Open Technology Programme: Call for proposals

Applied and Engineering Sciences

The original Dutch call for proposals is the authoritative version. Where the English translation is open to a different interpretation, no additional rights may be derived from it.
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Chapter 1: Introduction

1 Introduction

1.1 Background

This brochure describes the objectives and procedures of the Open Technology Programme (OTP) of the NWO Domain for the Applied and Engineering Sciences (NWO Domain AES). It sets out the conditions governing applications submitted to NWO Domain AES for the funding of scientific research under the Open Technology Programme. NWO Domain AES is part of the Dutch Research Council (NWO; see also www.nwo.nl/en). As such, NWO Domain AES provides indirect government funding.

Before submitting your application electronically via ISAAC, NWO Domain AES recommends that you visit its website (www.nwo.nl/aes) to check that you have the latest version of this brochure, and that you read the guidelines carefully.

1.1.1 Mission of NWO Domain Applied and Engineering Sciences

The mission of the NWO Domain Applied and Engineering Sciences (AES) is to promote engineering research with application and impact for people and society. To shape this mission, AES will focus on the following three objectives:

- strengthening the engineering basis;
- efficient innovation chains;
- visible societal impact.

For more information, see: www.nwo.nl/aes-strategy.

1.1.2 Utilisation

AES research generates valuable knowledge. Besides promoting excellent science, NWO Domain AES aims to promote the application of knowledge. The term used by NWO Domain AES to refer to the set of activities aimed at maximising the possibility of research results being applied by third parties is “utilisation”. In order to promote utilisation in addition to scientific quality, AES sets up a user committee for every project.

NWO Domain AES expects applicants and users to collaborate actively in promoting utilisation and to work jointly towards the NWO Domain AES objective of transferring knowledge to users. Users, user committees and intellectual property play a crucial role in utilisation. See the information later in this brochure and the “Brochure Guidelines User committee NWO Domain AES – 2017” (www.nwo.nl/aes).

1.2 Available budget

The grant ceiling for applications submitted from 1 January 2020 to 31 December 2020 is € 23,000,000. This amount will be divided between sub-ceilings. These sub-ceilings are linked to packages which will be assessed by juries. Each jury receives a package of applications for assessment. Each package consists of 18 selected applications that will go through the assessment procedure.

The grant application period for the first package opens on 1 January 2020. The period will close once 18 eligible applications have been received. This cycle will be repeated until the last such period closes on 31 December 2020. The expectation is that there will be six juries. The number may differ, depending on the amount of funding available for each package. Given the different sums requested in applications, it is not possible to state a fixed amount for each sub-ceiling. For each package, funding will be awarded to at least the six highest-ranked applications that have been qualified as at least “very good” (scoring 3.5 or lower) (see also Sections 4.8 and 4.9).
Chapter 1: Introduction

The grant ceiling of € 23,000,000 is a fixed limit for applications submitted between 1 January 2020 and 31 December 2020. If the grant ceiling is expected to be reached before 31 December 2020, the period open at that time will be closed. In this case, the package in question may consist of fewer than 18 applications. The number of applications to be awarded funding will also be adjusted downwards. The next sub-ceiling will then be set at zero by the Domain Board.

If the grant ceiling has not been reached and fewer than 18 applications but at least 6 applications for the final package have been received by 31 December 2020, the final package will consist of the remaining applications submitted by 31 December 2020. The number of applications to be awarded funding for these packages will also be adjusted downwards. If less than 6 applications for the final package have been received, the applications will be equally divided over the last two packages. The number of applications to be awarded funding for these packages will be adjusted accordingly.

1.3 Validity of the call for proposals

This Call for Proposals is valid from 1 January 2020 until 31 December 2020.

Applications can be submitted on a continuous basis in accordance with Chapter 3. If necessary, an updated version of this Call for Proposals will be published in the interim for applicants wishing to submit their applications after 31 December 2020.
The Open Technology Programme focuses on scientific and technical research and is characterised by an absence of disciplinary boundaries. The Open Technology Programme shares the NWO Domain AES aim of bringing about knowledge transfer between technical sciences and users. Research proposals are examined for scientific quality and from the perspective of utilisation. Both criteria are given equal weight in the decision-making process.
3 Guidelines for applicants

3.1 Who can apply

Full, associate and assistant professors and other researchers with a comparable appointment can submit an application provided that they:

- are employed (i.e. have a paid position) at one of the following organisations:
  - Universities established in the Kingdom of the Netherlands;
  - University medical centres;
  - KNAW and NWO institutes;
  - Netherlands Cancer Institute;
  - Max Planck Institute for Psycholinguistics in Nijmegen;
  - DUBBLE Beamline at the ESRF in Grenoble;
  - Naturalis Biodiversity Center;
  - Advanced Research Center for Nanolithography (ARCNL);
  - Princess Máxima Center.
- and have a contract of employment (duration of appointment) for at least the duration of the research for which funding is requested. Researchers with a zero-hours appointment are excluded from applying, as are researchers with a temporary (postdoc) appointment.

An exception to the required duration of appointment can be made for:

- Applicants with a tenure-track appointment at one of the above knowledge institutions which does not cover the entire duration of the project. NWO defines a tenure-track appointment as an appointment for experienced scientific researchers with prospects of permanent employment and a professorship in due course. The tenure-track appointment must be confirmed in writing and funded from structural resources of the knowledge institution, as evidenced by a written statement from the institution, guaranteeing the duration of the research. NWO Domain AES will verify whether the appointment meets these conditions.

3.1.1 Main and co-applicants

- On approval of the project, the main applicant becomes the project leader and bears ultimate responsibility for the conduct of the research including the utilisation plan.
- Co-applicants must play an active role in conducting the project (i.e. as (co-)promotor and/or in day-to-day supervision of researchers appointed to the project) and may be designated as sub-project leaders if there are multiple participating knowledge institutions.
- In the case of projects with various applicant knowledge institutions, separate sub-project leaders will have to be appointed. The knowledge institution of the main applicant is the main beneficiary and becomes the official representative of the project. The knowledge institute of the main applicant concludes a funding agreement with NWO. If funding is awarded, the knowledge institution of the main applicant receives a funding/award letter with appendices which sets out the legal and financial conditions of award and should be signed for approval by the knowledge institution.
- The (sub-)project leaders and beneficiary/beneficiaries are jointly responsible for implementation of the entire project.

3.1.2 Main and co-applicants with a part-time appointment

- Main applicants and co-applicants employed on a part-time basis should in any case have access to sufficient university facilities and budget to carry out the project properly.
- Main applicants and co-applicants should carry out AES research while they are working for the knowledge institution. If this is not the case, the other employer should sign a waiver so as to guarantee knowledge ownership by NWO and the knowledge institution(s).
3.2 What can be applied for

3.2.1 Project budget

The maximum AES contribution per project is € 850,000 (including VAT). For projects of an investment nature (> € 150,000 in investments), the maximum AES contribution is M€ 1, including VAT. The Open Technology Programme is intended for engineering research. Funding for clinical research cannot be requested.

The budget modules (including the maximum amounts) available within this call for proposals are listed in the table below. Please request only the amount that is essential to carry out the research.

<table>
<thead>
<tr>
<th>Budget module</th>
<th>Maximum amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD student</td>
<td>No limit on number of positions, according to VSNU rates or NFU rates¹</td>
</tr>
<tr>
<td>Professional Doctorate in Engineering (PDEng)</td>
<td>No limit on number of positions, in combination with PhD students and/or postdoc(s), according to VSNU rates or NFU rates¹</td>
</tr>
<tr>
<td>Postdoc</td>
<td>No limit on number of positions, according to VSNU rates or NFU rates¹</td>
</tr>
<tr>
<td>Non-scientific personnel (NSP) at universities</td>
<td>€ 100,000, according to VSNU rates or NFU rates¹, in combination with PhD students and/or postdoc(s)</td>
</tr>
<tr>
<td>Other scientific personnel (OSP) at universities</td>
<td>€ 100,000, in combination with PhD student and/or postdoc; can be used a maximum of two times per project</td>
</tr>
<tr>
<td>Material costs</td>
<td>€ 15,000 per year per FTE scientific position; can be used a maximum of two times per position</td>
</tr>
<tr>
<td>Investments (up to € 150,000)</td>
<td>Can be used once only, up to € 150,000</td>
</tr>
<tr>
<td>Investments (€ 150,000 to € 500,000)</td>
<td>Can be used once only and must be greater than or equal to € 150,000 (a minimum of € 25,000 applies to data collections) and less than or equal to € 500,000</td>
</tr>
<tr>
<td>Knowledge utilisation</td>
<td>Can be used once only, up to € 25,000</td>
</tr>
<tr>
<td>Internationalisation</td>
<td>Can be used once only, up to € 25,000</td>
</tr>
<tr>
<td>Money follows Cooperation</td>
<td>Less than 50% of the total requested budget</td>
</tr>
</tbody>
</table>

**Explanation of budget modules for personnel**

Funding for salary costs can be requested for personnel who make a substantial contribution to the research. Funding for these salary costs depends on the type of appointment and the organisation to which the personnel are/will be appointed.

- For university institutions, salary costs are funded in accordance with the VSNU salary tables applicable at the time of publication of this call for proposals ([https://www.nwo.nl/salary-tables](https://www.nwo.nl/salary-tables)).
- For university medical centres, salary costs are funded in accordance with the NFU salary tables applicable at the time of publication of this call for proposals ([https://www.nwo.nl/salary-tables](https://www.nwo.nl/salary-tables)).

The rates for all budget modules are available as a separate tab in the financial planning Excel file. For the budget modules “PhD”, “PDEng” and “Postdoc”, in addition to salary costs, the project employee funded by NWO will... 

¹ For personnel outside the Netherlands, local rates are funded up to the VSNU rates.
receive a one-off individual bench fee of € 5,000 to encourage his or her scientific career. Remunerations for PhD students/PhD scholarship students at a Dutch university are not eligible for funding from NWO.

**PhD student (including MD-PhD)**

A PhD student is appointed for 1.0 FTE for a duration of 48 months. The equivalent of 48 full-time months is also possible, e.g. an appointment of 0.8 FTE for 60 months. If a different duration of appointment is deemed necessary in order to conduct the proposed research, this rule may be deviated from as long as proper justification is given. However, the duration of appointment must always be at least 48 months.

**Professional Doctorate in Engineering (PDEng)**

Funding for the appointment of a PDEng can only be requested if funding for a PhD student or postdoc is also requested.

The appointment for a PDEng position is a maximum of 1.0 FTE for 24 months. The PDEng trainee is employed by the applicant institution and is permitted to carry out research activities at an industrial partner for a limited period of time. If the research proposal is accepted, an agreement must be concluded with the industrial partner(s) concerned. The funding application should describe the underlying Technological Designer Programme.

**Postdoc**

The minimum size of the appointment for a postdoc is 6 full-time months and the maximum size is 48 full-time months. The appointment can be structured as desired, but it is always for at least 0.5 FTE or for at least 12 months. The product of FTE x duration should always be at least 6 full-time months.

The material budget is available for more limited use of a postdoc.

**Non-scientific personnel (NSP) at universities**

Funding for the appointment of non-scientific personnel required in order to conduct the research project can only be requested if funding for a PhD student or postdoc is also requested. A maximum of € 100,000 can be requested for non-scientific personnel. This can concern personnel such as student assistants, programmers, technical assistants and analysts. Depending on the job grade, you can choose from salary tables for non-scientific personnel with vocational (MBO), higher education (HBO) or university (Academisch) qualifications.

The minimum size of the appointment is 6 full-time months and the maximum size is 48 full-time months. The appointment can be structured as desired, but it is always for at least 0.5 FTE or for at least 12 months. The product of FTE x duration should always be at least 6 full-time months. The material budget is available for more limited use of non-scientific personnel.

**Other scientific personnel (OSP) at universities**

Funding for the appointment of other scientific personnel, such as AIOS (doctor training to be a specialist), ANIOS (doctor not training to be a specialist), or personnel with a university master’s degree or a Dutch drs. or ir. title, can only be requested if funding for a PhD student or postdoc is also requested. A maximum of € 100,000 can be requested twice.

The minimum size of the appointment is 6 full-time months and the maximum size is 48 full-time months. The appointment can be structured as desired, but it is always for at least 0.5 FTE or for at least 12 months. The product of FTE x duration should always be at least 6 full-time months.

**Explanation of budget module Material**

Per full-time scientific position requested (PhD, postdoc, PDEng), € 15,000 in material budget can be requested a maximum of two times per year of the appointment. Material budget for smaller appointments is requested and provided by NWO on a pro rata basis.

The distribution of the total amount of material budget between the personnel positions funded by NWO is a matter for the applicant. The material budget to be requested should be specified according to the following three items:
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Project-related goods/services

• consumables (glassware, chemicals, cryogenic fluids, etc.);
• measurement and calculation time (e.g. supercomputer access, etc.);
• costs for acquiring or using data collections (e.g. from Statistics Netherlands), for which the total amount does not exceed € 25,000 per application;
• access to large national and international facilities (e.g. cleanrooms\(^2\), synchrotrons, etc.);
• work by third parties (e.g. laboratory analyses, data collection, etc.);
• personnel costs for the appointment of a postdoc and/or non-scientific personnel of a smaller size than offered under these personnel budget modules.

Travel and accommodation costs for the requested personnel positions

• travel and accommodation costs;
• congress visits (max. 2 per year per requested scientific personnel position);
• fieldwork;
• work visits.

Implementation costs

• national symposium/conference/workshop organised by the project;
• costs of Open Access publishing (only in full gold Open Access journals, registered in the Directory of Open Access Journals, https://doaj.org/);
• data management costs;
• costs of licence applications (e.g. for animal experiments);
• audit costs (only for institutions not subject to the educational audit protocol of the Ministry of Education, Culture and Science), up to € 5,000 per application; for projects with a duration of three years or less, up to € 2,500 per application.

Costs that cannot be applied for are:

• basic facilities within the institution (e.g. laptops, office furniture, etc.);
• maintenance and insurance costs;
• clinical trials.

Explanation of budget module Investments (up to € 150,000)

In this budget module, funding can be requested up to a maximum of € 150,000 for investments in equipment, data collections and/or software (e.g. lasers, specialist computers or computer programs). The costs of investments should be adequately specified and justified in the application.

The following can be funded:

• costs of investment in scientific equipment;
• costs of investment in datasets;
• personnel costs for the setting up of databases and the initial digitalisation of the bibliographical equipment, if these cannot be purchased;
• personnel costs for staff with essential technical expertise needed in order to build or develop an investment.

When requesting funding for personnel costs, the applicant must justify why these personnel costs are necessary. If the applicant does not have this expertise at their disposal, they must state that these costs will need to be purchased. The applicant’s internal purchasing procedures and/or guidelines are applicable.

\(^2\) Cleanroom costs are determined on the basis of the NWO Domain AES cleanroom regulations; see https://www.nwo.nl/en/documents/ttw/project-management/cleanroom-regulation
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Funding cannot be requested for:
- costs of infrastructure facilities that can be regarded as part of the regular infrastructure;
- data collections and any associated software and bibliographies that are already available through other means;
- other personnel costs, including personnel costs required to operate and conduct research with the facility;
- maintenance and use of the equipment. The costs of equipment use by the researchers that are requested on a project can be requested via the material budget.

**Explanation of budget module Investments (from € 150,000 to € 500,000)**

In this budget module, funding can be requested for project-related investments in scientifically innovative equipment and/or data collection of national or international importance. The costs of these project-related investments should be adequately specified and justified in the application. The minimum amount that can be applied for is € 150,000. The maximum amount that can be applied for is € 500,000. The costs of investments should be adequately specified and justified in the application.

The following can be funded:
- costs of investment in scientific equipment;
- costs of investment in datasets;
- personnel costs for the setting up of databases and the initial digitalisation of the bibliographical equipment, if these cannot be purchased;
- personnel costs for staff with essential technical expertise needed in order to build or develop an investment.

When requesting funding for personnel costs, the applicant must justify why these personnel costs are necessary. If the applicant does not have this expertise at their disposal, they must state that these costs will need to be purchased. The applicant’s internal purchasing procedures and/or guidelines are applicable.

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- other personnel costs, including personnel costs required to operate and conduct research with the facility;
- maintenance and use of the equipment. The costs of equipment use by the researchers that are requested on a project can be requested via the material budget.

**Explanation of budget module Knowledge Utilisation**

The aim of this budget module is to facilitate the use of the knowledge that emerges from the research. The budget requested must not exceed € 25,000.

Because knowledge utilisation takes many different forms in different scientific fields, it is up to the applicant to specify the costs required, e.g. costs of producing a teaching package, conducting a feasibility study into potential applications, or filing a patent application. The budget requested should be adequately specified in the application.

**Explanation of budget module Internationalisation**

The budget for internationalisation aims to encourage international collaboration. The budget requested must not exceed € 25,000. The amount requested must be specified. If the maximum amount is not sufficient for realising the research, then it may be deviated from if a clear justification is provided in the proposal.

The following can be funded:

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3 This budget module adopts the definition of “knowledge transfer” used by the European Commission in the Framework for State aid for research and development and innovation (OJEU 2014, C 198).
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- travel and accommodation costs, provided this concerns direct research costs resulting from international collaboration and additional costs for internationalisation that are not covered in any other way, e.g. by the bench fee;
- travel and accommodation costs for foreign guest researchers;
- costs of organising international workshops/symposia/scientific meetings.

Explanation of budget module Money follows Cooperation (MfC)

The Money follows Cooperation module offers the opportunity to carry out part of the project at a knowledge institute with a public task outside the Netherlands.

The applicant must convincingly substantiate how the researcher from the foreign knowledge institute contributes specific expertise to the research project that is not available in the Netherlands at the level required for the project.

This condition does not apply if NWO has concluded a bilateral agreement concerning Money follows Cooperation with the national research funder of the country in which the foreign research institute is located.

The requested budget within this module must be less than 50% of the total requested budget.

A researcher from the foreign knowledge institute should meet the requirements for co-applicants set out in Section 3.1 of this call for proposals, except for the condition that the co-applicant must be established within the Kingdom of the Netherlands.

The applicant receives the funding and is responsible for transferring it to the foreign knowledge institute and for accounting for the MfC part of the funding.

The exchange rate risk is borne by the applicant. Exchange rate liabilities are therefore not eligible costs. The applicant is responsible for:

- the financial accountability for all costs in both euros and local currency, using a visible exchange rate;
- a reasonable determination of the level of exchange rates. At the request of NWO, the applicant must be able to provide a description of this reasonable determination at all times.

NWO does not award funding to co-applicants from outside the Netherlands who are subject to national or international sanctions laws and regulations. The EU Sanctions Map ([https://www.sanctionsmap.eu](https://www.sanctionsmap.eu)) offers a guideline in this respect.

3.3 When can applications be submitted

Applications can be submitted on a continuous basis. If the application fulfils the formal requirements, NWO Domain AES will consider the application. NWO Domain AES aims for a processing period of six months, calculated from the date on which the formal requirements are fulfilled. If major investments are proposed or special infrastructure facilities are requested, the processing period may be longer. This also applies to applications that require advance consultation with regard to intellectual property.

3.4 Drawing up an application

- Download the application form and necessary appendices from the NWO website (at the bottom of the funding page for OTP on the NWO AES webpage).
- Complete the application form and necessary appendices (see also Section 3.6).
- Save the documents as PDFs and upload them to ISAAC.

3.5 Funding conditions

The NWO Grant Rules 2017, the “Guidelines User committee NWO Domain AES – 2017”, the Approval of funding for scientific research and the NWO Domain AES cleanroom regulations apply to all applications.
3.5.1 User Committee

To promote the effective transfer to users of knowledge generated by the research, NWO Domain AES sets up a user committee for each research project in consultation with the project leader, based on the users proposed in the project plan. By participating, members commit to the rights and obligations laid down for user committee participation in the “Brochure Guidelines User committee NWO Domain AES – 2017” (www.nwo.nl/aes).

Users of research are defined as natural or legal persons (at national or international level) who are able to apply the results of the research. A distinction is sometimes drawn between direct users of the knowledge generated, usually companies, and end users, who buy the products from those companies. Both have their own role to play in the innovation chain and must be named in the utilisation plan. It is the explicit intention that potential technology users and end users outside the immediate circle and outside the research field of the researchers submitting the application should be involved in the project from beginning to end. Users should be able to apply the knowledge generated by the research in the medium to long term. Actual and potential users should be indicated in the utilisation section of the research application.

After the research proposal has been awarded funding, at least four users must sit on the user committee. At least two companies must be represented on the user committee.

3.5.2 Co-funding

Co-funding requirement

If the total project costs exceed € 600,000, at least one user is required to make a contribution to the project costs (or several users contribute) (co-funding), namely in total 25% of the sum in excess of € 600,000.

Definitions

- **Total project costs**: necessary financial resources plus in-kind contributions.
- **Co-funding**: financial and/or in-kind contribution(s).
- **Financial contributions**: financial contributions are used to cover part of the project costs and so, together with the contribution from AES, constitute the necessary financial resources.

In-kind contributions: capitalised personnel and/or material contributions from users.

The following principles apply to co-funding:

- NWO Domain AES uses the financial co-funding to cover part of the project costs. After funding has been awarded, NWO Domain AES sends an invoice to users who have pledged a financial contribution. Once the funds have been received, they are allocated to the project. After the research proposal has been approved, NWO Domain AES will ask the user for confirmation of the co-funding (“confirmation of commitment by third parties”) and, in relevant cases, lay down further arrangements in an agreement.
- NWO Domain AES does not charge VAT on cash co-funding.
- NWO Domain AES accepts personnel input and material contributions as co-funding on condition that these are capitalised and that they form an integral part of the project. This should be made clear in the description and planning/phasing of the research.
- NWO Domain AES is the main funder of the projects. Project applications where the co-funding from users exceeds the amount to be borne by NWO Domain AES will not be considered.
- NWO Domain AES assumes that providers of co-funding have a vested interest as users and so as appliers of the research results outside science. Co-funders always participate in the user committee.
- Government agencies can play various roles in AES projects, namely: (1) as a research partner (without entitlement to AES funding), (2) as a performer of a specific assignment (at market rates) or (3) as a user. Government agencies may act as users under the same conditions as private users.
- Part of the research may be conducted by third parties. A condition is that the expertise provided in the form of man-hours is not already available at the knowledge institution(s) and is used specifically for the AES project. For personnel support by third parties, NWO Domain AES applies fixed rates in order to capitalise the number of man-hours used (up to 1400 direct hours/year/FTE) for a senior or junior researcher. For the current rates, see https://www.nwo.nl/aes.
- For pledges of material resources, charge the cost price. Commercial rates are not accepted. For pledges of equipment, take previous depreciation and intensity of use into account.
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- Pledges in the form of supplies of services are possible only if the service can be itemised as an identifiable new endeavour. The service should not already be available at the knowledge institution(s) conducting the research. Applicants may wish to claim services already supplied (such as a database, software or plant lines) as in-kind co-funding. Acceptance is not automatic in such cases. Please contact NWO Domain AES. Further consultations will take place to decide whether a specific value can be determined for this supply of services.

The co-funding to be provided by users must be confirmed in a letter of support to the applicant, signed by an authorised representative of the organisation. These letters must state the following explicitly: 1) the importance of the research proposal to the organisation, 2) the importance of the utilisation plan to its operations, 3) the pledged financial contribution(s) or the specified, capitalised material and/or personnel contribution(s), and 4) whether the user intends (i) to allow NWO Domain AES to take the lead in making IP agreements in accordance with applicable AES-IP policy, or (ii) to make its own IP&P agreements with the knowledge institution and users involved. The amounts stated in the letter of support should agree with the amounts in the project budget. No conditions are imposed on the provision of co-funding. See also the FAQ and the available template for a support letter.

Not allowable as co-funding

- NWO Domain AES guards against improper mixing of cash flows: co-funding can never come from direct or indirect government funding (NWO, KNAW). As a result, co-funding can also never come from the knowledge institution of the (co-)applicant(s) or from institutes which are themselves eligible to apply to NWO Domain AES.
- Discounts on commercial or other rates, including on materials, equipment and/or services.
- Costs relating to overheads, supervision, consultancy and/or participation in the user committee.
- Costs of services that are conditional. No conditions may be imposed on the provision of co-funding. Nor may the provision of co-funding be contingent upon reaching a certain stage in the research plan (e.g. go/no-go moment).
- Costs which are not paid by NWO Domain AES (e.g. clinical trials, costs relating to the exploitation of the research results, equipment service charges).
- Costs of equipment if one of the objectives of the research proposal is to improve or add value to this equipment.

3.5.3 Duration of the project

The maximum duration of projects within the Open Technology Programme is six years.

Funding is not granted until after the necessary documents have been signed and received by NWO Domain AES and all relevant award conditions have been fulfilled. If the latter is not yet the case, for example due to continuing negotiations over intellectual property, written permission to start the project can be requested from NWO Domain AES. Without such written permission, potential financial risks are borne by the applicant(s). The starting date of the project is the date on which the project leader undertook an initial expenditure of allocated funding for the project or the date of the first appointment of personnel to the project. A project should start within 12 months after the funding is awarded.

Reporting

The project leader reports on the progress of the project at least once a year, in writing, and the user committee then meets to discuss the progress made. As an exception – to be decided by NWO Domain AES – the user committee may meet less frequently.

Utilisation of the research results is an established fixture of the discussion. It covers collaboration with (potential) users and the protection and commercialisation of the knowledge generated.

3.5.4 Resubmitting research proposals

Research proposals that were rejected in a previous NWO Domain AES selection procedure cannot be resubmitted within one year of the rejection decision.
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If a proposal is resubmitted after that period, the scientific description (Section 4 of the application form) and/or the utilisation plan (Section 5 of the application form) must have been significantly revised. NWO Domain AES will be the judge of this. The earlier referees’ comments may be used as a guideline in revising the proposal. When submitting the research proposal, the applicant should attach a statement in English explaining the revisions. If the research proposal has not been revised sufficiently, it will not be considered.

3.5.5 Intellectual Property & Publication agreements

During the transfer of knowledge between research and users within NWO programmes and projects, it is important that research results are handled responsibly with a view to contributing to science and the application of knowledge. NWO aims to exploit and publish research results as widely as possible and aims to encourage cooperation between researchers and various organisations.

The rules on this are laid down in the applicable NWO Grant Rules 2017, Article 4.2.4 IP Rights to results, “Intellectual Property (IP) Policy” in Annex 1 to this call and the Publication agreements of NWO Domain AES (part of the “Brochure Guidelines User committee NWO Domain AES – 2017”).

In the form “Declaration and signature of main applicant”, the applicant indicates the choice of responsibility for making IP agreements with the users. The users’ letters of support must endorse this choice.

3.5.6 Open Access

All scientific publications resulting from research funded by awards under this call for proposals must be freely accessible worldwide (Open Access) and be made available immediately (at the time of publication). There are several ways for researchers to publish Open Access. A detailed explanation can be found at https://www.nwo.nl/openscience-en.

3.5.7 Data management

Responsible data management is part of good research. NWO wants research data that emerge from publicly funded research to become freely and sustainably available, as much as possible, for reuse by other researchers. NWO also wants to raise awareness among researchers about the importance of responsible data management. Applications should therefore comply with the NWO data management protocol. This protocol consists of two steps:

1. Data management section
   The data management section is part of the research application. Researchers are required to answer four questions about data management within their intended research project. Researchers are therefore asked to consider, even before the research starts, how the collected data should be organised and categorised so that they can be made freely available. Measures will often need to be taken during the production and analysis of the data to make their later storage and dissemination possible. Researchers themselves can indicate which research data they consider relevant for storage and reuse.

2. Data management plan
   After an application has been accepted, the researcher should develop the data management section into a data management plan. The data management plan is a detailed elaboration of the data management section. In the plan, the researcher describes whether existing data will be used or whether this is a new data collection, and how the data collection will then be made FAIR: Findable, Accessible, Interoperable and Reusable. The plan must be submitted to NWO via ISAAC within four months after the proposal has been awarded funding. NWO will approve the plan as quickly as possible. Approval of the data management plan by NWO is a condition for disbursement of the grant. The plan can be adjusted during the research.

For more information on the NWO data management protocol, see: https://www.nwo.nl/datamanagement-en.

3.5.8 Nagoya Protocol

The Nagoya Protocol became effective on 12 October 2014 and aims to contribute to an honest and reasonable distribution of benefits emerging from the use of genetic resources (Access and Benefit Sharing; ABS). Researchers who make use of genetic resources from the Netherlands or abroad for their research should familiarise themselves with the Nagoya Protocol (www.absfocalpoint.nl). NWO assumes that researchers will take all necessary actions with respect to the Nagoya Protocol.
3.6 Submitting an application

Applications may be submitted exclusively via the ISAAC online application system. Applications not submitted via ISAAC will not be considered. Main applicants are required to submit their applications via their personal ISAAC account. If the main applicant already has an account for ISAAC, there is no need to create a new account in order to submit an application.

Two steps are involved in submitting an application:

1. Online entry of the requested data in ISAAC.
2. Submission of the completed application form.
   a. Download the application form from the ISAAC online application system or from the NWO Domain AES website (at the foot of the web page for the relevant call for proposals).
   b. Complete the application form.
   c. Save the form as a PDF and upload it to ISAAC.

Appendices

Appendices accompanying the application form should be sent separately in unprotected PDF format. The application form with appendices is considered as a research application.

Mandatory appendices:

- Completed “Financial planning” form;
- Completed and signed form “Declaration and signature of main applicant”;
- Completed form “Data management section” (in English);
- Letters of support confirming the co-funding (as a single combined PDF);
- Written declaration concerning the tenure track position of the (main) applicant (if applicable).

The application should not exceed twelve pages in A4 format (minimum Calibri 9.5 point or similar font), excluding references and mandatory appendices. Additional documentation is not permitted. If there is more than one participating research institute, the limit is fifteen pages. Departments, faculties and other organisational units do not count as separate knowledge institutions. The application should be written in English. Additional sub-chapters may be added to Section 4.1 of the application form.

The information entered should be complete and correct. Incomplete forms or forms that exceed the maximum permitted length may lead to your application not being considered.

For questions of a technical nature, please contact the ISAAC helpdesk; see Section 5.1.2.
Chapter 4: Assessment procedure

4 Assessment procedure

4.1 Procedure

The first step in the assessment procedure is a test to check whether the application can be accepted for processing. The conditions set out in Chapter 3 of this call for proposals are applied to this end.

If the relevant conditions (Section 3.5) are not fulfilled or the information requested is incomplete, the application will not be considered. In that case, NWO Domain AES returns the application to the main applicant with a request for adjustments or additional information. The main applicant will be informed whether the application is to be considered within fifteen working days after registration of the project. If it is not to be considered, the main applicant is given four weeks – calculated from the date of the NWO Domain AES notification – to submit a revised version. If the required information is incomplete or is not provided by the deadline, the application will not be taken into consideration by NWO Domain AES.

4.2 Schedule

Applications can be submitted on a continuous basis. NWO processes eligible applications in the order in which they are received. If NWO has asked an applicant to supplement or amend an application, the date on which the applicant submitted the amended or supplemented application is regarded as the date of receipt of the application.

4.3 Assessment by referees

NWO Domain AES submits the research proposal to a number of national and international experts in the relevant specialist area (peer review). These referees are drawn from the scientific world, large research knowledge institutions and industry. Referees remain anonymous. They assess the application on the basis of specific questions about scientific quality and utilisation. The questions submitted to referees are available on the website. NWO Domain AES recommends that applicants anticipate these questions in the research application. For the purposes of the Open Technology Programme, AES aims to have the research proposal assessed by at least three referees.

NWO Domain AES does not use a non-referee list, which allows certain referees to be excluded in advance. However, the applicant(s) may ask the AES office to exclude up to five people or organisations from acting as referees.

4.4 Applicants’ rebuttal

The individual referees’ comments, anonymised and if necessary paraphrased, are combined in ISAAC. NWO Domain AES requests the main applicant to respond to the referees’ comments in ISAAC (rebuttal). Applicants have 10 working days to submit the rebuttal, calculated from the date of the request from NWO Domain AES. The rebuttal should be written in English. Referees’ reports and applicants’ rebuttals will be used by the jury members in their assessment.

4.5 Juries and decision-making

Under the Open Technology Programme, research proposals from different disciplines are in competition with each other. To guarantee the objectivity of the assessment as far as possible, NWO Domain AES puts together a new independent multidisciplinary jury consisting of 10 to 12 members for each package of applications to be assessed. The members are highly educated and/or experienced people with an affinity for technology development. Jury members come from different sectors of society: universities, large knowledge institutions, industry and other sectors. This approach makes it possible to take the social needs that can be addressed by science and technology into consideration in every assessment.
Chapter 4: Assessment procedure

It is established practice that a person acts as a jury member for the Open Technology Programme only once in any three-year period. The entire procedure takes place in writing, without consultation. A jury member does not know the identities of other jury members in the same assessment round. Each jury member assigns two scores to each application that are of equal weight in determining the qualification, one for scientific quality and one for utilisation (prospects) (see Sections 4.8 and 4.9). During the assessment process, the jury will award scores for each criterion on the basis of a 9-point scale, with 1 being the highest/best score and 9 the lowest/poorest score.

The NWO Domain AES Board takes the allocation decisions primarily on the basis of the prioritisation of the research proposals. The starting point in this respect is the order determined on the basis of the jury members’ rankings. The NWO Domain AES Board does not judge the scientific content of the research proposals.

The NWO Domain AES Board may attach additional conditions to an award. These conditions may relate to matters such as intellectual property, co-funding by (potential) users, major investments and/or special infrastructure facilities.

4.6 NWO Code for Dealing with Personal Interests

All persons and NWO employees involved in the assessment and/or decision making are subject to the NWO Code for Dealing with Personal Interests. See also: https://www.nwo.nl/en/common/subsidies/funding-process-explained/code-for-dealing-with-personal-interests.

4.7 Role of data management in the assessment

The data management section in the application is not assessed and is therefore not taken into account in deciding whether to grant an application. However, both the referees and the committee may advise on the data management section. After an application has been accepted, the researcher should elaborate the section into a data management plan. Applicants may use the advice of the referees and committee in this regard. The project can start as soon as the data management plan has been approved by NWO.

4.8 Qualification

NWO assigns a qualification to all full proposals. The applicant is notified of this qualification when the decision on whether to grant funding is made.

To be eligible for funding, an application should be qualified as at least “very good” (scoring 3.5 or lower).

For more information on qualifications, see Annex 2 and https://www.nwo.nl/qualifications.

The average scores of the jury members on both criteria are weighted equally and averaged to determine the qualification to be assigned to the application.
4.9 Criteria

Applications are assessed on the basis of the following criteria:

Criterion I: Scientific quality

This includes:
- Originality and scientifically innovative elements.
- Design of the project (objectives, hypotheses, research methods and scientific feasibility).
- Coherence and planning of the research lines.
- Competence of the research group (position in science, available infrastructure).
- The use of research capacity for the project.

Criterion II: Utilisation (prospects)

This includes:
- The potential economic and/or societal impact of the research.
- The contribution and commitment of users and the intended composition of the user committee.
- Freedom regarding application in terms of economic propositions, existing patents, feasibility and/or social acceptance.
- Prospects for cooperation with industry and knowledge utilisation in the event of scientific success.
- The competence and reputation of the research group(s) in terms of knowledge transfer and application of their own research results.
5 Contact and other information

5.1 Contact

5.1.1 Questions about content

For questions about this call for proposals, please contact the OTP coordinators:

Dr.ir. Shirley Baert
Tel.: +31 30 600 1326
e-mail: s.baert@nwo.nl

Drs.ing. Dieuwke Voorhoeve
Tel.: +31 30 600 1375
e-mail: d.voorhoeve@nwo.nl

5.1.2 Technical questions about the electronic application system ISAAC

If you have any technical questions about the use of ISAAC, please contact the ISAAC helpdesk. Consult the manual first before asking the helpdesk for advice. The ISAAC helpdesk is available from 10:00 to 17:00 from Monday to Friday on telephone number +31 20 346 7179. You can also send your question by e-mail to isaac.helpdesk@nwo.nl. The helpdesk will respond within two working days.

5.2 Other information

The latest version of this brochure, a link to the funding page and other relevant information can be found at www.nwo.nl/otp.
Annex(es)
1 Intellectual Property (IP) Policy

1.1 Introduction

NWO Domain AES brings about knowledge transfer between technical sciences and users. In this regard, it is important that research results in general and patentable inventions in particular are handled responsibly. NWO Domain AES aims to exploit and publish research results as widely as possible while retaining the option of establishing Intellectual Property (IP) rights and transferring or licensing them to the user(s), and to encourage cooperation between researchers and multiple companies.

The IP rules of NWO Domain AES support the domain’s mission and are in line with the NWO IP policy. The NWO IP policy can be found in Section 4 of the NWO Grant Rules 2017, version dated January 2017. The NWO IP policy is in line with the “Rules for public-private partnership” as presented to the Dutch House of Representatives on 25 June 2013.

Main applicants and co-applicants should carry out AES research while they are working for the knowledge institution. If this is not the case, the other employer should sign a waiver so as to guarantee knowledge ownership by NWO Domain AES and the research institution(s).

NWO Domain AES offers knowledge institutions the opportunity to make their own IP & Publication (IP&P) agreements with the parties that they collaborate with. In this way, NWO Domain AES aims to respond more appropriately to the wishes of researchers and co-funders involved in AES projects. It is still possible to opt for the approach in which NWO Domain AES takes the lead in making agreements about matters such as intellectual property. In that case, the IP rights to the results are owned jointly by NWO and the beneficiary whose employee generated the results in question.

Knowledge institutions preferring to make their own IP&P agreements must state this choice at the time of submission (with the consent of the users involved) and have made written agreements about this within three months of the approval of their AES project. The lead for making these agreements lies with the main applicant/project leader. NWO Domain AES will then review the agreements against the four criteria set out in Section 1.4. These criteria are in line with the task and mission of NWO Domain AES.

1.2 Choice on submission

NWO Domain AES asks applicants to state in the “Project details form” (appendix to the research application) which option they choose with regard to making IP&P agreements concerning the results of the research. The two options and the associated implementation conditions are described in the box below.
Responsibility for making Intellectual Property & Publication* agreements lies with NWO Domain AES (“AES IP&P agreements”)


Access to foreground IP rights for private parties / consortium:

0–10% private contribution from private parties: No automatic right for private party/parties.

11–30% private contribution from private parties: Option right for private party/consortium.

31-50% private contribution from private parties: Non-exclusive non-transferable commercial licence + option rights to exclusive right. Participation in patent costs may be required.

Private parties may combine their contributions to attain a more favourable category.

Confidential data are treated confidentially.

Results may be published at any time; publication may be deferred for up to nine months for protection (patenting) of results.

Agreements must be confirmed in writing within six months after the award of funding.

For more information about the options, see Section 4 of the NWO Grant Rules 2017, version dated January 2019, the “Brochure Guidelines User committee NWO Domain AES – 2017” and the relevant/underlying Call for proposals.

Responsibility for making Intellectual Property & Publication* agreements lies with the main applicant/project leader (“Own IP&P agreements”)

Own IP&P agreements must meet the following criteria:

i. All necessary foreground (IP resulting from the AES project) and – as far as legally possible – background (pre-existing IP of the business and/or knowledge institution) are available to carry out the project.

ii. The contract aims to apply or share results in the sense of publication.

iii. Publication of the scientific knowledge resulting from the project will not be blocked by users; rather, the beneficiary and users will determine the publication dates by mutual consultation.

iv. Project results generated by the beneficiary will remain available to the beneficiary for teaching and research purposes.

On submission: The research institution(s) and all users agree to apply their own IP&P agreements to the AES project and declare that these IP&P agreements (will) meet criteria i to iv.

After award: The beneficiary/beneficiaries and all users accept the contract in writing.

Within three (!) months after the award, NWO Domain AES will receive the following from the project leader:

i. The signed contract in which IP&P agreements have been made with the user(s).

ii. A signed IP&P statement by which the beneficiary/beneficiaries declare(s) that the contract containing IP&P agreements with the user(s) meets the criteria. The project leader should refer to the relevant clauses of the contract.

NWO Domain AES reviews the contract against the criteria; if the contract is approved, NWO Domain AES will inform the project leader that the project may commence.
1.3 Responsibility for making IP&P agreements lies with NWO Domain AES

NWO Domain AES takes the lead in negotiations on IP&P agreements. After the award of funding, a user contributing to the project will receive a letter from NWO Domain AES informing it that the project has been awarded funding at the knowledge institution. NWO Domain AES will also ask the user to sign the letter for approval, in order to (re)confirm their participation in and contribution to the project. The user may also wish to consolidate the mutual rights and obligations involved in the partnership in a more detailed contract. This option is available.

More information about the NWO IP policy is given below (see also the “Brochure Guidelines User committee NWO Domain AES – 2017” at https://www.nwo.nl/aes-applicant.

*NB: All scientific publications resulting from research funded by awards under this call for proposals must be freely accessible (Open Access) and be made available immediately (at the time of publication). There are several ways for researchers to publish Open Access. A detailed explanation can be found on the NWO website www.nwo.nl/openscience-en.

1.4 Basic principles of the IP policy of NWO Domain AES

1.4.1 Ownership of the research results

Ownership of the research results of an AES project that have been generated by the research institution(s) is held jointly by the relevant research institution(s) and NWO.

- Ownership of the research results of an AES project that have been generated exclusively by the user(s) is held by the relevant user(s). The user(s) gives (give) NWO Domain AES and the research institution “freedom to operate”.
- Ownership of the research results of an AES project that have been generated jointly by the research institution(s) and user(s) are held by the relevant research institution(s) and NWO. If a co-inventing user has provided more than 10% personal co-funding to the project, this user acquires a royalty-free, non-exclusive, non-transferable right of use.
- Existing IP rights remain the property of the rights holder who contributes the IP rights to the project. To the extent that is legally possible and provided there are no serious commercial objections, this rights holder gives reasonable “freedom to operate” determined at their own discretion.
- “Freedom to operate” means that the owner of the intellectual property grants licences to others within the project:
  - to the extent legally possible;
  - to the extent necessary for the project (free of charge);
  - to the extent necessary for the exploitation of (other) research results (at market price);
  - to the extent that it does not prejudice the reasonable commercial interests of the owner.

1.4.2 Protection of research results, confidentiality and publications

NWO Domain AES attaches great importance to knowledge protection if such protection increases the likelihood of knowledge transfer. Users admitted to the user committee at the start of or during the research undertake to maintain confidentiality with regard to the research results. Before or during a project, the participants may agree not to protect knowledge within the project if this benefits the knowledge utilisation.

The researcher is obliged to report any inventions to NWO Domain AES immediately. NWO Domain AES should be made aware in advance of any obstacles to the free use or exploitation of results. If it emerges that there are any obstacles to the implementation of the IP policy of NWO Domain AES, NWO Domain AES will impose additional conditions. If it emerges in the course of the project that the project leader has omitted to notify such relevant information, NWO Domain AES may suspend the project until the obstacles have been removed. NWO Domain AES may request access to contracts and/or patents in this respect. Contracts must not conflict with the IP policy of NWO Domain AES. If it emerges that NWO Domain AES cannot have free access to the results of the AES research, NWO Domain AES may decide not to award funding or to discontinue the project.
1.5 Responsibility for making IP&P agreements lies with the main applicant/project leader

If the main applicant/project leader opts to make their own IP&P agreements with the user(s), the agreements must be recorded in writing and meet the following conditions:

i. All necessary foreground (IP resulting from the AES project) and – as far as legally possible – background (pre-existing IP of the business and/or knowledge institution) are available to carry out the project.

ii. The contract aims to apply or share results in the sense of publication.

iii. Publication of the scientific knowledge resulting from the project will not be blocked by users; rather, the beneficiary and users will determine the publication dates by mutual consultation.

iv. Project results generated by the beneficiary will remain available to the beneficiary for teaching and research purposes.

In addition, the following conditions apply at the time of submission and award, respectively:

- On submission: The beneficiary/beneficiaries and all users agree to apply their own IP&P agreements to the AES project and declare that these agreements (will) meet criteria i to iv.
- After award: The beneficiary/ beneficiaries and all users accept the contract in writing.

The project leader will provide a copy of the contract within three months after the award. The project leader will indicate where each condition is addressed in the contract.

In addition, within three (3) months from the date of award, all beneficiaries and users involved will declare, by signing and returning the contract, that the conditions have been met.

If the review finds that the agreements do not meet the above conditions, NWO Domain AES may extend the aforementioned period of three (3) months after the award once only, by a maximum of two (2) months, in order to give the user(s) and beneficiary/ beneficiaries the opportunity to adjust the agreements so that they do meet the criteria.

If the conditions are not met, the award conditions are not met and funding will not be granted.
2 Jury assessment scales

2.1 Jury assessment scale for Scientific Quality

1. Excellent
   - An excellent researcher or research team.
   - A well-chosen problem.
   - The method is extremely original and effective.
   - Very urgent.

2. Excellent to very good

3. Very good
   - A competent researcher or research team.
   - An important problem.
   - The method is original and effective.
   - Prompt action is important.

4. Very good to good

5. Good
   - An average researcher or research team.
   - A routine problem.
   - The method has some original features and can be used to tackle the project, although other options are also conceivable.

6. Good to moderate

7. Moderate
   - It is by no means certain that this work is within the capacity of the researcher and/or research team: the proposal itself contains no obvious errors.
   - A moderately interesting problem.
   - Whether this standard method can be used to tackle the project successfully is doubtful.
   - The project could well be postponed.

8. Moderate to substandard

9. Substandard
   - The competence of the researcher or research team is deemed insufficient.
   - The proposal contains serious errors or mistakes.
   - This outdated method is not suitable for this project.
   - Do not implement, even if funds are left over.
2.2 Jury assessment scale for Utilisation

1. **Excellent**
   - This will certainly lead to important new techniques or to very important applications in industry, society, or other sciences.
   - This research is urgently needed in order to assess the consequences of using this technology or technique.
   - The utilisation is well thought out and the approach is highly likely to guarantee effective use of the results.

2. **Excellent to very good**

3. **Very good**
   - This research will probably lead to important new techniques or to important applications in industry, society, or other sciences.
   - This research is highly desirable in order to assess the consequences of using this technology or technique.
   - The utilisation is well thought out and the approach makes it likely that the results of this work will be put to good use.

4. **Very good to good**

5. **Good**
   - This work may well lead to new techniques, or to applications that might be useful to industry, society, or other sciences.
   - This research will be necessary in order to assess the consequences of this technology or technique.
   - The utilisation is sufficiently well thought out and is likely to be improved during the work; the results of this work will probably be put to use.

6. **Good to moderate**

7. **Moderate**
   - From a technical perspective, this work may well prove useful one day, or another science, industry or society may be able to use some of the results in due course.
   - The results of this research are not awaited with urgency but may prove useful when the consequences of using this technology or technique need to be assessed.
   - The utilisation is not satisfactory. Unless it is improved, there is reason to fear that the results of this work will not be used.

8. **Moderate to substandard**

9. **Substandard**
   - From a technical perspective, the work is poor and redundant, i.e. other, better or equivalent but cheaper techniques are already available.
   - This research does not make a contribution, but rather increases the confusion that exists regarding the consequences of using this technology or technique.
   - The utilisation is completely unsuitable.
3  Letter of support

Letter of support are unconditional and do not contain any opt-out clauses!

To: <Name main applicant>,
<Maint applicant’s institute>

Subject: Letter of Support to <project title> in <name call for proposals>

<Place, date>

Dear <Name main applicant>,

With this letter I declare on behalf of <name of your organisation> our interest in and support for your research project proposal <Title project proposal> in the <name call for proposals> call of NWO Domain Applied and Engineering Sciences (NWO Domain AES).

As <name of your organisation>, we have read and have been fully informed about your application in the <name call for proposals> call from NWO Domain AES. We are very interested in participating in the project.

<Insert a description of your core business (type of company, size, which service, products).>

<Insert your interest in the project and the research group(s)>

<Insert the potential/interest you see/expect with regards to utilisation>

Please explain why answering the research question is important for your company. How does this solution fit in your company’s strategy?

We will contribute to this project. Our contribution will consist of:

An in-kind contribution as itemised in the table below.

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Briefly explain the in-kind contribution and state all items in terms of the price or the hourly rate. For personnel costs please bear in mind that maximum rates apply, which can be found on the AES website. Please read the call for proposals for an explanation of the in-kind contributions permitted. Explain why the in-kind contribution fits the research proposal/planning.

We will provide an in-cash contribution of <xx,xxx> euros, exclusive of Dutch VAT. This amount and the required additional Dutch VAT will be paid to the NWO Domain AES if the application is granted.

Furthermore, we state that we will actively participate in the User Committee (UC) established and that we will comply with the applicable terms and conditions for participation.
The terms and conditions can be found in the brochure ‘Guidelines Users’ Committee NWO Domain AES’ on AES’s website www.nwo.nl/aes.

Choose one of the following dependent on the choice for AES Intellectual Property & Publication (IP&P) arrangements or Own IP&P arrangements of the IP policy of NWO Domain AES (see Call for proposals or the document ‘Intellectual Property and Publication Arrangements’ on AES’s website www.nwo.nl/aes).

1) In the case of NWO Domain AES takes the lead in making IP&P arrangements:
We accept the Guidelines Users’ Committee of NWO Domain AES.

2) In the case of the main applicant/project leader takes the lead in making IP&P arrangements:
We accept the Guidelines Users’ Committee of NWO Domain AES, excluding part three, ‘Intellectual Property’. We support the choice for making ‘Own IP&P arrangements’ by the applicant(s) and let the main applicant/project leader, <name main applicant>, take the lead in making the intellectual property and publication arrangements. If the project is approved and granted then as a consortium partner we will share responsibility for a prompt completion of a consortium agreement.

Yours sincerely,

<signature>............................................
<Name of an authorised representative of your organisation>
<Role within the organisation>
<Name of your organisation>