

**EXAMPLE OF AN APPLICATION FORM:**

BILATERAL SCIENTIFIC COOPERATION CHINA (NSFC)

## 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.

The screenshot displays the FWO website's header and main content area. The header features a teal navigation bar with links for 'press', 'publications', 'links', 'vacancies', 'faq', and social media icons for Twitter, LinkedIn, Facebook, and Instagram. Language options 'NL' and 'EN' are also present. A search bar and an 'E-loket' button (circled in red) are located on the right side of the header. Below the header is a navigation menu with items: 'FWO', 'Fellowships & funding', 'VSC', 'Researchers in the spotlight', 'News', 'Contact', and '#FWOVlaanderen'. The main content area is divided into three sections: a login form, an orange call-to-action box, and a blue 'Upcoming deadlines' box.

**Navigation Menu:** FWO, Fellowships & funding, VSC, Researchers in the spotlight, News, Contact, #FWOVlaanderen

**Login Form:**

Login

Welcome back! Login to access the FWO's E-Loket (V2)

Email:

Password:

Did you forget your password?

Remember My Login

or

**E-loket**

To sign in. Click [here](#)

Not registered yet? Register [here](#)

**Upcoming deadlines**

30/09	Odysseusprogramme
01/10	Scientific Research Network (WOG)
05/10	Computing time requests
26/10	Starting grant runner-up

**New version FWO E-loket**

## Login

Welcome back! Login to access the FWO's E-Loket (V2)

Did you [forget your password?](#)













Remember My Login

LOGIN


or





● LOGIN USING ORCID

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

-  Personalia 
-  General
-  Family 
-  Diplomas
-  Posts/Carreer
-  Disciplines
-  Publications
-  Contact details
-  Addresses
-  Preferences

After completing or editing your personal profile, you may start or proceed preparing your application. On your dashboard select 'New application' to start a new application or select 'my applications' to 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.

 Researcher ^

-  My Downloads
-  New Application
-  My Applications v
-  Scientific reports

Select an application category and type:

**Application type selection**

Select an application category.

Select an application type.

# General

**GENERAL**

HOST INSTITUTION – SUPERVISOR

REQUESTED FUNDING

PROJECT

PEER REVIEW

ETHICS

DATA MANAGEMENT PLAN

**Enter the English title of your research proposal.**

*Use up to 240 characters.*

**Enter the Dutch title of your research proposal.**

*Use up to 240 characters.*

**Complete the abstract in layman's terms of your research proposal - English version.**

*Use up to 1500 characters.*

**Complete the abstract in layman's terms of your research proposal - Dutch version.**

*Use up to 1500 characters.*

**Save**

## Host institution - supervisor

GENERAL	<b>HOST INSTITUTION – SUPERVISOR</b>	REQUESTED FUNDING	PROJECT
PEER REVIEW	ETHICS	DATA MANAGEMENT PLAN	

FWO supervisor-spokesperson and (co-)supervisor(s):

For a bilateral research project there are 3 types of applicants:

- Supervisor-spokesperson:** the main applicant of the project, affiliated to a Flemish main host institution\* ([mandatory for each project](#)). For eligibility requirements see [regulations](#), art. 10.
- Supervisor:** the main applicant of (a) partner Flemish main host institution(s).\* For eligibility requirements see [regulations](#), art. 10.
- Co-supervisor:**
  - The co-applicant within (1) the Flemish main host institution of the supervisor-spokesperson and/or (2) (a) partner Flemish main host institution(s).\* For eligibility requirements see [regulations](#), art. 10 or 11 (postdoc-level).

OR

- The main applicant and potential co-applicant(s) within an eligible non-main host institution. For eligibility requirements see [regulations](#), art. 11.

\* Universities in the Flemish Community, the Evangelical Protestant Faculty in 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.

Based on the available information, the supervisor(-spokesperson) is required to justify that he/she will normally be leading the project throughout its life cycle, regardless of the nature of the application. If the supervisor(-spokesperson) submits a duly substantiated justification, he/she will be deemed to meet the requirement of this article.

This provision also applies to co-supervisors acting as main applicant and therefore managing the budget line of an eligible research institution other than one of the main host institutions as referred to in [article 7, paragraph 2 of the regulations for projects fundamental research](#).

Chinese supervisor-spokesperson and (co-)supervisor(s):

The involved Chinese supervisor-spokesperson and (co-)supervisor(s) and host institutions must meet the eligibility requirements of NSFC.

**Please note that all applicants (both Flemish and Chinese supervisor-spokespersons and (co-)supervisor(s)) must have a fully up to date online E-loket FWO profile including a full list of publications and list of disciplines adjusted to the new discipline codes (as from 01/10/2018).**

1) Specify the main Flemish host institution.

2) Specify additional Flemish or federal host institution(s). (optional)

3) Specify the Chinese bilateral partner institution(s).

Save

1) Specify the main Flemish host institution.

Add a host institution

1) Specify the main Flemish host institution.

Name of the institution

Ghent University



Supervisor-spokesperson: Ghent University

Add

Co-supervisor(s) (optional): Ghent University

Add

Supervisor-spokesperson: Ghent University

**title**

**first name**

Tanja

**surname**

Fonck

**date of birth (optional)**

**current occupation**

**employment (%)**

**e-mail**

**research unit**

**street and number**

**postal code**

**city**

**country**

Belgium

**Please upload a short CV for this person.**

*This CV should be based on the template below, can be max. 2 pages long, and should be uploaded as a PDF file using the following format: shortCV\_name\_surname.*

[Download template.](#)

Bladeren... Geen bestand geselecteerd.

Submit

Cancel



## 2) Specify additional Flemish or federal host institution(s). (optional)

If one or more other host institutions are involved, please click "Add" to select an institution in the drop-down menu. The chosen institution will appear in the list below.

**Add a host institution**

## 2) Specify additional Flemish or federal host institution(s). (optional)

If one or more other host institutions are involved, please click "Add" to select an institution in the drop-down menu. The chosen institution will appear in the list below.

### Name of the institution

Hasselt University



Belgian Nuclear Research Centre



**Add a host institution**

**Supervisor: Hasselt University**

**Add**

**Co-supervisor(s) (optional): Hasselt University**

**Add**

**Co-supervisor(s): Belgian Nuclear Research Centre**

**Add**

**Upload consent form: Belgian Nuclear Research Centre**

This consent form should be based on the template below and uploaded as a PDF file using the following format: consentform\_namehostinstitution.

[Download template.](#)

Bladeren... Geen bestand geselecteerd.

**Upload**

Supervisor: Hasselt University

title

first name

surname

date of birth (optional)

current occupation

employment (%)

e-mail

research unit

street and number

postal code

city

country

Belgium

**Please upload a short CV for this person.**

*This CV should be based on the template below, can be max. 2 pages long, and should be uploaded as a PDF file using the following format: shortCV\_name\_surname.*

[Download template.](#)

Bladeren...

Geen bestand geselecteerd.

3) Specify the Chinese bilateral partner institution(s).

Main Chinese host institution

Add a host institution

Additional Chinese host institution(s) (if required by NSFC or if present)

Add a host institution

Main Chinese host institution

Name of the institution

Shanghai Jiao Tong Universiteit



Supervisor-spokesperson: Shanghai Jiao Tong Universiteit

Add

Co-supervisor(s) (if required by NSFC or if present): Shanghai Jiao Tong Universiteit

Add

Additional Chinese host institution(s) (if required by NSFC or if present)

Name of the institution

Universiteit van Peking



Add a host institution

Supervisor: Universiteit van Peking

Add

Co-supervisor(s) (if required by NSFC or if present): Universiteit van Peking

Add

Supervisor-spokesperson: Shanghai Jiao Tong Universiteit

**title**

**first name**

**surname**

**date of birth (optional)**

**current occupation**

**employment (%)**

**e-mail**

**research unit**

**street and number**

**postal code**

**city**

**country**

**Please upload a short CV for this person.**

*This CV should be based on the template below, can be max. 2 pages long, and should be uploaded as a PDF file using the following format: shortCV\_name\_surname.*

[Download template](#)

Geen bestand geselecteerd.

**Submit**

**Cancel**

## Requested funding

GENERAL	HOST INSTITUTION – SUPERVISOR	<b>REQUESTED FUNDING</b>	PROJECT
PEER REVIEW	ETHICS	DATA MANAGEMENT PLAN	

Add per host institution the requested funding for staff, consumables and equipment.

Budget requested by Flemish supervisor-spokesperson and (co-)supervisor(s) at FWO:

On the Flemish side the following budget regulations apply in the frame of this bilateral collaboration:

- The **total project budget** for **staff and consumables** may **not exceed 75.000 EUR/year** ;
- The budget for **staff and consumables** of the **Flemish main host institution** must be **minimally 45.000 EUR/year** ;
- **Per project a maximum amount of 150.000 EUR for equipment** can be applied for. This can take the form of matching funding;
- No overhead costs must be charged on the Flemish budgets.

The real staff cost is used when the name of the researcher to be employed on the project is already known. When the name is not yet known, the following amounts must be used as indicative costs:

- Predoctoral researcher with stipend (bursary): €45,000 – €50,000;
- Predoctoral researcher with salary, 0 years of seniority: €65,000 – €70,000;
- Postdoctoral researcher, 4 years of seniority: €85,000 – €90,000;
- Technical staff, 6 years of seniority: €55,000 – €60,000.

Supervisors-spokespersons, supervisors and co-supervisors are not allowed any remuneration or accumulation with a remuneration under a research project funded by FWO.

Please note that all materials acquired under an equipment grant of the FWO will become the property of the main host institution to which the grant holder is affiliated, or of the host institution, by virtue of the agreement made with the main host institution. The existence/content of such an agreement will be checked during project audits.

Budget requested by the Chinese supervisor-spokesperson and (co-)supervisor(s) at NSFC:

The requested budgets ( **in EUR** ) by the Chinese supervisor-spokesperson and (co-)supervisor(s) must be in line with the budget modalities of NSFC.

<b>Staff</b>	<b>Consumables</b>	<b>Equipment</b>
--------------	--------------------	------------------

**Save**

## Add staff

staff type

motivation

*Motivate based on the project tasks to be performed the need for the requested staff type.  
When the name of the researcher to be employed is already known,  
mention name and academic degree of that person and motivate why this particular  
person is necessary.*

Give the amount per year.

2022

2023

2024

Use up to 1500 characters, signs, spaces or line breaks.

## Add consumables

consumable type

detailed description of consumables

*Use up to 1500 characters, signs, spaces or line breaks.*

motivation

*Use up to 1500 characters, signs, spaces or line breaks.*

Give the amount per year.

2022

2023

2024

Submit

Cancel

# Add equipment

requested funding

description and technical aspects

accessories

motivation

Submit

Cancel



# Project

GENERAL	HOST INSTITUTION – SUPERVISOR	REQUESTED FUNDING	PROJECT
PEER REVIEW	ETHICS	DATA MANAGEMENT PLAN	

## PROJECT DESCRIPTION

### IMPORTANT!

*The project outline 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.*

**Please note that the scientific content of the proposal submitted at FWO and NSFC must be identical.**

[Download template](#)

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

Geen bestand geselecteerd.

## Template project description

### APPLICATION BILATERAL SCIENTIFIC COOPERATION CHINA (NSFC)

#### PROJECT OUTLINE (MAX. 10 A4 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 can add extra titles and subtitles as necessary. Please stick to the maximum number of 10 pages, without changing text layout (font Calibri 11, line distance 1, page margins etc.). Please also remove this explanatory paragraph as well before submitting the template.*

*In case this application involves a resubmission of an FWO application that was not granted, please indicate in the various sections of the project template the changes made compared to this earlier submission.*

*In case this application is a continuation of an FWO and/or any other application that was granted before, please clearly indicate in the various sections of the project template how this projects built upon earlier granted proposal, thereby motivating a continuation.*

#### **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, also with reference to 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).*

*Discuss 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.*

*Describe the collaboration/coordination/work distribution between the different participating research groups as well as the role/complementarity of the different research groups/(co-)supervisors.*

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?

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

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

*Use up to 3000 characters.*

**Has the proposal already been funded?**

yes  no  funding decision still pending

to another organization

**Please enter the name of that organization.**

*Use up to 240 characters.*

**Has the proposal already been funded?**

yes  no  funding decision still pending

**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.*

*Use up to 1000 characters.*

## PROJECT POSITIONING AND EMBEDDING

### Elaborate 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.*

*Use up to 1200 characters.*

### Position the project in a national and international context.

*Mention research collaborations, larger projects, programs and international networks in which your research can be situated.*

*Use up to 1200 characters.*

## INTERNATIONAL COOPERATION

### What is the added value of the scientific collaboration?

*Demonstrate why the scientific expertise from both sides is relevant and needed for this project.*

*Use up to 1800 characters.*

### Describe the past cooperation (not a prerequisite for submission) between the project partners.

*Use up to 1800 characters.*

## 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.*

*Use up to 1200 characters.*

Save

## Peer review

### Internal peer review

GENERAL	HOST INSTITUTION – SUPERVISOR	REQUESTED FUNDING	PROJECT
PEER REVIEW	ETHICS	DATA MANAGEMENT PLAN	

#### INTERNAL PEER REVIEW

Specify the scientific field in which your research is situated.

**Disclaimer:** The items shown in the dropdown menu below display the full array of FWO fields. Please note however that only fundamental research in the fields of natural sciences, engineering sciences, management sciences and medical sciences is eligible. More precisely (NSFC scientific departments): **Mathematical & physical sciences, Chemical sciences, Life sciences, Earth sciences, Engineering & material sciences, Information sciences, Management sciences, and Health sciences.** For more information on these NSFC scientific departments consult the programme guidelines that can be found on [this website](#).

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

Add

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

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

*Use up to 240 characters.*

## External peer review

### EXTERNAL PEER REVIEW

You may request to exclude up to three experts from the evaluation of your proposal as an external reviewer. (optional)

*Suggestions for exclusion need to be motivated.*

*Please click 'Add' to provide the necessary data about each of these experts.*

Please list a maximum of 3 experts not suitable as referee

first name

surname

e-mail (optional)

institution

**The expert has a conflict of interest making him/her unfit to make an objective assessment.**

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

short additional motivation to exclude this expert(s)

*Use up to 500 characters.*

Submit

Cancel

## Ethics

GENERAL	HOST INSTITUTION – SUPERVISOR	REQUESTED FUNDING	PROJECT
PEER REVIEW	ETHICS	DATA MANAGEMENT PLAN	

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 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.

If you have answered questions with an \* positively, you must submit your proposal to the ethics committee **as soon as your application has been approved for funding**. Your project can only start when this approval has been formally given. Only if the advice relates to a work package that is planned for a later stage of the project, and if legislation allows, the host institution can decide to give permission to the researcher to submit the proposal just before the start of that part of the research. Please keep in mind that this delayed permission is not possible for all research institutions. Also 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:** Although no ethics approval is needed for issues that are not marked, there might be other legal and/or institutional requirements to be fulfilled. The applicant will have to reflect on the issue and take, if necessary, the appropriate measures. If in doubt about the evaluation of the issue, it is advised to contact the supporting services of the host institution.

For more information, check the FWO webpage on [research ethics](#) and the [Guidelines on FWO's ethics checklist](#).

1. Human embryos/foetuses ⓘ

2. Humans

3. Human cells/tissues

4. Personal data ⓘ

5. Animals

6. Access and benefit sharing and the Nagoya Protocol

7. (Inter)national collaboration ⓘ

8. Dual use and military applications ⓘ

9. Misuse ⓘ & human rights

10. Other ethics issues (optional)

11. Environment & health and safety

Work packages (optional)

- I confirm that none of the issues above apply to my proposal.
- I hereby confirm having taken note that an ethical approval is needed for issues indicated with an asterisk (\*) and/or that I will adhere to all relevant legislation and institutional policies pertaining to issues 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 ethical sensitive activities.

Save



## 1. Human embryos/foetuses ⓘ

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?\*

## 2. Humans

Does your research involve human participants?

• Are they volunteers for social 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.*

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

• 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

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 during previous research activities?

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

### 4. Personal data <sup>①</sup>

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.*

## 5. 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

• Are they non-human primates?

*In this case it is necessary to have obtained ethical approval at the time of submitting your proposal for funding.*

Yes

Upload the ethical approval on the intended experiments on non-human primates.

Bladeren...

Upload

• Are they genetically modified animals?

• Are they cloned farm animals?

• Are they endangered species?

## 6. 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.*

• Provide the name of the country/countries.

*Use up to 4000 characters.*

### 7. (Inter)national 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?

Provide the name of the country/countries.

*Use up to 4000 characters.*

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

### 8. Dual use and military applications ⓘ

Does your research have the potential for military applications?

Does this research involve dual-use items in the sense of [Regulation 428/2009](#), 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'.*

### 9. Misuse ⓘ & human rights

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

Do the activities and chosen partners pose a potential risk for a Human Rights infraction?

## 10. Other ethics issues (optional)

### Are there any other issues that should be taken into consideration? (optional)

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.).

Use up to 2500 characters.

## 11. Environment & health and safety

Does your research involve the use of elements that may cause harm to the environment (water, air, soil, noise, ...), to animals or plants?

Does your research involve the use of elements that may cause harm to humans, including research staff and their co-workers?

Is (part of) your research carried out within protected areas?

Do the proposed experiments make use of any parts of animals, GMO's or pathogens?

Do the proposed experiments make use of activities, installations or products that need to be covered by permits (ionizing radiation, radioactive substances, pharmaceutical products, drug precursors, explosives and precursors, cyanides, ...)?

**Work packages (optional)**

**Work Packages**

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

Number/description of WP(s):

Starting date of WP(s):

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

Ethics committee category

**Submit**

**Cancel**

## Data management plan

GENERAL

PERSONAL DATA

HOST INSTITUTION – PROMOTOR

PROJECT

PEER REVIEW

ETHICS

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](#).

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

Use up to 700 characters.

**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.

a. Designation of responsible person (If already designated, please fill in his/her name.)

b. Storage capacity/repository

- during the research
- after the research

Use up to 700 characters.



**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?**

*Use up to 700 characters.*

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

*Use up to 700 characters.*

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

*Use up to 700 characters.*

**Save**

## 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 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, to experts involved in the evaluation of their proposal in Flanders and abroad (EU and outside EU) and to a partner organization, if there is any. 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. 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.**

### 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.*

I agree

I do not agree