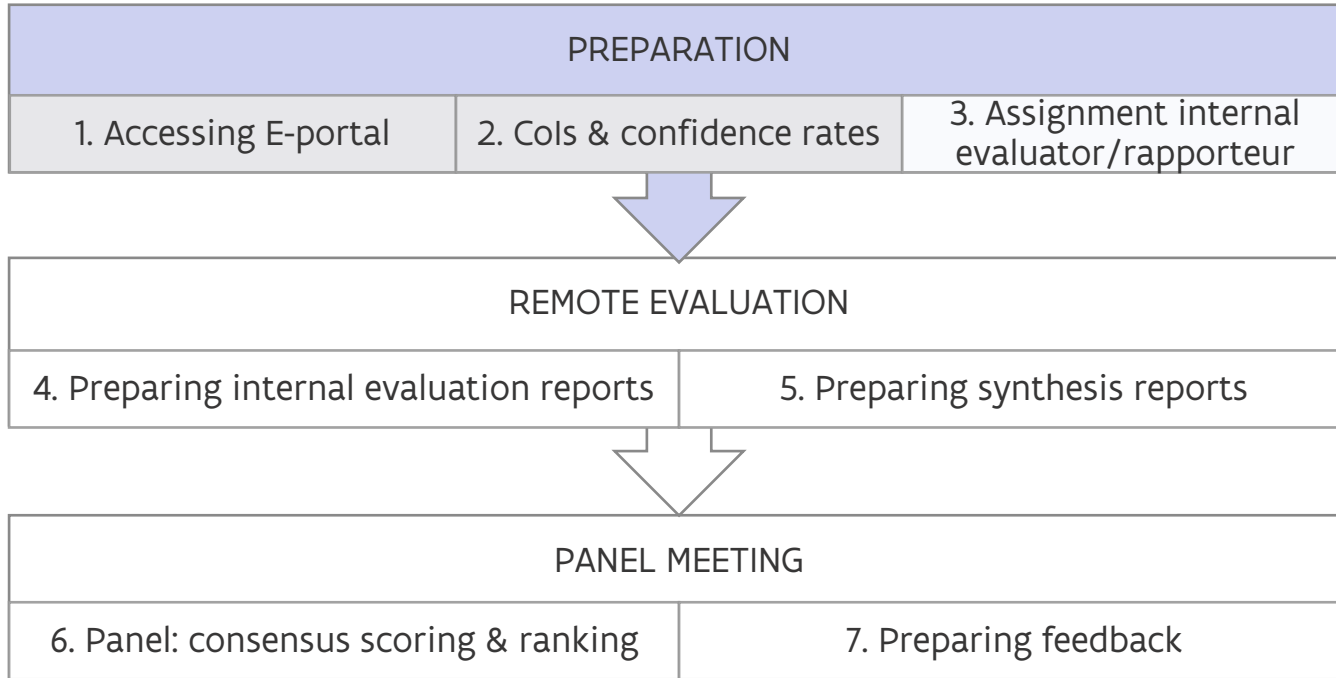


Submitting Cols & confidence rates

Expert panels projects
fundamental research

classification 1

Overview



Step 1: Accessing the E-portal

► Start: e-mail from FWO

- Via link in e-mail
- Via website (<https://www.fwo.be>): “Login E-Loket”
- Direct access (<https://fwoweb.fwo.be/>)

Dear FWO expert panel member,

As member of the expert panel BIO1PROJECTS - Moleculaire en Cellulaire Biologie, you are invited to log into the **e-portal** and indicate your level of expertise with the applications submitted to this panel, as well as possible conflicts of interests (COI). The administrative chairs of this expert panel will take this information into account when allocating applications for internal review among all panel members.

You can view the applications including basic info on the **e-portal**. Log in and look for 'Reviews' under the 'Panel member' section in the left-hand menu and select 'My expertise and conflict of interest'.

Please submit this information before Tuesday, May 13, 2025.

Thank you for your cooperation.

With kind regards,

The FWO administration



Step 2: Conflicts of Interest (CoI) – confidence rates

► Indicate all institutions to which you are affiliated

← Reviews

Panelmeeting:
BIO1PROJECTS XX/1X/2025

Library **My expertise and conflicts of interests** My reviews

Submit conflict of interests - deadline May 13, 2025 My Affiliations

Applicant ↑↓	Application number ↑↓	App
Full name applicant	Application number	App



Manage my affiliations

Please indicate to which of the following institutions you are currently affiliated. If you are not affiliated to any of these listed institutions, please tick the last box and proceed.

Your conflict of interest information will be prefilled based on this affiliation information and on your registered involvement in any of the applications in the panel. However, please be aware that you are responsible for all of the conflict of interest information you provide for this panel. So even the prefilled information on conflict of interest will need to be verified.

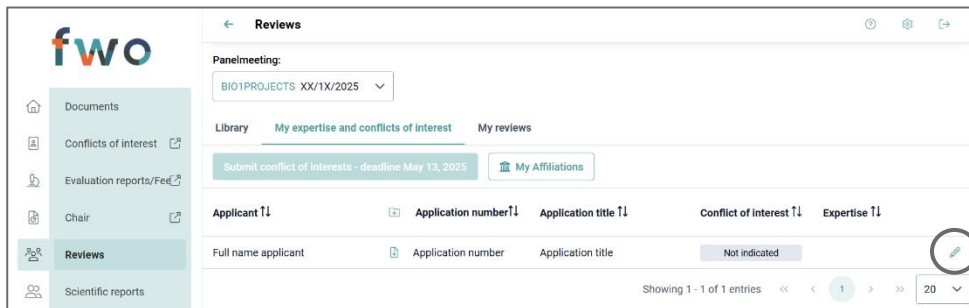
- Antwerp Management School
- Brussels Faculty for Protestant Theology
- Evangelical Theological Faculty
- Ghent University
- Hasselt University
- Institute of Tropical Medicine Antwerp
- KU Leuven
- LUCA School of Arts
- Maritime Academy (Nautical Research)
- PXL-MAD – School of Arts
- RITCS School of Arts
- Royal Academy of Fine Arts Antwerp
- Royal Conservatoire of Antwerp
- Royal Conservatoire of Brussels
- School of Arts Ghent (KASK & Conservatorium)
- Sint Lucas Antwerp School of Arts
- University of Antwerp
- Vlerick Leuven Gent Management School
- Vrije Universiteit Brussel
- None of the above

Cancel Save

Step 2: Conflicts of Interest (CoI) – confidence rates

► Overview of applications; for each application

→ Additional information available



The screenshot shows the FWO Reviews interface. On the left is a navigation menu with 'Reviews' selected. The main content area shows a 'Panelmeeting' dropdown set to 'BIO1PROJECTS XX/1X/2025'. Below this are tabs for 'Library', 'My expertise and conflicts of interest', and 'My reviews'. A button 'Submit conflict of interests - deadline May 13, 2025' and a 'My Affiliations' button are visible. A table lists applications with columns: Applicant, Application number, Application title, Conflict of interest, and Expertise. The 'Application number' column is highlighted with a red circle. At the bottom, it says 'Showing 1 - 1 of 1 entries'.

Applicant	Application number	Application title	Conflict of interest	Expertise
Full name applicant	Application number	Application title	Not indicated	



Indicate conflict of interest and expertise ×

Applicant
Full name applicant

Application
Application number

Application title
Application title

Promotors
Full name promotor (Name of host institution)

Abstract
Application abstract

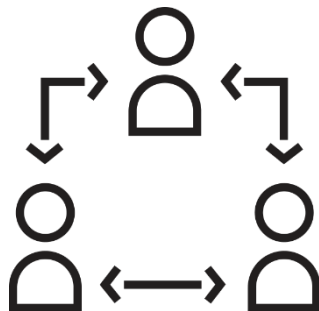
Do you have a conflict of interest? ⓘ

Step 2: Conflicts of Interest (CoI) – confidence rates

► Overview of applications; for each application

→ Indicate potential conflicts of interest

X “Other”: free text field to communicate potential CoIs not included in the list to FWO



Do you have a conflict of interest? ⓘ

Yes

No

Indicate all reasons for the conflict of interest.

- I am involved as researcher in the application.
- I stand to gain direct or indirect benefit from the approval or rejection of the application.
- I am associated with the institution acting as host institution for one or more applicants.
- I am or will be affiliated to the same research unit as that to which one or more of the applicants are affiliated. In this context, a research unit is to be understood as a structural research cooperation team operating within a single department or across multiple departments of one or more faculties or institutes.
- In the course of the last 3 years (preceding the submission deadline for the applications to be evaluated), I am or was involved in an application or an ongoing investigation of the applicant or his/her (co)supervisor.
- I am related with the applicant by family, marital or any other comparable ties.

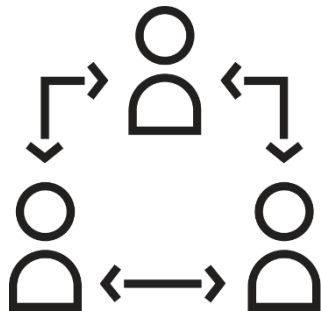
I am co-author with one of the applicants of a publication that was submitted or published within the last three years preceding the submission deadline for the application or during the evaluation process of the application, or that is planned to be published in the future. This conflict of interest does not apply to joint publications between multiple large-scale consortia (typically involving the vast majority of experts in the field).

Other reason

Step 2: Conflicts of Interest (CoI) – confidence rates

► Overview of applications; for each application

- Indicate potential conflicts of interest
- X Some pre-filled: CoI institutional level
- X Other CoIs may still apply: check carefully and complete if necessary!



Do you have a conflict of interest? ⓘ

Because you are affiliated to one or more institutions in this application, the answer cannot be changed.

Yes

No

Indicate all reasons for the conflict of interest.

- I am involved as researcher in the application.
- I stand to gain direct or indirect benefit from the approval or rejection of the application.
- I am associated with the institution acting as host institution for one or more applicants.

I am or will be affiliated to the same research unit as that to which one or more of the applicants are affiliated. In this context, a research unit is to be understood as a structural research cooperation team operating within a single department or across multiple departments of one or more faculties or institutes.

In the course of the last 3 years (preceding the submission deadline for the applications to be evaluated), I am or was involved in an application or an ongoing investigation of the applicant or his/her (co)supervisor.

I am related with the applicant by family, marital or any other comparable ties.

I am co-author with one of the applicants of a publication that was submitted or published within the last three years preceding the submission deadline for the application or during the evaluation process of the application, or that is planned to be published in the future. This conflict of interest does not apply to joint publications between multiple large-scale consortia (typically involving the vast majority of experts in the field).

Other reason

Step 2: Conflicts of Interest (CoI) – confidence rates

► Overview of applications; for each application

→ Indicate your confidence rate (1 → 6)



What is your level of confidence? ⓘ

- 1 - Limited familiarity with the topic (no topical knowledge about the subject nor the methodology)
- 2 - Understand the topic without detailed knowledge about it (e.g. familiar with the methodology)
- 3 - Some knowledge about the topic
- 4 - Sound knowledge about the topic
- 5 - Very familiar with the topic
- 6 - Expert on the topic

Step 2: Conflicts of Interest (CoI) – confidence rates

► Mind Code of Conduct during full process

- Panel member acts as independent researcher
NOT as representative of university or research center
- Respect the strict confidentiality of the full evaluation procedure
 - × If contacted by applicant: always refer to FWO
 - × Notify FWO
- If contacted by ESF to act as external reviewer for FWO, please decline and inform them you are an FWO panel member



Further reading and contact

▶ More information about:

- [FWO](#)
- [Research projects](#)
- [Peer review regulations](#)

▶ Any further questions?

- Contact your **administrative chair** or **account administrator**:
 - × bio@fwo.be
 - × cult@fwo.be
 - × gm@fwo.be
 - × intdis@fwo.be
 - × med@fwo.be
 - × wt@fwo.be