

This document is the translation of the Dutch guidelines. In the event of a different interpretation of the original Dutch text and this English translation, the original Dutch text prevails.

GUIDELINES FOR WRITING A PROPOSAL

in the framework of

Internationalisation of the Humanities

Applications for grants within the open competition Internationalisation of the Humanities can be submitted until the deadline of **1 March 2012 at 12.00 hours**.

I General

- You cannot use forms to submit an application and you are requested to follow the guidelines given below.
- Applications should be written in English in a standard letter type (at least 11 pt, with the exception of the references for which 9 pt is permitted).

II Applications via Iris

Applications can only be submitted digitally via Iris, NWO's electronic application system. Information about how Iris works and an instruction manual can be found at <http://www.iris.nwo.nl>.

- You need a user name in order to use Iris. Information about obtaining a user name can be found on the website.
- An electronic application has two parts: a **fact sheet** and the actual proposal. The research proposal should be submitted in PDF format.
- The fact sheet contains the key data about the applicant and the proposal (questions 1 to 3).¹
- To allow a proper processing of the application details in the PDF file, this file **may not be protected in any manner whatsoever**.
- In the proposal you should provide further details about parts 4 to 13 of the application. For the elaboration of the proposal a limit of **1500 words** applies to part 9. This limit excludes the references which may not be more than 1 page of A4 (9 pt) in length. If the permitted maximum is exceeded then the application will not be processed.
- Iris will send an e-mail to confirm that NWO has received your electronic application.

If after reading the Iris user manual on the Internet you still have **technical questions** about the use of the program then please address these to the Iris helpdesk. This can be reached by phone on workdays between 11.00 hours and 17.00 hours on telephone number **+31 900 696 4747** (€ 0.15 p/min) or by e-mail: iris@nwo.nl.

For **specific questions** about the application please contact Dr. Marc Linssen, e-mail: m.linssen@nwo.nl, telephone number: +31 70 344 0625.

Please send the **original guarantee statements** of the foreign partners to:

NWO-Humanities
To: Ms. Vidija Mohan
PO Box 93425
2509 AK The Hague
The Netherlands

¹ When completing the **fact sheet** you can only use ASCII symbols (plain text). Therefore it is not possible to include formulae, italics et cetera in the fact sheet. This is, however, possible in the **project proposal**.

III. Project proposal

1. Project information (fact sheet Iris)

State a brief title for the project proposal.

2. Abstract (fact sheet Iris)

Provide a brief summary of the project (a limit of 250 words applies). This should amplify the title of the research proposal.

3. Main applicant (fact sheet Iris)

NWO recognises just one main applicant. This person bears the primary responsibility for the project. He or she is responsible for the scientific and financial aspects of the research. Any co-applicants are detailed under point 8.

4. Institutional setting

State the name of the main applicant's research group (research school, research institute or department) concerned and provide a brief description (profile) of the institute where the project will primarily be coordinated from.

5. Grant period

State the intended starting date and the total duration of the project. The maximum permitted duration is 3 years.

The project should start no later than six months after the grant has been formally awarded; a later starting date can lead to the grant being withdrawn.

6. Resubmitted proposal

If a proposal is being resubmitted then please state the year of submission, file number and title of the previous proposal.

7. Continuation of a former proposal

If a continuation of a former proposal is being submitted then please state the year of submission, file number and title of the previous project. A continuation of a former proposal can only be submitted if the final report about the previous project has been sent to NWO. The continuation of a former proposal must describe how the existing collaboration will be expanded.

8. Foreign and Dutch research groups and participants

Provide a brief description of the research groups from the Netherlands and abroad who will be involved in the collaboration. State how this relates to the institutional setting of the research group.

State the names and specialisations of the researchers involved and briefly state the role that each person and/or institute will play in realising the proposal.

For each contributing foreign partner the original guarantee statement should also be sent to NWO (by regular mail).

9. Short project description

Aspects that must be described in the proposal (a limit of 1500 words applies):

- a) aim of project (including brief research plan)
- b) feasibility of the planned activities (including time table)
- c) relevance of the planned activities
- d) programmatic coherency
- e) importance, added value and urgency of the collaboration for the participating research groups
- f) quality of the research groups involved
- g) qualifications of the main applicant as an international project leader (please refer to the CV under point 12), evidenced by a general international orientation (participation in international activities and international collaborations)

Please refer to point 13 for the elements that the proposal can consist of.

10. Word count and discipline codes

State the number of words you have used for part 9 (excluding the references). Please select from the Discipline Code List the discipline group and subdiscipline within which – according to you – your application falls: www.nwo.nl/disciplinecodesgw.

11. Intended results

Describe the intended results of the project. Within this type of grant the following results can be aimed for:

1. a fully elaborated international research proposal
2. a structurally embedded international research network
3. research infrastructure (joint databases et cetera)
4. one or more forms of other joint output, such as scientific publications (preferably not in Dutch)

Ad 1. This should concern concrete plans in which it is clearly indicated where and when a proposal will be submitted, within the grant period. The main applicant should preferably be the main applicant of the international funding proposal.

Ad 2. The network should have a permanent nature.

Ad 3. Possible examples are the joint development and maintenance of databases, metadata standards and virtual locations for collaboration.

Ad 4. The intended output should be a direct outcome of the collaboration intended in the proposal and should preferably be linked to one or more international meetings.

12. Short CV of main applicant

You should limit your CV to those aspects relevant for the assessment of the project, in particular existing international activities and international collaborations.

13. Project budget

The minimum amount that can be applied for is € 25,000 and the maximum is € 75,000 of which a maximum of 75% will be contributed by NWO (please find examples in Appendix I). At least two foreign partners are required to provide matched funding: at least 25% of the total amount requested in the case of the first application and 50% in the case of a continuation of a former proposal. From the budget it should be clear how the amount requested is divided between the various cost items.

Please note: The **original, signed guarantee statements** of the foreign partners must be submitted simultaneously with the application, by regular mail in March. If this is not the case, your application will no longer be taken into consideration.

The proposal can consist of a combination of the following elements and the associated standard payments:

- 1) series of scientific meetings: € 5,000 per meeting, maximum of 4 meetings in a series (total € 20,000).
- 2) publication contributions insofar as these are linked to the international meetings, standard payment per publication € 3,300, maximum of 3 publications (total € 10,000).
- 3) secondment grant for writing an international funding proposal and/or non-Dutch synthesis, replacement at scale 10.5 or 11.0, for a maximum of 1 year 0.25 fte (maximum € 12,000). The secondment grant may be used for the writing of a funding proposal for the European Seventh or Eighth Framework Programme (FP7 or FP8).
- 4) costs for the exchange of researchers (solely for travel and accommodation costs): maximum € 2,500 per person per exchange, with a total of maximum € 25,000.
- 5) one-off costs for setting up a network (not for continuations of former proposals), start-up maximum € 7,500.
- 6) material costs (research costs, website etc.): maximum € 10,000. For a website only the costs of hosting by the provider and the technical support may be declared.
- 7) cost of having an international proposal translated: maximum € 2,000.

N.B. This instrument does not reimburse personnel costs.

APPENDIX I

Concise examples of possible budgets

All examples concern an initial proposal for which a matching of 25% applies. For a continuation of a former proposal a matching requirement of 50% applies. The rules for the minimum contribution of the external partners are described under point 12 of these guidelines.

Example 1

Three Dutch researchers apply for a grant from NWO for collaboration with researchers from two foreign institutes. The intended result is a series of three monographs based on a series of workshops. The budget is as follows:

Workshops (3 * 5,000)	15,000
Publications (3 * 3,300)	10,000
Exchange costs (10 persons * 1,500)	15,000
Material costs	4,000
Total applied for	44,000
Matching 25%	11,000
Max. NWO grant (75%)	33,000

Example 2

A group of Dutch researchers submits a proposal so that it can submit a EUROCORES proposal to ESF in two years' time. In this regard, the applicants wish to hold two meetings with relevant foreign colleagues. They also want to set up a network in the relevant discipline.

Meetings (2 * 5,000)	10,000
Secondment grant (6 months, 0.25 FTE)	6,000
Website	4,000
Exchange (5 persons * 1,000)	5,000
Setting up network	7,500
Total applied for	32,500
Matching 25%	8,125
Max. NWO grant (75%)	24,375

Example 3

A Dutch research group together with five European partners wants to expand the existing collaboration, set up a joint database and a virtual exchange platform, publish joint research results and submit a European funding proposal. The European partners will contribute resources to be used, for example, for a database/virtual platform, for which NWO contributes a maximum of 10,000 (see under point 10 of these guidelines). The budget is as follows:

Meetings (3 * 5,000)	15,000	
Exchange (6 persons * 2,500)	15,000	
Material	10,000	(costs are 25,000)
Secondment grant (10 months, 0.25 FTE)	10,000	
Publications (2 * 2,500)	5,000	
Total applied for	55,000	
Matching 25%	13,750	
Max. NWO grant (75%)	41,250	

Therefore, in total an amount of 13,750 **plus** an amount of 15,000 (namely € 25,000 - € 10,000) should be matched.

APPENDIX II

Summary of the questions for the project proposal

- 1. Projectinformatie / Project information** (fact sheet Iris)
- 2. Samenvatting / Abstract** (fact sheet Iris)
- 3. Hoofdaanvrager / Main applicant** (fact sheet Iris)
- 4. Institutionele omgeving / Institutional setting**
- 5. Subsidieperiode / Grant period**
- 6. Heringediende aanvraag / Resubmitted proposal**
- 7. Vervolgaanvraag / Continuation of a former proposal**
- 8. Buitenlandse en Nederlandse onderzoeksgroep(en), instelling(en) en contactpersoon / Foreign research groups and participants**
- 9. Korte beschrijving van het voorgestelde project / Short project description**
- 10. Aantal woorden en disciplinecode / Word count and discipline code**
- 11. Beoogde resultaten / Intended results**
- 12. Beknopt curriculum vitae van de hoofdaanvrager / Short CV of main applicant**
- 13. Onderzoeksbudget / Project budget**