

GENERAL

Before completing the grant application form, please study the information and guidelines provided in the NWO call for proposals on the Innovational Research Incentives Scheme - Vici 2019 and the FAQ ('Frequently Asked Questions'). You can download these texts from the [Vici website](#). The original Dutch-language text of the call is the authoritative version. Where the English-language text is open to a different interpretation, no additional rights may be derived from it.

Please submit your application form and other necessary documents electronically, using ZonMw application system for applications, [Mijn ZonMw](#) (formerly ProjectNet) to be submitted to the Netherlands Organisation for Health Research and Development (ZonMw). If you submit an application to other NWO domains please refer to [the NWO website](#).

Please note that parts of the application form have to be entered in the ZonMw application system, but other parts have to be submitted as separate attachments. This is different from other NWO-domains where all information has to be submitted in a single form. These differences are due to the ZonMw-application system and only apply to the formatting of the application, not to the procedure or criteria.

An example form of the sections to be filled in Mijn ZonMw is available via [the website](#).

Please note that PDF format is required for all documents. This is the only format that guarantees that the application will be received in exactly the same form as it has been sent. To fill out the application form, you are free to use programs other than Word (e.g., LaTeX), as long as you preserve the form's overall structure, lay-out and font type. Use a 10-point font size, except for references in to the literature, which may be given in 9-point.

Completed application forms must be converted to PDF before submission. **In order for Mijn ZonMw to process the application data properly, all submitted PDF files must be free of security locks and bookmarks.** If you don't know how to convert your application form to PDF, please allow extra time to get help from your institution's computer support department or from the Mijn ZonMw helpdesk (servicedesk@zonmw.nl, +31 70 349 51 78).

The deadline for submitting your application (i.e., the full proposal and any other required documents) is **27 August 2019, 14:00:00 hrs** (Central European Summer Time). This means that you must have uploaded all the documents before this time. Applications received after the deadline are automatically disqualified.

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

Please complete the application entirely in **English**, with the exception of the Dutch version of your public summary (section 2.5 of the online form). Do not exceed the

stated maximum number of words nor the maximum number of pages for each section of the form. If you exceed the stated maximum number of words or pages, or if you fail to supply the necessary documents, your application may be disqualified from the competition.

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

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

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

Registration form (basic details)

1a. Details of applicant (Mijn ZonMw 1.3)

Give your personal details without mentioning first name(s). Indicate if you prefer English correspondence or Dutch. Also provide the telephone numbers and email address(es) at which you can be reached. Filling out a link to a personal website is optional.

1b. Title of research proposal (Mijn ZonMw 2.1)

Give the title of your research proposal.

1c. Scientific summary of research proposal (Mijn ZonMw 2.2)

Provide a scientific summary of your proposal (topic, approach and potential importance of the results) in no more than 300 words. Make sure to provide an informative and relevant abstract, as this is often the first part of your proposal that expert reviewers will read. The abstract should clearly describe what you are going to investigate, why you are going to investigate this subject and which results you expect to find.

1d. Keywords (Mijn ZonMw 2.3)

Specify up to five keywords to describe your research proposal.

1e. Current institution of employment (Mijn ZonMw 2.4)

Provide the name of the institution at which you are currently employed.

1f. Prospective host institution (Mijn ZonMw 2.4)

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

1g. NWO assessment committee (not applicable for Mijn ZonMw)

1h. Main field of research (Mijn ZonMw 1.2)

Please fill out one or more research fields that correspond to the subject of your research

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proposal. Please consider carefully which main research field matches your application best. You can select one (1) main research field and up to four (4) additional research fields. 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.

Explanation of the multidisciplinary character of the proposal (Mijn ZonMw 1.2)

(only if you have indicate two or more fields of research; max. two hundred words):

If you are doing your research in different fields of research, you must explain which fields are relevant to your application and in what way. We will use this information in our assessment and to find reviewers.

1i. Public summary of your research proposal in Dutch and English (Mijn ZonMw 2.5)

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 summary will be used in NWO publicity surrounding the announcement of the grant award decisions.

Please keep the following guidelines in mind:

- 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!

Examples of public summaries:

Over grenzen heen gebaren

Dr. O.A. Crasborn, RU – Centre for Language Studies

Elk land heeft zijn eigen gebarentaal. Toch kunnen doven met opmerkelijk gemak communiceren met gebaarders uit andere landen. Hoe kan dat? We proberen te achterhalen hoe goed het daadwerkelijk gaat en wat doven en tolken precies doen bij het communiceren over taalgrenzen heen.

How leptons make the world

Prof. O.B. Igonkina, Nikhef/RU - Natural Sciences, Mathematics and Computer Science

During the Big Bang matter and antimatter were 'made' in equal quantities. So why is it that 13.8 billion years later we see a vast excess of matter and scarcely any antimatter? Particle physicists think that the elementary lepton particle can provide an answer to this fundamental question about the evolution of our universe.

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



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Please note: the public summary is different from the scientific summary of the research proposal which you have included in section 1c. The public summary should only be included in your application form; the scientific summary should be used also when uploading your application into the Mijn ZonMw system.

Again, the public summary is intended only for publicity purposes if your application is successful.

Research proposal

2a. Description of the proposed research

Describe the proposed research as accurately as you can within the stated maximum number of words and pages. The maximum is 8,000 words and no more than 16 pages. The word count includes all text used in section 2a, including in-text references, footnotes, figure captions and tables.

2b. Knowledge utilisation

Describe your project's potential for knowledge utilisation in a maximum of 1,000 words and no more than two pages.

Researchers who have received funding from NWO for non-programmed research are not usually 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.

The Dutch National Research Agenda (<https://wetenschapsagenda.nl/>) can be a source of inspiration for the description of the potential for knowledge utilisation of your proposed research. The routes within the Agenda can inspire Talent Scheme researchers and help them to pinpoint the potential importance of their research for other scientific disciplines as well as for society and to make this tangible.

When filling out this section, consider the following questions:

Potential

- Which contribution can the research make to society and/or to other scientific areas? Examples are economic, social-administrative, cultural, technological, medical or democratic areas. 'Society' is used in the sense of the entire society and therefore both the public and private sectors.
- Which other disciplines and which organisations can benefit from the research results? This concerns users in the public and private sectors, including scientists in other disciplines. NB: if the research makes no contribution to society and/or to other scientific areas, 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.

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- What will be (concrete) outcomes for society and for other scientific areas? Outcomes may include commercial products, new ways of working, processes, protocols, prototypes, co-publications, artefacts, media appearances, teaching methods, patents, licences, contracts, specific network meetings, medical interventions and websites.
- How long will it be before possible knowledge utilisation can be expected?

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

2c. Number of words (Part 1 and Mijn ZonMw 3.2)

Indicate the number of words used for the following sections: 2a (2a1 and 2a2 combined; maximum of 8,000 words and 16 pages) and 2b (maximum of 1,000 words and two pages). Words in figures, in-text references, footnotes, figure captions and tables should be included in the count.

2d. Literature references (Part 1)

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

2e. Data management (Mijn ZonMw 3.3)

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 to think about how the data collected should be ordered and categorised such that it can be made freely available, before the research starts. Researchers will often need to take measures to this effect during the production and analysis of the data.

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

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

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

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

- the type of data;
- the capacity needed for storage and backup;
- the amount of manual work needed to allocate metadata and the compilation of other documentation such as codebooks and the queries used in the statistical

package;

- the extent to which the data needs to be protected;
- the hiring in of external data management expertise or other expertise.

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

Cost estimates

3a. Budget (Mijn ZonMw 4.1, 4.2)

State in broad terms what resources will be required to conduct the proposed research, per project year. The cost estimates should cover the entire period of the grant. List the nature of the post (for example 'applicant') and both the intensity of each appointment (in FTE – full time equivalent) and the total duration of each appointment (in months). The maximum amount of each Vici grant is € 1,500,000 to be spent over a period of 5 years. If the proposed research is to be of shorter duration, the maximum grant 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 Vici-project must be included in the budget chart, even if the institution pays (part of) these salary costs.
 - o **Please note that if the host institution covers (part of) the salary of the applicant and/or support staff for their work on the Vici project, this is considered an in kind contribution. This requires an authorised letter guaranteeing that the institution is willing to meet these costs.**
 - 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 Vici grant), and at least 75% to the Vici 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 Vici 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 the sum of the salaries.
- Acquisition costs of investments, materials and equipment or databases.
- Travel and subsistence costs associated with attending conferences, visiting other research institutes, etc.

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- Subsistence costs while working at research institutes outside the Netherlands.
- Costs for knowledge transfer and knowledge utilisation.
- Costs for open access publishing. See the [NWO open science policy](#).

Non-reimbursable costs are those for infrastructure (accommodation and office automation) and other overhead and unforeseen or non-specified costs. Laptops are in principle non-reimbursable, as they are considered common office equipment. Only particular specialised equipment may be eligible for funding. Please contact NWO in before listing specialised infrastructure 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 [website](#).

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

If your host institution or a third party contributes to your project (salary or otherwise), the application must be accompanied by an authorized letter guaranteeing to cover these costs. A standard format of a letter of co-funding can be found on [the NWO website](#). The amount must be explicitly stated in the letter of co-funding. This letter 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 funding. The contribution from NWO will never exceed €1,500,000, but as a result of co-financing contributions your overall budget may exceed €1,500,000. A scanned version of the signed letter of co-funding must be submitted as a separate PDF-file in Mijn ZonMw.

3b. Contributions 'in kind' (Mijn ZonMw 4.3, 4.4)

Please describe in which way another party is contributing to your project and what the estimated value in Euros will be. For example, when your university pays (part of) your salary for the time that you spend on your Vici, you can indicate that in this section. Per contributing party you have to submit an authorised letter guaranteeing that they are willing to meet these costs.

3c. Contributions 'in cash' (Mijn ZonMw 4.5, 4.6)

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

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 ZonMw the project leader is responsible for the allocation of IP rights to the project results.

The NWO conditions with respect to IP rights as equally the publication procedure are stated in Chapter 4 of the NWO Regulation on Granting 2017.

3d. Totals (Mijn ZonMw 4.5, 4.6)

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3e. Intended starting date (Mijn ZonMw 1.2)

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

3f. Have you applied for any additional grants for this project either from NWO or from any other institution, and/or has the same idea been submitted elsewhere? (Mijn ZonMw 4.8)

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

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Curriculum vitae

Your CV is limited to a maximum of five pages. This concerns the complete section 4, or in other words section 4a-4i combined.

4a. Personal details

Please provide the requested information.

4b. Master's ('doctoraal')

Provide the requested information.

4c. Doctorate

Provide the requested information. Date of PhD award is the day stated on your doctorate degree.

4d. Work experience since completing your PhD

Please give the dates of each appointment and indicate whether it was full-time (1.0 FTE) or part-time (in FTE), whether it was tenured ('vast') or fixed-term ('tijdelijk') or other, and the name of the institution. Insert additional rows as needed. The bottom row should contain your current position. Please indicate what kind of contract you have. If you are not an Assistant Professor, Associate Professor or Full Professor, list the position you hold and whether it is outside or within the academic sector.

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

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

CV

June 1999: Doctorate

- I. July 1999 – December 1999: unemployed.
- II. January 2000 – June 2003: 0.8 FTE position. 80% to be spent on research, 20% on education.
- III. July – December 2003: sick leave.
- IV. January 2004 – April 2004: care leave.
- V. May 2004 – December 2008: 1 FTE position. 60% to be spent on research, 20% on education, 20% on management.
- VI. January 2009 – May 2010: 0.8 FTE position. 60% to be spent on research, 20% on education, 20% on management.

Calculation months of research

- I. 6 months "Other"
- II. 42 months * 0.8 FTE position * 0.8 spent on research = 26.88 months
42 months * 0.8 FTE position * 0.2 spent on education = 6.72 months
- III. 6 months of sick leave
- IV. 4 months of care leave
- V. 56 months * 1 FTE position * 0.6 spent on research = 33.6 months
56 months * 1 FTE position * 0.2 spent on education = 11.2 months
56 months * 1 FTE position * 0.2 spent on management = 11.2 months
- VI. 17 months * 0.8 FTE position * 0.6 spent on research = 8.16 months
17 months * 0.8 FTE position * 0.2 spent on education = 2.72 months

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17 months * 0.8 FTE position * 0.2 spent on management = 2.72 months

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

4e. Academic staff supervised

If your current and/or past academic position(s) involved or involves the management of other researchers, state the numbers of academic and/or support staff you have supervised. Please differentiate between ongoing and successfully completed PhDs and also whether your role was/is as formal supervisor (promotor) or co-supervisor (co-promotor). Please provide the names of PhD students and postdocs. Use the rightmost column to describe your role as formal (co-)supervisor.

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

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

4g. International activities

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

4h. Other academic activities

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

4i. Scholarships, grants and prizes

Please list all research scholarships and grants for which you have successfully applied as formal applicant or formal co-applicant (clearly indicating whether you were either formal applicant or formal co-applicant) and any prizes you have won. For each, indicate the amount of money awarded. In case of a consortium grant, specify the amount awarded to your own group.

Output

Please note: sections 5b and 5c combined are limited to a maximum of two pages.

5a. Output indicators

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

5b. Top publications (max. five titles)

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

5c. Output (selection)

Provide a selection of your output, using the categories below. The choice of which articles and other output to list on the application form is your own. If you wish, you may include a web link to a more extensive online output list, which the committee members and referees may or may not choose to consult. **Please remember that sections 5b and 5c combined may not exceed two pages.**

For publications: list your selection in reverse chronological order (i.e., newest first). In each case, provide the following information: the author(s), date, title of the publication, journal or series in which the publication appeared, volume, page numbers, and (if applicable) publisher and place. If possible please, avoid the use of *et al.*, so that committee members and referees can see your position in the author list.

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

Please use the following headings to structure your output list. Number all listed items consecutively. Per category, indicate your total number of output items, **including those you have not listed**. Mark key publications which are 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.

- Refereed articles

- Non-refereed articles

- Letters (to editors)

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

Statements by the applicant

Use of extension clause (Mijn ZonMw 5.2)

Indicate whether or not you need to make use of the extension clause. This is necessary only if you exceed the fifteen year limit on the reference date – 1 March 2019 – i.e. if you received your doctorate *before* 1 March 2004.

Before you submit your application, please contact the coordinator of the Innovational Research Incentives Scheme to request an extension (vi@nwo.nl).

The extension clause is applicable if you have formally taken extended sick leave and/or care leave. Researchers who have children can ask for extension. You may also be eligible for an extension if you have undertaken clinical specialisation. Please consult the FAQ document for full details. Please check the NWO website for a [list](#) of clinical specialisations for which compensation can be obtained. Also, please see the FAQ for the calculation of extension.

Ethical aspects

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

Possible relevant aspects are:

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

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

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

If a research project raises significant ethical issues, the project can only start when NWO has received a copy of the approving ethical statement and/or Population Screening Act licence. For complex questions related to ethical issues, NWO reserves the right to consult an external adviser. If after consulting the applicant, NWO is of the opinion that an ethical assessment is needed for an application, the applicant is obliged to take the necessary measures for such an assessment. If the applicant fails to obtain the necessary

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statement of approval from an ethics review committee then the grant shall be immediately withdrawn. Once the project has started then your research must be conducted in an ethically responsible manner. If you fail to do this then NWO shall reserve the right to withdraw your grant immediately.

Applicants in the medical sciences, domain ZonMw must fill out the same information in the Mijn ZonMw system (section Bijzondere gegevens/Special details) before submitting your proposal.

Declarations (Mijn ZonMw 6.1, 6.2, 6.3)

Finally, you declare that you have completed the form truthfully and that you satisfy the nationally and internationally accepted standards for scientific conduct as stated in the [Nieuwe-gedragscode-wetenschappelijke-integriteit-voor-nederlandse-wetenschap](#) (Association of Universities in the Netherlands).