Application: who can apply?

1. Can researchers from non-academic hospitals apply?
   - No, they may not. Researchers employed at non-academic hospitals may not apply. The main applicant should be employed at a research institute. See “Who can apply?” at
   Researchers with an appointment at multiple hospitals should apply with their contact details and extent of employment at the academic hospital.

2. I have an appointment at a knowledge institute and at a company. How can I participate in the project?
   - You will have to make a choice to participate either from your affiliation at the knowledge institute (in which case you may be an applicant, co-applicant and/or part of the research team) or from your affiliation at the company as a user in the user committee. If you choose to participate on behalf of the knowledge institute and the company would also like to be involved in the project, then someone else will have to represent the company.

3. Can we have more than one co-applicant? Yes, multiple co-applicants are allowed.
   - For applications with more than one research institute, co-applicants should be appointed for each of the institutes to supervise that part of the research programme.

4. Can a researcher with an appointment of less than 0.4 FTE or even a zero-hour contract be a co-applicant instead of an applicant?
   - Yes, this is possible but you will have to explain how the supervision of the researchers who will be appointed on the project will be realised.

5. May a researcher be involved with multiple OTP applications as applicant and/or co-applicant?
   - Yes, this is allowed.

6. Can researchers from abroad participate in the OTP Programme?
   - Yes, they can. The NWO OTP programme follows the rules of Money follows Cooperation. The main applicant should be employed in the Netherlands, but 50% of the budget may be used to fund researchers from abroad. These researchers should fulfil the same criteria as those that apply to the Dutch researchers.

7. Which countries are involved in Money follows Cooperation?
   - Except for countries for which a sanction applies (see: https://www.sanctionsmap.eu/) all countries are involved in Money follows Cooperation. For all countries, a letter of motivation is required to indicate that this expertise is absent in the Netherlands. Bilateral agreements are being prepared to arrange this, see for more information:
   https://www.nwo.nl/en/policies/international+collaboration/money+follows+cooperation

8. Do applicants for Money follows Cooperation need to provide a support letter?
   - No, applicants for Money follows Cooperation do not have to provide a support letter.

9. Is there a template to confirm that an applicant on tenure track is available for the full duration of the project?
   - No, such a template is not provided. The details of what should be mentioned in the letter is provided in the call for proposals.

Application: what can be applied for?

10. Are travel costs of researchers from abroad covered by the grant?
    - Yes, these are. The module internationalisation can be used for travel costs of researchers from abroad.
11. Are the costs of user committee meetings covered by the grant?
   - Yes, these are partly covered. The costs of user committee meetings can be applied for via the material budget or via the module knowledge utilisation. Via the material budget, costs for food can be applied for, but room rent and other overhead costs are not eligible. Via the module knowledge utilisation, travel costs of experts from abroad other than users can be applied for. The costs for participation by the users are not covered and cannot be provided as an in-kind contribution either.

12. Are costs for open access covered by the grant?
   - Yes, these are. The costs for open access publications can be applied for in the module knowledge utilisation.

13. How much budget is available for material costs?
   - The available budget for costs of materials depends on the composition of the research group. The maximum is 30,000 euros per year per FTE for PhD students, postdocs and PDEngs. On top of that, a bench fee of 5000 euros can be requested once for each researcher. So for a 1 FTE PhD position of 48 months a maximum of 120,000 euros can be requested. For part-time positions, a proportionate amount can be requested.

14. The file rates man-hours does not contain a tariff for personnel with an education at secondary vocational education level (mbo).
   - Tariffs for people educated at secondary vocational level (mbo) have not been specified. Please use a realistic tariff based on the tariffs for junior and senior researchers educated at a university of applied sciences and university level, respectively.

15. I want to apply for a bench fee, should I include the bench fee in the salary of the researchers in the Table at 8.1?
   - No, in this table you should indicate the salary without the bench fee. Just indicate whether you have applied for a bench fee with yes or no.

16. What salary should be used for PDEng positions?
   - The salary of a PDEng position is the salary of the first 2 years of the PhD student scale.

17. Subcontracting is allowed (paid for via material budget) when this expertise is not available at the knowledge institutes. For larger costs, institutes may have to follow a tendering procedure according to government guidelines. Please note that reviewers will assess this aspect and may be critical when the budget for subcontracting is substantial.

18. For subcontracting to a foreign organisation, a motivation that this expertise is missing is required unless a bilateral agreement exists, see Money follows Cooperation agreements:
   - https://www.nwo.nl/beleid/internationale+samenwerking/money+follows+cooperation
   - NWO does not finance organisations based in countries subject to sanctions, see: https://www.sanctionsmap.eu/#/main

**Application: in-kind contributions and in-cash contributions**

19. The in-cash contribution is the amount exclusive of Dutch VAT. After granting an application, NWO will send each cash contributor an invoice for the contribution plus VAT. Some contributors (institutions, trusts) may want to receive a VAT-exempt invoice. In such cases, please contact NWO domain AES.

20. Must there be 4 users in the user committee before I can submit my application for the OTP programme?
   - No, it is not obligatory to have 4 users (of which 2 from industry) as part of the user committee when you are submitting a proposal. Once the application is granted, then this obligation comes into play. As the number of users may have an impact on the utilisation perspective then in the application, you may want to mention all partners that have indicated their interest in participating in the project. Note: Reviewers may take the composition of the user committee into account in their assessment of the proposal. Two scores are given by the jury members: one for scientific quality and one for knowledge utilisation and each determines 50% of the overall score.
Support letters:
21. Are man-hour rates maximum rates?
   - Yes, these are. The man-hour rates are maximum values, in-kind contributions may be provided at a lower rate. In any case, the man-hour tariff and the man-hours should be listed in both the support letter and the application.
22. Are software licences considered to be an in-kind contribution?
   - Software licences can be considered as an in-kind contribution provided that an academic, non-commercial tariff is used.
23. Should all users provide a support letter?
   - Support letters are obligatory for all the users that provide co-financing. Other users may provide a support letter, but this is voluntary.
24. What should be included in a support letter?
   - Support letters with an in-kind contribution involving people should specify both the number of hours and the man-hour rate (see man-hour rates document).
   - Support letters with an in-kind contribution consisting of goods, such as licences, materials, and equipment, should specify either in the support letter itself or in a separate email, in the case this information is considered to be sensitive information, that these goods are provided at a non-commercial tariff i.e. academic tariff.
25. What should not be included in a support letter?
   - Conditions other than that the application is granted are not allowed.
   - Phrases like “intend to” are therefore not allowed. The support letter should be a true commitment to deliver the co-financing.

ISAAC:
26. Which summary should we upload in ISAAC?
   - The public summary, the summary that may be shared publicly, should be uploaded in ISAAC.