EXAMPLE OF AN APPLICATION FORM:

BILATERAL SCIENTIFIC COOPERATION QUÉBEC (FRQ)

General

GENERAL

Enter the English title of your research proposal.

0 / 240

Enter the Dutch title of your research proposal.

0 / 240

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

0 / 1500

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

0 / 1500

Host institution – requested funding

HOST INSTITUTION - REQUESTED FUNDING

Add per host institution the involved (co-)supervisor(s)(-spokesperson) and the requested funding for staff, consumables and equipment.

All Flemish and Québec (co-)supervisor(s)(-spokesperson)(s) must have a fully up to date online E-loket profile including an overview of academic positions and a full list of publications.

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

1. **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.
2. **Supervisor:** the main applicant of (a) partner Flemish main host institution(s).* For eligibility requirements see regulations, art. 10.
3. **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, the Institute of Tropical Medicine and a Flemish school of arts recognised by decree.

Based on the available information, the supervisor(-spokesperson) is required to justify that they 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, they 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.

FRQ supervisor-spokesperson and co-supervisor(s)

The Québec **supervisor-spokesperson and co-supervisor(s)** and host institutions must meet the eligibility requirements of FRQ. The Québec team must include at least two researchers, as indicated below:

1. **Supervisor-spokesperson:** Québec teams must include at least one eligible supervisor-spokesperson (or Principal Investigator), who is the main applicant for the Québec part of the project and will manage the funding provided by FRQ.

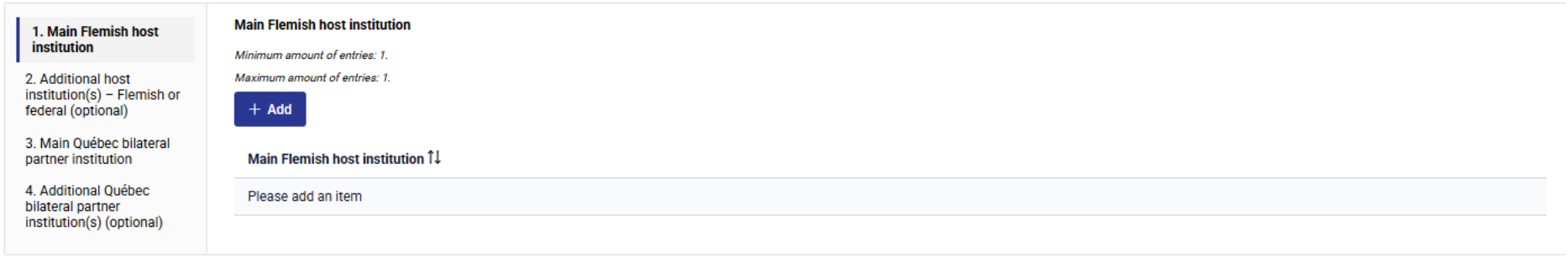
   The supervisor-spokesperson must be a university researcher (Status 1 or 2 according to the FRQ's Common General Rules). See the program rules for all eligibility requirements.

   The supervisor-spokesperson must be listed under the "Québec Main Host Institution" below.
2. **Co-supervisor:** Québec teams must also include at least one co-supervisor (or co-investigator) per project that is a university researcher (Status 1 or 2 according to the Common General Rules).

   Additional co-supervisors may be added to the team. These additional co-supervisors may be Status 1, 2 or 3 according to the Common General Rules. See the program-specific rules for all eligibility requirements.

   Co-supervisors that are affiliated to the same institution as the supervisor-spokesperson must be added as "co-supervisor" to the Main Québec Host Institution below. Co-supervisors affiliated with other institutions must be listed under "Additional Québec Bilateral Partner Institutions" below.

Add main Flemish host institution



Main Flemish host institution

Please note that each host institution can only be added once.

Supervisor-spokesperson

Minimum amount of entries: 1.

Maximum amount of entries: 1.

+ Add

First name	Last name	Research unit
Please add an item		

Co-supervisor(s) *(optional)*

+ Add

First name	Last name	Research unit
Please add an item		

REQUESTED FUNDING

- Total project budget for staff and consumables: max. 85,000 EUR/year. The type of costs that can be requested under "Consumables" can be found in the project regulations, Art 27, §1.
- Budget for staff and consumables of Flemish main host institution: min. 45,000 EUR/year;
- Total project budget for equipment: max. 150,000 EUR (can be matching funding);
- No overhead costs must be charged on the Flemish budgets.

Funding for staff requested?

Yes | No

Funding for consumables requested?

Yes | No

Funding for equipment requested?

Yes | No

Add supervisor-spokesperson (main Flemish host institution)

Add: supervisor-spokesperson

First name

5 / 50

Last name

5 / 50

Date of birth *(optional)*

Current occupation

0 / 70

Employment rate

% 0

Email

Research unit

0 / 60

Street and number

0 / 50

City

Short CV

This CV should be based on the template below, can be max. 4 pages long, and should be uploaded as a PDF file using the following format: shortCV_name_surname.

Minimum 1 file(s).

Maximum 1 file(s).

Allowed file extension(s): .pdf.

Maximum file size is 10 MB.

Download template

Upload

Please upload your file(s)

Have you retired or are you planning to retire as a ZAP-member of your university (only applicable to the Flemish universities) during the calendar year of this application or will you retire within the period the applied for project will be ongoing (the maximum duration of a project being 3 years)?

Yes | No

What is the (expected) date of your retirement?

Which co-supervisor listed in this application form (and affiliated to the same institution as well as meeting the eligibility requirements for a supervisor) will replace you as a supervisor(-spokesperson) after your retirement?

0 / 150

Add co-supervisor

Add: co-supervisor

First name

0 / 50

Last name

0 / 50

Date of birth *(optional)*

Current occupation

0 / 70

Employment rate

% 0

Email

Research unit

0 / 60

Street and number

0 / 50

City

Short CV

This CV should be based on the template below, can be max. 4 pages long, and should be uploaded as a PDF file using the following format: shortCV_name_surname.

Minimum 1 file(s).

Maximum 1 file(s).

Allowed file extension(s): .pdf.

Maximum file size is 10 MB.

Download template

Upload

Please upload your file(s)

Add staff

Funding for staff requested?

Yes | No

Staff

Minimum amount of entries: 1.

+ Add

Staff type
Please add an item

Add: staff

Staff type

Requested funding

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 can be used as indicative costs:

- Predoctoral researcher with stipend (bursary): € 58,000 - €62,000
- Predoctoral researcher with salary: € 75,000 - €93,000
- Postdoctoral researcher, 4 years of seniority: € 108,000 - €122,000
- Technical staff, 6 years of seniority: € 69,000 - €88,000

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

Minimum amount of entries: 1.

Maximum amount of entries: 3.

+ Add

Year	Requested funding
Please add an item	

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.

0 / 1500

Add consumables

Funding for consumables requested?

Yes | No

Consumables

Minimum amount of entries: 1.

+ Add

Consumable type
Please add an item

Add: consumables

Consumable type

Requested funding

Minimum amount of entries: 1.

Maximum amount of entries: 3.

+ Add

Year	Requested funding
Please add an item	

Detailed description of consumables

0 / 1500

Motivation

0 / 1500

Add equipment

Funding for equipment requested?

Yes | No

Equipment

Minimum amount of entries: 1.

+ Add

Description and technical aspects ↑↓
Please add an item

Add: equipment

Requested funding

€

Description and technical aspects

0 / 1500

Accessories

0 / 1500

Motivation

0 / 1500

Add additional host institutions(s) – Flemish or federal

1. Main Flemish host institution
2. **Additional host institution(s) – Flemish or federal (optional)**
3. Main Québec bilateral partner institution
4. Additional Québec bilateral partner institution(s) (optional)

Additional host institution(s) – Flemish or federal *(optional)*

+ Add

Additional Flemish or federal host institution(s)
Please add an item

Add: additional host institution – Flemish or federal

Additional Flemish or federal host institution(s)

Please note that each host institution can only be added once.

Co-supervisors

Minimum amount of entries: 1.

+ Add

First name	Last name	Research unit
Please add an item		

Consent form

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

Minimum 1 file(s).

Maximum 1 file(s).

Maximum file size is 10 MB.

Allowed file extension(s): .pdf.

Download template

Upload

Please upload your file(s)

REQUESTED FUNDING

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- Budget for staff and consumables of Flemish main host institution: min. 45,000 EUR/year;
- Total project budget for equipment: max. 150,000 EUR (can be matching funding);
- No overhead costs must be charged on the Flemish budgets.

Funding for staff requested?

Yes | No

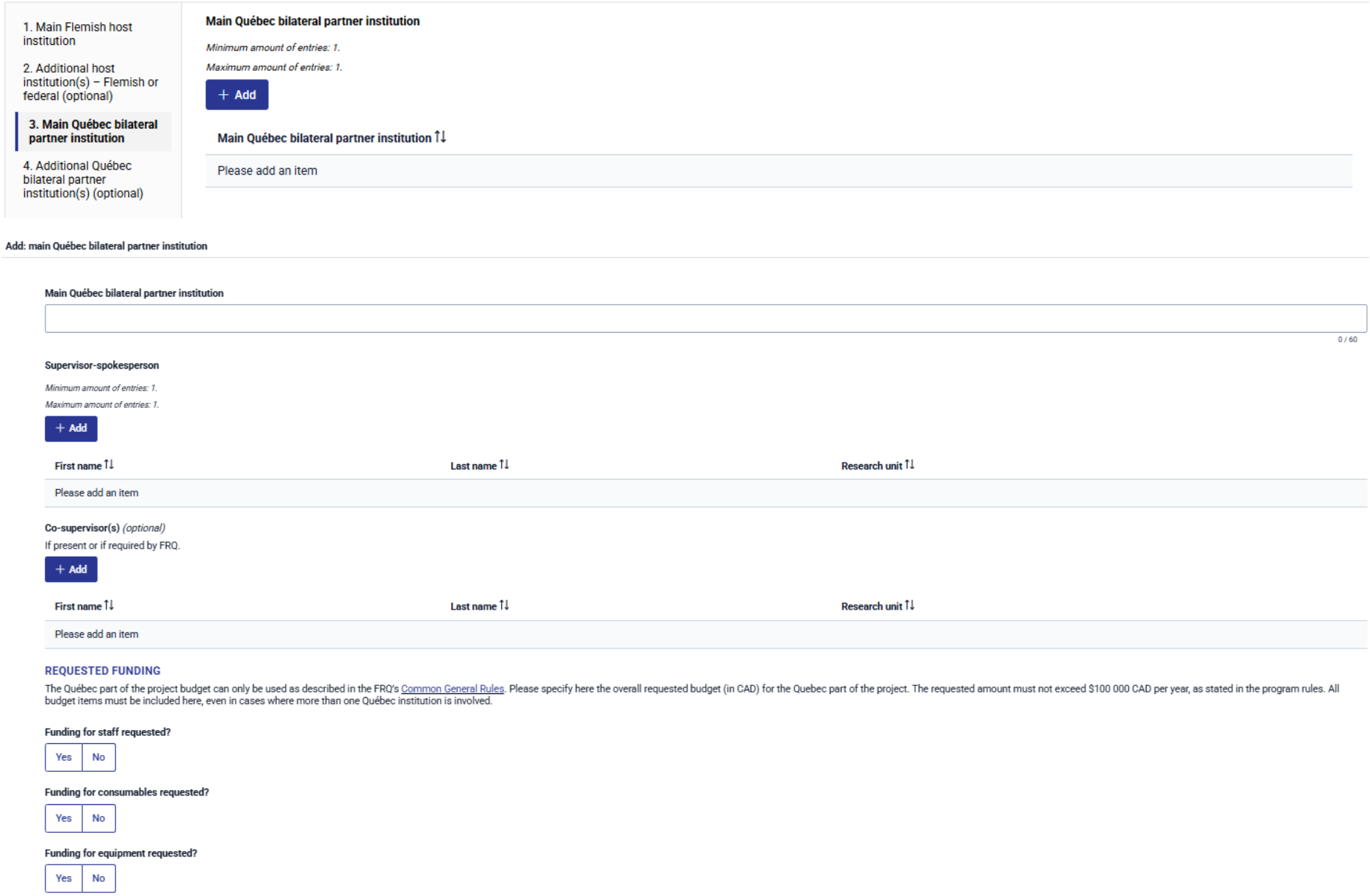
Funding for consumables requested?

Yes | No

Funding for equipment requested?

Yes | No

Add Main Québec bilateral partner institution



Add supervisor-spokesperson (main Québec bilateral partner institution)

Add: supervisor-spokesperson

First name

0 / 50

Last name

0 / 50

Date of birth *(optional)*

Current occupation

0 / 70

Employment rate

% 0

Email

Research unit

0 / 60

Street and number

0 / 50

Postal code

0 / 20

City

0 / 50

Country

Short CV

This CV should be based on the template below, can be max. 4 pages long, and should be uploaded as a PDF file using the following format: shortCV_name_surname.

Minimum 1 file(s).

Maximum 1 file(s).

Allowed file extension(s): .pdf.

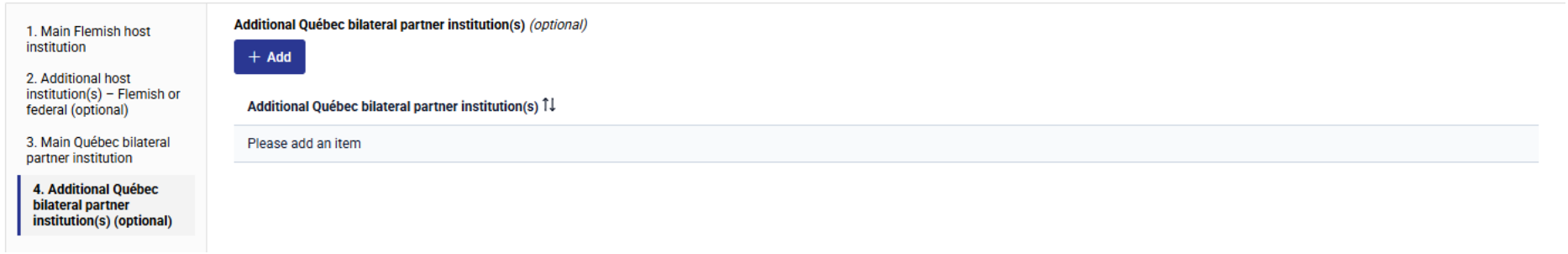
Maximum file size is 10 MB.

Download template

Upload

Please upload your file(s)

Add additional Québec bilateral partner institution(s)



Project

PROJECT

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) including all tables, graphs, illustrations, etc.

Minimum 1 file(s).

Maximum 1 file(s).

Allowed file extension(s): .pdf.

Maximum file size is 10 MB.

Download template

Upload

Please upload your file(s)

APPLICATION BILATERAL RESEARCH PROJECT

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 instructions. You can add extra titles and subtitles as necessary. Please stick to the maximum number of 10 A4 pages, without changing text layout (font Calibri 11, or, when using LaTeX or another word processor, Carlito 11, line distance 1, page margins 2.5 cm). This layout applies to all parts of this document (e.g., tables, captions, figures and the reference list). Do not link to external documents or webpages. Please remove this explanatory paragraph as well before submitting the template.
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 project builds upon the earlier granted proposal, thereby motivating a continuation.
Guidelines on formal requirements in application forms and accompanying documents of application programmes shall be strictly followed. If these are violated, the application may be declared inadmissible.

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.
Discuss which measures will be taken to make the research transparent and reproducible.
Describe how you will disseminate your research (as different from the kind of dissemination mentioned under 'Science Communication').

Collaboration (MIN. 1 A4 page)

Use a graphic representation (Gantt chart) of the planned course of activities (timing work packages, milestones, and foreseen bilateral scientific missions between both call-specific partner countries/regions) over the 3-year grant period. Describe for each work package the collaboration/coordination/work distribution between the different participating research groups as well as the role/complementarity of the different research groups/(co-)supervisors and provide a justification of the different missions that will take place in the framework of this work package.

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?

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 | No | Yes

- [x] to another organization

Please enter the name of that organization.

0 / 240

Has the proposal already been funded?

Evaluation still pending | No | 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 applications for funding mentioned above relate to the current application.

0 / 1000

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.

0 / 1200

Position the project in a national and international context.

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

0 / 1200

Contentwise and/or conceptual contribution

In line with the European Code of Conduct for Research Integrity, 2.7. and 3.1., and the FWO General Regulations, article 5 §4, applicants of a proposal for research support at the FWO are expected to be accountable for the full content and scope thereof. They have contributed to the content and/or concept of the application.

In this context contentwise and/or conceptual contribution is defined as at least having made a meaningful contribution to the research design, and if applicable to the associated data collection and its analysis and/or interpretation.

If one or more of these aspects are distributed among different applicants, this division of roles should be explained.

If a contribution in the above sense can also be attributed, even if only partially, to someone who is not one of the applicants of the current application, this person must be explicitly mentioned here.

If the contentwise and/or conceptual contribution to an application substantially overlaps with that to another (earlier or subsequent) application, either with the same or partly the same or different partners, this issue must also be explained. This explanation may overlap with the answer in the section on 'other funding' of this application form, but does not necessarily (entirely) coincide with it. If additions to that earlier question are necessary in view of the aspects related to contentwise and/or conceptual contributions, please provide them here.

The above description of contentwise and/or conceptual contribution does not relieve an applicant of the duty to also name specific, original and more than generally received ideas derived from others as such and to give credit for them to whom it is due.

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 the evaluation as part of your research methodology and work plan.

Not applicable | Yes

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 organizations, 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; you may anticipate this by clarifying your position in the designated text box. Please be aware that this question on societal actors does not concern science communication or valorization.

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

Not applicable | Yes

Justification

0 / 1200

SCIENCE COMMUNICATION

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

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

0 / 1200

Peer review

PEER REVIEW

INTERNAL PEER REVIEW

Degree of interdisciplinarity.

The research team (Québec and Flanders) AND the project design must cover disciplines falling under at least two of the three sectors of the FRQ (Health sector // Society and Culture sector // Nature and Technologies sector). Indicate which FRQ sectors are represented in this proposal.

Minimum amount of entries: 2.

Maximum amount of entries: 3.

+ Add

Field ↑↓
Please add an item

Demonstrate the interdisciplinary nature of the proposed research.

Domains falling under at least two of the three sectors of the FRQ (Health sector // Society and Culture sector // Nature and Technologies sector) **must be represented in an integrated and synergistic way at the same coordinated level** through (1) the composition of the bilateral research team, (2) the joint design and development of the project, of issues mobilizing questions or objects of research of the different domains, (3) the innovative methodology adapted to each issue and integrating approaches, and (4) the expected outcomes.

0 / 3500

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

Minimum amount of entries: 1.

Maximum amount of entries: 5.

+ Add

Discipline ↑↓
Please add an item

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

EXTERNAL PEER REVIEW

Do you want to exclude experts from the evaluation of your proposal as an external reviewer?

Yes | No

Please list a maximum of 3 experts not suitable as referee.
Suggestions for exclusion need to be motivated.
Please click 'Add' to provide the necessary data about each of these experts.
Only persons can be challenged; organisations and institutions or parts thereof cannot be challenged.
Maximum amount of entries: 3.
Minimum amount of entries: 1.

+ Add

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

Add: expert

First name

0 / 50

Last name

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 motivation to exclude this expert.

0 / 500

Ethics

ETHICS

FWO Ethics Table

The table below lists questions about possible ethical aspects in research proposals. If you are applying for research infrastructure, please note that this list pertains to ethical aspects of the requested research infrastructure itself, and NOT of the research that will be carried out with the requested infrastructure.

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 then appears 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

Ethical issues

Human embryos and/or human embryonic stem cells

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

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

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?

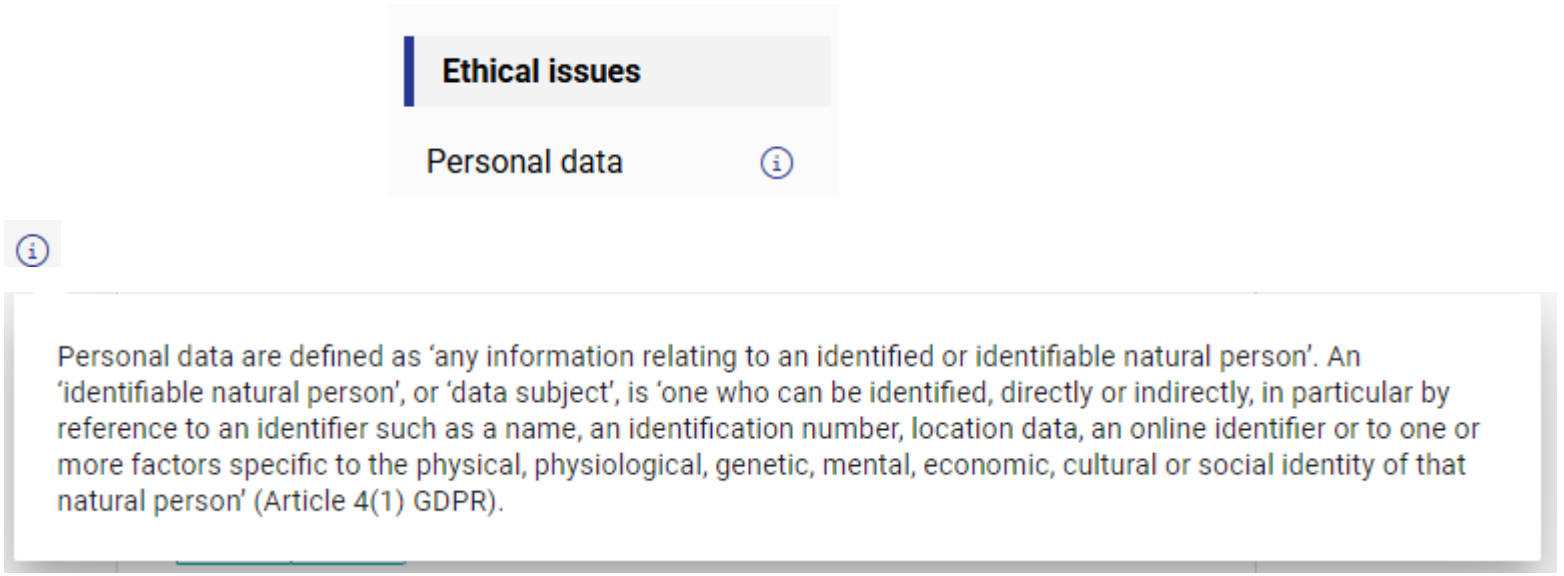
Yes | No

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

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 involve 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

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

Ethical approval for non-human primate studies.

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.

Minimum 1 file(s).

Maximum 1 file(s).

Maximum file size is 10 MB.

Allowed file extension(s): .pdf.

Upload

Please upload your file(s)

Are they genetically modified animals?

Yes | No

Are they cloned farm animals?

Yes | No

Are they endangered species?

Yes | No

Ethical issues

Access and benefit sharing and the Nagoya Protocol

Ethical issues

Access and benefit sharing and the Nagoya Protocol

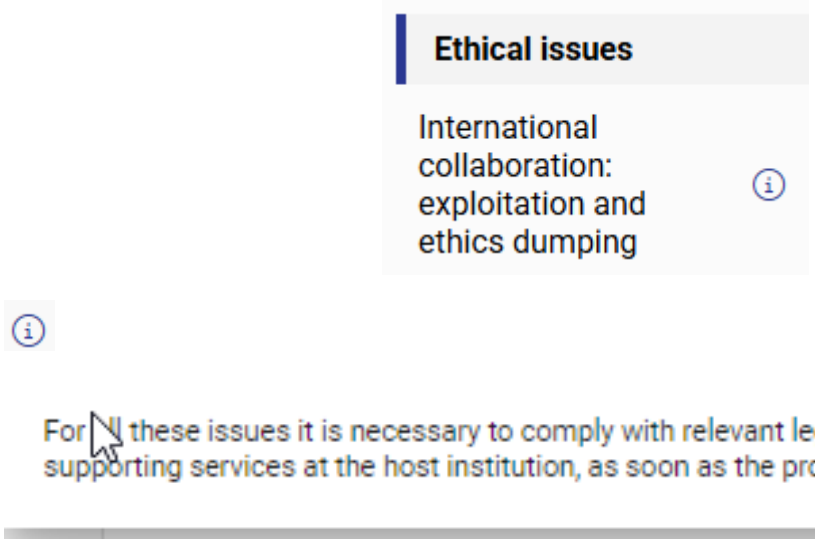
Does your research involve genetic resources or traditional knowledge associated with genetic resources, that are captured by the EU Regulation related to the Nagoya Protocol?

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 https://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

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

Ethical issues

Dual use and military applications

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

Ethical issues

Misuse, Security & Human Rights

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

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

Ethical issues

Other ethical issues

Are there any other issues that should be taken into consideration?

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

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

0 / 800

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 above and that there are no ethical issues concerning my research proposal.

Data management plan

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 their 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?

Yes | No

Which specific security measures do those data require?

0 / 700

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

0 / 700

For whom might your data be useful outside of the research project, e.g. researchers or other stakeholders? How will you share this data?

0 / 700

Consent

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 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 the E-portal that are applicable to the type of support you apply for should be filled out).

The applicant declares that 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] is fully met.

The applicant will inform the 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 and, if applicable, its intended valorisation.

Regulations

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.

Use of data by FWO

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 the application, the applicant 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 refer to our website: https://www.fwo.be/en/about-fwo/processing-personal-data-privacy/.

Exchange of data with third parties

The applicant agrees that the FWO may forward the full application form including their personal data and their e-mail address 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. Furthermore the FWO will make sure the necessary agreements are in place to secure any transfer of data will be compliant to the GDPR-regulations. More information and details, if available, are published on the FWO website.

The applicant agrees that the FWO may forward to their **host institution(s)** the full application (including, amongst other items, the data provided in the section ethics, research security, and DMP) and data, as provided in the personal data section of the FWO E-portal and as far as relevant for the application procedure, among other non-personal data regarding their application. In case an application is not awarded but labelled as reserve by the FWO, the applicant agrees that the FWO may forward additional information regarding the evaluation to their host institution. This will contain information regarding the individual scores, the ranking in the panel and the ranking on the reserve list. The receiving host institution must declare in advance that they will treat data confidentially and that they may not forward the data or the knowledge gained to anyone nor use it for their own purpose. More information and details are published on the FWO website or can be requested via dpo@fwo.be.

The 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.

Use of data for improvement of FWO processes and research on research

The applicant acknowledges that the FWO may use pseudonymised data from applications and evaluations in order to analyse and improve its evaluation processes and to support research on research, in line with its legal mission and in compliance with data protection legislation. These analyses are carried out under strict safeguards and solely for internal policy and quality purposes and may involve third parties.

Publication of data

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.

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 and/or socio-economic utilisation 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 as well as the general regulations of FWO. These documents are part and parcel of the call and grant procedures for research proposals. The FWO assumes that each applicant has acknowledged these codes and regulations 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 declare to be in agreement with c.q. to acknowledge the items of this declaration.**

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