

GUIDELINES FOR WRITING A GRANT APPLICATION

in the framework of

Free Competition in the Humanities

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

Applications for grants in the framework of the Free Competition in the Humanities programme can be submitted on a continuous basis. A main applicant and/or co-applicant can submit only one proposal per calendar year. The Council for the Humanities takes an allocation decision twice a year, usually in June and December. For further information, see the website (details below).

I General

- Persons submitting a research proposal are asked to observe the following guidelines.
- **Always** consult the website for further information about submitting proposals under the Free Competition in the Humanities. This information can be found at:
<http://www.nwo.nl/gw/vrijecompetitie>.
- Applications should be written in **English** in a standard font (minimum 11 pt, with the exception of literature references, where 9 pt is permitted).
- Letters of recommendation or other references may **not** be attached to the application.

II Applications via Iris

Applications must 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>.

- Before you can use Iris, you need a user name. Information about obtaining a user name can be found on the website.
- An electronic application consists of two parts: a **fact sheet** and the actual **research proposal**. The research proposal should be submitted in PDF format. The NWO website provides comprehensive assistance for the creation of PDF files.
- The fact sheet contains the key details about the applicant and the application (questions 1 to 3).¹
- In order to process the application details in the PDF file properly, the file **may not be protected in any way**.
- In the research proposal you should further elaborate on parts 4 to 16 of the application. Part 9 is subject to a limit of **2000** words for the general programme description and a further **800** words for each subproject. In addition, the application may contain a separate appendix no longer than two pages of A4 (9 pt). The appendix may only consist of a list of references, an acknowledgement of sources, a sample print-out from a database, et cetera. If the maximum number of words is exceeded, the application will not be considered.
- Your application should include a **summary of up to 800 words in Dutch, for non-specialists** (point 15). With a view to the consultation of external experts, applications are often written for fellow specialists; this sometimes results in the use of technical jargon or the application of a specific research paradigm, which makes the proposal less understandable for non-specialists. As the evaluation committee includes researchers from a range of disciplines in the humanities, this may lead to assessment problems in the case of a specialist application. A summary in straightforward and comprehensible Dutch may help to overcome such difficulties.

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**.

Assessment takes place on the basis of the application, of course, not on the basis of the summary for non-specialists.

- Iris confirms NWO's receipt of your electronic application by means of an e-mail.

For **questions relating to content**, please contact Dr. J. Roodenburg, e-mail: j.roodenburg@nwo.nl, tel.: +31 70 344 0806.

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 16.00 hours on telephone number **+31 900 696 4747** (€ 0.15 p/min) or by e-mail: iris@nwo.nl.

III Agreement of institute where research is to be carried out

Please have your electronic application confirmed in writing by the institute. Send the confirmation to:

Ms J. Casimiri
Division for the Humanities
Netherlands Organisation for Scientific Research (NWO)
PO Box 93425
2509 AK The Hague
The Netherlands

The letter should include the following:

- title of the application;
- in connection with the *2001 NWO-VSNU Agreement*, revised in 2008, relating to the transfer of employer status, confirmation that the competent authority (the director or dean) of the institute concerned has been informed of the application by the main applicant by means of a copy of the grant application and accepts all the conditions to be fulfilled in order to carry out the project. If that question has not been answered in the affirmative, the application will not be considered;
- signature of the (main) applicant, and of the director or dean of the institute concerned, stating the place and date and the full name of the (main) applicant and the director concerned.

IV Non-referees

A list of non-referees may be submitted (bearing a maximum of three names). These non-referees will not be approached for an assessment regarding your application. If you wish to take up this option, you should send a separate letter or e-mail to NWO Division for the Humanities (via ochumanities@nwo.nl).

V. Proposal

1. Project Information (fact sheet Iris)

State the title of the research. Please also give a brief summary of the project **in English** (suggested length: 250 words). This should amplify the title of the research proposal.

2. Your Details (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 3.

3. Co-applicant(s) (fact sheet Iris)

Provide the details of any co-applicant(s). This concerns only formal co-applicants. Other persons involved in the project can be mentioned under point 7.

4. Previous and Future Submissions

If you have previously submitted the proposal to NWO, or intend to submit it elsewhere while it is being processed under this programme, you should indicate that here. State the relevant division and/or programme name, year of submission and file number. Note that the most recent submission criteria apply in full, even in the case of applications that have been submitted previously.

If you have already submitted or intend to submit the current application elsewhere, you should also mention this. State the date on which you expect a final decision, and the name of the organisation. If the institute(s) concerned has/have made (is/are making) a financial contribution to the costs of the programme, this should also be mentioned.

5. Institutional Setting

Indicate in which (university) setting the research will primarily be performed. You need only give the name of the relevant research school, research institute or research group. In general, this will be the main applicant's place of work.

6. Period of Funding

State the overall duration of the project and the proposed starting date of the research. The research should start within six months after the award of the grant. The maximum project duration of six years must not be exceeded.

7. Composition of the Research Team

State the composition of the research team in the form of a table:

- a) the main applicant
- b) the co-applicant(s)
- c) the proposed researcher(s). **Please note! A main applicant and/or co-applicant cannot be the researcher carrying out one of the subprojects. However, the applicant can hire additional (junior) staff to release him/her from educational and supervisory tasks in order to allow him/her to produce synthesising publications or products**
- d) any other researchers contributing to the research on the basis of their specific expertise, for example as an adviser or supervisor.

State the names and affiliations (university, institute, company, organisation, etc.) of all persons involved (as far as known). In the case of a PhD research project, indicate who will be the supervisor.

8. Structure of the Proposed Research

State the full titles of the subprojects in the programme. The minimum number of subprojects is two and these will be carried out by PhD students and/or postdocs. For each subproject, indicate the type of appointment involved. Please also state the university/faculty where the subprojects are to take place. The subprojects will often be conducted at the institute to which the main applicant is affiliated, but they

may also take place at other Dutch universities. In each case, give the name of the responsible supervisor. If known, you can also give the name of the intended researcher(s) for carrying out each subproject.

9. Description of the Proposed Research

Cover the following aspects:

- scientific problem, research question and objective;
- theoretical context;
- research method and use of equipment, if any;
- scientific importance;
- history of the research (i.e. work already carried out that is closely connected with the project);
- nature, extent and availability of the source material;
- innovation/originality (this can relate to one or more of the following aspects: research question, method, application of approved method to new specialist area or to fill a gap);
- coherence between the different parts and the added value of the programme design;
- programmatic embedding (e.g. in a research school programme);
- social, cultural and technical relevance (where applicable);

The projects which form part of the programme should be described in detail (for the maximum length of text permitted, see above, under **II Applications via Iris.**)

10. Summary in Keywords

Provide five keywords which, taken together, best characterise the content of the proposal in your opinion.

11. Work Programme

Specify and break down the work programme for the intended grant period (maximum six years). It is important to give an accurate schedule for each subproject. Bear in mind that the writing phase for the synthesis is a fundamental component of the work programme. The time required for holidays must also be set aside. In the case of a PhD research project, you should allow for the time required for the training and supervision programme. A schedule up to the defence of the doctoral thesis should be given (within the appointment period!).

12. Word Count

State the total number of words used in part 9 (excluding references).

13. Planned Deliverables and Knowledge Dissemination

This means the scientific and/or social contribution(s) to be delivered by the research, for example: dissertation(s), monograph(s), source publication, series of articles, edited volumes, proceedings, websites, databases, catalogues, exhibitions, etc. In the case of articles, state not only the number but also the journals in which they are to be published. It is important to state the intended result of each subproject as precisely and clearly as possible.

One of the results should be a **synthesis** of all subprojects. The evaluation committee will consider whether the application sufficiently meets the conditions of the synthesis requirement. The following examples serve as a guide:

- a) a monograph (preferably not in Dutch), or
- b) an edited volume or proceedings (not in Dutch) concerning a final or interim scientific meeting, featuring contributions of all subprojects and a synthesising introduction, or
- c) a series of articles (preferably not in Dutch), or
- d) a conference, or
- e) an exhibition.

14. Short Curriculum Vitae Main Applicant

An exhaustive curriculum vitae should definitely not be submitted. You should confine yourself to those matters which are relevant for the purposes of assessing this application. List no more than 10 key publications of the main applicant and, if desired, the co-applicant. If responsibility for the day-to-day management of the programme lies not with you but with another researcher, please also add the CV and key publications of the project leader concerned.

15. Summary for Non-specialists

Provide a summary of your proposed research for non-specialists, in no more than 800 words (**in Dutch**). If the grant is awarded, NWO may also use this text for publicity purposes.

16. Research Budget

The basis for the award of grants for personnel and material costs are the arrangements made by NWO with the universities in this respect in the *2008 NWO-VSNU Agreement* (and any additions thereto). You should base your calculations on the standard amounts stated. For each appointment or activity, there is a maximum amount that may be claimed. It is of course possible to apply for less than these standard amounts. State what you are applying for in terms of personnel and material, with brief reasons. If third parties are contributing to the research, describe who they are and what they are contributing.

A. Personnel

For each researcher, state:

- the type of appointment (PhD student/postdoc);
- the term and extent (in fte) of the appointment (minimum of one year and at least 50% of a full-time appointment);
- the estimated salary (see the salary tables*);
- the bench fee (€ 5000) for PhD students and postdoc researchers.

Standard amounts

Type of appointment	Term	Extent	Salary	Bench fee	
PhD student	4 years	1.0 fte	€ 198,532	€ 5,000	€ 203,532
Postdoc (minimum permitted extent)	1 year	0.5 fte	€ 31,978	€ 5,000	€ 36,978
Postdoc (maximum permitted extent)	3 years	1.0 fte	€ 195,882	€ 5000	€ 200,882
Subtotal A. personnel and bench fee					€

* See the NWO website for the latest salary tables for PhD students and postdocs: [Salary tables](#). Part-time appointments are permitted. For a PhD student, the minimum extent in this case is 0.75 fte for up to 5 years.

B. Other personnel costs

- A grant to hire additional (junior) staff may be requested for the main and/or co-applicant (or for a postdoc researcher after the end of his or her subproject) to release him/her from educational and supervisory tasks in order to allow him/her to realise **synthesising** publications or products.
- Other types of appointment are in principle possible, such as (student) assistance. Specify the type of appointment and describe the duties involved.

State:

- for whom a replacement/assistance/other is being requested;
- the year of the replacement/assistance/other;

- the term and extent in fte;
- the budgeted amount;
- the reasons for requesting the replacement/assistance/other.

Standard amounts

Replacement: a maximum of € 50,000 for up to two years and only for the non-research part of an employment contract, up to 0.5 fte.

Other appointments: a maximum of € 30,000 for the entire research programme.

C. Material

Material costs are the non-personnel expenditure estimated in the context of the project.

Only direct material costs can be claimed. Costs of infrastructure (accommodation, office ICT facilities) and overheads are not reimbursed; nor are costs of commuting or unforeseen items.

State:

- the sort of costs involved (break down and specify);
- the time period in which the costs are planned;
- the reason for the expenditure.

Standard amounts

Material	Break down and specify	Year	Amount
Internationalisation activities	1.		€
	2.		€
	3.		€
			Total max. € 50,000
Fieldwork/experiments	1.		€
	2.		€
			Total max. € 50,000
Other, i.e.			
Subtotal C. material			€

D. Knowledge utilisation

State:

- the sort of costs involved (break down and specify);
- the time period in which the costs are planned;
- the reason for the expenditure.

Standard amounts

Knowledge utilisation	Break down and specify	Year	Amount
Knowledge utilisation activities	1.		€
	2.		€
	3.		€
Subtotal D. Knowledge utilisation			Total max. € 50,000

Overall programme budget:

Subtotal A, personnel	€
Subtotal B, replacement	€
Subtotal C, material	€
Subtotal D, knowledge utilisation	€
Total amount requested	€

APPENDIX

Overview of the headings of the proposal

- 1. Project Information** (fact sheet Iris)
- 2. Your Details** (fact sheet Iris)
- 3. Co-applicant(s)** (fact sheet Iris)
- 4. Previous and Future Submissions**
- 5. Institutional Setting**
- 6. Period of Funding**
- 7. Composition of the Research Team**
- 8. Structure of the Proposed Research**
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