Guidelines for drawing up an application

1. Guidelines for preparing a proposal in the framework of PhDs in the Humanities

A template for drawing up an application can be downloaded from the ISAAC account of the applicant and on the web page of the funding instrument. Applications should be written in English in a standard font (at least 10 pt, with the exception of the references for which 9 pt is permitted).

The description of the project proposal (section 9) may contain a maximum of 2500 words. A list of references of 1 page may be added. In addition the application may contain a separate annex of maximum 2 pages A4 (9 points). This annex may contain a list of sources, an example from a printout from a database, etc.

I. General information (to be filled out in your ISAAC account)

1. Main applicant and co-applicants
NWO recognizes just one main applicant. This person bears the primary responsibility for the project and is responsible for the financial aspects of the research.

2. Title of research proposal
State a brief title for the project proposal.

3. Abstract
Provide a brief summary of the project (a limit of 250 words applies). This should amplify the title of the research proposal.

4. Grant period
State the intended starting date and the total duration of the project. The minimum duration is four year and the maximum duration is five years. The project should start no later than 30 September 2019.

5. Discipline code and name
Please select the discipline and sub discipline code and name within which you think your application fits best from the list on www.nwo.nl/researchfields. Please note that **it is compulsory** to fill in a discipline code in ISAAC before submitting the proposal. Fill in the codes under the tab "General Information" (Algemeen) section "Research fields" (Disciplines) before submitting the proposal.

II. Project proposal (download the application template in your ISAAC account to describe the following parts)

1. Details of main applicant
Title:
Initials:
Prefix:
Surname:
Address for correspondence (for the entire period of the PhDs in the Humanities round):
Telephone:
Cell phone:
Email:
Website (optional):

2. Co-applicants
State the details of any co-applicants here.

3. Title of research proposal
State a brief title for the project proposal in English.

4. Summary
Please provide a brief summary (250 words maximum) of the project in English. This should explain the title of the research proposal in greater detail and should be the same summary which you have used in ISAAC.

5. Resubmitted proposal
If a proposal is being resubmitted then please state the year of submission, file number and title of the previous proposal.

6. PhD candidate
Title:
Initials:
Prefix:
Surname:

7. Curriculum Vitae PhD candidate
Provide the details of the PhD candidate or lecturer PhD candidate according to the headings given below. Additional information, such as marital status, contact details and pictures of the candidate, should not be included in the file. The cv (7a – 7f) may not exceed two pages.

    a) Education
        List the qualifications obtained and (a selection of the) courses followed. You should also state the graduation date for any degrees completed.
        If a degree relevant to the application has not been completed yet, then a written confirmation with the graduation date should be supplied.
        N.B. The candidate must have graduated before 1 September 2019.

    b) Honours, prizes, scholarships and grants
        State any honours, prizes and (travel) grants that may have been acquired.

    c) Relevant academic experience
        State student assistantships, internships, international activities, board activities, etc.

    d) Other relevant positions
        If applicable, state any other relevant positions fulfilled.

    e) Publications
        State any publications (co-)authored by the candidate (not more than 10).

    f) Motivation for doing PhD research
        Briefly describe the PhD candidate's motivation for doing scientific research and why this person's experience is relevant for carrying out the project proposed. Where possible relate this to the points stated under 7a to 7e. The applicant or the candidate may formulate the motivation (i.e., it can be formulated in third or first-person). This brief explanation may contain a maximum of 300 words.

8. Period of funding
State the type of appointment (standard PhD, lecturer PhD), the size of the appointment in fte, the total duration of the project and the intended starting date of the research.

9. Description of the proposed research
The maximum permitted size of the text is 2500 words (excluding the list of references).

10. Number of words
State the total number of words used in section 9.

11. Summary in keywords
State 5 keywords that in your opinion best characterise the content of the research proposal.

12. Data management

Answer these four questions about data management within the intended research project:

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.

13. Institutional embedding and supervision

Describe the research group that the candidate will be part of and state how the day-to-day supervision of the candidate will be realised. Maximum ½ page A4.

14. Work programme

Specify and phase the work plan for the intended duration of the grant. Please bear in mind that the writing phase for the final publication is a fundamental component of the work programme. Time required for holidays must also be allowed for. You should also allow time for the training and supervision programme. Maximum 1 page A4.

15. Research budget

The grants to be awarded for personnel costs are in line with the agreements made between NWO and the universities about this in the Approval of funding for scientific research 2008. The research budget that can be applied for consists of (1) personnel costs, which include a benchfee of € 5000 for the entire funding period, and (2) material costs that are directly related to the research up to a maximum of € 5000 for the entire funding period. No specifications are needed for the benchfee; clear specifications are needed for the material costs.

16. Summary for non-specialists (in Dutch *or* English)

Provide a summary for non-specialists about your proposed research (in Dutch *or* English). This summary should be 300-500 words long.

17. Title and summary for newsletters and website (in Dutch *and* English)

Provide a title and a summary (both in Dutch *and* in English) that, if the application is granted, will be used in the newsletters and on the website. The summary should be 50-100 words long.