



**Earth and Life Sciences
WOTRO Science for Global Development**

Agriculture Beyond Food – Netherlands Indonesia

**Call for proposals and guidelines for submission
Deadline 8 January 2009, 12:00 hrs MET**



**Koninklijke
Nederlandse
Akademie van
Wetenschappen**

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1 Introduction

KNAW, NWO-WOTRO and NWO-ALW invite proposals for research on issues as outlined below and in the annexed AbF Programme Document. This document describes the procedure proposed by NWO and KNAW for the submission of joint Indonesian – Netherlands Research Clusters for the Agriculture Beyond Food programme¹.

Deadline: 8 January 2009, 12:00 MET

Proposals should be submitted via the Iris system of NWO. See the NWO-website for information. You are advised to start early in making your account in the Iris system in order to avoid last-minute problems. Till the deadline you will be able to work in the Iris system on developing and improving your proposal.

¹ These guidelines do not pertain to the application procedures of other funding organisations in Indonesia or the Netherlands who wish to contribute to or join activities in the Agriculture Beyond Food programme.

2 Aim

Funding by KNAW and NWO for the programme Agriculture Beyond Food (AbF) aims to enhance and support long-term scientific cooperation between research groups from Indonesia and the Netherlands on innovative use of bio-based resources. The focus and the scientific goals of the programme are outlined in the Programme Document. Within NWO Agriculture Beyond Food resides under the umbrella of the theme Sustainable Earth, in the domain Energy and Resources. Within KNAW Agriculture Beyond Food resides under the umbrella of the Scientific Programme Indonesia–Netherlands (SPIN)

This call aims at proposals for multidisciplinary research executed by Indonesian and Netherlands scientists, presented as a cluster of well integrated research projects addressing issues of scientific, economic and/or societal relevance.

Matchmaking

KNAW and NWO will organise a matchmaking workshop in Indonesia on 3–5 November 2008 as to bring together researchers with stakeholders (governmental organisations, NGO's, societal and business partners), to support Research Cluster establishment, and to support joint Indonesian-Netherlands development of research applications.

3 Guidelines for applicants

3.1 Who can apply?

The main applicant (Netherlands PI) of a Research Cluster should be a senior researcher employed by a research institution or University in the Netherlands. A senior researcher with a PhD degree from the partner organisation(s) in Indonesia should be the co-applicant (Indonesian PI). For each of the projects within the cluster, a senior researcher employed by a research institution in the Netherlands and a senior researcher employed by a research institution in Indonesia should be involved as supervisors. For Indonesian *DC-researchers* (see WOTRO subsidy guide) the involvement of co-supervisors from an Indonesian partner institute is obligatory.

Project researchers should have obtained the appropriate academic degree at the start of the project (MA or MSc for a PhD position; PhD for a postdoc position). In order to ascertain whether a student is capable of working at the theoretical level required for the successful conclusion of a dissertation at a Netherlands university, a fair but careful selection process of PhD candidates is of crucial importance. Research Clusters therefore will include the possibility of pre-PhD tracks for prospective Indonesian PhD students. Students will be re-evaluated at the end of this period and before the actual PhD track commences. In line with this, the Research Clusters will be running for a maximum of five years, including a maximum of four years of PhD financing. A pre-PhD track may consist of e.g. workshops or training classes, internships, Master's-level courses and exams, etc.

Project researchers will be funded according to the regulations of WOTRO.

3.2 What can be applied for?

Indonesian-Dutch collaboration in joint clusters and/or projects

The proposals must be developed by both Dutch and Indonesian applicants. Joint activities directed at enhancement of integration and exchange and dissemination of results must also be included in the proposal.

Budget and size of clusters

The initial NWO/KNAW budget for the AbF call is € 2,500,000 for five years. PM The budget is under reserve of approval by the Steering Group. The budget will be divided over maximum three multidisciplinary Research Clusters. The grants will be maximally € 700,000 per cluster (providing for funds for two Netherlands research positions and two Indonesian fellowships). The research budget of the research clusters should meet the Budget Guidelines (see 3.4).

3.3 When can applications be submitted?

An electronic version of the application (using the NWO Iris system) should be submitted to the WOTRO bureau before the deadline of 8 January 2009 12:00 hrs. Electronically submitted applications are only taken into account if a signed hard copy (no electronic signatures) is received within a week after the deadline.

All applications will be screened for compliance with the formal criteria (see below). Applicants will receive a written confirmation of receipt within two weeks after the deadline, which will state whether the application has been accepted or refused.

Application form and explanatory notes are available from the website of NWO (www.nwo.nl).

3.4 Drawing up an application

The application should follow the NWO/WOTRO format for Integrated Programmes 2008, and must fulfil all criteria with respect to format, length of text, signatures, etc.

Contents

An AbF Research Cluster will consist of a coordination component and a research component. The coordination component addresses issues related to training and other joint activities (e.g. workshops), visits of Indonesian staff to the Netherlands, integration efforts and organisational support. Also the organisation of pre-PhD tracks is a coordination activity. There will be a specific AbF coordination budget to be managed by a Programme Coordinator.

The research component will be addressed by means of a coherent set of research projects. A research project is dedicated to one or more underlying research questions that are important in the larger picture of the Research Cluster and essentially describes the research activities of a single PhD-student, postdoc or senior researcher.

Budget guidelines

A proposal for a Research Cluster may include Netherlands positions and Indonesian fellowships, divided over several projects. The financial contribution to a Research Cluster will be maximally € 700,000 for five years. Up to a maximum of three AbF Research Clusters may be financed with the currently available AbF budget. Larger proposals may be submitted provided that the applicants guarantee additional funding.

It is intended that the proposed clusters are composed of projects on different disciplines. Involvement of national and local government and other stakeholders from both countries is requested in order to address the most relevant issues and to translate results of the research into options for society relevant activities and sustainable development.

Indonesian-Dutch collaboration may be dealt with by joint execution of the research and elaboration of the results, or by carrying out complementary studies defined in the proposal. The projects to be carried out must be embedded into and supported by the infrastructures of the participating institutes and by tenured staff members from Indonesia and the Netherlands.

3.5 Specific conditions

Duration

The duration of the AbF-programme is no longer than five years. The duration of a PhD research project should be max. 4 years. The first year may be taken for screening of prospective Indonesian PhD-students (pre-PhD training). The duration of a postdoc research project should be 2 years. A 3-year postdoc project may be admitted depending on specific tasks of the postdoc involved (co-ordination, specific laboratory or analytical support) and must be well described.

3.6 Submitting an application

Proposals should be submitted via the Iris system of NWO. See the NWO-website for information.

4 Assessment procedure

4.1 Procedure

The applications will be peer-reviewed by (a committee of) international scientific experts and subsequently by (a committee of) experts assessing the economic and societal relevance of the proposals that meet the required scientific quality. Applicants will be given the opportunity to respond to the comments and questions raised in the review. The response of the applicants should be limited to clarifications or remarks contesting the criticism of the referees. Re-submissions of proposals that are rewritten on the basis of referee comments can not be accepted.

The AbF Programme Committee will evaluate and rank the applications according to a procedure, which is based on the scientific quality (leading criterion) and economic and societal relevance of the proposal, the external review and the responses of the applicants to the reviews. Criteria for evaluation of the applications are presented below. The Programme Committee will consult the JWC for final advice on the ranking of qualified proposals.

A final decision on funding is taken by the Steering Group, consisting of mandated delegates of the boards of the financing organisations and will be based on the recommendations received from the AbF Programme Committee.

4.2 Criteria

The assessment process includes an international peer review. The applications will be finally evaluated and ranked by the AbF Programme Committee. The Joint Working Committee may give advice on the ranking.

All applications will be evaluated according to a fixed set of criteria concerning the scientific quality and societal relevance of the proposal:

4.2.1 Scientific quality and originality

Originality in research questions and/or methodology (such as development of new theories or methods, or innovative work on existing insights using new data); potential impact for scientific development.

4.2.2 Added value of integration and multi-disciplinarity of projects in clusters

Integration of research questions and results within a cluster; coherence of the projects; projects relevant and necessary to achieve the aim; will the cluster yield more than the individual projects (more knowledge, better applicability of results, or higher efficiency in the results); is there a common end-product; is there a common research question aimed at the objectives of AbF? Range and relevance of disciplines.

4.2.3 Feasibility

Appropriateness of methodology; feasibility of the work plan to meet the research objectives; quality of the research groups; managing capabilities of the co-ordinator; research facilities/ infrastructure; probability of obtaining interesting/successful outcome.

4.2.4 International co-operation

Level of collaboration between the research partners in the Netherlands and Indonesia (formulation of research in partnership, participation of and contribution by researchers and institutions from Indonesia, financial commitment from Indonesia, building of equal, sustainable partnerships); mutual agreement, mutual benefit, mutual interest; participation in a framework of an international research programme.

4.2.5 Relevance for development

Contribution to human and institutional capacity building in Indonesia, building of scientific mass (networks) in Indonesia, international cooperation and potential impact for socio-economic development.

4.3 Composition of committee

The organisation and management of the AbF Indonesia programme of NWO and KNAW makes use of the following elements:

- Steering Group
- Programme Committee
- Scientific Coordinator
- Administrative support at the bureaus of NWO and KNAW.

4.3.1 The Steering Group

AbF Netherlands-Indonesia is supervised by the Steering Group of the NWO-theme Sustainable Earth. The Steering Group is composed of representatives of the NWO-boards of ALW, WOTRO, MaGW and the Ministry of VROM, and for AbF-affairs, a member of the KNAW executive board. It is mandated by the boards of the financing organisations to make decisions on budgets and financing.

The Steering Group:

- will see to the implementation of the scientific components of the Programme Document Agriculture beyond Food, within the framework of the NWO theme Sustainable Earth and KNAW's Scientific Programme Indonesia Netherlands
- will foster new activities within the theme of Agriculture beyond Food and search for additional resources
- will install an AbF Programme Committee
- will consult and advise with regards to associated (national) programmes
- will see to communication with and dissemination of its results to stakeholders and society.
- is mandated to determine the research budgets and grants for approved applications within the prevailing budget.

The initial KNAW / NWO research budget for AbF is M€ 2.5 for a period of five years. (PM This budget is currently under reserve of approval by the Steering Group).

The Algemene wet bestuursrecht (Netherlands' Administrative Law) is applicable to decisions (on behalf) of the Boards of the NWO and KNAW.

4.3.2 The AbF Programme Committee

Steering Group of the financing partners will install a committee to supervise the programme. The AbF Programme Committee is established at and supported by the

Royal Netherlands Academy of Arts and Sciences (KNAW). Project funding is jointly managed by staff of ALW and WOTRO.

The AbF Programme Committee will:

- issue a Call for Proposals
- be responsible for the independent assessment of the research proposals
- consult with the Indonesian-Netherlands Joint Working Committee for research cooperation (JWC)
- draft a funding recommendation for the Steering Committee of the funding organisations (within NWO the committee 'Sustainable Earth'),
- supervise the execution of the programme
- consult with the Scientific Coordinator,
- attune the mutual processes wherever appropriate, (including the communication on the programme, and monitoring of the progress and (interim) evaluation),
- monitor collaboration and progress.

If other interested parties wish to join the KNAW/NWO AbF initiative in the future and decide to provide additional funding for the programme, the AbF Programme Committee may be extended with members nominated by these organisations. Matching funding from research institutions or universities applying for AbF subsidy is not a motive for claiming a seat on the AbF Programme Committee. The funds from the different sources can be but need not necessarily be separately administered.

Cooperation with Indonesia at this level is being dealt with as follows. The proposals that are considered eligible in terms of scientific quality and societal relevance will be presented to the Indonesia-Netherlands Joint Working Committee for advice on ranking. The advice may be incorporated in the funding recommendation for the Steering Committee which is mandated to determine the final research budgets.

4.3.3 The Scientific Coordinator

A Scientific Coordinator will be appointed by the Steering Committee from the initiators of the AbF Programme Document (Wageningen (WUR), Leiden (RUL), Groningen (RUG), Twente (TU) or Utrecht (UU)). The Coordinator will be responsible for the scientific interaction and synergy within the programme and for the execution of the complete set of coordination and research activities. The Coordinator is not involved in the review and selection procedure, nor in external evaluations of the programme.

Each AbF research cluster is led by a Principal Investigator (PI) in Indonesia and a PI in the Netherlands, who should see to a proper execution of the research activities and hold responsibility for the scientific supervision their research cluster. The Programme Coordinator together with the PI's of the selected Research Clusters will draft a Coordination Plan that should be submitted to the AbF Programme Committee within two months after approval of the Research Proposals.

5 Other information

5.1 Contact

- Dr H de Boois, NWO-ALW, phone +31 (0)70 3440752, e-mail boois@nwo.nl
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- E-mail: wotro@nwo.nl
- www.nwo.nl/wotro

5.2 Preliminary time schedule

27 August 2008	Formal agreement JWC
15 September 2008	Call for proposals
3-5 November 2008	Matchmaking workshop
8 January 2009	Deadline for submission
1 April 2009	Referee reports in
23 April 2009	Rebuttal on referee reports
May 2009	Meeting AbF Committee
May/June 2009	Decisions on funding
31 August 2009	Coordination Plan
from 1 August 2009 onwards	Start of research

6 Annex: Further information

6.1 Instructions for application

General remarks

The form must be completed in English, using the Arial 10 pt font. For some items on the form, a maximum number of words or pages are stated. Do not exceed this number and fill in the word count. Your application may be disqualified if you exceed the maximum number of words or pages stated.

The application must be submitted in duplicate: an electronic form using the Iris system and a posted, signed hard copy.

The Iris system can be accessed on the NWO website. Some additional remarks:

- The electronic application consists of two parts: a fact sheet and the preliminary application form;
- The fact sheet concerns the basic details of the applicant. Note that the fact sheet can only contain plain ASCII characters and no formulas or layout formats can be used. These may be used in the application form;
- The application form is attached to the application. *Note that a PDF format is required for the attachment!* If you do not know how to convert your application form from a Word file to PDF format, then please allow extra time for obtaining help from your own computer support department or from the Iris helpdesk at NWO (www.iris.nwo.nl);
- Iris will confirm the receipt of your application by e-mail.

Please note that the electronic application must be submitted through the Iris account of the main applicant.

Explanatory notes for each question on the application form are provided below (the numbers refer to the questions on the application form).

Registration

A number of details presented in this section should also be completed/copied in the application details for the Iris system. These are indicated on the fact sheet.

1 Programme

Please indicate:

- List the number of PhD and postdoc projects that are part of the programme;
- Programme duration expressed in months;
- Country where the research will be carried out. If there is more than one country involved, all countries should be listed.

2 Title

The programme title must state the country or countries where the research will be carried out.

3a Research team: Applicants

- Main applicant in the Netherlands:
The applicant must be a senior researcher and the future programme coordinator from the Netherlands (i.e. not one of the proposed researchers). Please provide all the details requested;
- Co-applicant from the partner institute in the developing country:
Note that the research team must include a senior researcher from a developing country. He or she will act as the co-applicant and must therefore also sign the application. Please provide all the details requested.

3b Research team: Other collaborators

Provide a list of all other collaborators involved in the Netherlands, developing countries and other countries affiliated with the participating scientific institutes and key stakeholders' organisations. The list should include all the promoters of PhD students.

3c Research team: Researchers

Provide the details of the PhD and postdoc researchers involved responsible for carrying out the various projects. You may annex their CVs to the application (with a maximum of 2 pages per CV).

3d Research team: Experts

If applicable, provide the details of supporting / supplementary experts and undergraduate students, neither of whom are affiliated with one of the involved institutes / organisations.

4 Summary of the research proposal

Provide a non-technical summary of your research proposal that will be easily understood by a broad, non-scientific audience. The summary should briefly describe the developmental opportunity and/or problem addressed, the main objective(s), research question(s) and approach(es) and anticipated results in no more than 400 words. If your proposal is successful, this summary will be published on the WOTRO and Agriculture beyond Food website. Please specify the number of words used.

5a Description: Programme background

Describe at least:

- the developmental opportunity and / or problem addressed;
- context of the opportunity and/or problem addressed: present a stakeholder analysis and describe how this is related to relevant international or local policy and/or research agendas;
- why and how the research links up to themes, challenges, debates or approaches;
- which research gaps are addressed and why existing knowledge/insights or current research efforts are insufficient.

5b Description: Programme outline

Please provide the hypothesis/research question(s) and methodology, as well as the main objectives and expected results. Specify and describe the main objectives, expected results for the scientific, developmental and collaborative perspectives and indicate how the anticipated outcomes will have potential for impact on academic debates, development policy or practice and knowledge and scientific capacity development. Note that Section 9 - the keyword summary - must reflect the information presented in this Section and vice versa. A careful tuning of the programme description with the keyword summary may enhance the clarity and conciseness of the programme.

5c Description: Interdisciplinarity and integration

Please describe the interdisciplinary and integrative approaches in terms of e.g. central concept or frame used, how the research stands together as a coherent whole, which and how perspectives are woven together and disciplinary insights are intertwined. Include the methodological aspects of integration of research activities and results.

5d Description: Innovative aspects

Please indicate the innovative aspects of the programme, e.g. idea, approach, methods used.

The description of the overall programme should not exceed the maximum of 2500 words. Please specify the number of words used.

6a Project descriptions

Please present the details for each of the research projects to be carried out by PhD or postdoc researchers within the programme: title of the project, name(s) of promoter(s) and/or (main) supervisor(s), name and titles of the (PhD or post doc) researcher (if known), and a brief description of each project. For PhD researchers please specify the Research School.

The description of each project should not exceed the maximum of 500 words. Specify the number of words used.

6b Description replacement/ support grant

If applicable, also provide a short description of the activities of the senior researcher(s) for whom a replacement and/or support grant is requested.

The description should not exceed the maximum of 250 words.

7 Time table

Provide a detailed work plan and time schedule of the programme. Project and overall programme activities, e.g. approaches for achieving the objectives, milestones concerning communication, monitoring, publication or production of scientific and non-scientific output and dissemination, must be included. Assure cross reference with the keyword summary and communication plan (Section 9 and 10).

This Section should not exceed the maximum of 1 A4 page.

8a Partnership: previous collaboration

Provide details on previous collaboration between all scientific and non-scientific stakeholders.

8b Partnership

Explain the role and specific contribution of each of the collaborators listed in Section 3, also in terms of complementarities. Describe the arrangements put in place to ensure that collaboration with partners and end-users is effective and sustainable.

8c Partnership: recent publications

You may include a maximum of 5 recent relevant publications for each of the research groups and collaborators' organisations. Include whenever possible joint publications. For scientific manuscripts only refer to those that have been accepted for publication or that have already been published in recognised scientific literature. Please provide the following details in full: author(s), year, title, journal or series in which the publication appeared, volume, pages, and (if applicable) publisher and place.

Section 8 d. should not exceed the maximum length of one A4 page.

8d Partnership: NWO research funding

Include **references** to current or past NWO funded research.

This Section should not exceed the maximum of 3 A4 pages.

9 Management and Monitoring & Evaluation

Please describe how the programme will be managed and how the monitoring and evaluation of the progress against the objectives and anticipated results will be ensured. This Section should not exceed the maximum 500 words.

10 References

The reference list should have a maximum length of two pages. Provide the following details in full: author(s), year, title, journal or series in which the publication appeared, volume, pages, and (if applicable) publisher and place.

11 Keyword summary

Specify the overall objective and the assumption/risks (i.e. events, conditions or decisions that could affect the progress or success of a programme that are largely beyond the control of the project management) for the three perspectives in a maximum of 3 pages:

- I. Scientific quality;
- II. Developmental relevance;
- III. International scientific and multi-stakeholder collaboration.

Please describe for each of the overall objectives the specific objectives, the anticipated results, the activities and success factors (i.e. quantitative or qualitative factor(s) or variable(s) that provide a time-bound and realistic basis for assessing achievement, change or performance). You may copy the tables in case more than one specific objective is aimed at.

I. Scientific quality:

What is the programme meant to accomplish in a scientific sense? Please indicate for the overall objective of the programme the specific objectives and main results (e.g. insights, breakthroughs, new theories/paradigms) appropriate for each of the programme's specific objectives. The results should be aimed at scientific innovation, including innovative, interdisciplinary approaches. For each of the results an activity or group of activities as well as the success factors should be indicated.

II. Developmental relevance:

What is the programme meant to accomplish with regard to the developmental issues at stake and getting the research programme into policy or practice? Please indicate for the overall objective the specific objectives and main results (insights, knowledge, products, changes in development practice and policy) appropriate for the programme's overall developmental objective. Please refer to the geographic scale (local, regional, global). Results should be aimed at governmental, inter-governmental and non-governmental institutions relevant to the developing countries. For each of the results an activity or group of activities as well as the success factors should be indicated.

III. Quality of collaboration:

What is the programme meant to accomplish with regard to international scientific and multi-stakeholder collaboration? Please indicate for the overall objective the specific objectives and the main results (training, networking, follow-up activities) appropriate for the programme's overall collaborative objective. The results should be aimed at effective and sustainable scientific partnerships; capacity-building; ensuring developmental relevance, usability and use of the expected research results and networking. For each of the results an activity or group of activities as well as the success factors should be indicated.

This Section should not exceed the maximum of 3 A4 pages.

12 Communication plan

Please present a summary of the communication plan and refer to:

- Key stakeholders: the scientific and non-scientific collaborators, targeted users, beneficiaries or other stakeholders who are directly involved to use or take the results to further stages in getting the research into practice and policy.

- International research collaboration: intended communication with communities, networks and platforms who would be interested in linking up with the research partners.
- Scientific output: the anticipated results in terms of publications and other output, as well as enhanced scientific capacity and skills.
- Broader public: target beneficiaries or audience who could benefit from or would be interested in being informed on the research activities, progress and results.

This Section should not exceed the maximum of 2 A4 pages.

13 Funds requested from WOTRO

Specify the budget items as detailed as possible and present details on the calculations (e.g. price per unit, number, frequency). Please note the restrictions that apply to the WOTRO contribution to the total programme costs. Please consult the brochure before completing this Section.

13a Overall budget

Please provide a summary of the total budget by providing an overview of the totals from the itemised detailed budget as requested below.

13b Detailed budget personnel

List the funds requested from WOTRO. Provide a detailed itemised and reasoned budget.

I Costs of temporal employees at a Dutch institution:

Note the total number of fte of PhD and postdoc researchers to be affiliated as temporary employee at a Dutch institute.

II Allowances for DC researchers:

Specify the costs of support for DC researchers to be provided with a living allowance. The number of months per year to be spent in the Netherlands and in the developing country must be specified.

III Replacement and support grant:

Present the costs for a senior researcher who is member of the research team:

- in the Netherlands for replacement costs of educational tasks;
- in the developing country for support allowances and/or replacement.

IV Supplementary / supporting expertise:

Specify the costs of supporting / supplementary expertise (consultant or MSc students) to be hired in the programme.

13c Costs of communication

Present an overview of the costs for communication, including the cost of coordinating and integrating the (scientific and non-scientific) participants' contributions to the programme, costs of contributing to relevant communication and network platforms and the costs of the dissemination and transfer of knowledge. Please note that NWO does not reimburse costs of scientific publications.

13d Research costs

Present estimations of the research costs per year and list the budget items according to the following budget lines: travelling costs (including plane tickets for researcher and supervisor(s), travel in the field/the Netherlands and costs of accommodation and travel for short visits); durables (research equipment); consumables, research assistance and other costs.

13e Additional financial sources

If the research funding required exceeds the maximum contribution from WOTRO, the additional sources and the amount should be indicated. Note that guarantees in writing must be sent along with the application.

Annexes

Please provide a list with the details of the annexes: CVs of researchers full-time involved (2 A4 pages for each researcher at maximum), letters of support from scientific/non-scientific collaborators, whether workshop details are included (2 pages A4 maximum) and (if applicable) financial guarantees from other funding agencies. Please note that no other annexes are allowed.

Signature

The hard copy must be signed by the main applicant, the co-applicant and the main collaborators (promoters, main supervisors, key stakeholders). Faxed signatures are accepted, but electronic or scanned signatures are not allowed.

6.2 Administration and management

The main applicant and grant beneficiary will be the principal investigator and:

- Must assure the scientific interaction and synergy within the programme.
- Is formally responsible for the proper execution of the approved research, communication and reporting, including personnel matters, scientific progress and output and financial management and administration.
- Must notify WOTRO of significant changes to the original plans. WOTRO must formally approve the proposed alterations.

Once an application has been approved, the research budget will be checked against the NWO and WOTRO administrative guidelines and a final maximum budget for the entire duration of the programme will be determined. The principal investigator will receive a formal letter of approval.

Before the programme can start WOTRO needs to formally approve candidate project researchers. For all researchers a Personnel Information Form (PIF, researcher from NL) or a Personal Details Researcher form (PDR, researcher from DC) needs to be sent to WOTRO one month before the proposed starting date of a project.

In the first year of the programme a Communication and Monitoring & Evaluation Plan must be fully elaborated and approved by WOTRO.

Monitoring and evaluation

WOTRO endeavours to measure the (scientific and societal) outcome and impact of the funded programmes and partnerships. Therefore, applicants are requested to draw up result-based summaries of Communication and Monitoring & Evaluation Plans as part of the final application. Once the grant is awarded, WOTRO can ask for the further development and elaboration of effective strategies for communication, monitoring and evaluation, tailored to each funded programme. The progress is checked against the envisioned work plan as described in the full application and the Communication and Monitoring & Evaluation Plan. WOTRO formally monitors the progress, outcome and impact by means of a mid-term review – about two years after the start of the programme - and a final review. The programme staff has to draw up reports in which progress, outcome and impact are described in terms of results and adjustments of the initial formulated expectations. Whenever necessary, deviations from the work plan can be considered and accepted in mutual agreement between the main applicant and WOTRO. Expert external advice may be called in for

the mid-term and final reviews. In the undesired situation that reports are late or lacking, or if the progress or output is judged to be insufficient, WOTRO will be obliged to take appropriate measures or, in extreme cases, will withdraw funding. Furthermore, WOTRO requires two copies of the formally approved theses, copies of all publications and information on other professional output that results from the programme during its execution and after its completion.

Financial administration

Financial transactions will only be made with the institution's financial administration department and not with the principal investigator, individual researchers or project supervisors. Budget neutral shifts between budget headings and any reallocation involving an amount of € 5,000 or more must be reported to WOTRO.

If required, WOTRO or third parties on its behalf must be granted access to project administration at all times. A financial report has to be sent to WOTRO along with the internal mid-term progress report. Annual advances of up to 80% of the total budget will be released and the final 20 percent of the budget will be made available once the final report has been received and approved.