

General notes

- The mandatory font is **Calibri, 9,5 point** font size, except for references to the literature, which may be given in 8.5 point. Use line spacing 1.
- **The use of hyperlinks is prohibited in all sections**
- **Do not mention H-indexes, impact factors, or any type of metric that refers to outlet-impact**
- Word counts include **all text**. Exceptions are explicitly mentioned.
- Provide only the requested information. When asked for personal details mention initials and last name, and refrain from mentioning first name(s).
- Please **make sure the Explanatory notes are not visible in the PDF version of your application**. In order to achieve this you may either remove the Explanatory note text boxes, or collapse the Explanatory notes in the word document before converting to PDF.
- 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 within your chosen domain.

Before completing the grant application proposal form, please study the information and guidelines provided in the explanatory notes provided throughout the form and the NWO call for proposals on the Innovational Research Incentives Scheme – [Vidi 2019](#) and the [FAQ](#) ('Frequently Asked Questions'). You can download these texts from the Vidi website or in ISAAC. The call for proposals will be available for download early August 2019. 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 note that PDF format is required for all documents. 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.

Please submit your application proposal form and embedding guarantee, using the [ISAAC system \(https://www.isaac.nwo.nl\)](#) for applications to Applied and Engineering Sciences (AES), Science or Social Sciences and Humanities (SSH). If applying to the Netherlands Organisation for Health Research and Development (ZonMw), please use [Mijn ZonMw \(https://mijn.zonmw.nl\)](#).

Note that ISAAC and Mijn ZonMw may use a session timeout. **Save your application data regularly and avoid long sessions with periods of inactivity.**

When you submit a proposal in ISAAC you are required to fill out the "Abstract" section. Please fill out this section using the same text as the 'summary of the research proposal (1c) (max 300 words).

Completed proposal forms and embedding guarantees must be converted to PDF before submission. In order for ISAAC and Mijn ZonMw to process the application data properly, all submitted PDF files must be free of security locks and bookmarks. If you do not 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

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application system help desk (see below).

The deadline for submitting your proposal application (i.e., the proposal application form and embedding guarantee) is **3 October 2019, 14:00 hrs** (Central European Summer Time). This means that you must have filled out all the information fields, uploaded all the documents, and have clicked the 'submit' button **before** 14:00 hrs (CEST). **Applications received after the deadline are automatically disqualified.**

Complete the application entirely in **English**. Do not exceed the stated maximum number of words for each section of the form. If you exceed the stated maximum number of words or if you fail to supply the necessary documents, your application may be disqualified from the competition.

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

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

For any technical questions regarding submission, please contact the relevant helpdesk:

ISAAC: isaac.helpdesk@nwo.nl or +31 20 346 7179

Mijn ZonMw: servicedesk@zonmw.nl or +31 70 349 51 78

Notes 1.2 (MijnZonMw) Main field of research

Fill out one or more research fields that correspond to the subject of your research proposal.

If you have selected **Science**, **AES** or **SSH** you can only refer to the listed research fields listed on the NWO research field list, using the exact names and codes: www.nwo.nl/researchfields. Note that SSH uses [disciplinary assessment panels](#). For SSH applications please make sure that your main research field matches the assessment panel of your choice.

Please fill out the exact same information in the ISAAC system on the tab "General Information" (*Algemeen*) section "Research fields" (Disciplines) before submitting the full proposal.

In case of applications to **ZonMw**, please choose the most relevant options. For the main research field you can only refer to the ZonMw research field list, available as a download on [the ZonMw website](#). For the additional research fields you can use the disciplines from the ZonMw and NWO discipline list www.nwo.nl/researchfields.

Also note that in the ISAAC system, 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:

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- 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). You must search for your research field(s) in the language you selected (e.g., Business Administration or Bedrijfskunde).

Notes 2.2 (MijnZonMw) Summary

The summary under 1c should be identical as the summary in ISAAC, with a maximum of 300 words.

Notes 2.5 (MijnZonMw) Public summary

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 in both languages:

Title

Think of a popular title (a 'hook' to catch people's attention, approx. five words)

Summary

- 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'.
- Do not write in terms of 'we' and 'us' but use terms like researchers, biologists, literary specialists, etc.
- 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 the [NWO website](#).

Please note that the public summaries are different from the summary you drafted under section 1c. The public summaries (1f) should be included only in this section of the application form; the scientific summary (1c) should be used in section 1c of the form as well as in the ISAAC/MijnZonMw system.

Notes 3a. (part 1 Research proposal, word file) A description of the proposed research

3a. Describe the proposed research as accurately as you can within the stated maximum number of words and pages. The maximum is 4,000 words (in total for the items 3a including 3a1, 3a2 and 3a3) on no more than eight pages, including footnotes, figure captions and tables, but not including the reference list in 3d. A description of sub-projects (for additional postdoc researchers and PhD students) and their interaction is required.

3a1. Overall aim and key objectives including:

- scientific relevance and challenges;
- originality and innovative character;
- methods and techniques.

3a2. Research plan including:

- practical timetable/timeline over the grant period;
- local, national and international collaboration;
- work plan for requested personnel.

3a3. Motivation for choice of host institute

Indicate why you prefer to carry out your research at the host institute including:

- Reasons for choosing this particular research group
- In what way your research complements the already existing research line(s) at the host institute
- Any other motivation for your choice of the host institute

Indicate why you prefer to carry out your research at the host institute. Include reasons for choosing this particular research group, in what way your research fits the already existing research line(s) at the host institute and any other motivation for your choice of host institute.

All proposals will be assessed against the following criteria:

1. quality, innovative character and academic impact of the proposed research (40%);
2. knowledge utilisation (20%);
3. quality of the researcher (40%).

Quality, innovative character and academic impact of the proposed research

- Challenging content;
- originality of the topic;
- innovative scientific elements;
- aimed at building up a new line of research;
- potential to make an important contribution to the advancement of science;
- effectiveness of proposed methodology;



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- international importance of the proposed research area.

See for knowledge utilization the notes underneath.

Quality of the researcher

- In terms of profile fit in the target group;
- in the top 10 to 20% of his/her international peer group;
- academic excellence as demonstrated by e.g. the PhD thesis, publications and/or other scientific achievements;
- inspiring enthusiasm for research and/or technology;
- persuasiveness;
- demonstrably capable of generating innovative ideas and independently developing these successfully;
- has both a good national and international position;
- capable of leading and supervising other researchers and staff.

Notes 3b. (part 1 Research proposal, word file) Knowledge utilization

Please describe your project's potential for knowledge utilisation or your motivation as to why you believe that your project does not have any direct knowledge utilisation in a maximum of 1,000 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. 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: NWO realises that the possibilities for knowledge utilisation differ per discipline and that some research projects have few, if any opportunities for (direct) knowledge utilisation. If this is the case, please explain why no knowledge utilisation can be expected for this project. The committee members will assess this explanation: if they are convinced that the research project indeed has no knowledge utilisation possibilities and that the applicant has satisfactorily explained this, this would still allow a positive assessment of the knowledge utilization. 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](#).

Notes 3.3 (MijnZonMw) Data management section

Responsible data management is part of good research. For the collection/generation of data and the analysis of this data, timely measures need to be taken to ensure the storage and later reuse of the data. This means that prior to the start of the research project researchers must ascertain a) which data could be relevant and b) how these data could be stored so that they are accessible for reuse. After a proposal has been awarded funding, the researcher will draw up a detailed data management plan in which the researcher explains how all relevant data research data will be made findable, accessible, interoperable and reusable (FAIR). Please answer the following questions:

1. Will data be collected or generated that are suitable for reuse?

Yes: Then answer questions 2 to 4.

No: Then explain why the research will not result in reusable data or in data that cannot be stored or data that for other reasons are not relevant for reuse.

2. Where will the data be stored during the research?
3. After the project has been completed, how will the data be stored for the long-term and made available for the use by third parties? To whom will the data be accessible?
4. Which facilities (ICT, (secure) archive, refrigerators or legal expertise) do you expect will be needed for the storage of data during the research and after the research? Are these available?*

*ICT facilities for data storage are considered to be resources such as data storage capacity, bandwidth for data transport and calculating power for data processing.

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

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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.

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.

Notes 4.1 (MijnZonMw) 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', PhD student or postdoc researcher) 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 Vidi grant is € 800,000 to be spent over a period of max five years. If the proposed research is to be of shorter duration, the maximum amount will be reduced accordingly.

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 Vidi-project must be included in the budget chart below (4a), even if the institution pays these salary costs.
 - o **Please note that if the host institution covers (part of) the salary of the applicant and/or the support staff for their work on the Vidi project, this is considered an in kind contribution. 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, or research outside of that stipulated in the Vidi grant) and at least 75% to the Vidi project, he/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 Vidi 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 (support) staff plus surcharge of that sum.
- Acquisition costs of investments, 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.
- Costs for knowledge transfer and knowledge utilisation.
- Costs of Open Access publications can be included under "Material".

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 [Vidi website](#) and in [ISAAC](#).

Important note on budgets including contributions from parties other than NWO:



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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. A sample financial guarantee letter is available on the Vidi website. The 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 €800,000, but as a result of these contributions your overall budget may exceed €800,000.

Notes 4.3 (MijnZonMw) Contributions 'in kind'

Please describe in which way another 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 Vidi research, you can indicate that in this section. Per party you have to submit an authorised letter guaranteeing that they are willing to meet these costs.

Notes 4.5 (MijnZonMw) Contributions 'in cash'

Describe in which way another party is contributing to your project and the budget involved. Per party you have to submit an authorised letter guaranteeing that they are willing to meet these costs.

Indicate whether in cash contributions include VAT.

Please note that NWO rules for in-cash and in-kind contributions apply.

Allocation IP rights

The following applies with respect to making agreements about intellectual property rights and publication (IP&P): for projects awarded funding by NWO SSH, ZonMw and NWO Science, the project leader is responsible for the allocation of IP rights to the project results.

For Vidi applications funded by the domain AES, NWO is responsible for allocating the IP rights to the project results. After the proposal has been awarded, the NWO domain AES will contact the user/users to make agreements about the allocation of IP rights and about publication, with due consideration for the "Guidelines TTW User Committee".

The NWO conditions with respect to IP rights and the publication procedure are stated in Chapter 4 of the NWO Grant Rules 2017.



Notes 5c. (Part 2 cv and output, word file) Doctorate

The date of your PhD award is the day stated on your doctoral degree.

Notes 5d. (Part 2 cv and output, word file) Brief summary of your research over the past five years

Please outline the content of your research over the last five years (maximum 250 words).

Notes 5g. (Part 2 cv and output, word file) Work experience since completing your PhD

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

The first row should contain your current position. Please indicate the contract type of your current contract and the position you hold. If you are not an Assistant Professor, Associate Professor or Full Professor, describe whether the position you hold is outside or within the academic sector.

Notes 5h. (Part 2 cv and output, word file) Months spent since completing your PhD (include a calculation)

The number of months you have spent on research will help the committee interpret your academic achievements and scientific output rounded up to the nearest whole number.

As an example, we have calculated the months spent since completing the PhD for the following sample. Your own calculation must be included in your application.

Employment history

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 administrative tasks.
- VI. January 2009 – May 2010: 0.8 FTE position. 60% to be spent on research, 20% on education, 20% on administrative tasks.

Calculation months of research

- I. 6 months "Other"
- II. $142 \text{ months} * 0.8 \text{ FTE position} * 0.8 \text{ spent on research} = 27 \text{ months}$
 $42 \text{ month} * 0.8 \text{ FTE position} * 0.2 \text{ spent on education} = 7 \text{ months}$
- III. 6 months of sick leave
- IV. 4 months of maternity leave
- V. $56 \text{ months} * 1 \text{ FTE position} * 0.6 \text{ spent on research} = 34 \text{ months}$
 $56 \text{ months} * 1 \text{ FTE position} * 0.2 \text{ spent on education} = 11 \text{ months}$
 $56 \text{ months} * 1 \text{ FTE position} * 0.2 \text{ spent on administrative tasks} = 11 \text{ months}$
- VI. $17 \text{ months} * 0.8 \text{ FTE position} * 0.6 \text{ spent on research} = 8 \text{ months}$
 $17 \text{ months} * 0.8 \text{ FTE position} * 0.2 \text{ spent on education} = 3 \text{ months}$
 $17 \text{ months} * 0.8 \text{ FTE position} * 0.2 \text{ spent on administrative tasks} = 3 \text{ months}$

| Experience | Number of months |
|--------------------------|--------------------|
| Research activities | (26 + 33 + 8 =) 69 |
| Teaching | (7 + 11 + 3 =) 21 |
| Care or sick leave | (6 + 4 =) 10 |
| Administrative tasks | (11 + 3 =) 14 |
| Others (please specify): | 6 (unemployed) |



Notes 5i. (Part 2 cv and output, word file) 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 as formal supervisor (promotor) or as co-supervisor (co-promotor). Please give the names of all PhD students and postdoc researchers, and for master students only the number.

Notes 5m. (Part 2 cv and output, word file) Output indicators

- Do not mention H-indexes, impact factors, or any type of metric that refers to journal/publisher-impact; the scientific content of a paper is much more important than publication metrics or the identity of the journal in which it was published. You may consider a broad range of impact measures directly related to the output item, including qualitative indicators of research impact, such as influence on policy and practice. You are encouraged to provide context for each motivation to support the assessment.
- The use of hyperlinks is prohibited in all sections

Please identify the most important output indicators in your field (i.e. explain what factors indicate scientific excellence in your particular academic discipline). 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)).

Notes 5n. (Part 2 cv and output, word file) Top Publications (max. five)

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 five specific publications. Only list publications that have actually been published or are in print (which implies that the publication is accepted unconditionally and that you are able to mention page numbers or a Digital Object Identifier). State clearly that a yet unpublished manuscript has been unconditionally accepted. Do not use the term forthcoming, as its meaning is ambiguous.

Notes 5o. (Part 2 cv and output, word file) Output

Per category, indicate your total number of output items and specify a maximum of five of the most relevant items (per category).

For publications: only include publications that have been unconditionally accepted, i.e. that have actually been published or are in print (which implies that you are able to mention page numbers or a Digital Object Identifier). Place the items in reverse chronological order (i.e., newest first).

Please number your items consecutively and mark key publications directly relevant to the proposed research with an S (the S stands for significant). Additionally, indicate the publications that are published Open Access with an O.

Please indicate per category, your total number of output items and mention a maximum of five of the most relevant items (per category).

- **Refereed articles:**
- **Non-refereed articles**
- **Letters (to editors)**

NWO Talent Programme – Vidi scheme

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- **Books:** please include books you have authored.
- **Book chapters**
- **Patents:** please only include accepted patents.
- **Other:** working papers, proceedings, conference reports, invited lectures, certain disciplines within design and engineering may also want to list designs (only selected works) or publications on their designs.