

GENERAL

Before completing the grant application form, please study the information and guidelines provided in the NWO [brochure](#) Innovational Research Incentives Scheme 2012 and the [FAQ](#) ('Frequently Asked Questions'). The original Dutch-language text of the brochure is the authoritative version. Where the English-language text is open to a different interpretation, no additional rights may be derived from it.

Please submit your application to NWO in electronic form using the Iris system, which you can access via the NWO website (iris.nwo.nl). Note that a PDF format is required. This is the only electronic format that guarantees that the application will be received in exactly the same form as it has been sent. It is however not necessary to use Word when filling out the application form. You can use LaTeX for example, as long as you use exactly the same format. Please do not put a security lock on the document. If you don't know how to convert your application to a PDF format, allow extra time to get help from your own computer support department or from the Iris helpdesk at NWO (www.iris.nwo.nl, iris@nwo.nl). Note that you can submit your application until 23.59 hrs, but that the Iris helpdesk closes at 17.00 hrs CET. Please note that the Medical Sciences division uses a similar system called ProjectNet, to which access is provided via the division's own website (www.zonmw.nl).

Complete the application in English. Do not exceed the stated maximum number of words for each item on the form and use a 10-point font size, except for references to the literature, which may be given in 9-point. If you exceed the stated maximum number of words and/or pages, or if you fail to supply the necessary documents, your application may be automatically disqualified and you will lose your chance of a grant.

Important note: when writing your proposal, take into account that it will be read by both experts *and* a broadly composed assessment committee.

If you have any questions about the application form or application process, please do not hesitate to contact your divisional programme manager. Contact details can be found at <http://www.nwo.nl/vi/contact>.

You will receive confirmation of receipt within approximately two weeks after the deadline.

Registration form (basic details)**1a. Details of applicant**

Give your name, title(s), gender and postal address at which you can be reached during the whole application and assessment process. Indicate whether you prefer English correspondence to Dutch. Give your telephone and fax numbers, email address(es) and website (optional).

1b. Title of research proposal

Give the title of the research proposal.

1c. Summary of research proposal

Provide a summary of your proposal (topic, approach and potential importance of results) in no more than 300 words. Take care to provide an informative and relevant abstract, as this is often the first that expert reviewers will see of your proposal.

1d. Keywords

Specify up to five keywords.

1e. Host institution (if known)

Name the institution at which you wish to conduct the proposed research.

1f. NWO division

Indicate the NWO division within which you think your proposal should be assessed. For more information, consult the NWO website. Please choose only one NWO division:

Interdivisional:

(For all fields of science that cannot be categorized within one of the NWO divisions)
 (Geo/Life Sciences)
 (Chemical Sciences)
 (Physical Sciences¹)
 (Humanities)
 (Social/Behavioural Sciences)
 (Medical Sciences)
 (Physics)
 (Technical Sciences)

ALW: 'Aard- en levenswetenschappen'
CW: 'Chemische wetenschappen'
EW: 'Exacte wetenschappen'
GW: 'Geesteswetenschappen'
MaGW: 'Maatschappij- en Gedragwetenschappen'
ZonMw: 'Medische wetenschappen'
N: 'Natuurkunde'
STW: 'Technische Wetenschappen'

Interdivisional applications: If you feel that the proposed research cannot be assessed within the confines of any single NWO division, you may choose to submit your application to the interdivisional committee, consisting of experts with various scientific/scholarly backgrounds within the whole range of science fields. In that case an elucidation of the interdivisional character of your proposal (50-100 words) is required. Please outline your reasons for submitting your application to the interdivisional committee. Indicate which specific NWO divisions are relevant to your application and in what way. NWO will check whether your application is indeed interdivisional of character and contact you in the case of any doubts.

1g. NWO divisional discipline

In case you submit to one of the following divisions: *Physical Sciences (EW)*, *Humanities (GW)*, or *Social/Behavioural Sciences (MaGW)*, please indicate the main NWO divisional discipline code which is applicable to your application. This is the first code. You can indicate a secondary discipline code in case your research is multi-disciplinary within the NWO divisions. For a list of the discipline codes of one of the 3 divisions, please follow the division *link* below.

Please note that for the divisions not listed below, no discipline codes are available.

Division	Divisional link (click to follow the link)
EW	Physical Sciences
GW	Humanities
MaGW	Social/Behavioural Sciences

¹ Physical sciences: astronomy, computer science and mathematics.

**Vernieuwingsimpuls 2012
Innovational Research Incentives Scheme
Explanatory Notes on grant application form**

Veni scheme

<i>Example</i>		
	First discipline code*	Description
EW	03	Mathematics

* A secondary disciplinary code will not be necessary in case you submit to the *Physical Sciences (EW)*

<i>Example</i>				
	First discipline code	Description	Second discipline code (additional)	Description
GW	12.1.7	Archaeology; Methods & techniques	12.2.1	History; Pre-classic civilizations

<i>Example</i>				
	First discipline code	Description	Second discipline code (additional)	Description
MaGW	12.1.00	Business Administration	21.5.00	Social and Organisational Psychology

Research proposal**2. Description of the proposed research****2a. Scientific/Scholarly quality**

Describe the proposed research as accurately as you can within the maximum number of 2000 words on no more than 6 pages, including illustrations and figures, not including 2b and 2e. Include details of:

- Overall aim, key objectives, scientific/scholarly background
- Originality and/or innovative elements of the topic
- Research plan including practical timetable over the grant period
- Experimental techniques and/or methodology
- Originality and/or innovative elements of the approach
- Local, national and international collaboration (if the host institution is known, please provide details of the research group)

2b. Knowledge utilisation

From 2012 it is mandatory to fill out this section. The knowledge utilisation (or research impact) section should be used to describe in what manner the output of the proposed research can lead to new technology, insights or applications in society, policy, technology or industry. If research results have the potential to be used by third parties indicate who the potential stakeholders of the proposed research project are.

Be as specific and concrete as possible on how knowledge transfer to potential users (such as companies, institutes, public policy makers, intermediaries etc.) is realised.

Keep in mind that the information on use of research results must be both comprehensible to people with no specific prior knowledge and sufficiently detailed for referees and committee members to evaluate.

Use a maximum of 750 words on no more than 2 pages for this part of your proposal.

Include details of:

- Describe the relevance of the results and/or insights from the research for and the contribution to solving economic, societal, cultural, policy-related or technical challenges;
- Describe the effectiveness and feasibility of the proposed approach for knowledge utilisation with respect to meeting the need(s) of third parties within and outside of the academic sector;
- Indicate the period in which possible knowledge utilisation is expected to occur;
- Describe how the researcher might intend to contribute to the realisation of the possible knowledge utilisation.

In the case of research that does not lend itself to knowledge utilisation as described in the aforementioned terms, the researcher is requested to briefly explain why he/she believes that knowledge utilisation is not applicable to the proposed research.

If the selection committee is of the opinion that the applicant's explanation is correct and concludes that the research does not indeed lend itself to knowledge utilisation as described above then the committee will issue a positive score for knowledge utilisation. However, if the committee is of the opinion that there are possibilities for knowledge utilisation but that these have not been sufficiently addressed by the applicant then the committee will give a less positive score for the section knowledge utilisation.

For further information on knowledge utilisation see the document 'Knowledge utilisation' that is available on the VI website: www.nwo.nl/vi.

2c. Number of words

Indicate the number of words used in section 2a and 2b (word count on your computer).

2d. Any other important remarks with regard to this application

2e. Literature references

List all relevant literature here and include full bibliographical details.

Cost estimates

3a. Budget

State in broad terms what resources will be required to conduct the proposed research per calendar year. The cost estimates should cover the entire period of the grant. List the nature of the post (for example: support staff) and both the intensity of each appointment (in fte – full time equivalent) and the total duration of each appointment (in months).

The maximum amount of each Veni grant is € 250,000 spread over a period of 3 years. If the proposed research is to be of shorter duration, the maximum amount will be reduced accordingly. You may extend the duration of the Veni project by up to 1 year (from 3 to 4 years) if you wish to conduct the research on a part-time basis (0,75 fte). Note, however, that the extension will have no effect on the total maximum amount of grant available under the Veni scheme (€ 250,000).

Costs which can be covered under the scheme are:

- Gross salary of the applicant plus surcharge of that sum to cover the employer's contributions, holiday pay, etc. All salary costs of the Veni-project must be included in the budget, even if the institute pays the salary of the applicant. Please note, if the institute pays (part of) the salary of the applicant or support staff (for work on the Veni project), you have to send a separate authorised letter to the relevant NWO division guaranteeing that the institution is willing to meet these costs.
The gross salary of a postdoc depends on age and experience. The actual salary scale of the staff will be set by the institution of employment. It is advisable to contact the financial department of the institution directly for the correct numbers.
- Acquisition costs of materials and equipment or databases.
- Travel and subsistence costs associated with attending conferences, visiting other research institutes, etc.
- Subsistence costs while working at research institutes outside the Netherlands.
- Gross salaries of additional non scientific support staff plus surcharge of that sum.
NB. In the case of a Veni grant appointing of a PhD student or postdoc (scientific personnel) is not allowed.
- Costs for knowledge transfer and knowledge utilisation.
- Non-reimbursable costs are those for infrastructure (accommodation and office automation) and other overheads.

Further information can be found on the NWO website (www.nwo.nl/vi).

Important note on budgets exceeding the maximum grant

The budget may exceed the maximum of € 250,000. In that case, the institution (or a third party) must send NWO an authorised letter guaranteeing to meet the additional costs. The letter should be sent by post and timed to coincide with submission of the application. Please send the letter directly to the NWO division where you intend to submit your proposal. Postal addresses may be found at <http://www.nwo.nl/vi/contact>. The contribution from NWO will never exceed € 250,000.

3b. State the time you will spend on the proposed research.

Indicate the time (in fte) you will spend on carrying out the research project.

NB. If the applicant will not devote more than 25% of his/her working time to non-research activities (teaching/administration/management), the entire salary may be

covered by the grant. If more than this amount of working time is to be spent on such activities, the requested budget for his/her salary should relate only to the proportion of working time to be directly devoted to research.

3c. Intended starting date

Specify the date on which the project is intended to commence. Implementation of the research project must start within six months of the date of the award letter.

3d. Have you submitted the same idea elsewhere or have you requested any additional grants for this project either from NWO or from any other institution?

Include details of any (additional) grants you have requested for (part of) this research project either from NWO or from any other institution (for example, investment grants).

Curriculum vitae

4a. Personal details

Provide the information requested. The information on your nationality and the birth country of your parents is requested because NWO monitors the proportion of minorities among applicants/grant recipients. These details will not be passed on to third parties except in aggregated form.

4b. Master's ('doctoraal')

Provide the information requested.

4c. Doctorate

Provide the information requested. Completion date is the day when you received your PhD. If you are applying for a Veni grant and have not yet obtained your doctorate when you submit the application, you must append an official declaration that the thesis manuscript has been approved.

4d. Extension clause

Indicate whether you need to make use of the extension clause. This is only necessary if the time between your doctorate date and the Veni-deadline exceeds the maximum period of 3 years. In that case, you must contact the coordinator of the Innovational Research Incentives Scheme (vi@nwo.nl) before submitting your application.

The extension clause is applicable if you have formally taken extended sick, parental, maternity or care leave within the period between the doctorate date and the deadline of the submission round. The maximum period of 3 years may also be relaxed if you have combined a part-time research appointment with care responsibilities or undertaken training in some medical specialisms. Please refer to the [FAQ's](#) to find more information about the rules for extension.

4e. Current employment

Indicate what kind of contract you have. If you are not a PostDoc, Assistant Professor, Associate Professor or Full Professor, please indicate under 'Other' the position you have and whether it is outside or within the academic sector.

4f. Work experience since graduating

Give the dates of each appointment and state whether it was full or part-time (in fte), and whether it was a permanent position ('vast') or fixed-term ('tijdelijk').

Where an appointment involved (or involves) the management of other researchers, state the numbers of academic and/or support staff supervised.

4g. Man-years of research

Give the total number of years (fte) of research you have done since you obtained your doctorate. If there are any gaps in your CV, you may explain them here. We advise you to explain the gaps or part-time work in your CV here, and to subtract the time spent on for example teaching duties. It is important that the committee and referees have this information while assessing your track record.

NWO understands man-years of research to be the time you have been employed to do research since your doctorate. The man-years of research do not include the time you were appointed to perform management tasks or to teach. As an example, we have

calculated the man-years or research for the following CV. Please write your own calculation on your application.

CV

June 1999: Doctorate

- I. July 1999 – December 1999: unemployed.
- II. January 2000 – June 2003: 0,8 fte position. 80% to be spent on research, 20% on education.
- III. July – December 2003: sick leave.
- IV. January 2004 – April 2004: maternity leave.
- V. May 2004 – December 2008: 1 fte position. 60% to be spent on research, 20% on education, 20% on management.
- VI. January 2009 – May 2010: 0,8 fte position. 60% to be spent on research, 20% on education, 20% on management.

Calculation man-years of research (in months)

- I. 0 months
- II. $42 \text{ months} * 0,8 \text{ fte position} * 0,8 \text{ spent on research} = 26,88 \text{ months}$
- III. 0 months
- IV. 0 months
- V. $56 \text{ months} * 1 \text{ fte position} * 0,6 \text{ spent on research} = 33,6 \text{ months}$
- VI. $17 \text{ months} * 0,8 \text{ fte position} * 0,6 \text{ spent on research} = 8,16 \text{ months}$

Total: $26,88 + 33,6 + 8,16 = 68,6$ months of research

The man-years of research serve to give reviewers and committee members an indication of the time you have actually spent on your research. Please note that man-years of research does not necessarily needs to have a relation with the rules for applying for extension. For more information about applying for extension please refer to question 24 of the FAQ.

4h. Brief summary of research over last five years

Outline the content of your research over the last five years in no more than 250 words.

4i. International activities

List activities such as long or short study visits abroad, international collaborations, etc.

4j. Other academic activities

Include, for example, membership of editorial boards, posts on committees and involvement in the organisation of conferences.

4k. Scholarships, grants and prizes

List any research scholarships/grants for which you personally have successfully applied or prizes you have won in the last five years and the amount of money involved.

List of publications

5a. Publications

Please only include manuscripts which have been accepted for publication or which have already been published as part of the recognised literature. In each case, list: the author(s), date, title of the publication, journal or series in which the publication appeared, volume, page numbers, and (if applicable) publisher and place.

It is not allowed to include publications which have not already been accepted.

- **International (refereed) journals.** Include impact factor of journal, only compulsory if your application is to be submitted to Medical Sciences.

- **National (refereed) journals**

- **Books**

- **Contributions to books**

- **Other:** papers, proceedings, conference reports, abstracts, invited lectures and patents.

5b. Average impact factors for your own field

For applications submitted to the Medical Sciences, give the impact factors of the journals that published your publications and an average impact factor for your research field.

Note that impact information is compulsory for applications submitted to Medical Sciences but otherwise optional. Use the headings given below to structure your publications list. Please mark key publications which are directly relevant to the proposed research with an S (the S stands for significant).

Statements by the applicant

Official declaration by the entire manuscript commission that the thesis manuscript has been approved

Only compulsory for applicants for Veni grants who have not yet received their doctorates. Please submit the declaration, separate from your proposal, in PDF format via the electronic system.

Code Openness Animal Experiments and Code Biosecurity

NWO endorses the [Code Openness Animal Experiments](#) and the [Code Biosecurity](#). Applicants need to check whether these codes are relevant to their application. If so, NWO requires applicants to also endorse the code(s) and act according to them. In case of the Code Biosecurity this also means that the applicant is convinced that the knowledge presented in the application cannot lead to dual use.