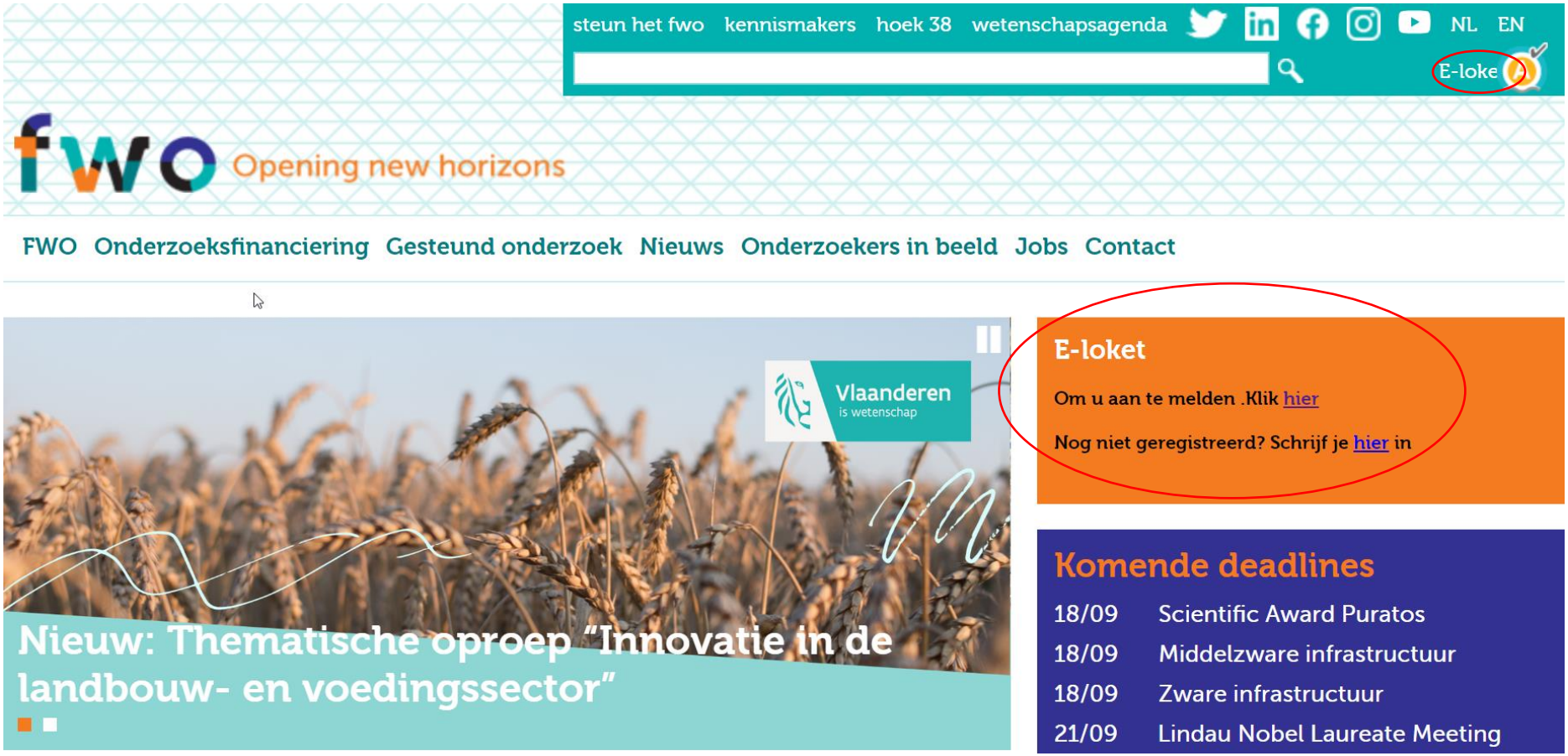
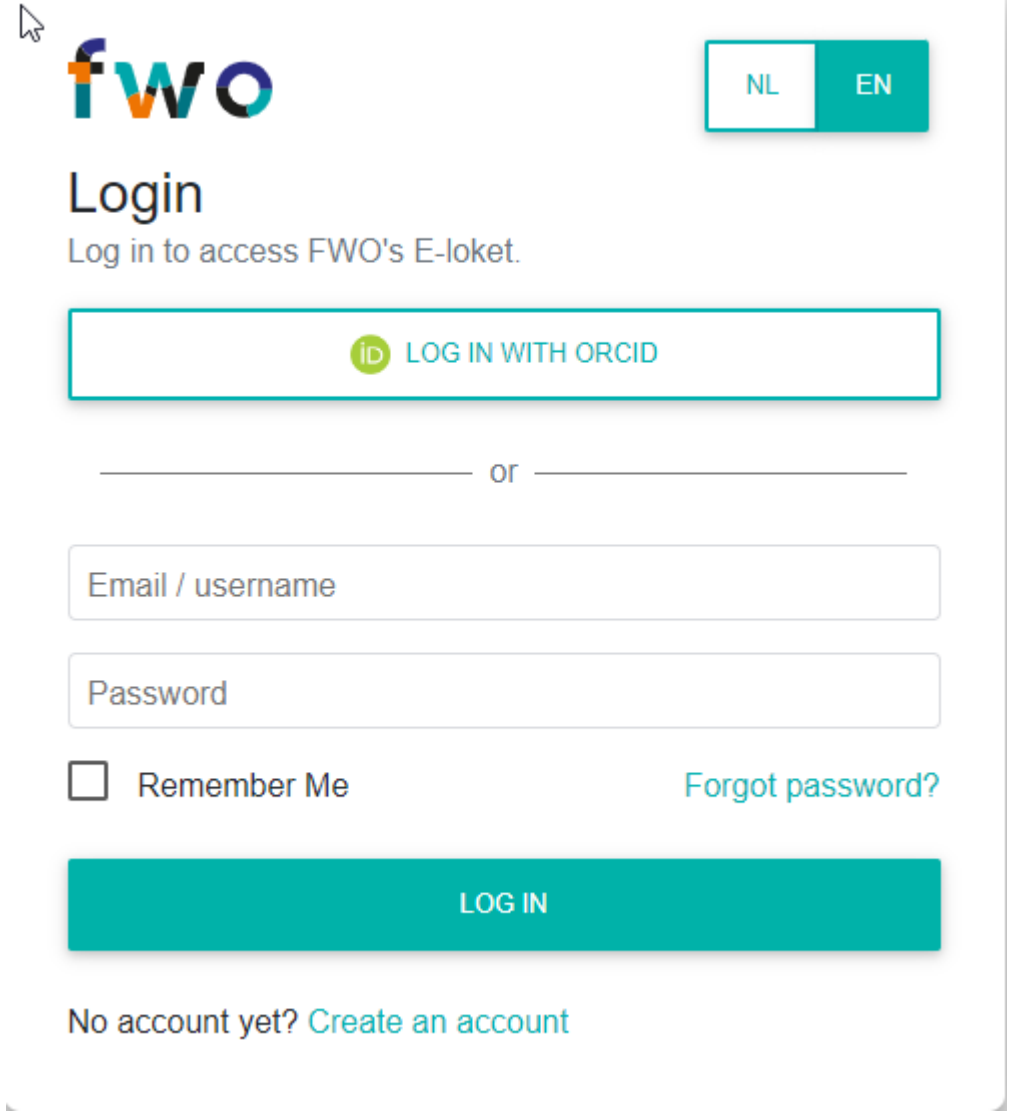
EXAMPLE OF AN APPLICATION FORM:

JUNIOR POSTDOCTORAL FELLOW

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.

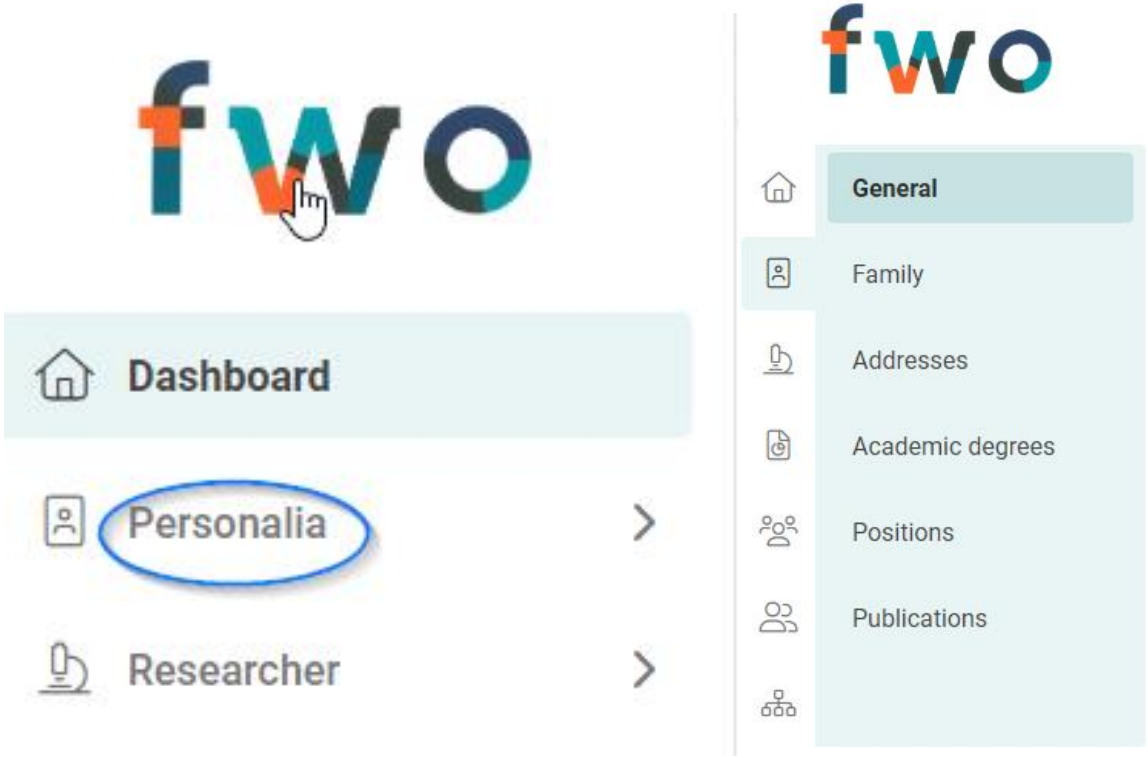



fwo
NL
EN
Login
Log in to access FWO's E-loket.
LOG IN WITH ORCID
or
Email / username
Password
Remember Me
Forgot password?
LOG IN
No account yet? Create an account

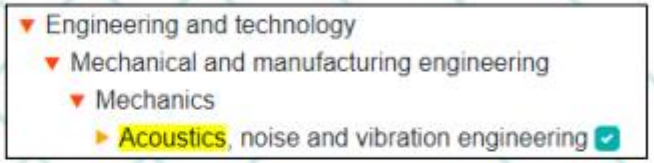
E-LOKET PERSONALIA

Please make sure to update your personal data with each future application, especially the publications section.

Some further hints to complete your personal details:



- General:
  - National registration number
    - Also non-Belgian applicants with Belgian ID card
  - ORCID registration https://orcid.org/
  - Scientific Disciplines: use level 4

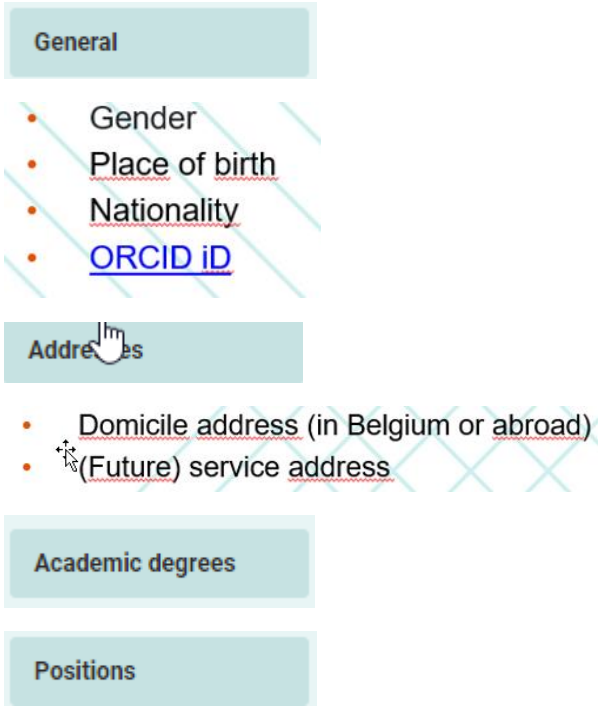


- Addresses
  - *(future) Belgian service address!*
  - *Legal domicile address*
    - *Non-Belgian domicile in EU: add TIN code (tax identification number)*

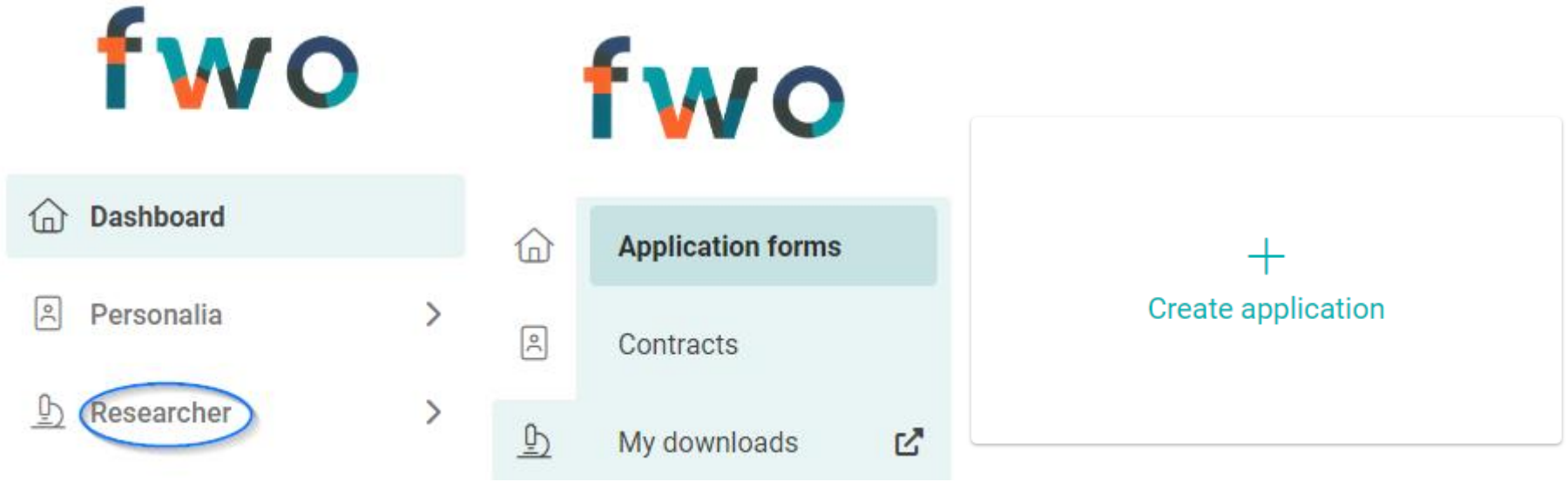
- Academic degrees & positions
  - Correct, complete & up to date!
  - *PhD future date (<16 Sep. 2024): "Stud. PhD" + provisional date*
    - *keep FWO updated!*

- Publications
  - Complete list as on Dec 1, 2023
  - Published or *accepted for publication*

You can start a new fellowship application only if at least following items in 'Personal Details' are completed:

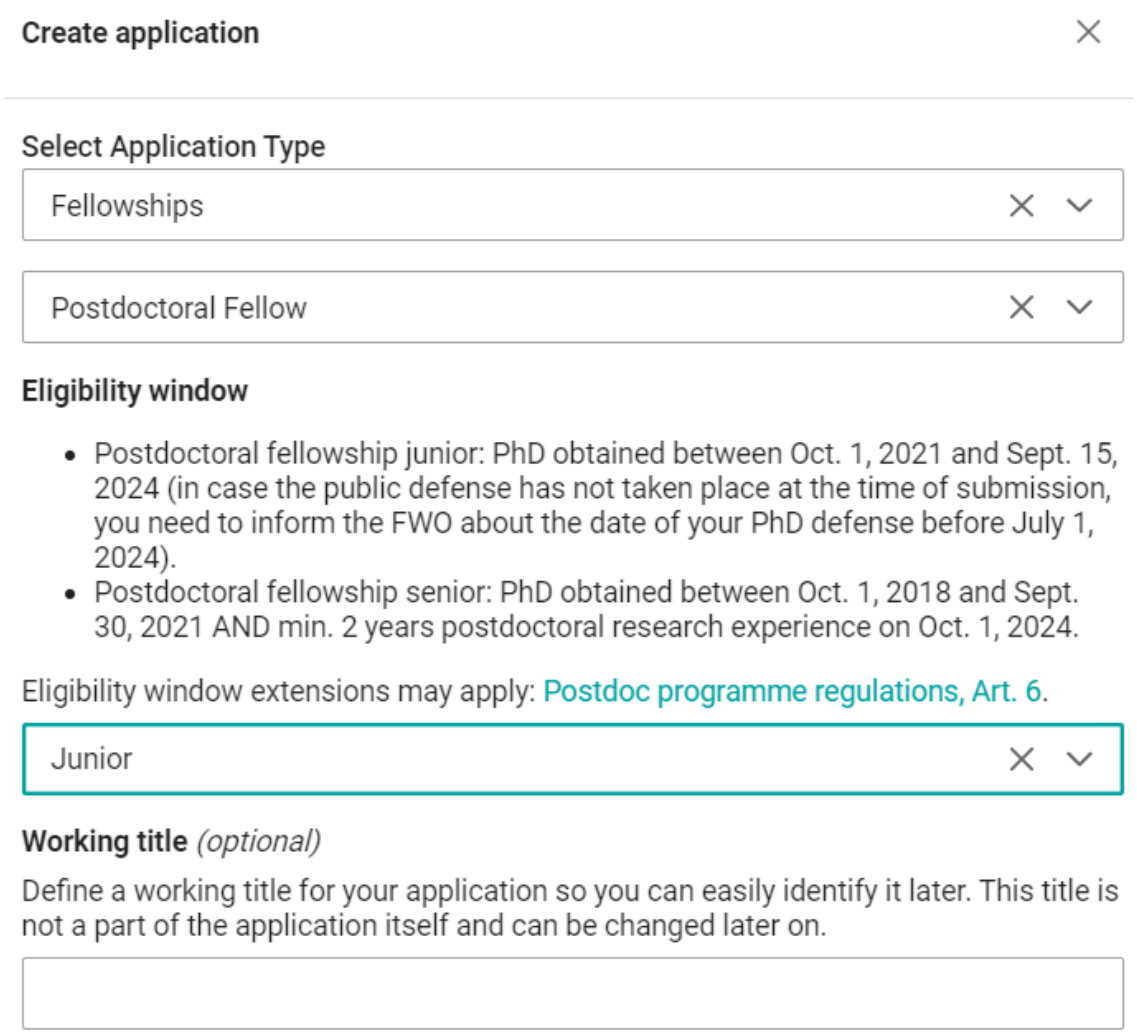


After completing or editing your personal profile, you may start or proceed preparing your application. Select 'create application' 'to start a new application.


Dashboard
Personalia
Researcher
Application forms
Contracts
My downloads
Create application

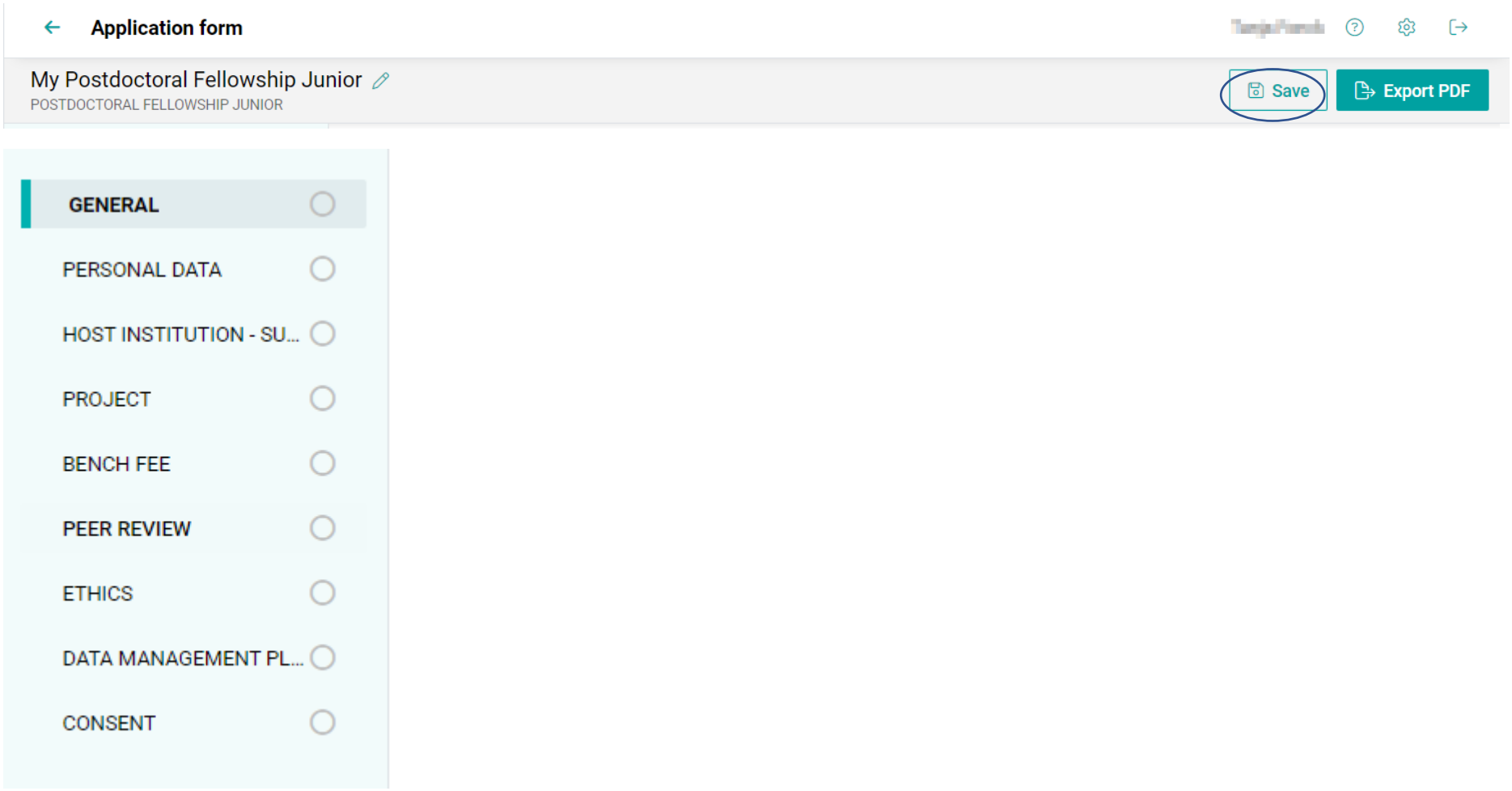
APPLICATION TYPE SELECTOR

Select an application category and type:



APPLICATION FORM

Manual save as well as auto-save features



General

If granted, this fellowship will start on the following date.

Default start date is October 1. Alternatively, November 1 is also possible.

1 October | 1 November

Enter the English title of your research proposal.

0 / 240

Enter the Dutch title of your research proposal.

0 / 240

Complete the abstract of your research proposal - English version.

0 / 1500

Complete the abstract of your research proposal - Dutch version.

0 / 1500

Enter the English title of your PhD dissertation.

Specify promotor, research group and host institution.

0 / 400

Enter the Dutch title of your PhD dissertation.

0 / 400

Select up to five scientific disciplines that best characterize the proposed research.

The disciplines mentioned in the 'Personalia' section, together with the free-text keywords below will be used to allocate your application to the best fitting internal reviewers within the panel, and proper external reviewers.

Go to personalia to update your disciplines

No items found.

Enter up to three English free-text keywords or concepts that best characterize the proposed research.

These keywords allow reviewers to quickly understand the broad scope of your proposal.

Minimum amount of entries: 1.

Maximum amount of entries: 3.

+ Add

Keyword ↑↓
Please add an item

Enter up to three Dutch free-text keywords or concepts that best characterize the proposed research.

These keywords allow reviewers to quickly understand the broad scope of your proposal.

Minimum amount of entries: 1.

Maximum amount of entries: 3.

+ Add

Keyword ↑↓
Please add an item

Personal data

This section mainly relates to the evaluation criterion 'candidate', your scientific contribution in general, and your motivation and substantiation of relevant competences to carry out postdoc research.

Explain any career breaks.

Make sure your current position and previous appointments are well listed in the e-portal 'Personal details' section ("Posts / Career").
Explain possible 'gaps' in your CV in the input field below. If you have interrupted your academic career at any given point for at least three months (maternity leave, parental leave, full-time sickness leave, 'unconventional' career paths such as leave because of activities in industry or other non-academic sectors, ...) provide details about this below (reason, start/end date). This will allow the reviewers to fairly assess your career stage.

0 / 1500

The range of input fields below offer you the opportunity to present a diverse range of career related activities, and of scientific output and achievements, in a context where FWO wishes to leave room for different profiles of academic researchers. That diversity will also be taken into account during the evaluation of your application. The input fields are structured according to the scoring grids, used by the expert panels.

SCIENTIFIC CONTRIBUTION

List your (up to five) main achievements, including your most important publications.

Here you can mention the publications and/or other achievements within the past 5 years you consider most relevant in order to prove your competences with regard to this fellowship application. The total number of all items (publications and other achievements) taken together amounts to five.
For publications: list all authors, title of publication and journal name (without abbreviations) with volume, start/end page and year. Mention whether the publication was peer reviewed or not. For book publications, give all necessary bibliographic information (author(s) or editor(s), book title, publisher, place, year, number of pages).
Make sure your complete publication list is up to date in the e-portal 'Personal details' section ("Publications").
For other achievements: provide a short description, when it was undertaken and finalised and list all the relevant participants involved in it.

Mind, do mention for each achievement item (publications and other achievements) **your share** and its nature, and those of other significant partners in the workload.

0 / 3000

Other scientific output and impact.

Here you are offered the opportunity to show any distinct **research output** that does not fit in the bibliographic publication list and that is meaningful in a broad sense for your profile with respect to this fellowship application. It may be constituted by a data base, surveys, a technical diagram, software, objects (maquettes, protoypes...), granted patents, keynote lectures or other lectures at scientific or other meetings, the organisation of such meetings, the organisation of or participation in exhibitions, activities as a scientific evaluator for submitted papers or grant applications and the like, and any other type of activity or output you consider to be relevant. Date the output where appropriate.
Decribe any scientific or other (societal, economic, ...) **impact** beyond publications and obtained research funding.

0 / 3000

List any scientific awards.

Mention the awarding body, title, date, amount and theme.

0 / 2000

MOTIVATION AND COMPETENCES

Write a motivation statement.

Elaborate on your personal motivation, research interests and research vision, as well as on how your scientific background and competences fit with the proposed research project. Provide a clear and substantiated overview of expertise built up and skills already developed, as well as of competences yet to be (further) acquired, related to how you envision the development of your further career.

0 / 3000

List your career building activities.

In this field you can mention a range of activities such as education activities, supervision of bachelor, master and PhD students, institutional responsibilities (governance, administration, ...), membership of scientific organisations and societies. (past as well as planned) active participation in networks, research collaborations (apart from research stays), R&D services provided to third parties, relevant training and the like.

0 / 3000

Specify earlier mobility (research stays) in other organizations.

Specify any type of organization in Belgium or abroad, contact person, start/end date, function/activities.

0 / 2000

Specify concrete mobility plans within the FWO fellowship: research stays in another organization (up to 12 months).

Specify any type of organization in Belgium or abroad, contact person, start/end date, function/activities. See Regulations of the Research Foundation – Flanders governing the Postdoctoral Fellowship art.19§2.

0 / 2000

Host institution – supervisor

This part of the application form provides info on host institutions and (co-)supervisors of your research. There are 3 levels where data can be filled in.

1. **As a FWO postdoc researcher, you must be affiliated to a main Flemish host institution*. You must refer to a (main) supervisor in this institution.**

   * Eligible main host institutions are: Universities in the Flemish Community, the Evangelical Protestant Faculty of Leuven, the Faculty for Protestant Theology in Brussels, the Maritime Academy, the Vlerick Business School, the Antwerp Management School, and the Institute of Tropical Medicine.

   Select a main Flemish host institution (Art. 3§1 of the FWO regulations) from the pick list, and name a main supervisor. The main supervisor will be invited by FWO to submit a recommendation letter. Co-supervisors will receive a notification by FWO.

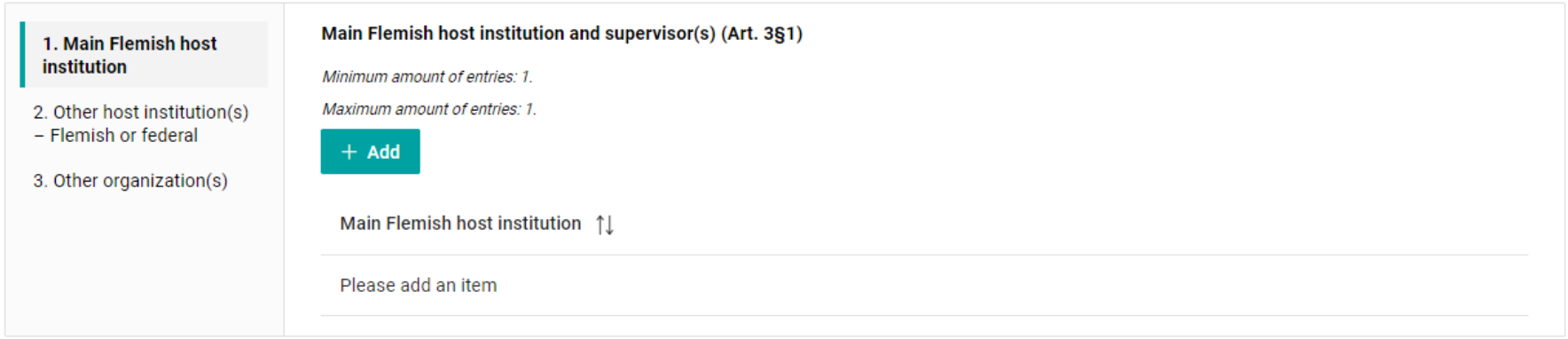
   (Optional) You can name a co-supervisor, affiliated to the same main host institution.

2. **(Optional) In case of a collaboration with a Flemish or Federal scientific institution, where the research is carried out, (Regulations Art 3§1), the co-hosting organization and co-supervisor should be named. It should be mentioned on level 2.**

   Select an organization from the pick list*, and name a co-supervisor. If needed you can name another co-supervisor affiliated to this organization.

   * If the organization is not mentioned on the pick list, select 'other' and name the organization FWO will consider whether this organization fulfills the requirements to act as a co-hosting institute.

3. **(Optional) In case another co-supervisor oversees your project. Mention the organization they are affiliated to, and the corresponding co-supervisor. It should be mentioned on level 3.**



Add: main Flemish host institution

Main Flemish host institution

Supervisor

As a FWO postdoctoral fellow, you will report to a (main) supervisor in the main host institution. Apart from overseeing and mentoring your project, the role of the main supervisor in an FWO context is also to approve any adaptation of the project linked to the postdoctoral fellowship after its start, they can be asked to hand in medical attestations in cases of medical leave of the fellow, will be informed about any work accident and will have to approve holiday periods of the fellow. **The (main) supervisor will be invited by FWO to submit a recommendation statement on the postdoctoral fellowship application.**

In case of collaboration with other research units in the same or other host organizations, co-supervisors should be mentioned. These will receive a notification by FWO. They will not be invited to submit recommendation letters.

Minimum amount of entries: 1.

Maximum amount of entries: 1.

+ Add

First name ↑↓	Surname ↑↓	Research unit ↑↓
Please add an item		

Co-supervisor(s) *(optional)*

You may specify one or more co-supervisors.

+ Add

First name ↑↓	Surname ↑↓	Research unit ↑↓
Please add an item		

Add: supervisor

Title

First name

0 / 50

Surname

0 / 50

Date of birth *(optional)*

Current occupation

0 / 70

Employment rate

% 0

Email

Research unit

0 / 60

Street and number

0 / 50

City

Add: co-supervisor

Title

First name

0 / 50

Surname

0 / 50

Date of birth *(optional)*

Current occupation

0 / 70

Employment rate

% 0

Email

Research unit

0 / 60

Street and number

0 / 50

City

1. Main Flemish host institution

2. Other host institution(s) – Flemish or federal

3. Other organization(s)

Other host institution(s) – Flemish or federal, and supervisor(s) (Art. 3§1) *(optional)*

If you will carry out your research in another host institution (Flemish or federal) according to Art 3 §1 of the regulations, please click "Add" to select an institution in the drop-down menu. If the institution is not mentioned in the picklist, select 'Other' and name the organization. FWO will consider whether this organization fulfills the requirements to act as a co-hosting institute.

+ Add

Other Flemish- or federal host institution ↑↓
Please add an item

Add: other Flemish- or federal host institution

Other Flemish- or federal host institution

Co-supervisor(s)

Minimum amount of entries: 1.

+ Add

First name ↑↓	Surname ↑↓	Research unit ↑↓
Please add an item		

1. Main Flemish host institution

2. Other host institution(s) – Flemish or federal

3. Other organization(s)

Other co-supervisor(s) and their affiliation *(optional)*

+ Add

Other organization ↑↓
Please add an item

Add: other organization

Other organization

0 / 60

Co-supervisor(s)

Minimum amount of entries: 1.

+ Add

First name ↑↓	Surname ↑↓	Research unit ↑↓
Please add an item		

Project

PROJECT DESCRIPTION

Project description

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 10 A4 pages (Font Calibri 11, single line spacing, original template margins ...) herein included all tables, graphs, illustrations, etc.

Maximum file size is 10 MB.

Allowed file extension(s): .pdf.

Download template

Upload

Please upload your file(s)

Template project description

APPLICATION POSTDOCTORAL FELLOWSHIP (junior/senior)
PROJECT OUTLINE (MAX. 10 pages)

The titles below provide a list of aspects that should be discussed in the project outline. This is followed by a brief description of the expected content in italics. Please retain these titles in the final project description, but remove the description. You may add extra titles and subtitles as necessary. Please stick to the maximum number of 10 A4 pages, without changing text layout (font Calibri 11, line distance 1, page margins etc.). Please also remove this explanatory paragraph before submitting this project description.

(*if applicable*) Changes to previous project proposal

If this postdoctoral project proposal has been submitted to FWO earlier, please concisely describe the major changes, e.g. how you considered the panel suggestions as a feedback to your first application.

Click here to insert your text.

Rationale and positioning with regard to the state-of-the-art

Elaborate the scientific motivation for the project proposal based on scientific knowledge gaps, and the issues and/or problems that you want to solve with this project. Concisely describe the related international state of the art, with reference to scientific literature. Position your project in relation to ongoing national and international research.

Click here to insert your text.

Scientific research objectives

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 and academic breakthroughs.

Click here to insert your text.

Research methodology and work plan

Elaborate the different envisaged steps (experiments/activities) in your research, and motivate your strategic choices with the aim 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 3-years grant period.

Click here to insert your text.

References

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

Click here to insert your text.

OTHER FUNDING

Have the 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 AND was it funded or is the funding decision still pending (applications that finally did not result in funding should not be mentioned)?

Yes | No

To whom have they been submitted?

- [x] to FWO, regardless of the type of funding (fellowship, project,...)

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

0 / 3000

Has the proposal already been funded?

Evaluation still pending | Yes

- [x] to another organization

Please enter the name of that organization.

0 / 240

Has the proposal already been funded?

Evaluation still pending | Yes

Enter any additional remarks and the decision date(s) of pending evaluation(s) mentioned above.

- You are encouraged to use this field as an opportunity to point out potential overlap, complementarity, added value of current funding applied for or already obtained, ... related to the applications mentioned above.
- There can be good reason for applying or already having applied for funding at FWO or elsewhere. It is however important that the panel understands how pending applications for funding or obtained funding mentioned above relate to the current application.

State 'NA' if not applicable.

0 / 1000

PROJECT POSITIONING AND EMBEDDING

Explain how this project fits into the research activities of the involved host institution(s).

Eleborate on the positioning and embedding of your project in the research group(s). If the project has already been initiated, please state the progress of your research.

0 / 1200

Position the project in a national and international context.

Mention specific research collaborations planned in the course of this project, if appropriate, mention larger projects, programmes or networks your proposal may be part of.

0 / 1200

Did you take the issues of gender/sex and diversity into account while designing your research plan (e.g. selection of human participants and/or animals in experiments, relevance of research questions and/or results with respect to gender differences, ...)?

This issue will be taken into account during evaluation as part of your research methodology and work plan.

Yes | No

Justification.

0 / 1200

Did you or will you work with societal actors other than research partners in the whole or parts of the research process (from design of the application up to the execution of the research)?

'Societal actors' consist of all kinds of groups in society (like patients and/or their organisations, other citizens, firms, ...) involved in or connected to the research in one way or another. There is no limitation to what kind of partners in society possibly can be included, nor is involving societal partners an obligation: whether such an involvement could be relevant or not is left to the judgment of the applicants of the research proposal. Take into account, however, that the evaluators may find that collaboration with societal actors is recommendable or even necessary and you may anticipate to that by clarifying your position in the designated text box. This questions of societal actors is not about science communication or valorisation.

Yes | No

Justification.

0 / 1200

SCIENCE COMMUNICATION

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

FWO encourages its fellows to disseminate the results of their research widely and valorise them where possible.

0 / 1200

Bench fee

Requested bench fee (per project year).

The bench fee allows you to cover costs for items directly related to your research activities as a FWO fellow, and according to article 6 of the regulation for bench fees. Per default, you are entitled a bench fee of € 4,000 per year. You can apply for a higher fee, up to € 10,000 per project year, with motivation.

Minimum amount of entries: 3.

Maximum amount of entries: 3.

+ Add

Project year	Bench fee	Substantiate why you need more than € 4,000.
Please add an item		

Add: project year

Project year

Year 1

Bench fee

€ 4,300.00

Substantiate why you need more than € 4,000.

0 / 2000

Peer review

INTERNAL PEER REVIEW

There are 31 thematic panels, ranging over 5 scientific domains, and one specific interdisciplinary panel. More details on these panels and their specific scopes can be found here. You should first select a scientific domain, and then select the thematic panel in that domain that best fits your research project. The Specific Interdisciplinary Panel covers interdisciplinary research that meets the functional definition of interdisciplinarity as adopted by this panel.

Select the scientific domain in which your research is situated, then select the appropriate panel.

intd - Interdisciplinary

Select the appropriate panel.

IntDisPOSTDOC - Specific Interdisciplinary Panel

Motivate your choice of expert panel.

Please carefully read the **functional definition of interdisciplinary** as adopted by the Specific Interdisciplinary Panel and motivate clearly and extensively how your application meets this definition.

- There is more than one discipline involved and these **disciplines** are sufficiently **distinct**.
- The disciplines are at the **same coordinated level**; each discipline is **essential** to achieve the expected outcome.
- The use of different, sufficiently integrated disciplines leads to **synergy**. Due to this synergy, **the state of the art is advanced** in all involved disciplines and/or in a shared area.

0 / 2500

EXTERNAL PEER REVIEW

You may request to exclude up to three experts from the evaluation of your proposal as an external reviewer.
Please list a maximum of 3 experts not suitable as referee *(optional)*

Suggestions for exclusion need to be motivated.
Please click 'Add' to provide the necessary data about each of these experts.

Maximum amount of entries: 3.

+ Add

First name ↑↓	Surname ↑↓	Institution ↑↓	Conflict of interest ↑↓	Content other purposes ↑↓
Please add an item				

INTERNAL PEER REVIEW

There are 31 thematic panels, ranging over 5 scientific domains, and one specific interdisciplinary panel. More details on these panels and their specific scopes can be found here. You should first select a scientific domain, and then select the thematic panel in that domain that best fits your research project. The Specific Interdisciplinary Panel covers interdisciplinary research that meets the functional definition of interdisciplinarity as adopted by this panel.

Select the scientific domain in which your research is situated, then select the appropriate panel.

med - Medical Sciences

Select the appropriate panel.

MED9POSTDOC - Movement & Sports Sciences, Dermatology, Physiotherapy & Rehabilitation Sciences, Dentistry and Maxillofacial Medicine, Orthopedics & Musculoskeletal Sciences, Rheumatology

Motivate your choice of expert panel.

Carefully read the scientific scope of the selected expert panel and motivate why your application fits the scope of this panel - i.e. why this panel has the most appropriate expertise to evaluate your proposal.

0 / 2500

EXTERNAL PEER REVIEW

Multidisciplinarity

Do you require an external review from an expert with a different scientific expertise profile than the expertise included in the panel you selected?

Yes | No

Please select the expertise profile of this external reviewer:

(i.e. a profile that is different from the panel you selected)

Minimum amount of entries: 1.

Maximum amount of entries: 1.

+ Add

Expertise profile of external reviewer ↑↓
Please add an item

You may request to exclude up to three experts from the evaluation of your proposal as an external reviewer.
Please list a maximum of 3 experts not suitable as referee *(optional)*

Suggestions for exclusion need to be motivated.
Please click 'Add' to provide the necessary data about each of these experts.

Maximum amount of entries: 3.

+ Add

First name ↑↓	Surname ↑↓	Institution ↑↓	Conflict of interest ↑↓	Content other purposes ↑↓
Please add an item				

Add: Expert

First name

0 / 50

Surname

0 / 50

Email *(optional)*

Institution

0 / 60

Reason(s) for excluding this expert

Conflict of interest

☐ The expert has a conflict of interest making them unfit to make an objective assessment.

Content other purposes

☐ The expert might use the content of the application for other purposes than its assessment.

Short additional justification to exclude this expert.

0 / 500

Ethics

FWO Ethics Table

The table below lists questions about possible ethical aspects in research proposals. Please go through the main table and tick 'YES' for aspect(s) relevant to your proposal. Then **answer any related sub-questions by clicking on the appropriate ethical topic** that becomes listed under 'Ethical Issues'. You can return to the main table by clicking on 'Ethical issues'.

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

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

  If you have answered questions with an * positively, you must submit an ethics approval request with detailed documentation on e.g. study methodology, procedures, informed consent form, insurance, etc to the ethics committee **as soon as your application has been approved for funding.** Study-specific procedures cannot begin until this ethics approval has been formally given. Only if the approval relates to a work package planned at a later stage of the project, and if legislation allows, the host institution may decide to authorize the researcher to obtain ethical approval at a later stage, i.e. at the latest before the initiation of the relevant part of the research. Please keep in mind that this delayed application/permission is not possible for all research institutions. Also keep in mind that the ethics advisory procedure can take some time and that therefore you should submit your proposal to the ethics committee well in time.

- **For the questions that are not marked:** Perhaps no ethics approval may be needed for your research proposal. However, please do take into account that your host research institution might have a stricter policy towards ethics approval for certain research topics and methodology. Furthermore, even when there is no obligation with regard to the research itself, for the publication of the results an ethics approval may still be necessary. At any case, the applicant will have to reflect on those issues and take, if necessary, appropriate measures. If in doubt, it is advised to contact the supporting services of your host institution.

For more information on each of the ethics issues and how to address them, check the FWO webpage on research ethics and the Guidelines on FWO's ethics checklist.

Ethical issues

Are you using human embryos and/or human embryonic stem cells in your study?

Yes | **No**

Does your research involve human subjects?

Yes | No

Do you use human cells and/or tissues in your research?

Yes | No

Does your study require the processing of personal data?

Yes | No

Does your research involve animal testing?

Yes | No

Does your research use genetic resources and/or associated traditional knowledge covered by Access and Benefit Sharing legislation and/or the Nagoya Protocol?

Yes | No

Does your research involve international collaboration with non-EU countries?

Yes | No

Could your research potentially harm the environment and/or the health and safety of people involved?

Yes | No

Could your research have dual-use or military applications?

Yes | No

Could your research be misused, compromise security and/or human rights?

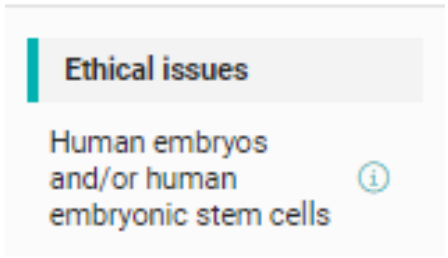
Yes | No

Does your research involve artificial intelligence?

Yes | No

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

Yes | No



Ethics approval related to these questions should always be requested before the start of the research project as a whole (as soon as your application has been approved for funding). In addition to ethics approval by your local ethics committee, research projects using human embryos also require subsequent approval by the Federal Commission for Medical and Scientific Research on embryos in vitro (FCE).

Ethical issues

Human embryos and/or human embryonic stem cells

Does your research involve the use of human embryos? *

Yes | No

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

Yes | No

Ethical issues

Human embryos and/or human embryonic stem cells

Does your research involve the use of human embryos? *

Yes | No

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

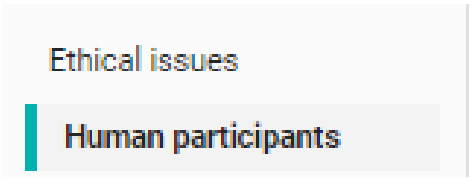
Yes | No

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

Yes | No

Are the hESCs previously established cell lines?

Yes | No



Ethical issues

Human participants

Does your research involve human participants?

Yes | No

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

Yes | No

Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014) i.e. using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products? *

Yes | No

Does your research involve human participants?

Yes | No

Are they volunteers for non-medical studies (e.g. social/societal or human sciences research)?

Please note that not every research involving human participants triggers the obligation to request ethical approval. However, it is important to keep in mind that the journal in which you want to publish the results of your research might ask you, nonetheless, to submit an ethical approval. For this reason, it might be advisable to request ethical approval anyway before the start of the project from the relevant ethics committee within your institution.

Yes | No

Are they persons unable to give informed consent (including children/minors)? *

Yes | No

Are they potentially vulnerable individuals or groups? *

Yes | No

Are they children/minors? *

Yes | No

Are they patients for medical/clinical studies? *

Yes | No

Are they healthy volunteers for medical/clinical studies? *

Yes | No

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

Yes | No

Do the interventions involve invasive techniques?

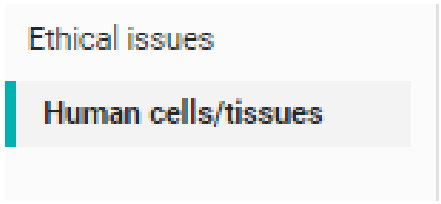
Yes | No

Do the interventions involve collection of biological samples?

Yes | No

Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014) i.e. using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products? *

Yes | No



Ethical issues

Human cells/tissues

Does your research involve the use of human (including foetal) cells or tissues? *

Yes | No

Does your research involve the use of human (including foetal) cells or tissues? *

Yes | No

Does it concern human foetal tissues/cells (not covered in section 1, i.e. other than human embryonic tissue and hESCs)?

Yes | No

Are they obtained from commercial sources?

Yes | No

Do they originate from another laboratory/institution/biobank?

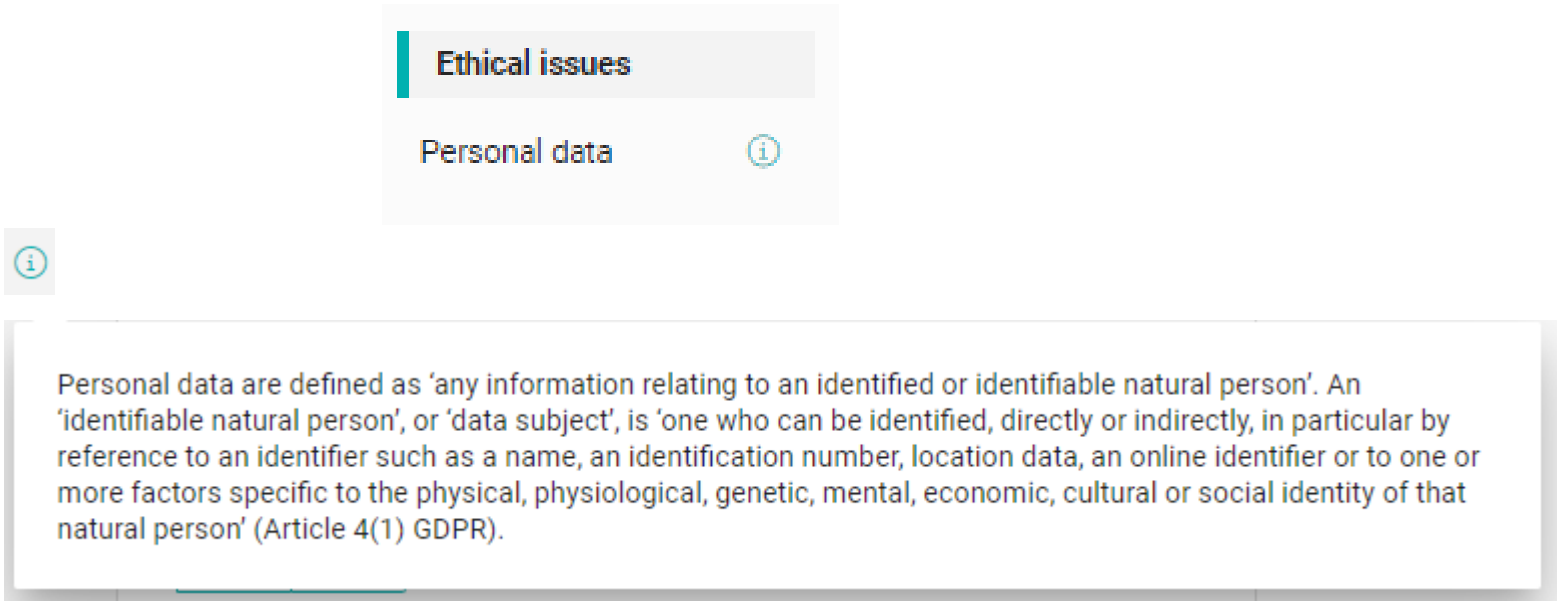
Yes | No

Were they produced or collected by you during previous research activities?

Yes | No

Are they produced or collected by you as part of this project?

Yes | No


Ethical issues
Personal data
Personal data are defined as ‘any information relating to an identified or identifiable natural person’. An ‘identifiable natural person’, or ‘data subject’, is ‘one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person’ (Article 4(1) GDPR).
Ethical issues
Personal data
Does your research involve collecting and/or processing of personal data?
The GDPR requires that all personal data processing activities are recorded. Please consult your host institution for the procedure to follow as soon as the project is granted.
Yes
No
Does your research involve international import or export of personal data?
Yes
No

Does your research involve collecting and/or processing of personal data?

The GDPR requires that all personal data processing activities are recorded. Please consult your host institution for the procedure to follow as soon as the project is granted.

Yes | No

Does it involve the collection and/or processing of special categories of personal data (e.g.: information on sexual orientation, ethnicity, genetic information, biometric and health data, political opinion, religion or philosophy of life)?

Yes | No

Does it involve profiling, systematic monitoring of individuals, or large-scale processing of special categories of data, or intrusive methods of data processing (such as, surveillance, geolocation tracking etc.)?

Yes | No

Does your research involve further processing of previously collected personal data (including use of pre-existing data sets or sources or merging existing data sets)?

Yes | No

Does it involves the processing of personal data related to criminal convictions or offences?

Yes | No

Does your research involve international import or export of personal data?

Yes | No

Do you plan to export personal data from the EU to non-EU countries?

Yes | No

Do you plan to import personal data from non-EU countries into the EU or allocate personal data from a non-EU country to another non-EU country?

Yes | No

Do you plan to export personal data from the EU to non-EU countries?

Yes | No

Specify the type of personal data and country/ies involved.

0 / 2500

Do you plan to import personal data from non-EU countries into the EU or allocate personal data from a non-EU country to another non-EU country?

Yes | No

Specify the type of personal data and country/ies involved.

0 / 2500

Ethical issues

Animals

Ethical issues

Animals

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

Yes | No

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

Yes | No

Are they non-human primates?

If no ethical approval has been obtained for the proposed research as of yet, the ethics approval process has to be initiated prior to the project application deadline. In any case, FWO must be in the possession of the ethical approval at the time of the rebuttal, or if no rebuttal is foreseen in the procedure of the subsidy channel concerned, at the latest 1 month before the start of the evaluation panels. See Guidelines on FWO's ethics checklist for further information or contact MED@fwo.be for assistance.

Yes | No

Are they genetically modified animals?

Yes | No

Are they cloned farm animals?

Yes | No

Are they endangered species?

Yes | No

Are they non-human primates?

If no ethical approval has been obtained for the proposed research as of yet, the ethics approval process has to be initiated prior to the project application deadline. In any case, FWO must be in the possession of the ethical approval at the time of the rebuttal, or if no rebuttal is foreseen in the procedure of the subsidy channel concerned, at the latest 1 month before the start of the evaluation panels. See Guidelines on FWO's ethics checklist for further information or contact MED@fwo.be for assistance.

Yes | No

Ethical approval for non-human primates.

Please upload either the ethical approval for the intended experiments on non-human primates, or the acknowledgement of receipt of your request for ethical advice by the Ethics Committee on Animal Testing.

Allowed file extension(s): .pdf.
Maximum file size is 10 MB.

Upload

Please upload your file(s)

Ethical issues

Access and benefit sharing and the Nagoya Protocol

Ethical issues

Access and benefit sharing and the Nagoya Protocol

Does your research involve genetic resources or traditional knowledge associated with genetic resources, that are captured by the EU Regulation related to the Nagoya Protocol?

In Access and Benefit Sharing legislation, more specifically according to the EU-legislation related to the Nagoya Protocol, 'genetic resources' are defined as 'any material of plant, animal, microbial or other origin containing functional units of heredity and that is of actual or potential value', and 'traditional knowledge associated with genetic resources' means 'knowledge held by an indigenous or local community that is relevant for the utilisation of genetic resources'. Please consult http://nagoya.vlir.be for the procedure to follow as soon as the project is granted.

Yes | No

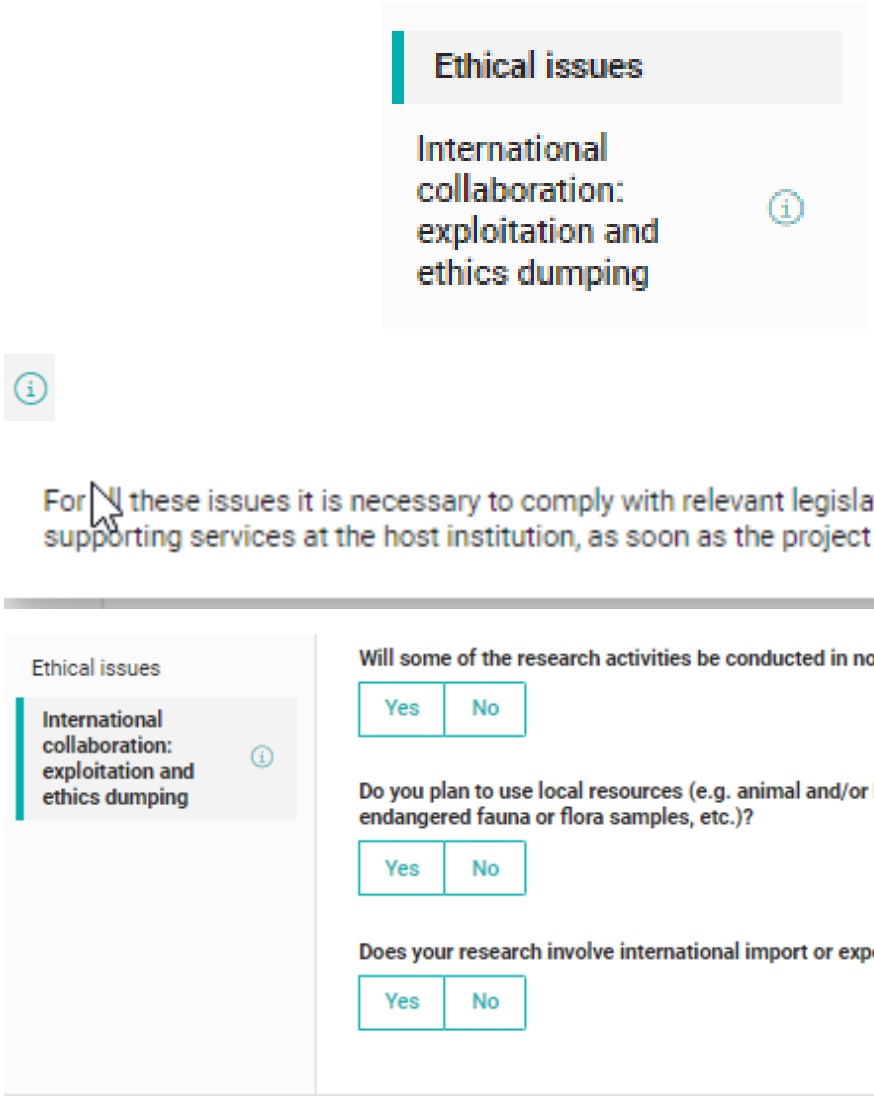
Does your research involve genetic resources or traditional knowledge associated with genetic resources, that are captured by the EU Regulation related to the Nagoya Protocol?

In Access and Benefit Sharing legislation, more specifically according to the EU-legislation related to the Nagoya Protocol, 'genetic resources' are defined as 'any material of plant, animal, microbial or other origin containing functional units of heredity and that is of actual or potential value', and 'traditional knowledge associated with genetic resources' means 'knowledge held by an indigenous or local community that is relevant for the utilisation of genetic resources'. Please consult http://nagoya.vlir.be for the procedure to follow as soon as the project is granted.

Yes | No

Specify the country/ies.

0 / 4000


Ethical issues
International collaboration: exploitation and ethics dumping
For all these issues it is necessary to comply with relevant legislation and regulations. Please contact the supporting services at the host institution, as soon as the project is granted.
Ethical issues
International collaboration: exploitation and ethics dumping
Will some of the research activities be conducted in non-EU countries?
Yes
No
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?
Yes
No
Does your research involve international import or export of materials?
Yes
No

Will some of the research activities be conducted in non-EU countries?

Yes No

Name of the country/ies.

0 / 2500

Do the undertaken activities in these non-EU countries raise potential ethics issues? *

Yes No

Specify the country/ies.

0 / 2500

Could the situation in the country put the researcher and/or the individuals taking part in the research at risk?

Yes No

Specify the country/ies.

0 / 2500

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

Yes | No

Specify material and country/ies involved.

0 / 2500

Does your research involve international import or export of materials?

Yes | No

Do you plan to export any material to non-EU countries?

Yes | No

Specify material and country/ies involved.

0 / 2500

Do you plan to import any material from non-EU countries or transfer material in-between two non-EU countries?

Yes | No

Specify material and country/ies involved.

0 / 2500

Ethical issues

Environment & health and safety

Ethical issues

Environment & health and safety

Does your research involve the use of (chemical, physical, sound, ...) substances that may cause harm to the environment (water, air, soil, ...), or to animals or plants (now and/or in the future)?

Yes | No

Does your research involve the use of (chemical, physical, sound, ...) substances that may cause harm to humans, including research staff and their co-workers? (now and/or in the future)?

Yes | No

Does (part of) your research deal with endangered flora or fauna, or is it carried out within protected areas?

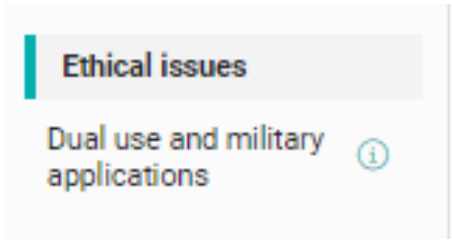
Yes | No

Do the proposed experiments make use of any parts of animals, GMOs or pathogens?

Yes | No

Does the proposed research make use of information, installations, processes or products that need to be covered by permits (ionizing radiation, radioactive substances, pharmaceutical products, drug precursors, explosives and precursors, cyanides, ozone-depleting substances, soils/animals/animal parts and by-products/plants from third countries ...)?

Yes | No



Please consult the brochure of the Flemish Interuniversity Council on the topic: https://vlir.be/publicaties/brochure-dual-use/. For these issues your host institution has to be consulted when the project is granted.

Ethical issues

Dual use and military applications

Does your research have the potential for military applications?

Yes | No

Does your research involve dual-use items in the sense of Regulation 2021/821, or other items for which an authorisation is required?

'Dual-use goods' are 'goods, software and technology that are commonly used for civilian purposes, but that can have military applications, or can contribute to the production or distribution of weapons of mass destruction'.

Yes | No

Some research can generate knowledge, materials, methods or technologies that could also be used in unethical ways. Although such research is carried out with benign intentions, people with bad intentions may potentially harm humans, animals or the environment with the acquired research results.

Ethical issues

Misuse, Security & Human Rights

Does your research have the potential for misuse of research results?

Yes | No

Might the activities lead to or might the chosen partners be involved in Human Rights violations?

Yes | No

Do you take security measures to prevent misuse?

Yes | No

Ethical issues

Artificial intelligence

Ethical issues

Artificial intelligence

Does your research involve the development, deployment and/or use of Artificial Intelligence?

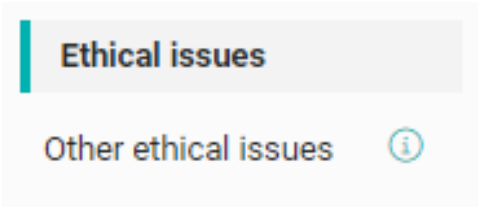
Yes | No

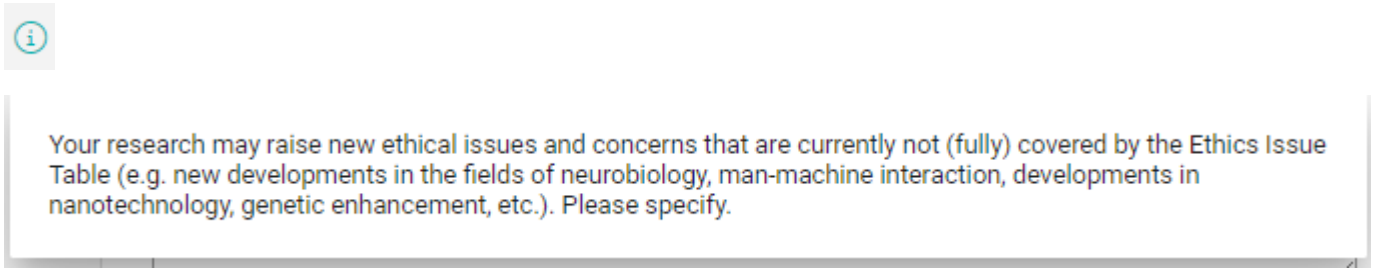
Does your research involve the development, deployment and/or use of Artificial Intelligence?

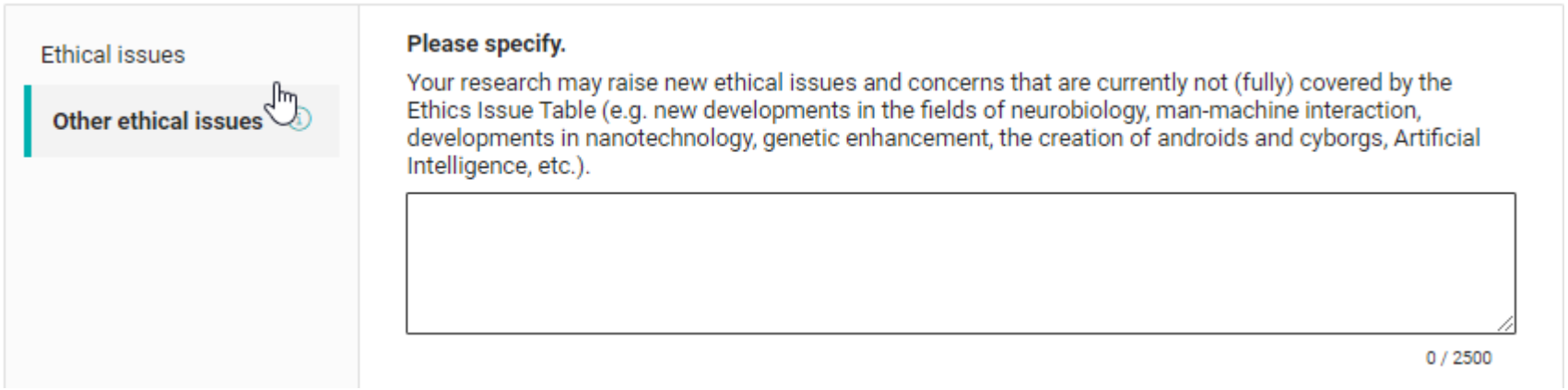
Yes | No

Could the development, deployment and/or use of Artificial Intelligence that is based on your research raise ethical concerns related to human rights, values, decision making, and/or can it cause negative societal or environmental impact?

Yes | No


Ethical issues
Other ethical issues


Your research may raise new ethical issues and concerns that are currently not (fully) covered by the Ethics Issue Table (e.g. new developments in the fields of neurobiology, man-machine interaction, developments in nanotechnology, genetic enhancement, etc.). Please specify.


Ethical issues
Other ethical issues
Please specify.
Your research may raise new ethical issues and concerns that are currently not (fully) covered by the Ethics Issue Table (e.g. new developments in the fields of neurobiology, man-machine interaction, developments in nanotechnology, genetic enhancement, the creation of androids and cyborgs, Artificial Intelligence, etc.).
0 / 2500

Details on ethically sensitive issues per work package *(optional)*

Give the number and description of the work packages for which you will submit an application to the relevant ethics committee(s).

+ Add

Number/description of work packages	Start date	Ethics committee category	Ethics committee
Please add an item			

Add: work package

Number/description of work packages

Start date

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

Ethics committee category

Ethics committee

Ethical issues: Yes

☐ I hereby acknowledge that an ethical approval is required for issues marked with an asterisk (*) as far as they apply to my project proposal. I will abide by the applicable regulatory framework, law and institutional policies regarding matters, with or without asterisk (*), that apply to my proposal. If an ethical approval is required, I will ensure to obtain this approval from the competent ethics committee of my host institution, at the latest before starting with the ethically sensitive activities.

Ethical issues: No

☐ I confirm that I have read all questions below and that there are no ethical issues concerning my proposal.

Data management plan

Data management is an integral part of sound scientific research. It covers the description of data and metadata, their storage and long-term preservation, the designation of responsible persons, the handling of highly sensitive data, and the open access to and sharing of research data.
The FWO has made data management a key element of its policy for all support channels provided by the FWO. The FWO expects researchers to pay due attention to this dimension before, during and for at least five years after their research.
For background information on data management and the procedures regarding the Data Management Plan (DMP), which FWO expects from its applicants when applying for research funding, please see our website.
Please note that the answers to the questions below and the Data Management Plan should cover the full project, including all (inter-) national partners involved in cross-institutional projects.

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

0 / 700

Specify in which way the following provisions are in place in order to preserve the data during and at least 5 years after the end of the research.

Motivate your answer.

- Designation of responsible person (If already designated, please fill in his/her name.)
- Storage capacity/repository
  - during the research
  - after the research

0 / 700

What is the reason why you wish to deviate from the principle of preservation of data and of the minimum preservation term of 5 years?

0 / 700

Are there issues concerning research data indicated in the ethics questionnaire of this application form? Which specific security measures do those data require? *(optional)*

0 / 700

Which other issues related to the data management are relevant to mention?

0 / 700

Consent

DECLARATION BY THE APPLICANT

General

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

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

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

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

The applicant agrees that the FWO will forward the full application form including their personal data to, as far as applicable, the members of the FWO expert panels and to experts involved in the evaluation of their proposal in Flanders and abroad (EU and outside EU) and to a partner organization. Any of these receiving parties must declare in advance that they will treat data confidentially and that they will not forward the data or the knowledge gained to anyone nor use it for their own purpose. FWO will take the necessary safety measures to assure this data transfer to the aforementioned organizations or persons will take place in a secure and correct way. More information and details, if available, are published on the FWO website.

Furthermore, the applicant agrees that the following information may be included in lists published by the FWO: title/abstract; full name of the beneficiaries/supervisors; host institution(s); scientific domains/disciplines/key words; start date and end date, allocated funding of the project.

The applicant declares that all information provided in the personal data section of the FWO E-portal is accurate and up-to-date according to the instructions of the respective programme (i.e. only the items in de E-portal that are applicable to the type of support you apply for should be filled out).

The applicant declares that it fully meets the definition of a research and knowledge-dissemination organization' as stated in Framework for State aid for research and development and innovation 2022/C 414/01 [1].

Research Integrity

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

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

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

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

☐ I agree

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