

GENERAL

Before completing the grant application form, please study the information and guidelines provided in the NWO call for proposals on the Innovational Research Incentives Scheme - Veni 2017 and the FAQ ('Frequently Asked Questions'). You can download these texts from the [Veni website](#) or in ISAAC. The original Dutch-language text of the call 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 form and any other necessary documents to NWO in electronic form using the ISAAC system, which you can access at <https://www.isaac.nwo.nl/> or —for applications to the Technical Sciences unit only— at <https://www.isaac.stw.nl/>. Applications to the Medical Sciences unit need to be submitted to ZonMw using the system called ProjectNet, to which access is provided via the [ZonMw website](#).

Please note that PDF format is required for all documents. This is the only format that guarantees that the application will be received in exactly the same form as it has been sent. To fill out the application form, you are free to use programs other than Word (e.g., LaTeX), as long as you preserve the form's overall structure, lay-out and font type (Verdana). Completed application forms must be converted to PDF before submission. **In order for ISAAC (/ProjectNet) to process the application data properly, all submitted PDF files must be free of security locks and bookmarks.** If you don't know how to convert your application to PDF format, allow extra time to get help from your institution's computer support department or from the ISAAC help desk at NWO (isaac.helpdesk@nwo.nl or +31 20 346 7179).

The deadline for submitting your application (i.e., the application form and other necessary documents) is **10 January 2017, 14:00 hrs** (Central European Time). This means that you must have filled out all the information fields, uploaded all the documents, and have clicked the 'submit' button before this time. ***Applications received after the deadline will be disqualified.*** We therefore urge you to start your online application the day before the deadline at the latest.

Please complete the application entirely in **English**, with the exception of the Dutch version of your public summary (section 1i of the form). Do not exceed the stated maximum number of words or pages for each section of the form. Use Verdana (font size 10), except for references to the literature, which may be given in Verdana 9-point. If you exceed the stated maximum number of words or pages or if you fail to supply the necessary documents, your application may be disqualified from the competition.

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

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



Netherlands Organisation for Scientific Research

Vernieuwingsimpuls 2017
Innovational Research Incentives Scheme
Explanatory Notes on grant application form

Veni scheme

You will receive a confirmation of the eligibility of your submission —i.e., whether it complies with all formal requirements— within approximately two weeks of the submission deadline.

Registration form (basic details)

1a. Details of applicant

Please give your personal details as well as a postal address at which we can write to you throughout the application and assessment process. Indicate if you prefer English correspondence to Dutch. Also provide the telephone numbers and email address(es) at which you can be reached. Filling out a link to a personal website is optional.

Please provide the same address for correspondence in ISAAC as you do on the application form. If you fill out a postal address at your university, clarify that it is not a home address by mentioning the institution as well as the faculty or research centre.

1b. Title of research proposal

Give the title of your research proposal.

1c. Scientific summary of research proposal

Provide a summary of your proposal (topic, approach and potential importance of the results) in no more than three hundred words. Make sure to provide an informative and relevant abstract, as this is often the first part of your proposal that expert reviewers will read. The abstract should clearly describe what you are going to investigate, why you are going to investigate this subject and which results you expect to find.

1d. Keywords

Specify up to five keywords to describe your research proposal.

1e. Current institution of employment

Please provide the name of the institution at which you are currently employed.

1f. Prospective host institution (if known)

Please only name the host institution, and group, at which you wish to conduct the proposed research. Do not mention any possible partnerships under this header. If you do not yet have a prospective host institution, please indicate so.

1g. NWO unit

On 1 January 2017, NWO will adopt a new organisation structure. The current divisions will become part of a domain: GW and MaGW will become the Social Sciences and Humanities domain (SSH), ALW, CW, EW and N the domain Mathematical and Natural Sciences (ENW) and STW the domain Technical and Applied Sciences (TTW). ZonMW will become the domain Health Research and Development.

Upon submission of their application to NWO, Veni candidates must state which unit should deal with their application.

Please choose only one NWO unit:

Domain	Unit	Fields
ENW	Earth and Life Sciences	
	Chemical Sciences	
	Physical Sciences	Astronomy, computer science and mathematics
	Physics	
SGW	Social Sciences and Humanities	
TTW	Technical and Applied Sciences	Technical Sciences
ZonMw	Health Research and Development	Medical Sciences
	Interdivisional (ID)	Applications that cut across one or more units can be submitted to the interdivisional (ID) unit.

Interdivisional applications: If you feel that the proposed research cannot be assessed within the confines of any single NWO unit, you may choose to submit your application to the interdivisional committee, consisting of experts with various scientific/scholarly backgrounds. In that case an explanation (fifty to one hundred words) of the interdivisional character of your proposal is required in which you outline your reasons for submitting your application to the interdivisional committee. Indicate which NWO units are relevant to your application and in what way. NWO will assess whether your application is indeed most suitable for the interdivisional committee and contact you in case of doubt.

1h. Main field of research

For all applications it is compulsory to fill out one or more research fields that correspond to the subject of your research proposal. You can only refer to the listed research fields using the names and codes from the NWO research field list: www.nwo.nl/researchfields. Please note that **it is compulsory** to fill out the same information in the ISAAC system on the tab "General Information" (Algemeen) section "Research fields" (Disciplines) before submitting your proposal.

Also, please note that in ISAAC you do not fill in the code but only the research field. For example, if your main field of research is business administration you fill out the following:

- In the application: 39.90.00, Business Administration;
- In ISAAC: Business Administration.

NB: ISAAC will list the research fields in the language of correspondence you have previously indicated (English or Dutch) in ISAAC, so you must search your research field(s) in this language (e.g., Business Administration *or* Bedrijfskunde).

1i. Public summary of your research proposal

Please draft two public summaries of your proposal: one in English and one in Dutch, of a maximum of fifty words each. If your application is successful, the public summaries will be used in NWO publicity surrounding the announcement of the grant award decisions.

Please use the following format:

- **Title**
Think of a popular title (a 'hook' to catch people's attention, approx. five words)
- **Personal details**
Academic degree, initials, first name between brackets, surname, gender, host institution and division. For example: Dr. A.B.C. (Anna) Jansen (v), UU – Wiskunde en Informatica
- **Summary**
 - o Use comprehensible, everyday language and be as specific as possible. For example, do not write 'the mechanism underlying apoptosis will be examined' but 'the researchers will use microscopes to look for the reasons for spontaneous cell death'.
 - o Do not write in terms of 'we' and 'us' but use terms like researchers, biologists, literary specialists, etc.
 - o Write the summary in such a way that you feel you ought to be including terms like 'basically', 'put simply', 'roughly speaking' and 'in lay terms' – but do not actually include them!

For examples of public summaries, see [NWO website](#).

Please note that the public summaries are different from the summary you have drafted under section 1c. The public summaries (1i) should be included only in the application form; the scientific summary (1c) should also be entered into the ISAAC system when you apply.

Research proposal

2a. Description of the proposed research

Describe the proposed research as accurately as you can within the stated maximum number of words and pages (a maximum of 2,000 words on no more than six pages, excluding references; the word count does include footnotes, figure captions and tables).

2b. Knowledge utilisation

Please describe your project's potential for knowledge utilisation in a maximum of 750 words on no more than two pages.

Researchers who have received funding from NWO for non-programmed research are usually not primarily focused on results that are relevant for industry or society and/or other academic disciplines. Nevertheless, there are many examples of such research projects contributing to developments outside of their own discipline, sometimes in the longer term.

The Dutch National Research Agenda can be a source of inspiration when you are thinking through the potential for knowledge utilisation. The routes within the Agenda can inspire Talent Scheme researchers and help them to pinpoint the potential importance of their research for other scientific disciplines as well as for society and to make this tangible.

The digital version of the Agenda that contains all of the questions as well as the Portfolio for research and innovation with further information about the current routes in the Agenda can be consulted via www.wetenschapsagenda.nl/publicaties. An English version of the Portfolio will be published.

NWO wants to encourage researchers to give proper consideration to knowledge utilisation by allowing them to reflect on this and, if possible, describe concrete plans. Consider the questions in the two categories below —potential and implementation— to fill out this section.

Potential

- Which contribution can the research make to society and/or to other academic areas? Examples are economic, social-administrative, cultural, technological, medical or democratic areas. 'Society' is used in the sense of the entire society and therefore both the public and private sectors.
- Which other disciplines and which organisations can benefit from the research results? This concerns users in the public and private sectors, including scientists in other disciplines. NB: If the research makes no contribution to society and/or to other areas of science, you need to explain this and in that case you do not need to answer the question below about the implementation.

Implementation

- What is the action plan to allow the outcomes of the research project (see above) to benefit potential knowledge users?
- How are the potential knowledge users involved (or how will they be involved) in the research project? You should consider whether the tasks are clearly divided in advance, whether the parties concerned have been involved in articulating the research question, how they could contribute to achieving the utilisation objectives and how the ongoing involvement with users will be safeguarded. Examples are user committees, matchmaking, consortia/networks, public-private partnerships (PPP) and contract research.
- What will be (concrete) outcomes for society and/or other academic disciplines? Outcomes may include commercial products, new ways of working, processes, protocols, prototypes, co-publications, artefacts, media appearances, teaching methods, patents, licences, contracts, specific network meetings, medical interventions and websites.
- How long will it be before possible knowledge utilisation can be expected?

For further information on knowledge utilisation see the VI website: [Knowledge Utilisation](#).

2c. Number of words

Indicate the number of words used for the following sections: 2a (2a1 and 2a2 combined: (a maximum of 2,000 words) and 2b (a maximum of 750 words). Words in footnotes, figure captions and tables should be included in the word count.

2d. Literature references

Please list all relevant literature used in your research proposal here and include full bibliographical details.

2e. Datamanagement section

NWO wants to contribute to the development of good data management by asking researchers to make all relevant research data findable, accessible, interoperable and reusable (FAIR). Therefore in the data management section, researchers will be asked before their research starts to think about how the data collected should be ordered and categorised such that it can be made freely available. Researchers will often need to take measures to this effect during the production and analysis of the data.

NWO understands 'data' to include collected, unprocessed data as well as analysed, generated data. This includes all conceivable forms of digital and non-digital data (such as samples, completed questionnaires, sound recordings, etc.).

NWO only requires the storage of data that are relevant for reuse. NWO assumes that within disciplines there are widely held opinions about which data are relevant for storage and reuse. Research Data Netherlands offers a [checklist](#) for the selection of data that can be eligible for archiving.

<http://www.researchdata.nl/diensten/datamanagement/onderzoeksgegevens-selecteren/>

Research results should be stored in such a way that they can be retrieved and reused in

the long term, also by researchers in disciplines and organisations other than those in which the research took place. The operating principle is that all stored data are, in principle, freely accessible and that access is only limited if required for reasons such as privacy, public security, ethical limitations, property rights and commercial interests.

The costs of data management are eligible for funding and should be included in the project budget. Important factors that determine the costs are:

- the type of data;
- the capacity needed for storage and backup;
- the amount of manual work needed to allocate metadata and the compilation of other documentation such as codebooks and the queries used in the statistical package;
- the extent to which the data needs to be protected;
- the hiring in of external data management expertise or other expertise.

With the data management section NWO mainly wants to raise awareness about the importance of responsible data management. The section is therefore not included in a committee's decision about whether or not a proposal should be awarded funding. NWO does, however, submit this section to the committee and referees for advice. After a proposal has been awarded funding, the researcher should elaborate the section into a data management plan.

Cost estimates

3a. Budget

State in broad terms what resources will be required to conduct the proposed research, per project year. The cost estimates should cover the entire period of the grant. List the nature of the post (for example applicant) and both the workload 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 to be spent over a period of three 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 one year (from three to four 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 successful 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 chart below (3a), even if the institution pays these salary costs.
 - o **Please note that if the host institution covers (part of) the salary of the applicant for their work on the Veni project, this is considered co-financing. This requires an authorised letter guaranteeing that the institution is willing to meet these costs (see section 3b, below).**
 - o If the applicant is to devote no more than 25% of his/her contracted working time to other activities (e.g., teaching, administration, management) and 75% to the Veni project, he or she may charge the entire salary to the project budget. If the applicant is to devote more than 25% of his/her contracted working time to such activities, only the proportion of working time devoted to the Veni research may be charged to the project.
 - o The actual salary scale of the staff will be set by the prospective host institution. It is advisable to contact the financial department of the host institution directly for the correct figures. Please note as well that you cannot request a so-called 'bench fee', meaning a standard amount that does not need to be specified any further.
- Gross salaries of additional non-scientific support staff plus surcharge of that sum. NB: A Veni grant cannot be used to appoint a PhD student or postdoc (scientific personnel).
- Acquisition costs of investments, materials and equipment, databases or data management costs.
- Travel and subsistence costs associated with attending conferences, visiting other research institutes, etc.
- Subsistence costs while working at research institutes outside the Netherlands.
- Costs for knowledge transfer and knowledge utilisation.

Non-reimbursable costs are those for infrastructure (accommodation and office automation) and other overhead and unforeseen or non-specified costs.

For further information please consult the financial department of your prospective host

institution as well as the document 'Guidelines for design of expenditures financial accounting reports' which can be found on the NWO [Veni page](#): and in [ISAAC](#).

Important note on budgets including contributions from parties other than NWO

If your host institution or a third party contributes to your project (salary or otherwise), the application must be accompanied by a letter guaranteeing to cover these costs. The co-financing amount must be explicitly stated. This guarantee must be signed by the dean/manager of the institution or by a person with authority to sign on behalf of the body issuing the guarantee. The contribution from NWO will never exceed € 250,000 but as a result of these contributions your overall budget may exceed € 250,000.

The original guarantee letter(s) must be sent to NWO by post, marking it for the attention of the NWO unit handling the application (see the contact information of the units). It must reach NWO within one week of the date of submission.

3b. Co-financing 'in kind'

Please describe in which way a co-financer/party is contributing to your project and what the estimated value in Euros will be. For example, if your university pays (part of) your salary for the time that you spend on your Veni research, you can indicate that in this section. Per co-financing party you have to submit an authorised letter guaranteeing that the co-financing party is willing to meet these costs.

3c. Co-financing 'in cash'

Describe in which way a co-financer/party is contributing to your project and the budget involved. Per co-financing party you have to submit an authorised letter guaranteeing that the co-financing party is willing to meet these costs.

3d. Totals

Please calculate the totals of sections 3a, 3b and 3c.

3e. Intended starting date

Specify the intended starting date of the research project. Veni projects must commence within six months of the date of the award letter.

3f. Have you requested any additional grants for this project either from NWO or from any other institution and/or has the same idea been submitted elsewhere?

Please include details of any additional grants for which you have applied for (part of) this research project, whether from NWO or from any other institution (for example NWO investment grants or ERC grants).

Curriculum vitae

4a. Personal details

Please provide the requested information.

4b. Master's ('doctoraal')

Please provide the requested information.

4c. Doctorate

Provide the information requested. The date of PhD award is the day stated on your doctorate degree. If you have not yet obtained your doctorate when you submit your Veni application, you must append an official declaration that the thesis manuscript has been approved by the entire manuscript committee.

4d. Work experience since completing your PhD

Please give the dates of each appointment and indicate whether it was full-time or part-time (in FTE), and whether it was tenured ('vast') or fixed-term ('tijdelijk'), and the name of the institution. Insert as many additional rows as needed.

The bottom row should contain your current position. Please indicate what kind of contract you have. If you are not an Assistant Professor, Associate Professor or Full Professor, list the position you hold and whether it is outside or within the academic sector.

Also, please fill out the second table. The number of months you have spent on research will help the committee interpret your CV.

As an example, we have calculated the months spent since completing the PhD for the following sample 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 months of research

- I. 6 months "Other"*
- II. 42 months * 0.8 FTE position * 0.8 spent on research = 26.88 months
42 month * 0.8 fte position * 0.2 spent on education = 6.72 months*
- III. 6 months of sick leave*
- IV. 4 months of maternity leave*
- V. 56 months * 1 FTE position * 0.6 spent on research = 33.6 months*

- 56 months * 1 FTE position * 0.2 spent on education = 11.2 months
 56 months * 1 FTE position * 0.2 spent on management = 11.2 months
 VI. 17 months * 0.8 FTE position * 0.6 spent on research = 8.16 months
 17 months * 0.8 FTE position * 0.2 spent on education = 2.72 months
 17 months * 0.8 FTE position * 0.2 spent on management = 2.72 months

Experience	Number of months
Research activities	(26.88 + 33.6 + 8.16 =) 68.64
Teaching activities	(6.72 + 11.2 + 2.72 =) 20.64
Care or sick leave	(6 + 4 =) 10
Management tasks	(11.2 + 2.72 =) 13.92
Other, please specify:	6 (unemployed)

4e. Academic staff supervised

If your current and/or past academic position(s) involved (or involves) the management of other researchers, please state the numbers of academic and/or support staff you have supervised. Differentiate between ongoing and successfully completed PhD's and also whether your role was/is a formal/informal one and briefly clarify this role. Please give the names of all PhD students and postdoc researchers, and for master students only the number.

4f. Brief summary of research over the last five years

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

4g. International activities

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

4h. Other academic activities

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

4i. Grants, scholarships and prizes

Please list all research scholarships and grants for which you have successfully applied and prizes you have won. For each, indicate the amount of money awarded. Also, describe clearly what your role in the grant or scholarship was (formal applicant or formal co-applicant). In case of a consortium grant, specify the amount awarded to your own group.

Output

5a. Output indicators

Please identify the most important output indicators in your field. This will allow peers to assess your output taking into account the standards in your field of research. Please use indicators for your publication list (first/last author; individual/group publications; international or national orientation) or information on what type of output is valued highest (books/journal publications/conference proceedings/other, such as designs (for certain disciplines within design and engineering)).

** When including impact factors, please indicate which website was used to calculate the impact factors (e.g. google scholar, web of science).

5b. Top Publications (max. five titles).

List your own selection of your 5 top publications related to the subject of this proposal. Please explain in a few sentences why you have selected these specific five titles.

5c. Output

Please provide a list of your output, using the categories below. Number all listed items consecutively. Per category, indicate your total number of output items. Mark key publications directly relevant to the proposed research with an S (the S stands for significant).

For publications: use reverse chronological order (i.e., newest first). For each, provide the following information: 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. If possible, please avoid the use of *et al.*, so that committee members and referees can see your position in the author list.

Only include manuscripts which have been accepted for publication: no articles in preparation or submitted papers. Do not use the term 'forthcoming'; please state clearly that a yet unpublished manuscript has been accepted.

- **Refereed articles:** including the impact factor of the journal is optional**.
- **Non-refereed articles**
- **Letters (to editors)**
- **Books:** please include books you have authored.
- **Book chapters**
- **Patents:** please only include accepted patents.
- **Other:** working papers, proceedings, conference reports, invited lectures, letters to editors, certain disciplines within design and engineering may also want to list designs (only selected works) or publications on their designs.

5d. Median impact factors for your own field**

This question is compulsory for all NWO units if you have mentioned impact factors of the journals in section 5c. Please mention the median impact factor for your research field (NB: this is not your personal H-index).

Statements by the applicant

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

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

Extension clause

Indicate whether or not you need to make use of an extension granted by NWO. If so please indicate the date of the email in which the extension is confirmed. This is necessary only if the time between your doctorate date and the Veni deadline exceeds the maximum period. ***Before you submit your application, you must contact the coordinator of the Innovational Research Incentives Scheme to request an extension*** (vi@nwo.nl).

The extension clause is applicable if you have formally taken extended sick leave, parental leave, maternity leave or care leave. You may also be eligible for extension if you have combined a part-time research appointment with care responsibilities or have undertaken training in a clinical specialisation. Please consult the NWO website for a [list](#) of clinical specialisations for which compensation can be obtained. Also, please see the FAQ for the calculation of extensions.

Ethical aspects

Before submitting a Veni application, you must determine if your proposed research raises ethical questions and therefore needs to be assessed by an ethics review committee.

Possible relevant aspects are:

- research on animals;
- informed consent;
- privacy and data protection;
- research on human Embryonic Stem Cells;
- research involving developing countries;
- biosecurity/dual use.

Certain research requires a statement of approval from a recognised medical ethics review committee (METC) or a Central Animal Experiments Committee (CCD). For some research proposals a licence in accordance with the Population Screening Act (WBO) is required. More information on METCs is available from the Central Committee On Research Involving Human Subjects (CCMO), while the Netherlands Association of Animal Ethics Committees (NVDEC) can provide information on animal experiments committees, and the Health Council of the Netherlands can advise on the WBO.

NWO subscribes to the Freedom of Information on Animal Experiments (*Openheid Dierproeven*) and the Biosecurity Code. Veni applicants must subscribe to, and comply with, the prevailing codes.

A research project can only start when NWO (if applicable) has received a copy of the approving ethical statement and/or Population Screening Act licence. For complex questions related to ethical issues, NWO reserves the right to consult an external adviser.

If after consulting the applicant, NWO is of the opinion that an ethical assessment is needed for an application, the applicant is obliged to take the necessary measures for such an assessment. If the applicant fails to obtain the necessary statement of approval from an ethics review committee then the grant shall be immediately withdrawn. Once the project has started then your research must be conducted in an ethically responsible manner. If you fail to do this, NWO shall reserve the right to stop your grant immediately.

Non-referees

If you want to indicate non-referees (a maximum of three names), do not do so on the form. Please submit the names of non-referees via the electronic system ISAAC or ProjectNet at the same time as your proposal. The non-referees will NOT be asked to assess your application. Please make sure not to mention the names of any non-referees anywhere in the application form.

Declarations

Finally, you declare that you have completed the form truthfully and that you satisfy the nationally and internationally accepted standards for scientific conduct as stated in the [Netherlands Code of Conduct for Scientific Practice 2012](#) (Association of Universities in the Netherlands).

The boxes on the form can be checked by clicking on them.