EXAMPLE OF AN APPLICATION FORM:

PHD FELLOWSHIP STRATEGIC BASIC RESEARCH
Login to E-loket

Applicants first have to register in order to receive a login name and password, which gives access to the web-based FWO e-portal for preparing and submitting a proposal. Go to the FWO home page (http://www.fwo.be/en/) and click on E-loket.
Please make sure to update your personal details with each future application, especially the publications section.

After completing or editing your personal profile, you may start or proceed preparing your application. Select the tab ‘Start a new application or complete an unfinished application’. To continue preparing an existing application that has not been submitted yet, go to ‘overview of your applications’ on the next webpage.
Application form: PhD fellowship strategic basic research

FILE NUMBER: 64270

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

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

Give an English summary of your research proposal in layman's terms.
Use up to 1500 characters.

Give a Dutch summary of your research proposal in layman's terms.
Use up to 1500 characters.
Check the scientific disciplines (max. 5) that you selected in the e-portal ‘Personal Details’ section.
You should anyway select at least 1 discipline code. All codes are selected at level 4.
Go to personalia page to update Disciplines.

Indicate the keywords.
Use up to 500 characters.

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**Economic finality**

Ultimately, applications express themselves in an added value for one or more specific company(ies), an added value for a sector or group of enterprises (e.g. agriculture), or in a broad connection with one or more of the Flemish transition areas and priorities in science, technology and innovation. You can highlight multiple options simultaneously. In the first two cases you have to specify which companies or sectors are targeted. Furthermore, you can select up to 2 transition areas, each with an associated priority. It is also possible to choose 2 priorities under the same transition area.

**Companies (optional)**
Use up to 240 characters.

**Sectors (optional)**
Use up to 240 characters.

**Tick of the transition areas and their science, technology and innovation priorities:**
You can give no more than 2 priorities.

Add

Save
Personal Data

**Application form: PhD fellowship strategic basic research**

**FILE NUMBER: 64270**

**GENERAL**

**PERSONAL DATA**

**PEER REVIEW**

**ETHICS**

**HOST INSTITUTION**

**PROJECT**

**Write a personal statement.**

Elaborate on your personal motivation and your research interests, as well as on how your scientific background and competences allow you to start a PhD project. Provide a clear overview of skills already developed, as well as competences to be acquired, related to your development as an innovation-oriented scientist.

Use up to 3000 characters.

**Mention all your career breaks.**

If you have interrupted your academic career at any given point for at least three months, provide details about this below (reason, start/end date).

Use up to 1500 characters.

**Give the title of your master or final year dissertation.**

Use up to 250 characters.
Specify your previous research stays abroad (host institution, supervisor, start/end date, function/activities).
Use up to 2000 characters.

Specify the planned research stays abroad during the fellowship (host institution, supervisor, start/end date, function/activities).
Use up to 2000 characters.

Have you already obtained scientific awards?
Give the title, the date, the amount and the theme of the award(s) and mention the awarding body.
Use up to 2000 characters.

Please provide full bibliographic details of what you consider to be your five main publications and update all your scientific publications through the E-portal.
List all authors, title of publication and journal name (without abbreviations) with volume, page and year. Mention impact factor of the journal (if applicable) and whether the publication was peer reviewed or not. For book publications, give all necessary bibliographic information (book title, publishers, editors (if applicable), etc.).
Use up to 2000 characters.

Other scientific output.
Please include any distinct research output that does not fit in the bibliographic publication list and that is meaningful in its scientific quality. It may be constituted by a data base, surveys, a technical diagram, software, objects (maquettes, prototypes, ...), keynote lectures, exhibitions etc.
Use up to 2000 characters.
Study results

Enter the overall percentage of the study results and the percentile (referring to your university study group) of the master degree on the basis of which the application is submitted (FND fellowship regulations Art 7).

If you did not yet obtained a master’s diploma, please enter the study results and percentile related to the relevant bachelor’s diploma.

Regarding diplomas from non-Flemish universities, either a percentile score (if available), or at least your rank within your study group should be provided. Master after Masters diploma are not taken into account in the percentile/rank information. For detailed information refer to the programme websites.

Please select the relevant diploma for percentile/rank information —

<table>
<thead>
<tr>
<th>Selected</th>
<th>Degree</th>
<th>Diploma</th>
<th>Pronouncement date</th>
<th>University/organization</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bachelor</td>
<td>Accountancy and Finance</td>
<td>6/00/10/00</td>
<td>University College Ghent</td>
<td>degree with great distinction</td>
</tr>
</tbody>
</table>

Study results diploma (global percentage = up to 2 decimal places) xxx.xx

Percentile PKX (0% = 00, 50, 60, …) OR rank within study group

To find the percentile to which you belong with the study result with which you obtained the selected diploma, proceed as follows:

(for non-Flemish universities, please contact this institution to obtain percentiles or ranking)

+ Select the Flemish university where you obtained your diploma.
+ Ghent University
+ Hasselt University
+ KU Leuven
+ University of Antwerp
+ ULE

+ Go to the line where your diploma is mentioned (this line relates to the last the academic year)
+ Under each percentile there is a numerical value. This value indicates the highest study result for that percentile.
+ Example:
  - Study result 71.43% under percentile 77% indicates that all students with a study result equal to or higher than that result, but smaller than the study result for the next percentile (77% with value 73.07) belong to percentile 77%.
+ your study result, to be entered as a percentage.
+ therefore matches the percentile of which the study result is equal to or smaller than your result, whilst the figure of the percentile below is less than your result, e.g. for the example above, in case your result is 72.30%, 71% is your percentile.

Number of students within study group xxx

Upload the declaration on your percentile or rank within study group.

Please note that this document is mandatory and an essential part of your application. However, exceptionally and when duly justified this document can be submitted within reasonable time after the submission deadline.

Signature: [Signature]

Date: [Date]

Complete template for percentile declaration.

Save
Host Institutions

Application form: PhD fellowship strategic basic research

FILE NUMBER: 64270

1) Specify the main Flemish host institution.
2) Specify additional Flemish or federal host institution(s), optional
3) Is there a collaboration with other Belgian or foreign scientific institution(s) or companies?

Save
1) Specify the main Flemish host institution.

Name of the Institution
University of Antwerp

Supervisor: University of Antwerp
The FWO will invite the (co-)supervisor(s) to submit a letter of recommendation.

The supervisor must hold at least one of the following appointments:
- a ZAP appointment or equivalent appointment of minimum 50 percent at a university in the Flemish Community or at the Evangelical Protestant Faculty in Leuven or the Faculty for Protestant Theology in Brussels;
- an appointment as research director of the Research Foundation-Flanders;
- an ERC Grant holder at a university in the Flemish Community;
- an Odysseus II grant holder at a Flemish university as principal host institution.

A supervisor who does not hold any of the above appointments but a ZAP appointment with an appointment percentage between 10 and 49 percent, may act as supervisor provided he/she
- is a beneficiary of a research fellowship of the FWO;

or is additionally appointed at:
- a university in the Flemish Community;
- a Flemish academic hospital;
- a Flemish hospital with an academic character;
- a recognised Flemish or federal research institution;
- a Strategic Research Centre (SBO);
- an academic programme of a Flemish School of Arts.

Furthermore, the total employment percentage at the institutions referred to in this paragraph must amount to at least 70% of a full-time equivalent.

Researchers with both a ZAP appointment of 5% and an appointment as clinical head or assistant clinical head or an equivalent function at a Flemish Academic Hospital can also act as supervisor (spokesperson).
Add supervisor

- **title**
- **first name**
- **surname**
- **date of birth (optional)**
- **current occupation**
- **employment (%)**
- **e-mail**
- **institution**
- **research unit**
- **street and number**
- **postal code**
- **city**
- **country**

**University of Antwerp**

**Belgium**

**Co-supervisor(s): University of Antwerp (Optional)**

You may specify 1 or more co-supervisor.

**Add a co-supervisor**
### Co-supervisor: Institute for European Studies

**Title**
- Name of the institution: Institute for European Studies
- Co-supervisor: Institute for European Studies

**Additional Information**
- **Name of the institution**: Institute for European Studies
- **Co-supervisor**: Institute for European Studies

**Contact Information**
- **First name**: 
- **Surname**: 
- **Date of birth (optional)**: 
- **Current occupation**: 
- **Employment (%)**: 
- **E-mail**: 
- **Institution**: Institute for European Studies
- **Research unit**: 
- **Street and number**: 
- **Postal code**: 
- **City**: 
- **Country**: Belgium

**Buttons**
- Submit
- Cancel
3) Is there a collaboration with other Belgian or foreign scientific institutions or with companies?

**Belgian or foreign scientific institution or company.**

<table>
<thead>
<tr>
<th>Name of the institution</th>
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</thead>
<tbody>
<tr>
<td>Belgian company</td>
</tr>
</tbody>
</table>

**Collaborator: Belgian company**

<table>
<thead>
<tr>
<th>title</th>
<th>first name</th>
<th>surname</th>
<th>date of birth (optional)</th>
<th>current occupation</th>
<th>employment (%)</th>
<th>e-mail</th>
<th>Institution</th>
<th>research unit</th>
<th>street and number</th>
<th>postal code</th>
<th>city</th>
<th>country</th>
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<td></td>
<td>Belgian company</td>
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<td>Afghanistan</td>
</tr>
</tbody>
</table>

**Add a host institution**

**Add a collaborator**
Project

Application form: PhD fellowship strategic basic research

FILE NUMBER: 64270

GENERAL  PERSONAL DATA  HOST INSTITUTION  PROJECT

PEER REVIEW  ETHICS

PROJECT DESCRIPTION

IMPORTANT!

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

Download template

You can upload the project description as a PDF-file here (max. 10MB).

Upload
Rationale and positioning with regard to the state-of-the-art
Elaborate the scientific motivation for the project proposal based on scientific knowledge gaps, and the issues and problems that you want to solve with this project. Concisely describe the related international state of the art, with reference to scientific literature. Indicate why the execution of the proposed strategic basic research is important. Position your project in relation to ongoing national and international research.

Scientific research objective(s)
Describe explicitly the scientific objective(s) and the research hypothesis. Explain whether and how the research is specifically challenging and inventive, describing in particular the innovative aspects of the envisaged results. Discuss in detail the results (or partial results) that you aim to achieve, such as specific knowledge, the solution to particular problems and academic breakthroughs.

Research methodology and work plan
Elaborate the different envisaged steps (experiments/activities) in your research, and motivate strategic choices in view of reaching the objectives. Describe the set-up and cohesion of the work packages including intermediate goals (milestones). Show where the proposed methodology (research approach) is according to the state of the art and where it is novel. Discuss risks that might endanger reaching project objectives and the contingency plans to be put in place should this risk occur.
Use a table or graphic representation of the planned course of activities (timing work packages, milestones, critical path) over the 4-years grant period.
Strategic dimension and application potential

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

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

Elaborate the strategic importance of the potential applications to possible users (impact). Show how (if the project is successful) new products, services and/or processes may affect business of specific companies, a collective of companies and/or a sector and/or may be closely aligned with the Flemish science, technology and innovation transition priorities (Flanders in transition. Priorities in Science, Technology and Innovation towards 2025).

References

Give an overview of the bibliographical references that are relevant for your research proposal.
OTHER FUNDING

Have the content of this proposal and at least the main part of the proposed research actions, be it with literally the same text or in a varied form, already been submitted before?

☐ Yes  ☐ No

To whom have they been submitted? Please select minimum one checkbox.

☐ to a panel of FWO, regardless of the type of funding (fellowship, project, ...)

Has the proposal already been funded?

☐ Yes  ☐ No

☐ to another organization

Please provide the name of that organization.

Use up to 240 characters:

Has the proposal already been funded?

☐ Yes  ☐ No

Give any additional remarks.

Use up to 1000 characters:
PROJECT POSITIONING

Explain how this project fits with the research activities of your research group.
If the project has already been initiated, please state the progress of your research.
Use up to 1200 characters.

SCIENCE COMMUNICATION

Indicate whether you think the results of the proposed research will be suitable to be communicated to a non-expert audience and how you would undertake such communication.

FWO encourages its fellows to disseminate the results of their research widely, and valorize them where possible.
Use up to 1200 characters.
Internal Peer Review

There are 24 thematic SEO panels. More info on these panels and their specific scopes can be found here. You should select the panel that fits best with your research project, in terms of research methodology (rather than the application field). In case you have doubts on what panel may fit best, you can contact the FWO (excluding ICT) before submitting your application, with a motivated list of a primary panel choice. The FWO will then advise you on the most appropriate choice to submit in your application.

**Expert Panel**

- Medical biochemistry

**Motivate your choice of expert panel.**

*Use up to 360 characters.*

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**Save**
In the table below questions are listed on the ethical aspects of your research proposal.

If you mark a 'yes' for the question, it follows that:

- **For the questions marked with *:** the applicant is legally or on the basis of institutional regulations obliged to ask for an ethical advice at the competent ethics committee of the host institution. Please do take into account that even when there is no obligation with regard to the research itself, for the publication of the results a positive advice still can prove to be necessary.

  If you have answered questions with a * positively, you must submit your proposal to the ethics committee as soon as your application has been approved for funding. Your fellowship can only start when this clearance has been formally given. Only if the advice relates to a work package that is planned for a later stage of the fellowship, it may be submitted just before the start of that part of the research. Please keep in mind that the advisory procedure can take some time and that therefore you should submit your proposal to the ethics committee well in time.

- **For the questions that are not marked:** the applicant and the evaluation panel are invited to reflect on the issue and take, if necessary, the necessary precautionary measures.

You find more on the FWO policy and procedure concerning ethical issues and on legal and other documents on the FWO webpage dedicated to that topic.

- I confirm that none of the issues below apply to my proposal.

- I hereby confirm having taken note that an ethical clearance is needed for the start of my project. I will thus ensure submission of my proposal to the research ethics committee of my host institution.
I hereby confirm having taken note that an ethical clearance is needed for the start of my project. I will thus ensure submission of my proposal to the research ethics committee of my host institution.

Please specify which ethics committee(s) deal(s)/will deal with your application. *(optional)*

*Use up to 240 characters.*

Give the number and description of the work packages in case you will submit your proposal to the committee only before the start of the work package(s) (WP) that are concerned:

<table>
<thead>
<tr>
<th>Number/description of WP 1 <em>(optional)</em></th>
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<tbody>
<tr>
<td>Number/description of WP 2 <em>(optional)</em></td>
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<td>Number/description of WP 3 <em>(optional)</em></td>
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<td>Number/description of WP 4 <em>(optional)</em></td>
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<td>Number/description of WP 5 <em>(optional)</em></td>
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<tr>
<td>Number/description of WP 6 <em>(optional)</em></td>
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</tbody>
</table>
Give the number and description of the work packages in case you will submit your proposal to the committee only before the start of the work package(s) (WP) that are concerned:

Number/description of WP 1 (optional)
Number/description of WP 2 (optional)
Number/description of WP 3 (optional)
Number/description of WP 4 (optional)
Number/description of WP 5 (optional)
Number/description of WP 6 (optional)

1. Human embryos/foetuses
2. Humans
3. Human cells/tissues
4. Personal data
5. Animals
6. International collaboration
7. Environment & health and safety
8. Dual use
9. Misuse
10. Other ethics issues (optional)

(1) For these issues you can contact the Data Protection Authority of Belgium (Gegevensbeschermingsautoriteit) but always first contact the research coordination of your host institution for more information concerning the use of personal data.
Give the number and description of the work packages in case you will submit your proposal to the committee only before the start of the work package(s) (WP) that are concerned:

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Use up to 240 characters.</td>
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</table>

<table>
<thead>
<tr>
<th>Starting date of WP 1 (optional)</th>
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<td></td>
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</table>
1. Human embryos/foetuses

Human embryos/foetuses

Ethics advice related to these questions should always be requested before the start of the research project as a whole and also require an examination by the federal commission for embryos.

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

• Will the hESCs be directly derived from embryos within this project?

• Are the hESCs previously established cell lines?

Does your research involve the use of human embryos?*

Does your research involve the use of human foetal tissues / cells?*
Humans

Does your research involve human participants?

- Are they volunteers for social or human sciences research?
- Are they persons unable to give informed consent?
- Are they vulnerable individuals or groups?
- Are they children/minors?
- Are they patients?
- Are they healthy volunteers for medical studies?

Does your research involve physical interventions on the study participants?

- Does it involve invasive techniques?
- Does it involve collection of biological samples?
3. Human cells/tissues

**Human cells/tissues**

*Does your research involve human cells or tissues (other than from Human embryos/foetuses, i.e. section 1)?*^

- Are they obtained from commercial sources?

- Do they originate from another laboratory/institution/biobank?

- Were they produced or collected by you from previous research activities?

- Are they produced or collected by you as part of this project?
Does your research involve personal data collection and/or processing?*\(^{(1)}\)

- Does it involve the collection and/or processing of sensitive personal data?

- Does it involve collecting/processing of genetic information/data?

- Does it involve tracking or observation of participants?

Does your research involve further processing of previously collected personal data (‘secondary use’)?*
5. Animals

Animals

Does your research involve research procedures to live non-human vertebrate animals (incl. independently feeding larval forms, foetal forms of mammals in the last trimester of their normal development and cephalopods, and also forms in earlier stages if the experiments have consequences in later stages)?

- Are they vertebrates or live cephalopods?

- Are they non-human primates? (2)

- Are they genetically modified animals?

- Are they cloned farm animals?

- Are they endangered species?
6. International collaboration

International collaboration

Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?

Do you plan to import/export any material from/to other countries?

Name of country/ies:
Use up to 4000 characters.

If your research involves low and/or lower middle income countries, are benefits-sharing measures foreseen?

Could the situation in the country put the individuals taking part in the research at risk?
7. Environment & health and safety

Environment & Health and Safety

Does your research involve the use of elements that may cause harm to the environment, to animals or plants?

Does your research deal with endangered fauna and/or flora and/or protected areas?

Does your research involve the use of elements that may cause harm to humans, including research staff?

8. Dual use

Dual use

Does your research have the potential for military applications?
9. Misuse

Misuse

Does your research have the potential for malevolent/criminal/terrorist abuse?

10. Other ethics issues (optional)

Other ethics issues (optional)

Are there any other ethics issues that should be taken into consideration? Please specify. Use up to 4000 characters.
Submit Application

- Overview of your applications
- Download application pdf
- Download personalia pdf
- Submit application
- Help
DECLARATION BY THE APPLICANT

GENERAL

In completing this application, the applicant confirms that to the best of his/her knowledge and belief, the information in this application is complete and correct.

The applicant will inform FWO immediately if the intended project cannot be carried out as foreseen or if a major change occurs that may hinder the planned implementation of the project.

The applicant declares that he/she has read and agrees with the FWO regulations that form an integral part of the application documents published on the FWO website and that form the legal basis of the future contract. Furthermore, they take note that the FWO is committed to the principles of the European Charter for Researchers and the Code of Conduct for their Recruitment.

The applicant agrees that the data required for the research grant application and follow-up are electronically stored and used by the FWO. The FWO will use the data provided by the applicant according to the legal requirements of data protection in Belgium, including the use of the anonymized data for statistical purposes and reports. The FWO uses your information only for processing your candidature. The data will be handled confidentially. As soon as the FWO has processed your application, you will receive a notification message. The FWO respects the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) in regards to the processing of your personal data. For more information concerning the privacy policy of the FWO, we redirect you to our website: http://www.fwo.be/en/the-fwo/organisation/processing-personal-data/privacy/).

The applicant agrees that the FWO will forward the full application form including their personal data to the members of the FWO expert panels and to experts involved in the evaluation of their proposal in Flanders and abroad (EU and outside EU). The panel members and experts must declare in advance that they will treat data confidentially and that they will not forward the data or the knowledge gained to anyone nor use it for their own purpose.

Furthermore, the applicant agrees that the following information may be included in lists published by the FWO: Full name of the beneficiary; host institution, title of research project; start date and end date of the funding.

The applicant declares that all information provided in the personal data section of the FWO E-portal is accurate and up-to-date.
RESEARCH INTEGRITY

The FWO watches over the scientific integrity from the moment research funding is applied for until the execution of the research and the publication of the research results. Therefore, researchers benefiting from FWO support as well as their host institutions, (co-)promoters and other collaborators involved in FWO research are required to adhere to the scientific integrity at all times.

To this end, elementary rules of behaviour have been laid down in the Ethical Code for scientific research in Belgium and the European Code of Conduct for Research Integrity. Both documents are included in the call for research proposals. The FWO assumes that each researcher has acknowledged these codes from the moment the application is submitted and undertakes to comply with their provisions in all stages of the proposed research. This also applies to their host institutions, (co-)promoters and collaborators involved in FWO research, for whom the applicant bears partial responsibility.

If there is any doubt about the applicability or implementation of a provision, the host institution and/or the researcher responsible for the project or fellowship at hand will contact the FWO administration in order to clarify or make concrete arrangements about the relevant provision.