on the left lists actions like 'Overview of your applications', 'Download application in PDF', and 'Transfer application'. The main content area features a tabbed interface with 'FUNDING PER HOST INSTITUTION' selected. Below the tabs, a red warning message states: 'Some compulsory fields in this section have not been completed.' The 'FUNDING PER HOST INSTITUTION' section contains instructions: 'Add per host institution the required staff, consumables and equipment. You are not allowed to request funding for foreign institutions or institutions belonging to the French-speaking community of Belgium. The amount that is applied for in the first year, has to be equal or higher compared with the funds asked for during the other years. For each project, and in case of an interuniversity project, for each host institution, one can apply for €40.000 till €130.000 each year including research staff and consumables. In case one of the project partners only requests funding for consumables, the lower limit for this partner is set at €20.000. Additionally, it is possible to request funds for equipment up to €150.000. Matching funding is allowed up to €150.000. To do so, click one of the tabs below.' Three tabs are visible: 'Staff' (selected), 'Consumables', and 'Equipment'. The 'Staff' tab contains a text box for a short CV of personnel, an 'Upload' button, and a 'Bestand kiezen' button. Below the text box, there are buttons for 'Add staff' and 'Save'.

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In the subsection 'Staff', you have to add the names of the scientific, technical and administrative staff to be hired for this project, and indicate who will work at which institution. Put "N" if the name of the candidate is not known yet. Provide a short CV of the personnel to be appointed to this project and of the staff members already involved.

In the section 'Extra data', you must adequately inform FWO about requested or available financing other than FWO funding **for the same project**. You must also provide all financial means at your disposal to realize **the project in question**, and mention the sources of funding for staff, equipment and consumables.

5.2.4 Text fields

The online application forms are based on database text fields. For the project outline, a standard template is presented with questions and instructions (Font Calibri 11 - max 10 pages). The applicant will be able to download it, fill it in and upload it again. You can include lay-out, formulas, graphs, pictures, etc. However, the FWO administration can reject the PDF if it doesn't comply with the instructions and ask to adapt it.

5.2.5 Final submission

Completing the different parts **does not yet mean that your proposal is submitted**. The applicant may continue to modify the proposal and save revised versions overwriting the previous one right up until the deadline. Once there is a consolidated version of your proposal, you must press the button '**transfer application**'. Your application will then be sent to the university of the principal investigator.

You can view the status of the application at the page "Overview of your applications".



At the page “Overview of your applications”, you’ll find the status under the header “State of application”. The status “In design” means that the application hasn’t yet been transferred and that the application is still completely editable. The status ‘submitted’ means that the university has submitted the application to the FWO.

Overview New research project proposal applications.

File number	Application number	Title	State of application	
3694	G0E7814N	The title of my application is....	Submitted	
3725		This is my English title.	In design	
3698		This is the title of my application	Transferred	

Please make sure that all forms, parts and supplementary documents are in PDF format and are uploaded correctly to the web-based FWO application before the final submission. It is strongly recommended to double-check by pressing the ‘Download application in PDF’ and the ‘Download Personalia in PDF’ button verifying their completeness. Incomplete proposals (where parts of the proposal are missing) are considered ineligible and will not be evaluated.

After completing all data and thoroughly controlling your completed proposal you may transfer your proposal by pressing the ‘Transfer application’ button before the deadline **of the university** has expired. Proposals sent by means other than the web-based FWO application will not be accepted.

After the call deadline no submissions and no updates of submitted proposals will be accepted.

Only the material submitted within the given character limits will be evaluated.

If the submission is technically successful, the applicant receives an automatic computer generated receipt from the web-based FWO application.

6 **Research grants**

6.1 **About the Research grants**

In order to support young or established researchers (up to the level of full professorship) in their work and, if necessary, in the purchase of small apparatus, an application can be made for a Research grant. More information on the procedure and the eligibility of a research team can be found on the webpage

<http://www.fwo.be/en/fellowships-funding/research-grants/>

6.2 **Applying for a Research grant**

6.2.1 General practical Information

Research grant applications can be submitted only in response to a 'call for proposals'. Calls announced by FWO are published on our website (January). The final submission date is **1 April at 17.00h**. If this date falls on a Saturday or a Sunday, the closing date is moved to the following Monday at 17.00h. In order to ensure that all candidates get an equal chance, no bibliographical additions will be accepted after this date.

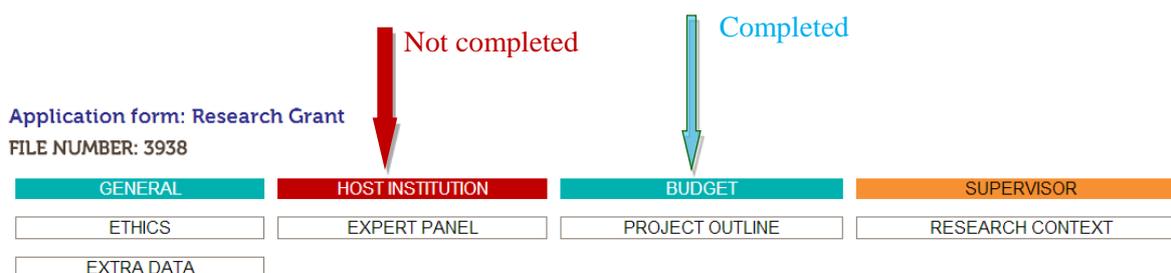
Proposals must be submitted electronically via the web-based FWO application. Therefore, take into account that FWO is not responsible for the temporary unavailability of the system. It is strongly recommended to submit at least one to two weeks before the closing date. **Please make sure to update your personal details with each future application, especially the publications section. All practical info about the registration and the FWO e-portal can be found in above section 'Registration'.**

Example of an application form:

<http://www.fwo.be/media/344925/APPLICATION20FORM20FOR20A20RESEARCH20GRANT.pdf>

FWO Guide for Applicants

Each application exists of several sections that need to be completed before submission: 'General', 'Host institution', 'Budget', 'Supervisor', 'Ethics', 'Expertpanel', 'Project Outline' and 'Research Context'. An applicant can continue to modify the proposal and save revised versions overwriting the previous one right up until the deadline. The section will turn light blue when all necessary data is completed in the selected section. Sections that are not fully completed are highlighted in red.



6.2.2 Budgetary matters

In the section 'Budget', the applicant has to fill out the total amount that is requested. This amount may not be lower than € 2.500 and not higher than € 40.000, VAT included and rounded up to the next highest hundred. Please be aware that the applicant is responsible for the correctness of the budget. In the same section, the applicant needs to add the detailed argumentation for the requested amount.

6.2.3 Text fields

The online application forms are based on database text fields. For the project outline, a standard template is presented with questions and instructions (Font Calibri 11 - max 10 pages). The applicant will be able to download it, fill it in and upload it again. You can include lay-out, formulas, graphs, pictures, etc. However, the FWO administration can reject the PDF if it doesn't comply with the instructions and ask to adapt it.

6.2.4 Final submission

FWO Guide for Applicants

Completing the different parts **does not yet mean that your proposal is submitted**. The applicant may continue to modify the proposal and save revised versions overwriting the previous one right up until the deadline. Once there is a consolidated version of your proposal, you must press the button **'submit application'**.

You can view the status of the application at the page "Overview of your applications".

log out NL ENG
tanja.rubbrecht@fwo.be

fwo Opening new horizons

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Overview of your applications

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Resources goedkeuren

Application form: Research Grant
FILE NUMBER: 3938

GENERAL HOST INSTITUTION BUDGET SUPERVISOR

ETHICS EXPERT PANEL PROJECT OUTLINE RESEARCH CONTEXT

EXTRA DATA

Give the English title of your research proposal.
Use up to 240 characters

At the page "Overview of your applications", you'll find the status under the header "State of application". The status "In design" means that the application hasn't yet been submitted and that the application is still completely editable.

Overview Research Grant applications.

File number	Application number	Title	State of application
3802		This is the title	Submitted  
3898			In design   

Please make sure that all forms, parts and supplementary documents are in PDF format and are uploaded correctly to the web-based FWO application before the final submission. It is strongly recommended to double-check by pressing the **'Download application in PDF'** and the **'Download Personalia in PDF'** button verifying their completeness. Incomplete proposals (where parts of the proposal are missing) are considered ineligible and will not be evaluated.

FWO Guide for Applicants

After completing all data, thoroughly controlling your completed proposal and before the end of the submission deadline, you may submit your proposal by pressing the 'submit application' button. Proposals sent by means other than the web-based FWO application will not be accepted.

After the call deadline no submissions and no updates of submitted proposals will be accepted.

Only the material submitted within the given character limits will be evaluated.

If the submission is technically successful, the applicant receives an automatic computer generated receipt from the web-based FWO application.