

## **FWO Guide for Applicants**

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## 2 Introduction

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 Navorser) 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 the on e-portal? Which information to provide in your dossier? How to correctly provide a bibliography?

### 2.1 FWO Mission

The Research Foundation – Flanders (FWO) is an independent agency that stimulates and supports ground-breaking fundamental research as well as strategic basic 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.

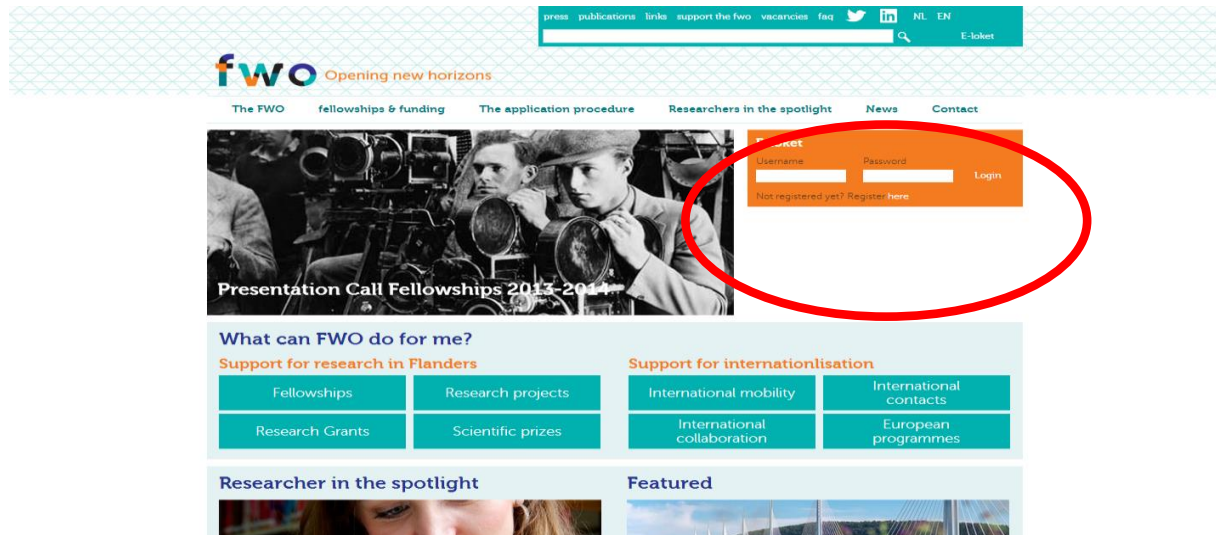
The only criterion is the outstanding quality of researcher and research proposal, regardless of scientific discipline, host institution, gender, politics or religious persuasion.

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.

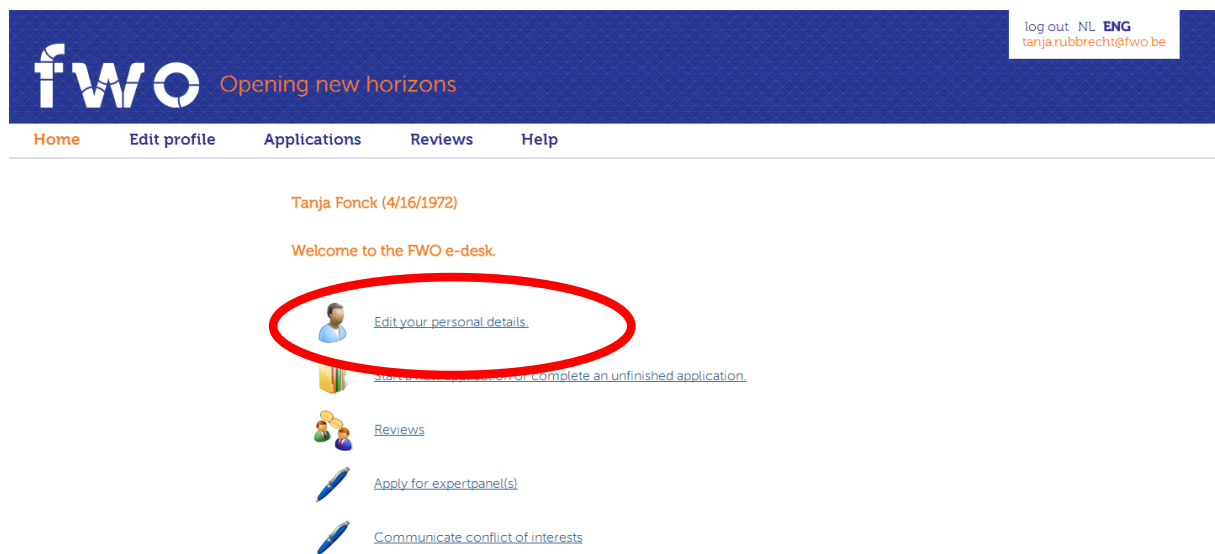
Applicants first have to register in order to receive a login name and password, which gives access to the web-based FWO e-portal for preparing and submitting a proposal. The registration tool can be found in the upper right corner of the FWO home page (<http://www.fwo.be/en/>).



Click 'Register' if you do not have a login and password yet ; you will see the following screen:

Fill out all necessary fields and press the 'Register' button. Please make sure you use a valid email address as the login and the password will be sent to you by email. FWO validates these data before providing access to the web-based FWO e-portal, so make sure to register **at least 48 hours** before you plan to submit an application.

After receiving a login and password you can immediately access the FWO e-portal, where you will be asked to fill in your personal details, such as your name, birthday and e-mail address.



### 3.2 Personal details

In order to eliminate redundant requests for information, we ask you to fill in your personal data just this 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'. This 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.**

If you are a candidate for a fellowship, it is mandatory 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 the applicant meets the diploma conditions and grade requirements as stated in the regulations (only required if the master's degree has not been awarded or will not be awarded by a Belgian 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. **Be aware to update your bibliography with each new proposal submission!**

The screenshot shows the FWO user account management interface. The top navigation bar includes 'Home', 'Edit profile', 'Applications', 'Reviews', and 'Help'. The left sidebar lists various profile management options, with 'Publications' highlighted. The main content area is titled 'Publication' and contains a form with a 'Type' dropdown menu circled in red. A red text overlay reads 'Update your publication with each new proposal submission!'. Below the form are 'Save' and 'Cancel' buttons.

In the 'user account management' tab you can change your password. In the section 'personal details as PDF', you can generate a PDF of all the personal data you filled in.

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

The screenshot shows the FWO 'Applications' page. The top navigation bar includes 'Home', 'Edit profile', 'Applications' (highlighted), 'Reviews', and 'Help'. Below the navigation bar, there are two links: 'New Application' and 'Overview of your applications', each accompanied by a folder icon.

## 4 **PhD fellowships and postdoctoral fellowships**

### 4.1 **About the fellowships.**

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/>
  
- **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/>
  
- **Clinical PhD fellowship** are aimed at doctors, veterinary surgeons, dentists and pharmacists recognized as specialists who are employed in a full-time clinical position 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/>
  
- **The PhD fellowships strategic basic research (SB)** allow young researchers to develop into strategically thinking and innovation oriented scientists. Strategic basic research in the context of a PhD grant stands for challenging and innovative research (at PhD level), which, if successful, may in the longer term lead to innovative applications with economic added value (for specific companies, for a collective of companies, or a sector, or in line with the [VRWI transition areas](#))  
  
For more information on the procedure and eligibility please see: [http://www.fwo.be/en/fellowships-funding/phd-fellowships/doctoral-\(phd\)-grant-strategic-basic-research-\(sb\)](http://www.fwo.be/en/fellowships-funding/phd-fellowships/doctoral-(phd)-grant-strategic-basic-research-(sb))
  
- **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/>
  
- **The Senior Clinical Investigator fellowships** are aimed at medical researchers of postdoctoral level who want to establish a career in research and give them the opportunity to obtain part-time leave from their clinical tasks 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/>

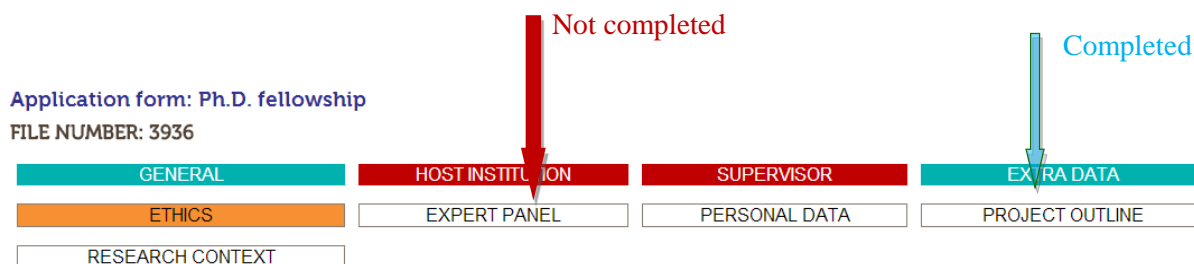
## 4.2 Applying for a fellowship

### 4.2.1 General practical information

Fellowship applications can be submitted only in response to a 'call for proposals'. Calls announced by FWO are published on our website (November, except for SB fellowships: June). The final submission date for FWO fellowships is February 1 at 17.00h (SB fellowships: September 15 at 17.00h) If this day is a Saturday or a Sunday, the final submission date is on 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 e-portal. Please be aware that FWO is not responsible for temporary unavailability of the system. It is strongly recommended to submit at least one to two weeks before the actual 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', 'Expert panel', 'Positioning', '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 yet 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.

Referees 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 categories **are not eligible** as referees:

- members of the Board of Trustees of the FWO;
- members of an FWO Expert panel;
- people 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, people appointed to universities, research institutes or organizations in the country where the foreign project partner is professionally active;
- people affiliated to a foreign institute where the applicant(s) has (have) been enrolled as a student or has been employed after January 1<sup>st</sup> 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 1<sup>st</sup> 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 in a collection (book, journal issue, report, conference 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, however.

- partners of the applicant(s) in a research cooperation, whether formalized in a research project or not, that has been applied for or has been running after January 1<sup>st</sup> 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 in a research fellowship, granted by the FWO;
  - Cooperation in a research project, whether relating to a specific subject or not or in an international cooperation project, granted by the FWO;
  - Cooperation in the Odysseus programme or the Big Science programme, granted by the FWO;
  - Cooperation in a Scientific Research Network, granted by the FWO;
  - Cooperation in programmes similar to those mentioned above, granted by organizations other than the FWO;
  - Joint research work not formalized 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, a negative remark will be noted down in the file of the applicant in case of no more than two violations, or the application will be declared ineligible in case of more than two violations or if a violation is found again after the same applicant broke the rules already during a previous round.**



After the final submission deadline, FWO administration checks the referees proposed by the applicants in all applications for potential violations against the above mentioned set of rules.

Applicants are notified whenever alleged violations occur and they should inform FWO if these violations are the result of a factual error by the FWO administration only.

All alleged violations which were not due to factual errors by FWO administration, will be scrutinized by an internal FWO referee commission for the appropriate scientific domain. FWO has five referee commissions, one for each of the following scientific domains: biological sciences; humanities; social sciences; medical sciences; science and technology. The referee commissions consist of all the chair persons of the FWO expert panels within the same domain. For applications in the Interdisciplinary Panel, the referee commissions of the respective scientific domains will be consulted. The referee commission will decide on the alleged eligibility of the proposed referee; When the referee commission decides negatively on the eligibility of a proposed referee in an application that has been submitted, this application will be disqualified.

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-portal account before submitting the application; when the referee commission considers the proposed referee in question to be ineligible, the applicant will be asked to propose a new referee that does meet the eligibility criteria.

**For the FWO 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/> or the attachment at the end of this guide.**

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

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

At the time of entry in the application process, the referees will need to declare that they comply with the eligibility requirements for referees, 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 their evaluation of the application.

The FWO administration will check whether applicants observe the eligibility regulations and other guidelines, and will notify the Board of Trustees about any violation of these regulation and guidelines. The Board of Trustees will have the final decision in this matter.

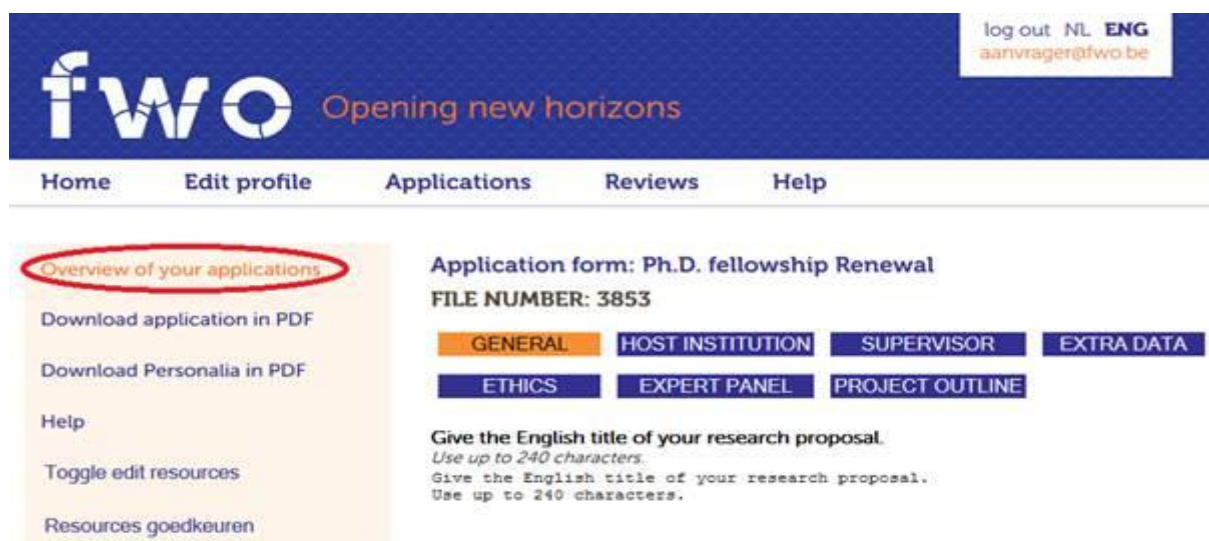
#### 4.2.3 Text fields

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, max. 12 pages for SB fellowships). The applicant will be able to download, fill in and upload this template once completed. Applicants may edit the lay-out, include 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 you have a consolidated version of your proposal, you **must press the button ‘submit application’, effectively finalizing the application**. After this step, you will not be able to modify the application proposal anymore.

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 e-portal before the final submission. It is strongly recommended to double-check by **downloading the application as well as your personal details as PDF using the appropriate buttons** to verify all information. Incomplete proposals (where parts of the proposal are missing) are considered ineligible and will not be evaluated.

Having completed all data and having checked your final proposal, you may submit your proposal by pressing the ‘submit application’ button before the submission deadline has expired. Proposals sent to us in any other way than the web-based FWO e-portal 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.

## **5 Research projects**

### **5.1 About the research projects**

For research teams, the FWO provides funding through a **research project**. The funds can be used to employ research staff and technicians, or for equipment and operational costs associated with carrying out 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 carried out under the direction of a supervisor (PI) in cooperation with one or more co-supervisors. Supervisors and co-supervisors have 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 only be submitted in response to a 'call for proposals'; calls will be announced by FWO and published on the website (usually in January). Applicants fill out the online application form at the FWO e-portal. When the form is complete, however, the project application will have to be validated by the university of the principal investigator (PI) of the research project before they are allowed through to FWO, and only the university can make the final submission of the proposal to the FWO. This is an automated process; completed forms are automatically transferred to the research department of the relevant university, who can then validate the proposal and make the final submission to FWO. The final submission date for the university is April 1 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.

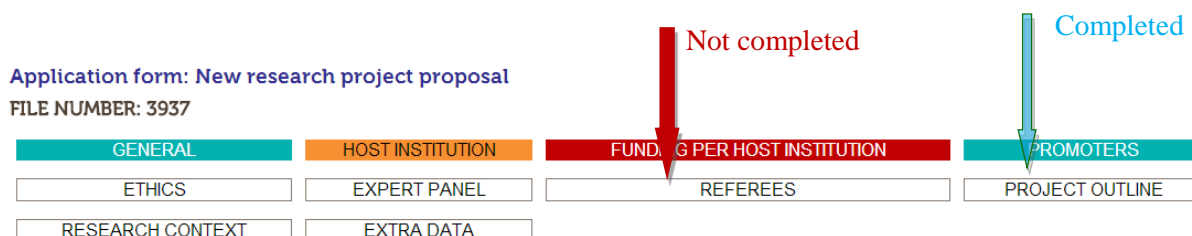
Please note that while the final submission deadline for the university research departments is April 1, the universities may need sufficient time to validate the proposals internally. Universities may therefore impose an internal deadline to their researchers. As no applications can be submitted without the validation by the university of the PI, **applicants are advised to check with their university's research department whether there is an internal deadline.**

Once the university makes the final submission to the FWO of a proposal, the applicant (PI) will receive an automated message that confirms the submission and a message containing the file number of his/her application, which can be used in all further communications with the FWO administration regarding the application.

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', 'Expert panel', '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. Referees 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 categories **are not eligible** as referees:

- members of the Board of Trustees of the FWO;
- members of an FWO Expert panel;
- people 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, people appointed to universities, research institutes or organizations in the country where the foreign project partner is professionally active;
- people affiliated to a foreign institute where the applicant(s) has (have) been enrolled as a student or has been employed after January 1<sup>st</sup> 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 1<sup>st</sup> 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 in a collection (book, journal issue, report, conference 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, however.

- partners of the applicant(s) in a research cooperation, whether formalized in a research project or not, that has been applied for or has been running after January 1<sup>st</sup> 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 in a research fellowship, granted by the FWO;
- Cooperation in a research project, whether relating to a specific subject or not or in an international cooperation project, granted by the FWO;
- Cooperation in the Odysseus programme or the Big Science programme, granted by the FWO;
- Cooperation in a Scientific Research Network, granted by the FWO;
- Cooperation in programmes similar to those mentioned above, granted by organizations other than the FWO;
- Joint research work not formalized 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, a negative remark will be noted down in the file of the applicant in case of no more than two violations, or the application will be declared ineligible in case of more than two violations or if a violation is found again after the same applicant broke the rules already during a previous round.**

After the final submission deadline, FWO administration checks the referees proposed by the applicants in all applications for potential violations against the above mentioned set of rules.

Applicants are notified whenever alleged violations occur and they should inform FWO if these violations are the result of a factual error by the FWO administration only.

All alleged violations which were not due to factual errors by FWO administration, will be scrutinized by an internal FWO referee commission for the appropriate scientific domain. FWO has five referee commissions, one for each of the following scientific domains: biological sciences; humanities; social sciences; medical sciences; science and technology. The referee commissions consist of all the chair persons of the FWO expert panels within the same domain. For applications in the Interdisciplinary Panel, the referee commissions of the respective scientific domains will be consulted. The referee commission will decide on the alleged eligibility of the proposed referee; When the referee commission decides negatively on the eligibility of a proposed referee in an application that has been submitted, this application will be disqualified.

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-portal account before submitting the application; when the referee commission considers the proposed referee in question to be ineligible, the applicant will be asked to propose a new referee that does meet the eligibility criteria.

**For the FWO 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/> or the attachment at the end of this guide.**

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

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

At the time of entry in the application process, the referees will need to declare that they comply with the eligibility requirements for referees, 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 their evaluation of the application.

The FWO administration will check whether applicants observe the eligibility regulations and other guidelines, and will notify the Board of Trustees about any violation of these regulation and guidelines. The Board of Trustees will have the final decision in this matter.

### 5.2.3 Budgetary matters

In the tab 'Funds per host institution' you have to specify 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 **consider** carefully **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/>

log out NL ENG  
tarja.rubbrecht@fwo.be

fwo Opening new horizons

Home Edit profile Applications Reviews Help

Overview of your applications  
Download application in PDF  
Download Personalia in PDF  
Transfer application  
Help  
Toggle edit resources  
Resources goedkeuren

**Application form: New research project proposal**  
FILE NUMBER: 3937

GENERAL HOST INSTITUTION FUNDING PER HOST INSTITUTION PROMOTERS

ETHICS EXPERT PANEL REFEREES PROJECT OUTLINE

RESEARCH CONTEXT EXTRA DATA

• Some compulsory fields in this section have not been completed.

**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.*

Staff Consumables Equipment

Provide a short CV of the personnel to be appointed on this project. Add also a short CV of the staff members already involved.  
*Please attach the requested files in PDF (max. 10MB).*

Bestand kiezen Geen bestand gekozen  
Upload

KU Leuven  
Staff overview  
Staff details  
Add staff  
Save

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 yet known. 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 “Draft” means that the application hasn’t yet been transferred and that the application is still completely editable. If the proposal is listed as “transferred”, it means that the proposal was successfully sent to the relevant services of the PI’s university, who will validate the proposal and then submit the final version to the FWO. 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 e-portal before the final submission. It is strongly recommended to double-check by **downloading the application as a PDF** using the appropriate button to verify all information. Incomplete proposals (where parts of the proposal are missing) are considered ineligible and will not be evaluated.

Having completed all data and having checked your final proposal, you may transfer your proposal by pressing the ‘Transfer application’ button before the deadline **of the university** has expired. Proposals sent to us in any other way than through the web-based FWO e-portal 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.



## 6 Research grants

### 6.1 About the research grants

In order to support young or established researchers (up to the level of full professor) in their work and, if necessary, in purchasing (small) equipment, 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/>.

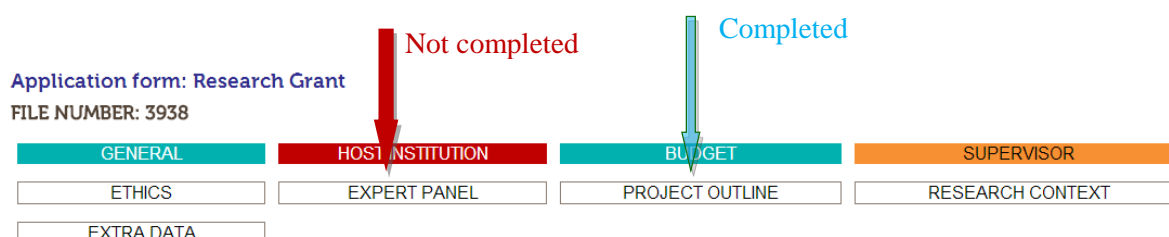
### 6.2 Applying for a research grant

#### 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 e-portal. Please be aware that FWO is not responsible for temporary unavailability of the system. It is strongly recommended to submit at least one to two weeks before the actual closing date. **Please make sure to update your personal details with each future application, especially the addresses and publications section. All practical info about the registration and the FWO e-portal can be found in above section 'Registration'.**

Each application consists 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 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 Budget

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 should 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

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 your proposal is complete and final, use the button 'submit application'. After this step, you will not be able to modify the application proposal anymore.

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 "Draft" means that the application has not 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 e-portal before the final submission. It is strongly recommended to double-check by **downloading the application as well as your personal details as PDF** using the appropriate button to verify all information. Incomplete proposals (where parts of the proposal are missing) are considered ineligible and will not be evaluated.

Having completed all data and having checked your proposal, you may submit your proposal by pressing the 'submit application' button before the submission deadline has expired. Proposals sent to us in any other way than the web-based FWO e-portal 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.

## Annex

### Art. 18 of the regulations of FWO – Internal and External Peer Review

§1. For postdoctoral mandates, Pegasus Marie Curie Fellowships, fundamental clinical mandates and a fundamental research projects, the applicant will need to attach a list to the application, containing the names of ten experts who possibly might act as external reviewers. In case the response by the invited reviewers does not allow to meet the requirements as stipulated in §2 of the present article, the applicant will be asked to provide another five extra names. In no case shall the applicant be asked to submit more than a total of 15 names of candidate reviewers.

§2. From the aforementioned reviewer list, the FWO-administration will select the reviewers who will be invited to submit an evaluation in writing of the research proposal and the candidate concerned. The aim is to collect at least two evaluations per application.

§3. 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.

§4. Not eligible as referee are:

- 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 or lead agency agreements, persons appointed to similar institutions or organizations in the country where the foreign project partner is professionally active;
- persons with a professional appointment to a foreign institute where the applicant(s) had 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 monography 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 1<sup>st</sup> 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;
- ...

§5.

1. The applicants are responsible for the eligibility of the proposed referees.
2. In the case of one or two violations of the rules on conflicts of interest between an applicant (being the candidate fellow or, in case of projects, the supervisor and/or co-supervisor) and a proposed referee within the same round for applications, a negative remark will be made.

This negative remark will be included in the file of the applicant involved in the conflict of interest, i.e. it will not apply to applicants of the same file that are found not to be involved in a conflict of interest.

3. The applicant will then be given the opportunity to remedy the violation by proposing another referee.
4. If a new violation is discovered as part of a subsequent application, it will render the file ineligible upon discovery:
  - for fellowship applications: during the round for fellowship applications following the one during which the violation was discovered;
  - for project applications: during three rounds for project applications following the one during which the violation was discovered.
5. If the rules are violated more than twice, the application will immediately be declared ineligible.

6. In case the applicant doubts the eligibility of the proposed referee, he or she can contact the FWO through his/her e-portal account before submitting the application. Questions about eligibility that reach the FWO before submission of the application will be presented to the

FWO referee commission of the appropriate scientific domain, consisting of all expert panels' chairs of that domain. There are five referee commissions, one for each domain: biological sciences; humanities; social sciences; medical sciences; science&technology; for applications submitted to the Interdisciplinary Panel the referee commissions of the respective scientific domains will be consulted. In case of co-authorship publications involving ten or more authors, the FWO administration will always consult the referee commission. In all the above cases, the referee commission will decide on the alleged eligibility of the proposed referees.

When the referee commission answers negatively to a question concerning the eligibility of a proposed referee that reached the FWO before submission of the application, the applicant will be asked to propose a new referee that meets the eligibility criteria.

**When the referee commission decides negatively on the eligibility of a proposed referee in an application that has already been submitted, this submission will be considered a violation, taking into account the provisions of points 2 to 5 of this paragraph.**

7. 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.

§6. The applicants must see to it that any contact information of the reviewers is up-to-date. If this is not the case, then the FWO will take no further steps for 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.

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

§8. At the time of entry in the application process, the reviewers will need to declare that they comply with the eligibility requirements or reviewers and 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.

§9. Primarily, the FWO Executive Committee 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.

§10. The FWO Working Group on Research Policy will make the final decision on such violations.