NWA ADM-LAB: Living Labs for Adaptive Delta Management in Bangladesh

Call for proposals
Chapter 1: Introduction

In this Call for proposals information is provided about the application procedure for the NWA ADM-LAB: Living Labs for Adaptive Delta Management in Bangladesh funding round. This Call for proposals falls under the responsibility of the Dutch Research Council (NWO).

In this Call for proposals you will find information about the aim of this programme (Chapter 2), the conditions for the grant application (Chapter 3) and how your proposal will be assessed (Chapter 4). This is the information you need to submit a grant application. Chapter 5 states the obligations for grant recipients in the event you are awarded funding. Chapter 6 contains the contact details and Chapter 7 the annexes.

1.1 Background NWA

The Dutch Research Agenda (NWA) concerns complex issues where alignment and collaboration have added value for realising scientific and societal breakthroughs. The aim of the NWA is to make a positive and structural contribution to the global knowledge society of tomorrow, where new knowledge easily passes from researchers to users and where new questions arise from the field and society that quickly and automatically find their way into new research. The NWA programme therefore encourages collaboration between different partners so that the whole is greater than the sum of its parts.

The key elements of the NWA programme are:

- The Dutch Research Agenda that consists of 25 routes and 140 cluster questions;
- Knowledge-chain-wide\(^1\) and interdisciplinary consortia, in which researchers from different disciplinary backgrounds, knowledge and societal (public and private) organisations and, where relevant, citizens collaborate on complex issues;
- Societal organisations, society and citizens have a clear role in the research;
- Giving back the results to society through dialogue and interaction.

In 2018 the Ministry of Education, Culture and Science (Dutch acronym) OCW entrusted NWO with implementing the Dutch Research Agenda. The NWA comprises four programme lines\(^2\):

a. Research along Routes by Consortia (ORC);
b. Thematic Programming in consultation with government bodies;
c. Innovations and Networks;
d. Science Communication and Outreach.

The Call for proposals: ‘ADM-LAB: Living Labs for Adaptive Delta Management in Bangladesh’ is being realised in the context of programme line 2. In this call, the initiators are the Embassy of the Kingdom of the Netherlands in Dhaka, Bangladesh and the Dutch Research Council (NWO).

The programme connects to various NWA routes, initially to the Blue Route: water in movement - transitions and opportunities in the blue domain. The Blue Route pursues the following game changer: Deltas in movement: how can we develop a Sustainable Urban Delta in which large populations can live, work and eat together safely, healthily and sustainably? This also establishes connections with the other relevant NWA routes: Towards resilient societies, Sustainable production of safe and healthy food and the Route Sustainable Development Goals for inclusive global development.

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\(^1\) The broad knowledge chain comprises a diversity of the public knowledge institutions: universities of applied sciences, universities, NWO and KNAW institutes, university medical centres and TO2 institutes, as well as other public knowledge organisations such as National Knowledge Institutes (see Chapter 6 for a full list of public knowledge organisations).

\(^2\) More information about the different programme lines is available at Dutch Research Agenda (NWA) | NWO.
1.2 Available budget

The available budget for this Call for proposals is € 3,820,000. This budget is divided between the two phases of the programme as follows:

I. Phase I: a total of € 2,850,000 is available for this phase. Up to three consortia can be funded from this budget, each consortium will implement a living lab with a maximum budget of € 950,000. The living lab projects have a minimum duration of four years and a maximum duration of five years;

II. Phase II: one single overarching knowledge management project can be funded in this phase, with a maximum budget of € 970,000. The knowledge management project has a minimum duration of three years and a maximum duration of four years. Participants in proposals funded in Phase I will come together in Phase II to form a single new consortium that submits a joint proposal for the overarching knowledge management project.

There are four different geographic focus areas (see section 2.2.1). The aim is a good geographical spread of the three living lab projects in Phase I. Therefore the aim in Phase I is to fund at least one project in three of the four geographical focus areas. Phase II will only start if three projects have been funded. If the budget for Phase I is not fully used by the three projects, the remaining funds will be added to the budget for Phase II.

1.3 Submission deadline(s)

The Call for proposals has two phases:

− Phase I: submission of proposals for living lab projects;
− Phase II: submission of a proposal for an overarching knowledge management project by researchers whose proposals were accepted in Phase I.

The submission deadline for the proposals for living lab projects (Phase I) is on Tuesday 1 October 2024, 14:00:00 CEST / 18:00:00 BST.

The submission deadline for the proposal for the overarching knowledge management project (Phase II) is on Tuesday 2 September 2025, 14:00:00 CEST / 18:00:00 BST.

When you submit your application in ISAAC, you will also need to enter some details online. Therefore please start submitting your application at least five working days before the deadline of this Call for proposals. Applications that are submitted after the deadline will not be taken into consideration.

Please note that some applicants may have to submit additional documents to NWO prior to the submission deadline. The deadline for submission of additional documents is 17 September 2024, 14:00:00 CEST / 18:00:00 BST. See section 3.1.1. for more information.
2 Aim

This chapter describes the aim of the programme and the societal impact.

2.1 Aim of the programme

The Netherlands and Bangladesh are both densely populated delta countries, vulnerable to the effects of climate change. Adequate management of natural resources is essential to enable inclusive socio-economic and ecologically responsible development and accelerate prosperity, ensure food security and achieve climate-sustainable design of the physical living environment, including the related infrastructure. Both countries can learn from each other when it comes to good delta management.

Through knowledge development, the ADM-LAB programme aims to contribute to sustainable and knowledge-informed policy on adaptive delta management (ADM) and its implementation under the Bangladesh Delta Plan 2100 (BDP2100). The programme contributes to securing knowledge gained in the past, and facilitates integration in further knowledge development that accelerates implementation of ADM in Bangladesh and in the Netherlands.

The programme delivers concrete insights and action perspectives for policy and practitioners for future-proof delta management and develops an effective interface for (knowledge) interactions around ADM between science, policy and practice.

Within the programme, Living labs linked to projects from or related to the BDP2100 – hereafter Deltaic projects – will examine
- how interventions and investments impact the broader context (across sectors and with a wide range of stakeholders) and societal and environmental developments;
- what are the challenges and barriers (institutional, and technological) for adoption of ADM in policy & planning and implementing the ADM in Bangladesh and how to cope with them;
- how social and global changes influence the desirability, feasibility, implementability, and nature of investments and interventions for ADM and how this knowledge can be used in (adjusting) policy and implementation practices.

This Call for proposals invites knowledge institutions and societal parties to form consortia (see Section 3.1) for the development of scientific and practice-oriented research proposals aimed at the theme Adaptive Delta Management in Bangladesh. The consortia are required to work in an interdisciplinary and transdisciplinary manner and should have a knowledge-chain-wide composition. Knowledge-chain-wide implies that proposals connect fundamental, applied and practice-oriented research and that connection is sought with the knowledge needs of societal parties.

This Call for proposals connects with the NWA Blue Route: water as a path to innovative and sustainable growth, within the gamechanger "Living in the delta: how do we develop a Sustainable Urban Delta in which large population groups live, work, eat, and live together safely, healthily, and sustainably?". This also establishes links to the other relevant NWA routes: Resilient Society, Sustainable Production of Healthy Food and the Sustainable Development Route.

2.2 Substantive framework

The twofold aim of the programme is reflected in the two phases. Phase I: the three living labs projects aim to deliver concrete insights and action perspectives for policy makers and practitioners for future-proof delta management. Phase II: the knowledge management project develops an effective interface for (knowledge) interactions around ADM between science, policy and practice. This section provides the substantive framework for both phases of the programme and starts with an elaboration on the term ‘Adaptive Delta Management’.
Adaptive Delta Management

Adaptive Delta Management can be defined as an iterative process of robust decision making under uncertainty. Key to ADM is the linking of short-term decisions with long-term goals and tasks, incorporating flexibility in possible solution strategies, working with multiple strategies that can be applied depending on developments, and linking of different investment agendas. ADM accepts that the future is deeply uncertain (in the contexts of: Climate Change, Socio-economic development, Urbanization, Vulnerability and Social acceptability) and deals with the following questions:

- How to integrate the principles of flexibility and iterative learning in delta management and how to exploit synergies between water resources related and other investment agendas of sustained food security and economic growth?
- What could happen in the future, and what can be done now to achieve the goals, regardless of the future?
- Dealing with uncertainties is the key issue: ‘what to do and when to do it?’, ‘not too much, not too little’, and ‘not too early, not too late’.
- Developing robust adaptive measures for the future instead of measures based on the ‘best’ prediction.

Within the ADM-LAB programme the focus is on the planning, decision making, implementation, and monitoring & evaluation cycle. Projects should address specific challenges concerning the implementation of ADM in Bangladesh. These comprise e.g. institutional constraints (e.g. capacity, mandates), lack of long-term funding and resources, and the tendency towards building up on traditional ways to making policy choices.

2.2.1 Phase I: Living Labs

The three research projects to be selected in Phase I will use living labs methodology. A living lab is a user-centred, open-innovation space in a real-life environment, using iterative feedback processes. Consortia operate as intermediaries/orchestrators among citizens, research organisations, companies and government agencies/level. Research projects will collaborate with and be part of real-life implementation projects under or related to the Bangladesh Delta Plan 2100.

Geographical foci

There are four different geographic focus areas. To ensure that the three living labs focus on different ADM related geographical challenges, the aim is to fund at least one project in three of the four geographical foci listed below.

1. **Coasts and Estuaries** – related challenges: salinization, fresh water availability, food security, siltation, flooding, tidal river management, cyclones, land erosion and accretion, organisation and management of infrastructures, related socio-economic challenges, loss of critical habitats, and endangering ecosystem.


3. **Urban** – related challenges: urbanization and water supply and sanitation, drainage, water pollution, ground water depletion, urban flood, environmental degradation, and related socio-economic challenges.


Thematic foci

Living lab’s will have to focus on at least two specific thematic foci. These theme’s and challenges are derived from the BDP2100 knowledge agenda and supplemented by the focus theme of Partners for Water in Bangladesh.
- Integrating ecosystem- or nature-based approaches / solutions: How to integrate ecosystem- or nature-based approaches / solutions in adaptive delta management to deal the challenges mentioned above?
- Management of risks and uncertainties: How to manage and deal with uncertainties in a transparent and sensible way to support decision making?
- Governance and Institutional Development: How to overcome governance related challenges and prepare optimal institutional arrangements for the implementation of BDP2100?
- Financial Arrangements and Funding: How to guarantee sufficient BDP2100 related capital and recurrent resources to ensure a sustainable Bangladesh in 2100?
- Top-down and bottom-up approaches: How to bring together top-down and bottom-up approaches? Both are crucial for the implementation of BDP2100 with sometimes conflicting interests.
- Sustainability of Deltaic projects: how to ensure adequate operation and maintenance and not fall into the trap of build-neglect-rebuild? How does deep uncertainty influence this?

Conditions
The three living lab projects should adhere to the following conditions and apply them in their approach and research methodology.
- Systems approach: a systems approach positions the delta as a complex socio-ecological system containing various ecosystems and a variety of groups of human organisations (e.g. social groups, communities, government agencies) which are tightly interconnected. This asks for:
  • a multisector and a multi-actor/multi-agency perspective;
  • understanding the connectiveness, trade-offs and synergies of relationships between the different elements, actors and levels in a system;
  • a multilevel perspective.
- Learning and impact driven: directed towards end-users applicability and (the out and up) scalability of potential solutions (see section 2.3).
- Diversity and inclusion: projects should use a gender sensitive approach in their research and pay explicit attention to other diversity and inclusion related issues.
- BGD-NL partnership: consortia carrying out a research project should establish Bangladesh – Netherlands partnerships, be Bangladeshi-led, and should include participation of implementation partners/agencies & beneficiaries (e.g. public sector/private sector/local communities) of the Deltaic implementation projects (see section 3.1).

2.2.2 Phase II: Knowledge Management Project

The three living lab projects will be complemented by and connected to a platform for exchange, learning and creating added value to apply knowledge and insights in a broader context. The platform will ensure an effective functional, applied ADM research-practice-policy interface. The knowledge management project should include the following activities and take into account the conditions listed below.

The knowledge management project should target the scaling up and mainstreaming of work to areas and stakeholders outside of the living labs. This can be done through a knowledge platform where tools, guidelines and best practices are being shared. To ensure that the outcomes are used and integrated into future work outside of the labs, the knowledge management project mobilizes the capacity of key staff, local authorities, community groups and private sector; and seize opportunities to scale and advance knowledge sharing across other parts of Bangladesh.
Specific objectives: (1) Ensure that the tailored and co-created services in the labs are effectively integrated into the day-to-day operations and existing structures by enhancing the capacity of key staff, local authorities, community groups and private sector; (2) Build a community of champions within the broader network of users to accelerate horizontal upscaling, leveraging through existing networks; (3) Develop, test and implement accessible and easily digestible manuals and guidelines for the living labs; (4) Ensure that effective storytelling backed by data visualization technology is developed to highlight learnings from the living labs; (5) Develop tangible processes that guide local stakeholders in linking climate services with decision making, and scale impact.

Activities
To achieve the objectives, the knowledge management project will be responsible for the following activities.
- Synthesis of research results: analysing, summarizing, and combining results from the living labs to increase generality and applicability, and develop new knowledge.
- Monitoring, Evaluation, and Learning: an active role in the monitoring of the progress of the living labs, evaluation thereof and learning within and between the projects.
- Knowledge broker: develop relationships and networks between living labs and users of knowledge by sharing action perspectives for ADM from the living labs.
- Stakeholder engagement: systematic co-design and co-creation with stakeholders of research on and implementation of ADM in Bangladesh.
- Capacity building: developing and strengthening the skills of the people who will be responsible for applying ADM in Bangladesh.
- Ownership in Bangladesh: ensuring that concerns are at the centre, empowering communities and organisations to collaborate in addressing their challenges.
- Future financing and sustainability: working towards sustainability of the knowledge management project beyond the timeframe of the ADM-LAB programme.

Conditions
The knowledge management project should take into account the following conditions.
- Buy in from living lab projects: projects dedicate part of their budget to contributing to the knowledge management project.
- Relevant expertise in the consortium: the consortium managing the project should have experience with synthesis, knowledge brokering, capacity building, etc.
- Sustainable host: the host should be able to continue the activities of the knowledge management project beyond the timeframe of the programme.
- Supervisory board: a supervisory board is installed with representation from the funding agencies, Bangladesh government and independent experts.
- Flexible budget arrangements: project budget for (e.g.) knowledge brokering activities should be flexible to ensure on demand activity planning.
- Support from implementing organizations: BDP2100 implementing organizations should support the role and activities of the knowledge management project and preferably host the consortium.

2.3 Societal impact
New knowledge and insights from scientific research can make an important contribution to developing solutions for the various issues society faces, including, amongst other things, the energy transition, health and care, or climate change. By facilitating greater interaction and alignment between researchers and potential knowledge users, the chance of knowledge utilisation increases, as well as the likelihood of generating societal impact. Through its policy on impact, NWO promotes the potential contribution that research can make to societal issues by encouraging productive interactions with societal stakeholders, both during the development stage and the subsequent implementation of research. It does so in a manner that is in accordance with the aim of the particular funding instrument.
2.3.1 Tailor-made impact

Depending on the aim of the funding instrument, NWO will select the approach that has the greatest chance of achieving societal impact. The primary aim of the funding instrument determines the method that NWO will deploy to facilitate knowledge utilisation in various phases of the project (proposal, realisation, project completion) as well as the effort required from the applicant(s) and partner(s).

In this programme, the Impact Plan approach is applied. With this, NWO facilitates the development of an integrated strategy that will enable researchers and partners to purposefully increase the likelihood of achieving the desired societal impact.

NWO offers an e-learning module that can help interested parties via NWO Impact - Online workshops. For more information on our policy on impact, please visit the website: Knowledge utilisation | NWO.

2.3.2 Impact Plan approach in the NWA

In NWA the programmes focus on complex issues where coordination and cooperation has added value to realise scientific and societal breakthroughs. NWA stimulate the cooperation between different partners, making the whole is greater than the sum of its parts and stimulating that new knowledge for societal issues is developed.

Impact Plan approach

Societal impact is never solely the result of knowledge and insights gained from the research. To increase the chance of the research’s societal impact, demonstrable involvement is needed from important stakeholders from the moment the consortium is formed until the completion of the project and beyond. Societal impact is often realised in the years after a research project has been concluded. By ensuring continuous alignment between researchers and possible knowledge users from the start of the research articulation (co-design) and when carrying out the research (co-creation), the chances of productive interactions, and finally impact, will increase.

Consortia draw up an Impact Plan together with stakeholders as part of the proposal. The Impact Plan describes how the consortium expect to realise societal impact and the role that productive interactions play in this. It shows how achieving the expected impact has been integrated into the research design and what role consortium partners and stakeholders from the fields of policy, practice and industry play in this.
3 Conditions for applicants

This chapter contains the conditions that are applicable to your grant application. Firstly it describes who can apply for funding (Section 3.1) and what you can request funding for (Section 3.2). Subsequently, you will find the conditions for preparing and submitting the application (Sections 3.3 and 3.4) and the specific funding conditions (Section 3.5).

3.1 Who can apply

Phase I proposals are to be submitted by the main applicant on behalf of the consortium.

There are four categories of participants within a consortium:
1. Main applicant;
2. Co-applicant(s);
3. Cooperation partner(s);
4. Co-funder(s) (optional).

A consortium should consist of at least a main applicant, a co-applicant and cooperation partner. The conditions for each type of participant are explained in more detail in the following sections. Participants in proposals funded in Phase I will come together in Phase II to form a single new consortium that submits a joint proposal for the overarching knowledge management project. NWO will facilitate this process by organising proposal development meetings. The applicants from the Phase I projects jointly decide who will be the main applicant for the knowledge management project. The main applicant has to be one of the main applicants or co-applicants from the living lab proposals awarded funding and has to meet the criteria for main applicant in Section 3.1.1. Co-applicants (Section 3.1.2), cooperation partners (3.1.3) and/or co-funders (3.1.4) may be added to this new consortium at this stage. The added value of the new participant should be substantiated; this will be assessed by the assessment committee.

3.1.1 Main and co-applicants

The main applicant submits the proposal via the NWO web application ISAAC. During the assessment process, NWO will communicate with the main applicant.

After a proposal has been awarded funding, the main applicant will become the project leader and point of contact for NWO. The knowledge institution of the main applicant is the main beneficiary and will become the official secretary. According to the NWO Grant rules 2017 (article 3.2.3, paragraph 1) NWO deposits the Grant that has been awarded into the main Beneficiary’s bank account. NWO may agree a different method of payment with the main Beneficiary.

The consortia from Phase I select the main applicant by mutual agreement in Phase II.

Main applicant

The applicant must be a full, associate or assistant professor, or other researcher with a comparable position\(^3\) and a PhD, with a tenured position (and therefore a paid position for an indefinite period) or a tenure track agreement at a Bangladeshi university or research organisation based in Bangladesh.

The University or research organisation must meet the following cumulative criteria:

- is a public institute and carries out its research independently;
- receives at least 50 percent public funding;
- is not-for-profit other than for the purpose of carrying out further research;
- its researchers enjoy freedom of publication in international scientific journals.

\(^3\) A comparable position refers to a researcher that has a demonstrable and comparable number of years of experience in carrying out scientific research and supervising other researchers as a full, associate or assistant professor. A lector or senior researcher employed by a university of applied sciences, or a museum must be able to demonstrate three or more years of research experience.
Chapter 3: Conditions for applicants

These conditions will be assessed by NWO prior to submission of the application. To this end, the applicant’s organisation must submit the following documents by email to nwa-adm-lab@nwo.nl at least ten working days prior to the call deadline, for the first assessment round being Tuesday 17 September, 2024, 14:00:00 CEST / 18:00:00 BST:

- a recent extract from the Chamber of Commerce register or equivalent;
- the deed of incorporation, articles of association or other formal document indicating the public task and the non-profit status;
- the latest available annual accounts accompanied by an auditor’s statement.

Persons with a zero-hour employment agreement or with a contract for a limited period of time (other than a tenure track appointment) may not submit a proposal.

It could be the case that the applicant’s tenure track agreement ends before the intended completion date of the project for which funding is applied for, or that before that date, the applicant’s tenured contract ends due to the applicant reaching retirement age. In that case, the applicant needs to include a statement from their employer in which the organisation concerned guarantees that the project and all project members for whom funding has been requested will receive adequate supervision for the full duration of the project.

Applicants with a part-time contract should guarantee adequate supervision of the project and all project members for whom funding is requested.

Extra conditions:

- the main applicant may submit only one proposal in the role of main applicant in Phase I;
- the main applicant may not participate as co-applicant in another consortium in Phase I.

Co-applicants

Co-applicants have an active role in realising the project. The (sub)project leaders and beneficiary/beneficiaries are jointly responsible for realising the entire project.

Extra conditions:

- a co-applicant can participate in up to two consortia in that capacity;
- persons with a zero-hours contract are excluded from submitting as a co-applicant.
- the application must include at least one co-applicant based in the Kingdom of the Netherlands.

Co-applicants based at an organisation in the Kingdom of the Netherlands

Co-applicants can be affiliated to the institutions stated in the list below and the public knowledge organisations stated in Annex 7.3, but also to other organisations.

- universities located in the Kingdom of the Netherlands;
- university medical centres;
- institutes affiliated to the Royal Netherlands Academy of Arts and Sciences (KNAW) or NWO;
- universities of applied sciences as referred to in Article 1.8 of the Higher Education and Scientific Research Act (WHW);
- TO2 institutes;
- Netherlands Cancer Institute;
- the Max Planck Institute for Psycholinguistics in Nijmegen;
- Naturalis Biodiversity Center;
- Advanced Research Centre for NanoLithography (ARCNL);
- Princess Máxima Center.

If the organisation to which a co-applicant is affiliated is not listed in the list above or Annex 7.3, then it must meet the cumulative criteria indicated below:

- be established in the Netherlands;
- have a public service mission;
Chapter 3: Conditions for applicants

− carry out research independently;
− have no profit motive other than for the purposes of conducting further research.

Based on the above, capital companies⁴ and partnerships⁵ are in any case excluded from participating in the consortium as co-applicants. Other legal forms will be assessed against the cumulative criteria.

‘The conduct of research’ from the sub criterion ‘is independent in the conduction of research’ means that conducting research, as defined in the NWO Grant Rules 2017, chapter 5, is the main task of the research organisation; evidenced by official documentation as the statutes, deed of incorporation or other formal documentation. In addition, the research must be conducted by the organisation’s own employees with a salaried employment contract.

Please note: prior to the submission of an application, NWO will assess whether an organisation satisfies these cumulative criteria and may therefore participate as a co-applicant. NWO carries out this assessment amongst other things to check there is no provision of forbidden state support. This assessment should also be carried out if an organisation was previously assessed and permitted as a co-applicant within another NWA programme.

To this end, the organisation of the intended co-applicant should submit the following documents by email to nwa-adm-lab@nwo.nl at least ten working days prior to the call deadline, Tuesday 17 September 2024, 14:00:00 CEST / 18:00:00 BST:
− a recent extract from the Netherlands Chamber of Commerce;
− the deed of incorporation or current articles of association or other formal document evidencing the public service mission and absence of profit motive;
− the latest available annual accounts accompanied by an audit statement⁶.

Other relevant documentation may be added. NWO may request additional information if the above documents are not sufficiently conclusive to determine whether there would be the provision of forbidden state support or whether the organisation may act as a co-applicant.

If the applicant’s organisation does not submit the necessary documents for this check in time, NWO cannot accept the organisation as a co-applicant.

Co-applicants based in Bangladesh

Co-applicants can be affiliated to a Bangladeshi university or research organization in Bangladesh that meets the following cumulative criteria:
− have a public service mission;
− carry out research independently;
− have no profit motive other than for the purposes of conducting further research.

Based on the above, capital companies⁴ and partnerships⁵ are in any case excluded from participating in the consortium as co-applicants. Other legal forms will be assessed against the cumulative criteria.

‘The conduct of research’ from the sub criterion ‘is independent in the conduction of research’ means that conducting research, as defined in the NWO Grant Rules 2017, chapter 5, is the main task of the research organisation; evidenced by official documentation as the statutes, deed of incorporation or other formal documentation. In addition, the research must be conducted by the organisation’s own employees with a salaried employment contract.

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⁴ In Dutch: kapitaalvennootschappen.
⁵ In Dutch: personenvennootschappen.
⁶ Organisations that are not legally obliged to have their annual accounts audited do not need to provide such an auditor’s statement. They must however be able to demonstrate that this legal requirement is not applicable to the organisation concerned.
**Please note:** prior to the submission of an application, NWO will assess whether an organisation satisfies these cumulative criteria and may therefore participate as a co-applicant. NWO carries out this assessment amongst other things to check there is no provision of forbidden state support. This assessment should also be carried out if an organisation was previously assessed and permitted as a co-applicant within another NWA programme.

To this end, the organisation of the intended co-applicant should submit the following documents by email to nwa-adm-lab@nwo.nl at least ten working days prior to the call deadline, Tuesday 17 September 2024, 14:00:00 CEST / 18:00:00 BST:
- a recent extract from the Chamber of Commerce;
- the deed of incorporation or current articles of association or other formal document evidencing the public service mission and absence of profit motive;
- the latest available annual accounts accompanied by an audit statement6.

Other relevant documentation may be added. NWO may request additional information if the above documents are not sufficiently conclusive to determine whether there would be the provision of forbidden state support or whether the organisation may act as a co-applicant.

If the applicant’s organisation does not submit the necessary documents for this check in time, NWO cannot accept the organisation as a co-applicant.

### 3.1.2 Cooperation partners

Cooperation partners are mandatory in this Call for proposals, because active involvement (from demand articulation up to carrying out the project) from societal stakeholders, both public and private, is of great importance to share knowledge about challenges and possible solutions. A cooperation partner is a party that is closely involved in the implementation of the research and/or knowledge utilisation, but is unable to capitalise its contribution in advance. A cooperation partner is therefore not a main or co-applicant or co-funder.

**Please note:** no funding may be requested for salary or research costs as a co-applicant for personnel of organisations that participate as a cooperation partner in the consortium. However, it is possible to remunerate costs by hiring in these organisations as third parties via the modules ‘material costs’, ‘knowledge utilisation’ or ‘project management (see Section 3.2 and Annex 7.1).

Extra conditions:
- Coordinating organisations implementing the Deltaic projects that are linked to the living labs are mandatory to join as cooperation partner.

A cooperation partner is requested to submit a letter of commitment indicating its reasons for acting as a cooperation partner in the research and its intended role within the project. This is not a letter of support for co-funding, as cooperation partners do not contribute co-funding to the project.

### 3.1.3 Co-funders

Co-funding is not compulsory within this call. Co-funders are organisations that participate in the consortium and contribute to the project in cash and/or in kind. Co-funders do not receive any funding from NWO. The conditions regarding co-funding are specified in Annex 7.4 to this call.

Organisations whose employees are permitted to act as main applicants in accordance with the description given in Section 3.1.1 may not participate as co-funders in this call for proposals.

An exception will be made for TO2 institutes. They may participate in a consortium as co-funders, unless they also participate as a main applicant or co-applicant in the same consortium.
3.2 What can be applied for

Within this call, applications can be submitted for living labs (Phase I) and an overarching knowledge management project (Phase II). The knowledge management project can only be applied for by a collaboration between consortia from the living labs who received funding from this call.

Phase I: Living Lab
For an application for a living lab in this Call for proposals, a maximum of €950,000 can be applied for in total. The budget modules (including the maximum amount) available within this Call for proposals are stated in the table below. The maximum duration of a living lab project is 5 years.

Relationship between Living Lab and Knowledge Management project
In its budget, every application includes a cost category ‘work package knowledge management project’. In this cost category, the applicants reserve a minimum of €75,000 for each living lab. From this work package, the living labs contribute to the knowledge management project in relation to:
- Generalising research results and scaling up solutions;
- Enabling participation in Phase II activities.

Phase II: Knowledge Management project
A maximum of €970,000 can be applied for the knowledge management project. The budget modules (including the maximum amount) available for this Call for proposals are listed in the table below. The maximum duration of the knowledge management project is 4 years.

Budget modules
The budget modules (including the maximum amount) available for this Call for proposals are listed in the table below. Apply only for funding that is vital to realise the project. A more detailed explanation of the budget modules can be found in the annexe to this Call for proposals (7.1).

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<tr>
<th>Budget module</th>
<th>Maximum amount</th>
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<tbody>
<tr>
<td>PhD student</td>
<td>Phase I: Unrestricted number of positions, according to UNL or UNF rates⁷</td>
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<td>Phase II: not available</td>
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<tr>
<td>Engineering Doctorate degree (EngD)</td>
<td>Phase I: Unrestricted number of positions, according to UNL or UNF rates⁷</td>
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<td></td>
<td>Phase II: not available</td>
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<tr>
<td>Postdoc</td>
<td>Unrestricted number of positions, according to UNL or UNF rates⁷</td>
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<td>Non-scientific staff (NSS) at universities</td>
<td>Phase I: €100,000, according to UNL or NFU rates⁷, per requested PhD student and or postdoc-position, up to a maximum of €300,000 per application</td>
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<td>Phase II: According to UNL or NFU rates⁷ up to a maximum of €300,000 per application</td>
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<td>Other Scientific personnel (OSS) at universities</td>
<td>Phase I: €100,000, in combination with PhD student and/or postdoc</td>
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<tr>
<td></td>
<td>Phase II: €100,000</td>
</tr>
<tr>
<td>Research leave</td>
<td>5 months, 1 FTE, according to UNL or NFU rates⁷</td>
</tr>
<tr>
<td>Personnel at universities of applied sciences, educational institutions and other organisations</td>
<td>Unrestricted number of positions, in accordance with the applicable rate at the time of the granting decision as taken from Table 2.2, column ‘Hourly rate productive hours, excl. Dutch VAT’ from the Handleiding Overheidstarieven [HOT- Manual Dutch Government rates] Salary Tables</td>
</tr>
</tbody>
</table>

⁷ For personnel outside the Netherlands, the local rates are reimbursed. These rates are capped at a maximum equal to the UNL rates corrected by the NWO Country correction coefficients (CCC) table, see Money Follows Cooperation | NWO.
### Budget module

<table>
<thead>
<tr>
<th>Material costs</th>
<th>Maximum amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Including costs for an accountant’s declaration (external audit report)</td>
<td>€15,000 per year per FTE scientific position[^8] Maximum €5000 in total for external audit report</td>
</tr>
<tr>
<td>Investments (up to €150,000)</td>
<td>€150,000</td>
</tr>
<tr>
<td>Knowledge utilisation</td>
<td>Phase I: Mandatory to apply for: minimum 5% and maximum 20% of the total budget applied for  Phase II: Minimum 20% and maximum 50% of the total budget applied for</td>
</tr>
<tr>
<td>Internationalisation</td>
<td>Up to 20% of the funding applied for</td>
</tr>
<tr>
<td>Money follows Cooperation</td>
<td>Less than 50% of the total budget applied for</td>
</tr>
<tr>
<td>Project management</td>
<td>Mandatory to apply for: 5% of the total budget applied for</td>
</tr>
</tbody>
</table>

### 3.3 Preparing an application

This Call for proposals has the following stages:

- Registering an initiative and taking part in the collaborative workshops (mandatory to be able to submit a proposal);
- Submitting a living lab project proposal (Phase I)
- Submitting a knowledge management project proposal (Phase II)

The initiative and proposals must be written in English.

An application can only be submitted via the web application ISAAC. Applications that are not submitted via ISAAC will not be taken into consideration.

As the main applicant, you are required to submit the application via your own personal ISAAC account.

It is important to start with your application in ISAAC on time:

- if you do not yet have an ISAAC account, then you should create this on time to prevent any possible registration problems;
- any new organisations must also be added to ISAAC by NWO;
- you also need to submit other details online.

Applications submitted after the deadline will not be taken into consideration by NWO.

For technical questions, please contact the ISAAC helpdesk, see contact (Chapter 6).

Does a main and/or co-applicant work at an organisation that is not included in the ISAAC database? You can report this via relatiebeheer@nwo.nl so that the organisation can be added. This will take several days. It is therefore important that you report this at least one week before the deadline.

The applicant must inform the organisation where she/he works about the submission of the application, and the organisation must accept the granting conditions of this Call for proposals.

Please bear in mind that within two weeks after the submission deadline, NWO may approach you with any possible administrative corrections that need to be made so that your proposal can (still) meet the conditions for submission. You will be given two opportunities to make the corrections, and you will be given five working days to do this.

[^8]: This also includes positions at universities of applied sciences, educational institutions and other applying organisations.
3.3.1 The registration of initiatives and collaborative workshops

Prior to the submission of a proposal, the intended main applicant must register an initiative. The initiatives will be published on the website of NWO. The submission deadline for the initiatives is on Tuesday 18 June 2024, 14:00:00 CEST / 18:00:00 BST.

An initiative consists of a brief explanation of the research question, an initial indication of the parties involved in the consortium, the name of the main applicant and contact details.

To register an initiative, main applicants should complete the online initiative form. A link to this form can be found on the programme page of this Call of proposals ‘ADM-LAB Living Labs for Adaptive Management in Bangladesh’. Following a check, registered initiatives will be published online by NWO.

NWO will subsequently organize (online) collaborative workshops. More information about the workshops will be published on the programme page of the NWO website. The workshops are open to everybody. The consortia involved in an initiative will be automatically invited for the workshops. Other interested persons or parties can register for participation in the collaborative workshops by means of an online form.

For each initiative submitted, it is mandatory that at least one representative takes part in both collaborative workshops. It is strongly recommended that for each submitted initiative, as many consortium partners as possible also participate in the workshops. The aim of the collaborative workshops is to bring interested parties (researchers and/or public and/or private societal parties) into contact with each other around a specific theme, combine research ideas (consolidation of strengths) and form broad innovative consortia. This approach contributes to the reduction of mutual competition and work pressure.

More information about this will be published in due course on the programme page of the NWO website.

You can also register for the workshops without registering an initiative. Societal organisations are emphatically invited to register an initiative and/or participate in the workshops.

3.3.2 Phase I: Preparing and submitting a living lab proposal

A living lab proposal is written (and submitted) after the collaborative workshops in which initiatives have been brought together, possible collaboration with other participants in the workshops was explored and where the crucial initial agreements have been made for the joint elaboration of the proposal.

The main applicant must have participated in both collaborative workshops.

The main applicant submits the proposal via ISAAC.

The steps involved in writing your application are:
- download the application form from the NWO web application ISAAC or from the NWO web page (on the grant page of the funding instrument concerned);
- complete the application form;
- save the application form in ISAAC as a PDF file and upload it with any compulsory annexes;
- fill in the requested information online in ISAAC.

Compulsory annexes:
- budget;
- declarations of commitment of cooperation partners (see section 3.1.2);

Contact details are only published online with consent of the submitter of the initiative.
Chapter 3: Conditions for applicants

– declaration co-funding from co-funders (mandatory if applicable, see section 3.1.3);
– letter guaranteeing the continuity of the project supervision (compulsory if applicable, see paragraph 3.1).
– form 'Statement and signature'.

In case NWO has made a template available, the annex should be drawn up according to the NWO template. Annexes must be uploaded in ISAAC separately from the application. All of the annexes, except for the budget, must be submitted as PDF files (without encryption). The budget must be submitted in ISAAC as an Excel file.

Any annexes other than those above-mentioned are not permitted.

3.3.3 Phase II: Preparing and submitting a knowledge management project proposal

After the granting of proposals for the living labs, the consortia awarded funding will be invited to draw up a proposal for a knowledge management project, under the supervision of the supervisory committee (see Section 5.1.1 and 5.1.7) and on the basis of the template approved by the supervisory committee.

The main applicant and co-applicants who accept funding for a living lab project therefore commit themselves to the consortium that will submit the proposal for the knowledge management project in Phase II. The consortium will therefore contain participants from all research projects in Phase I and the expected results from these research projects must be incorporated in the proposal for the knowledge management project in Phase II.

The consortia of the awarded living labs jointly appoint a single main applicant in consultation with the supervisory committee. The main applicant submits the proposal on behalf of all living labs involved.

The proposal consists of a knowledge management project as described in Chapter 2.

The conditions regarding the application form and appendices are the same as described for Phase I in Section 3.3.2.

3.4 Conditions for submission

3.4.1 Formal conditions for submission

Wherever this paragraph refers to 'application', the applications from phases I and II are meant, unless explicitly stated otherwise.

NWO will assess your application against the conditions listed below. Your application will only be admitted to the assessment procedure if it meets these conditions. After submitting your application, NWO requests you to be available to implement any possible administrative corrections so that you can (still) meet the conditions for submission.

These conditions are:
– the main applicant and co-applicant(s) meet the conditions stated in Section 3.1;
– the application complies with the DORA guidelines as described in Section 4.1;
– the application form is, after a possible request to make additions or changes, complete and filled out according to the instructions;
– the application is submitted via the main applicant’s ISAAC account;
– the application is received before the deadline;
– the application is written in English;
– the application budget is drawn up in accordance with the conditions for this Call for proposals;
– the proposed living lab project has a duration of at least four years and at most five years;
Chapter 3: Conditions for applicants

- the proposed knowledge management project has a duration of at least three years and at most four years;
- all of the required annexes are, after a possible request to make additions or changes, complete and filled out according to the instructions.

3.5 Conditions on granting

The NWO Grant Rules 2017 and the Agreement on the Payment of Costs for Scientific Research are applicable to all applications.

The following exceptions to the NWO Grant rules 2017 have been approved by the NWO Executive board:
- Article 1.1.4: the main applicant should be affiliated to a Bangladeshi university or research organisation based in Bangladesh. Co-applicants from outside the Kingdom of the Netherlands should be affiliated to a Bangladeshi university or research organisation based in Bangladesh (see Section 3.1).
- Article 3.2.3 (paragraph 1): NWO deposits the Grant that has been awarded into the main Beneficiary’s bank account. NWO may agree a different method of payment with the main Beneficiary.
- Consortia are allowed to resubmit their proposal two times instead of one during the eligibility check.
- The Call for proposals will be published only in English.

3.5.1 Compliance with the National Knowledge Security Guidelines

World-class science can benefit from international cooperation. The National Knowledge Security Guidelines (hereafter: the Guidelines) helps knowledge institutions to ensure that international cooperation can take place securely. Knowledge security concerns the undesirable transfer of sensitive knowledge and technology that compromises national security; the covert influence of state actors on education and research, which jeopardises academic freedom and social safety; and ethical issues that may arise in cooperation with countries that do not respect fundamental rights.

Applicants are responsible for ensuring that their project complies and will continue to comply with the Guidelines. By submitting an application, the applicant commits to the recommendations stipulated in these Guidelines. In the event of a suspected breach of the Guidelines in an application submitted to NWO for project funding, or in a project funded by NWO, NWO may ask the applicant to provide a risk assessment demonstrating that the recommendations in the Guidelines have been taken into consideration. If the applicant fails to comply with NWO’s request, or if the risk assessment is in apparent breach of the Guidelines, this may affect NWO’s grant award or decision-making process. NWO may also include further conditions in the award letter if appropriate.

The National Knowledge Security Guidelines can be found on the central government website at: Home | National Contact Point for Knowledge Security (loketkennisveiligheid.nl).

3.5.2 Data management

The results of scientific research must be replicable, verifiable and falsifiable. In the digital age, this means that, in addition to publications, research data must also be publicly accessible insofar as this is possible. NWO expects that research data resulting from NWO-funded projects will be made publicly available, as much as possible, for reuse by other researchers. “As open as possible, as closed as necessary” is the applicable principle in this respect. Researchers, at very least, are expected to make the data and/or non-numerical results that underlie the conclusions of the published work resulting from the project publicly available at the same time as the work’s publication. Any costs incurred for this can be included in the project budget. Researchers should explain how data emerging from the project will be dealt with based on the data management section in the proposal and the data management plan that is drawn up after funding is awarded.
Chapter 3: Conditions for applicants

Data management Section

The data management section is part of the proposal. Researchers are asked before the start of the research to consider how the data collected will be ordered and categorised so that this can be made publicly available. Measures will often already need to be taken, both during data generation and as part of analysing the data, to make its subsequent storage and dissemination possible. If it is not possible to make all data from the project publicly available, for example due to reasons of privacy, ethics or valorisation, then the applicant is obliged to list the reasons for this in the data management section.

The data management section in the proposal is not evaluated and will therefore not be weighed in the decision whether to award funding. However, both the referees and the committee can issue advice with respect to the data management section.

3.5.3 Scientific integrity

In accordance with the NWO Grant Rules 2017, the project that NWO funds must be carried out in accordance with the nationally and internationally accepted standards for scientific conduct as stated in the Netherlands Code of Conduct for Research Integrity (2018). By submitting the proposal, the applicant commits to this code. In the case of a (possible) violation of these standards during a project funded by NWO, the applicant should immediately inform NWO of this and should submit all relevant documents to NWO. More information about the code of conduct and the policy regarding research integrity can be found on the website: Scientific integrity | NWO.

3.5.4 Ethical statement or licence

The applicant is responsible for determining whether an ethical statement or licence is needed for the realisation of the proposed project. The applicant should ensure that this is obtained from the relevant institution or ethics committee on time. The absence or presence of an ethical statement or licence at the time of the application process has no effect on the assessment of the application. If the project is awarded funding, then the grant is issued under the condition that the necessary ethical statement or licence is obtained before the latest start date for the project. The project cannot start until NWO has received a copy of the ethical statement or licence.

3.5.5 Nagoya Protocol

The Nagoya Protocol ensures 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 sources from the Netherlands or abroad for their research should familiarise themselves with the Nagoya Protocol (ABS Focal Point - ABS Focal Point). NWO assumes that researchers will take all necessary actions with respect to the Nagoya Protocol.

3.5.6 Co-funding

Co-funding is not compulsory within this call. However, co-funders may be included in the project proposal. A distinction is made between in cash co-funding, which serves to cover the budget for the project activities described in the proposal, and in kind co-funding, which can consist of the use of resources from the organisations involved. Conditions for co-funding are specified in Annex 7.4 to this Call of proposals.

Declaration co-funding

In a declaration co-funding, the co-funder expresses both substantive and financial support for the project and confirms the pledged co-funding. In the declaration co-funding, the co-funder also states whether the support pledged originates from private sources. The declarations co-funding from all co-funders are mandatory annexes to the proposal. The declaration co-funding must be signed by an authorised signatory of the co-funder. NWO will provide a mandatory template for the declaration co-funding.
In the case of funding being awarded, the co-funder should state their contribution(s) in the consortium agreement (amongst other things for invoicing in the case of in cash co-funding). In this agreement, further agreements are also made between the co-funder(s) and the applicant(s) (see Section 5.1.3).

3.5.7 Declarations of commitment of cooperation partners

In a declaration of commitment a cooperation partner enounce support for the project en describes their role within the project. NWO will make a letter available on the funding page. In case of awarding funding the cooperation partner must confirm its contribution in the project. Further agreements are also made in this agreement between the cooperation partner(s) and the applicant(s) (see also section 5.1.5).
4 Assessment procedure

This chapter first describes the assessment according to the DORA principles (Section 4.1) and the course of the assessment procedure (Section 4.2). Second, it states the criteria that the assessment committee will use to assess your application (Section 4.3).

The NWO Code for Dealing with Personal Interests applies to all persons and NWO employees involved in the assessment and/or decision-making process (Code for Dealing with Personal Interests | NWO).

NWO strives to achieve an inclusive culture where there is no place for conscious or unconscious barriers due to cultural, ethnic or religious background, gender, sexual orientation, health or age (Diversity and inclusion | NWO). NWO encourages members of an assessment committee to be actively aware of implicit associations and to try to minimise these. NWO will provide them with information about concrete ways of improving the assessment of an application.

4.1 The San Francisco Declaration (DORA)

NWO is a signatory to the San Francisco Declaration on Research Assessment (DORA). DORA is a worldwide initiative that aims to improve the way research and researchers are assessed. DORA contains recommendations for research funders, research institutions, scientific journals and other parties.

DORA aims to reduce the uncritical use of bibliometric indicators and obviate unconscious bias in the assessment of research and researchers. DORA’s overarching philosophy is that research should be evaluated on its own merits rather than on the basis of surrogate measures, such as the journal in which the research is published.

When assessing the scientific track record of applicants, NWO makes use of a broad definition of scientific output.

NWO requests committee members not to rely on indicators such as the Journal Impact Factor or the h-index when assessing applications. Applicants are not allowed to mention these in their applications. You are, however, allowed to list other scientific products besides publications, such as datasets, patents, software and code, et cetera.

For more information on how NWO is implementing the principles of DORA, see DORA | NWO.

4.2 Procedure

The application procedure consists of the following steps:

Phase I:
- register an initiative;
- publication of the initiatives on the website;
- participation in collaborative workshops;
- submission of the living lab proposal;
- admissibility of the living lab proposal;
- pre advice assessment committee;
- interview;
- assessment committee meeting;
- decision-making.

Phase II:
- submission of the knowledge management proposal;
Chapter 4: Assessment procedure /

- admissibility of the knowledge management proposal;
- interview
- assessment committee meeting;
- decision-making.

Assessment committee
For this NWA Call for proposals, an assessment committee will be appointed by the NWO Executive Board. The assessment committee will have a broad composition. This means that not only scientific expertise will be represented in the assessment committee, but also expertise from the entire knowledge chain, including societal stakeholders who are highly familiar with the subject and representatives from the target group.

Due to the expertise present in the assessment committee, NWO has decided with regard to the assessment of these applications to exercise the option outlined in Article 2.2.4, paragraph 2, of the NWO Grant Rules 2017, to assess all applications without involving referees.

4.2.1 Registration or withdrawal of an initiative
With the registration of an initiative, you indicate that you want to submit an application in this Call for proposals. For more information, see Section 3.3.1.
You can withdraw an initiative at any time. You can do this by sending an email to NWO. After withdrawing an initiative, it is no longer possible to join or take part in the collaborative workshops. The initiatives will be published on the website of NWO.

4.2.2 Collaborative workshops
After the registration of the initiatives, NWO will organise two successive collaborative workshops. The applicants who register an initiative will be automatically registered for the collaborative workshops.

For each initiative submitted, it is mandatory that at least one representative takes part in both collaborative workshops. The main applicant of a proposal must have participated in both workshops as well. The collaborative workshops are explicitly also open to parties who have not submitted an initiative. In this way, they also receive the opportunity to join existing consortia or consortia that are in the process of being formed.

The aim of the collaborative workshops is to facilitate the optimal formation of networks around the themes and to encourage collaboration. The registered initiatives form the basis for the discussions during the workshops. The workshops offer the possibility to combine research ideas and to form broad innovative consortia (consolidation of strengths). It is subsequently up to the participants to enter into collaboration in inter- and transdisciplinary innovative consortia that span the entire knowledge chain.

More information about the workshops will also be published on the programme page of the NWO website.

4.2.3 Submission of a proposal in Phase I and II
For the submission of a proposal in Phases I and II, a standard form is available on the funding page of this Call for proposals on the NWO website. When you write your proposal, you must adhere to the questions stated on this form and the procedure given in the explanatory notes. You must also adhere to the conditions for the maximum number of words and pages.
Your complete application form must have been received before the deadline via ISAAC (see Section 1.3). After this deadline, you can no longer submit a proposal. After submitting the proposal, the main applicant will receive a confirmation of receipt.
Chapter 4: Assessment procedure

4.2.4 Admissibility of the proposal in Phase I and II

As soon as possible after you have submitted your proposal in Phase I and II, you will hear from NWO whether or not your proposal will be taken into consideration. NWO will determine this based on several administrative-technical criteria (see the formal conditions for submission, Section 3.4). NWO can only take your proposal into consideration if it meets these conditions. Please bear in mind that within two weeks after the submission deadline, NWO may approach you with any possible administrative corrections that need to be made so that your proposal can (still) meet the conditions for submission. You will be given two opportunities to make the corrections, and you will be given five working days to do this.

4.2.5 Pre-advice assessment committee in Phase I and II

After this, your proposal will be submitted for comments to several members of the assessment committee (the pre-advisers). The pre-advisers will provide a written substantive and reasoned response to the proposal. They will formulate these comments based on the substantive assessment criteria (see Section 4.3.1) and will give the proposal a numerical score per assessment criterion. For this, the NWO score table will be used (on a scale of 1 to 9, where “1” is excellent and “9” unsatisfactory).

4.2.6 Interview selection (Phase 1)

In principle, all consortia that submitted a living lab proposal will be invited for an interview by the assessment committee. If the total number of admissible proposals exceeds three times the number of projects that can be funded within the available budget, the assessment committee can decide to invite only a selection of consortia to the interview.

The proposals will be submitted to the assessment committee. The assessment committee will then make its own assessment based on these documents. Subsequently, the applicants with the highest ranked proposals will be invited for an interview.

4.2.7 Interview in Phase I and II

During the interview, the assessment committee will have the opportunity to pose questions. During the interview, the consortium will be able to respond to these in the discussion with the committee. In this manner, the principle of having a hearing and an opportunity for rebuttal is applied. The interview is an important part of the assessment procedure and can lead to an adjustment of both the assessment and the score of the proposal.

4.2.8 Meeting of the assessment committee

Phase I:
The committee will make its own assessment based on the available material. Although the pre-advises will ‘guide’ the final assessment to a large extent, it will not be blindly accepted without question by the committee. The committee will consider and compare the arguments of the pre-advisers (also amongst each other) and examine whether the rebuttal contains a well-formulated response to the critical comments from the pre-advises.

Following the discussion, the committee draws up a written recommendation addressed to the NWO Executive Board about the quality and ranking of the proposals. This recommendation is based on the assessment criteria. The living lab proposal must receive an overall qualification of at least “very good” to be eligible for funding. The living lab proposal must also receive at least the qualification “very good” for each of the individual assessment criteria.
For more information about the qualifications, see Applying for funding, how does it work? | NWO.
As stated in Section 1.2 and 2.2.1, there are four different geographic focus areas and the programme aims for an even geographical spread of the three living lab projects in Phase I. Phase I will therefore aim to fund one project in three of the four geographical focus areas. Thus, in principle the highest ranked project per geographical focus area will be funded. To be clear: for the purpose of optimal geographical spread there may be a jump in the prioritization.

For instance, the applications at positions 1 and 2 cover different geographical focus areas. The application at position 3 covers the same geographical focus area as the application at position 1 or 2. In this case, there may be a jump from the application at position 2 to the application at position 4, which has a geographical focus area not already covered by the applications at position 1 and 2. This means that the application at position 3 is skipped over in the prioritization.

If there are only three applications that are eligible for funding in two or one geographical region(s), this rule does not apply and the three eligible applications will be funded.

If, after the discussion of the living lab proposals, two or more of the living lab proposals cannot be distinguished from each other based on their weighted total score, then this will result in an ex aequo situation (see the paragraph about ex aequo).

Phase II:
The selection committee will assess the proposal according to the criteria in Section 4.3.1. The knowledge management proposal must receive an overall qualification of at least “good” to be eligible for funding. During the interview, the consortium will be given the opportunity to present the proposal and to respond to the questions from the selection committee. In this manner, hearing and rebuttal are applied. During the subsequent meeting, the selection committee will discuss the proposal and interview, reassess the proposal and issue an opinion about whether or not to award funding to the proposal.

In the case of an opinion not to award funding, the selection committee will state in writing which elements are unsatisfactory and suggest points for improvement. The consortium will be given a one-off chance to submit a revised proposal that addresses the points for improvement. After the announcement of the decision, the main applicant will receive one month to submit the revised proposal. Once the revised proposal has been received, an interview will be planned to discuss the proposal with the selection committee, after which the selection committee will establish its final opinion.

4.2.9 Ex aequo

NWO understands ex aequo to be a situation in which two or more proposals based on their weighted score cannot be distinguished from each other. An ex aequo situation is relevant with respect to the borders of the available budget or the selection borders. The existence of an ex aequo situation is determined as follows. The starting point in this process is the ranking drawn up by the assessment committee, with the final scores rounded down to two decimal points. The reference score here is the score of the lowest-ranked proposal within the borders of the available budget or the selection borders. All proposals with a score that is within 0.05 or less of the reference score will be considered. In this way, the proposals that are equal within a score of 0.10 will be selected. If an ex aequo situation occurs at the borders of the available budget or the selection borders, then with a better assessment pertaining to criterion ‘Problem definition and analysis’ (Phase I) or ‘Alignment with the objectives of the programme’ (Phase II), will end as the highest. If the ex aequo situation is not resolved with this, then the proposal with the highest score for the criterion ‘Quality of the consortium’ will end highest. If the proposals subsequently in a tie, the assessment committee, with the help of an (anonymous) majority vote, will determine the ranking (in accordance with Article 2.2.7, third paragraph, sub a, part iv of the NWO Grant Rules 2017). If this vote provides no resolution either, or is not desirable to vote, the ex aequo situation will be send on to the decision-making body.
Chapter 4: Assessment procedure /

4.2.10 Decision-making

Phase I:
Finally, the NWO Executive Board will assess the procedure followed as well as the advice from the assessment committee. They will subsequently determine the final qualifications and make a decision over awarding or rejecting the proposals.

Phase II:
The selection committee’s recommendation is presented to the NWO Executive Board, which then decides whether to accept or reject the proposal for the overarching knowledge management project.

4.2.11 Timetable

Below, you will find the timetable for this Call for proposals. During the current procedure, NWO might find it necessary to make further changes to the timetable for this Call for proposals. You will be informed about this in time.

<table>
<thead>
<tr>
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<th>Deadline registering initiatives</th>
</tr>
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<tbody>
<tr>
<td>Tuesday 18 June 2024, 14:00:00 CEST / 18:00:00 BST</td>
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<tr>
<td>Please see NWO website for more details.</td>
<td>Collaborative workshops</td>
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Proposals (Phase I)

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<th>Deadline eligibility check of applicants</th>
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<td>Deadline living lab proposals</td>
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<tr>
<td>November 2024</td>
<td>Pre-advisers consulted</td>
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<tr>
<td>November/December 2024</td>
<td>Interview selection and interviews</td>
</tr>
<tr>
<td>December 2024</td>
<td>Assessment committee meeting</td>
</tr>
<tr>
<td>January 2025</td>
<td>Decision by the board</td>
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</table>

Proposal (Phase II)

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<th>Deadline knowledge management proposal</th>
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<tbody>
<tr>
<td>October 2025</td>
<td>Interview</td>
</tr>
<tr>
<td>October 2025</td>
<td>Assessment committee meeting</td>
</tr>
<tr>
<td>November 2025</td>
<td>Decision by the board</td>
</tr>
</tbody>
</table>

4.3 Criteria

4.3.1 Substantive assessment criteria

Phase I:
The applications submitted within this Call for proposals will be substantially assessed on the basis of the following criteria:

1. Problem definition and analysis (20%)
2. Envisaged impact and route to impact (20%)
3. Quality of the consortium (30%)
4. Quality of the research (30%)
The following specific aspects of the four assessment criteria will be assessed:

1. **Problem definition and analysis**
   - Clearly formulated definition of the problem and resulting research questions, logically related and contributing to the objective of the call and the theme formulated within this, to which the proposal relates (see Section 2.2.1).
   - Societal and scientific urgency and relevance of the defined problem.
   - Interdisciplinary and transdisciplinary character of the problem definition and the research questions.

2. **Envisaged impact and route to impact**
   - The envisaged scientific and societal impact is clearly defined and follows logically from the identified problem or question (see Section 2.1 & 2.2).
   - The Impact pathway describes a clear route to the societal impact, as well as the role of the partners involved.
   - Appropriate strategic activities to achieve the impact, such as stakeholder engagement, communication, monitoring and evaluation, and capacity development.

3. **Quality of consortium**
   - The composition of the consortium is a logical fit with the proposed project: interdisciplinary, involvement of relevant societal stakeholders and/or citizens and the wider knowledge chain.
   - Complementarity of the consortium partners in terms of the knowledge, skills and expertise required to execute the project.
   - Active involvement of the partners in the development of the project (co-design), from the articulation of the problem definition and the research questions, and in its execution (co-creation). This results in the formation of a (societal) network as part of and around the project.
   - A clear division of tasks and roles within the consortium with respect to the execution of the research and the governance of the project.
   - There is a tangible and feasible plan for the professional development of talented young and mid-career researchers both within and outside of the academic world.

4. **Quality of the research**
   - The scientific research question follows logically from the analysis of the problem and is original and innovative for the disciplines concerned.
   - The proposed approach and methodology are suitable for achieving the specified objectives and answering the research question. The consortium employs fundamental, applied and practical research in its approach.
   - The integrated character of the interdisciplinary research.
   - The structure of the proposed research plan: clearly defined and logically coherent work packages; suitable and well-substantiated budget; risk analysis; and, if necessary, a back-up plan.

**Phase II:**
The application submitted within this Call for proposals will be substantially assessed on the basis of the following criteria:

1. **Alignment with the objective of the programme** (40%)
2. **Quality of the consortium** (30%)
3. **Quality of the proposal** (30%)

The following specific aspects of the three assessment criteria will be assessed:

1. **Alignment with the objectives of the programme**
   - Extent to which the project contributes to the objectives and activities of the programme and takes into account the conditions stated in section 2.2.
   - Societal and scientific urgency and relevance of the defined problem.
Chapter 4: Assessment procedure

Interdisciplinary and transdisciplinary character of the problem definition and the research questions.

The envisaged scientific and societal impact is clearly defined and follows logically from the identified problem or question.

The Impact pathway describes a clear route to the societal impact, as well as the role of the partners involved.

Appropriate strategic activities to achieve the impact, such as stakeholder engagement, communication, monitoring and evaluation, and capacity development.

2. Quality of the consortium

The composition of the consortium is a logical fit with the proposed project: interdisciplinary, involvement of relevant societal stakeholders and/or citizens and the wider knowledge chain.

Complementarity of the consortium partners in terms of the knowledge, skills and expertise required to execute the project.

Active involvement of the partners in the development of the project (co-design), from the articulation of the problem definition and the research questions, and in its execution (co-creation). This results in the formation of a (societal) network as part of and around the project.

A clear division of tasks and roles within the consortium with respect to the execution of the research and the governance of the project.

There is a tangible and feasible plan for the professional development of talented young and mid-career researchers both within and outside of the academic world.

3. Quality of the proposal

The proposed plan will contribute to achieving the formulated aim of the knowledge management project with respect to the scaling up of solutions and the generalisation of the research results from the different living labs.

The proposed approach and methodology are suitable for achieving the specified objectives.

The structure of the proposed plan: clearly defined and logically coherent work packages; suitable and well-substantiated budget; risk analysis; and, if necessary, a back-up plan.
5 Obligations for grant recipients

This chapter details the various obligations that - in addition to the conditions stated in Section 3.5 - apply after funds have been awarded.

5.1.1 Content monitoring

NWO will assume responsibility for the substantive monitoring of the proposals awarded funding. For the duration of ‘Living Labs for Adaptive Delta Management in Bangladesh’ NWO will organise programme meetings. All projects within this call theme will be invited to participate.

Supervisory committee
To strengthen the monitoring and to increase the support for the realisation of the projects, a supervisory committee will be appointed (see section 5.1.7). The committee will monitor the connection between the different themes, the progress of all projects and the results achieved with a focus on knowledge transfer, knowledge utilisation and the application of the results. After granting, regular follow-up meetings will be organised. Representatives from all consortia will be asked to provide input and to take part in the meetings of the supervisory committee. Whenever that is desirable, additional experts will also be invited to the meetings.

5.1.2 Accountability and project completion

Accountability during the project
During the project, the main applicant is responsible for reports on the project’s progress. With a view to monitoring project progress, NWO may request interim reports on a project’s content and finances, as well as an account of co-funding provided. More information about this will follow in the grant award letter.

Project closure
Upon completion of a project, final reports will be requested on both the content and finances of the project. The final amount of funding (and co-funding) will be determined after these final reports have been approved, which includes an external audit (for institutions that are not subject to the education accountants protocol of the Ministry of Education, Culture and Science).

5.1.3 Programme activities

Programme activities will be organised within the knowledge management project. Besides the activities mentioned in Section 2.2, the consortia of the living lab projects and the knowledge management project are obliged in a joint kick-off, midterm and final meeting. Projects should budget for participation in these events.

5.1.4 Data management

After a proposal has been awarded funding, the researcher should elaborate the data management section into a data management plan. For this, applicants can make use of the advice from the referees and committee. The applicant must describe in the plan whether existing data will be used, or whether new data will be collected or generated, and how this data will be made FAIR: Findable, Accessible, Interoperable, Reusable. Before submission, the data management plan should be checked by a data steward or similar officer of the organisation where the project will be realised. The plan should be submitted to NWO via ISAAC within 4 months after the proposal has been awarded funding. NWO will check the plan as quickly as possible. Approval of the data management plan by NWO is a condition for disbursement of the funding. The plan can be adjusted during the research.

More information about the data management protocol of NWO can be found at: Research data management | NWO.
5.1.5 Intellectual property and and consortium agreement

With respect to intellectual property (IP), the NWO IP policy applies. This can be found in Chapter 4 of the NWO Grant Rules 2017.

Applicants must carry out a project funded by NWO during the time that they work for the knowledge institution. If an applicant or a researcher funded by NWO is appointed by more than one employer, then the other employer should relinquish any possible IP rights that emerge from the project of the applicant.

NWO’s ambition is that research results can be applied by partners involved in the project. NWO aims that all research results from projects it funds are made publicly accessible while at the same time encouraging parties to further develop the research results by giving them the possibility to exploit these. For the exploitation of results, it can be desirable to transfer intellectual property rights or to license the use of these to (one of) the private parties involved in the project. The basic premise is that all research results can be published with due consideration for agreements made about publication procedures.

After a proposal has been awarded funding, the conclusion of a consortium agreement is one of the conditions for starting the project. In this agreement, arrangements are made about intellectual property and publication, knowledge transfer, confidentiality, co-financing payments, progress reports, and final reports. Uploading in ISAAC is required before the project can start.

The responsibility for arranging the consortium agreement lies with the applicant.

The model agreement that NWO makes available must be used in both Phase I and II and can be found on the funding page of this Call for proposals. This model agreement has been drawn up in accordance with the NWO Grant Rules 2017.

5.1.6 Socially responsible licensing

The knowledge that emerges from the project could be suitable for use in society. When agreements about licensing and/or the transfer of research results developed under this Call for proposals are made, due consideration should be given to the ten principles for socially responsible licensing, as stated in the NFU factsheet “19.4511_Ten_principles_for_Socially_Responsible_Licensing_v19-12-2019.pdf (nfu.nl)”.

5.1.7 Supervisory committee

After the proposal has been awarded funding, a supervisory committee will be appointed. This supervisory committee will supervise and advise the projects and programme (see also Section 5.1.1). More information about this committee will be provided in the award letter.

5.1.8 Open Access

As a signatory to the Berlin Declaration (2003) and a member of cOAlition S (2018), NWO is committed to making the results of the research it funds openly accessible via the internet (Open Access). By doing this, NWO gives substance to the ambitions of the Dutch government to make all publicly funded research available in Open Access form. Scientific publications arising from projects awarded on the basis of this Call for proposals must therefore be made available in Open Access form in accordance with the Open Access Policy.

Scientific articles

Scientific articles must be made available in Open Access form immediately at the time of publication (without embargo) via one of the following routes:

− publication in a fully Open Access journal or platform registered in the DOAJ;
− publication in a subscription journal and the immediate deposition of at least the author accepted manuscript of the article in an Open Access repository registered in Open DOAR;
Chapter 5: Obligations for grant recipients

publication in a journal for which a transformative Open Access agreement exists between UNL and a publisher. For further information, see Open Access.

Books
Different requirements apply to scholarly books, book chapters and edited collections. See the Open Access Policy Framework at Open Science | NWO.

CC BY licence
To ensure the widest possible dissemination of publications, at least a Creative Commons (CC BY) licence must be applied. Alternatively – in case of substantial interest – the author may request to publish under a CC BY-ND licence. For books, book chapters and collected volumes, all CC BY licence options are allowed.

Costs
Costs for publication in fully Open Access journals can be budgeted in the application using the budget module for “material costs”. Costs for publications in hybrid journals are not eligible for reimbursement by NWO. For Open Access books, a separate NWO Open Access Books Fund is available.

For more detailed information about NWO’s Open Access policy, see Open Science | NWO.
Chapter 6: Contact and other information

6 Contact and other information

6.1 Contact

6.1.1 Specific questions

For specific questions about this Call for proposals, please contact:

Colinda de Korte MA
tel +31 70 349 4000
e-mail: nwa-adm-lab@nwo.nl

Jelte Verberne MSc
tel: +31 70 349 4148
e-mail: nwa-adm-lab@nwo.nl

6.1.2 Technical questions about the web application ISAAC

For technical questions about the use of ISAAC, please contact the ISAAC helpdesk. Please read the manual first before consulting the helpdesk. The ISAAC helpdesk can be contacted from Monday to Friday between 10:00 and 17:00 hours on +31 (0)70 34 40 600. However, you can also submit your question by email to isaac.helpdesk@nwo.nl. You will then receive an answer within two working days.

6.2 Other information

The text of this Call for proposals has only been published in English.

NWO processes data from applicants received in the context of this Call in accordance with the NWO Privacy Statement, Privacy Statement | NWO.

NWO might approach applicants for an evaluation of the procedure and/or research programme.
7 Annex(es):

7.1 Explanation of budget modules

It is possible to apply for the funding of the salary costs of personnel who make a substantial contribution to the research. Funding of these salary costs depends on the type of appointment and the organisation where the personnel are/will be appointed.

- For university appointments, the salary costs are funded in accordance with the UNL salary tables applicable at the moment the grant is awarded (Salary tables | NWO).
- For university medical centres, the salary costs are funded in accordance with the NFU salary tables applicable at the moment the grant is awarded (Salary tables | NWO).
- For personnel from universities of applied sciences, educational institutions and other organisations, salary costs will be funded based on the collective labour agreement pay scale of the employee concerned in accordance with the applicable rate at the time of awarding the grant as taken from Table 2.2, column ‘Hourly rate productive hours, excl. Dutch VAT’ from the Handleiding Overheidstarieven | HOT- Manual Dutch Government Rates (Salary tables | NWO).
- For the Caribbean Netherlands, the Dutch government employs civil servants on Bonaire, Sint Eustatius and Saba under different conditions than in the European part of the Netherlands Employment terms and conditions | Working at the Rijksdienst Caribisch Nederland | Rijksdienst Caribisch Nederland (rijksdienstcn.com).

NWO will apply a mandatory one-off indexing of the salary costs with respect to:

- UNL rates: for proposals submitted before 1 July and that are awarded funding after 1 July;
- NFU rates: for proposals submitted before 1 August that are awarded funding after 1 August;
- HOT rates: for proposals submitted before 1 January that are awarded funding after 1 January.

The mandatory one-off indexing does not affect the level of the grant ceiling or the maximum amount of the grant awarded for each proposal. Both the level of the grant ceiling and the maximum amount of the grant awarded will remain unchanged during the assessment procedure. The mandatory one-off indexing will be applied after the decision-making process about awarding or rejecting proposals is completed.

If co-funding is required or permitted then the one-off mandatory indexing will have no consequences for the co-funding requirement or the IP rights that can emerge from the co-funding.

The rates for all budget modules are incorporated in the budget template that accompanies the application form. For the budget modules “PhD student”, “EngD” and “Postdoc”, a one-off individual bench fee of €5,000 is added on top of the salary costs to encourage the scientific career of the project employee funded by NWO. Remunerations for PhD scholarship students (‘bursalen’) at a Dutch university are not eligible for funding from NWO. The available budget modules are explained below.

PhD student (including MD-PhD student)

Phase I:
A PhD student is appointed for 1.0 FTE for a duration of 48 months. The equivalent of 48 full-time months, for example an appointment of 60 months for 0.8 FTE, is also possible. If a different duration of appointment is considered necessary for the realisation of the proposed research, then the standard time can be deviated from as long as this is properly justified. However, the duration of appointment must always be at least 48 months.

1 July, 1 August and 1 January are the dates on which the relevant rates are generally adjusted, in the case of indexation the date of actual annual adjustment will be taken into account.
PhD students appointed outside The Netherlands are reimbursed according to in-country regulations and up to a maximum equal to the UNL rates corrected by the NWO Country correction coefficients (CCC) table (see Money Follows Cooperation | NWO). However, a PhD student appointed outside the Netherlands who will spend a longer period of time in the Netherlands should be remunerated according to the UNL salary tables for the duration of their stay in the Netherlands. This should be specified in the budget. During the stay in the Netherlands the PhD student should be formally registered at the research institution in the Netherlands as a guest researcher or external PhD candidate, with conditions listed below.

Due to the nature of the research of this Call, it is foreseeable that a PhD student will spend a significant amount of time both at a research institution in the Netherlands and in Bangladesh. The following additional conditions therefore apply:

a. PhD students are guaranteed the support and services foreseen for guest researchers or external PhD candidates and are maximally engaged in relevant supporting initiatives (e.g. Graduate School training);

b. Both research organisations in the Netherlands and in Bangladesh commit to effective and fluent support, including logistical support, and supervision of the project and the student.

Fulfilment of these conditions has to be explained upon funding as part of the starting documents.

In line with the NWO strategy, Industrial and Societal Doctorates are included in this category under this call. Conditions regarding Industrial and Societal Doctorates are explained in Annex 7.2

**Engineering Doctorate degree (EngD)**

**Phase I:**
Funding for the appointment of a EngD can only be applied for if funding for a PhD student or postdoc is also applied for.

The appointment for a EngD position is a maximum of 1.0 FTE for 24 months. The EngD trainee is employed by the institution applying for funding and can realise activities that are part of the research at an industrial partner for a specified time. If the research proposal is awarded funding, then an agreement must be concluded with the industrial partner(s) concerned. The underlying "Technological Designer Programme" must be described in the proposal.

**Postdoc**

The size and duration of the postdoc appointment is at least 6 full months and at most 48 full-time months. The size and duration of the appointment is at the applicant’s discretion, but the appointment is always for at least 0.5 FTE or for a duration of at least 12 months. The product of FTE x duration of appointment should always be a minimum of 6 full-time months.

The material budget is available to cover the costs of a more limited appointment of a postdoc.

**Non-scientific staff (NSS) at universities**

**Phase I:**
Funding for the appointment of NSS required to realise the research project can only be applied for if funding for a PhD student or postdoc is also applied for. A maximum of €100,000 per PhD student of postdoc can be requested for NSS, up to a maximum of €300,000. This includes personnel such as student assistants, programmers, technical assistants or analysts. Depending on the level of the position, the appropriate salary table for NSS at MBO, HBO or university level applies.

The size of the appointment is at least 6 full-time months and at most 48 full-time months. The size and duration of the appointment is at the applicant’s discretion, but the appointment is always for at least 0.5 FTE or for a duration of at least 12 months. The product of FTE x duration of appointment should always be a minimum of 6 full-time months.

The material budget is available to cover the costs of a more limited appointment of NSS.
Phase II:
Funding can be requested for NSS according to UNL or NFU rates up to a maximum of €300,000 per application. This includes personnel such as student assistants, programmers, technical assistants or analysts. Depending on the level of the position, the appropriate salary table for NSS at MBO, HBO or university level applies. The size of the appointment is at least 6 full-time months and at most 48 full-time months. The size and duration of the appointment is at the applicant’s discretion, but the appointment is always for at least 0.5 FTE or for a duration of at least 12 months. The product of FTE x duration of appointment should always be a minimum of 6 full-time months. The material budget is available to cover the costs of a more limited appointment of NSS.

Other Scientific personnel (OSS) at universities

Phase I:
Budget for OSS such as AIOS (doctor training to be a specialist), ANIOS (doctor not training to be a specialist), scientific programmers or employees with a master’s degree can only be applied for if funding for a PhD student or postdoc is also applied for. For this category, a maximum of €100,000 can be applied for. The size of the appointment is at least 6 full-time months and at most 48 full-time months. The size and duration of the appointment is at the applicant’s discretion, but the appointment is always for at least 0.5 FTE or for a duration of at least 12 months. The product of FTE x duration of appointment should always be a minimum of 6 full-time months.

Phase II:
Budget for OSS can be requested up to a maximum of €100,000. The size of the appointment is at least 6 full-time months and at most 48 full-time months. The size and duration of the appointment is at the applicant’s discretion, but the appointment is always for at least 0.5 FTE or for a duration of at least 12 months. The product of FTE x duration of appointment should always be a minimum of 6 full-time months.

Research leave for applicants

With this budget module, funding can be requested for the costs of the research leave of the main and/or co-applicant(s). The employer of the applicant(s) can use this to cover the costs of relinquishing him or her from educational, supervisory, administrative or management tasks (not research tasks). The time that is released through the research leave grant can only be used by the applicant(s) for activities in the context of the project. The proposal must describe which activities in the context of the project the applicant(s) will carry out in the time relinquished. The total funding requested for research leave is 5 months, 1 FTE, according to UNL or NFU rates. NWO funds the research leave in accordance with the salary tables for a senior scientific employee (scale 11) at the time the grant is awarded (Salary tables | NWO).

Personnel universities of applied sciences, educational institutions and other organisations

With the exception of personnel that fall under UNL or NFU rates, costs for the funding of personnel employed at a university of applied sciences, educational institution or at other organisations will be remunerated in accordance with Table 2.2, column ‘Hourly rate productive hours, excl. Dutch VAT’ from the Handleiding Overheidstarieven [HOT- Manual Dutch Government Rates] (Salary tables | NWO). For the calculation you should use the number of productive hours stated in the valid volume of the Handleiding Overheidstarieven.
The rates for the personnel costs of researchers at the foreign knowledge institution are calculated on the basis of the NWO Country Correction Coefficients (CCC). The table can be found at Money Follows Cooperation | NWO.

**Explanation of budget module Material**

For each FTE scientific position (PhD student, postdoc, EngD) applied for, a maximum of €15,000 material budget can be applied for per year of the appointment. Material budget for smaller appointments can be applied for on a proportionate basis and will be made available by NWO accordingly. Per 0.2 FTE scientific employee applied for at a university of applied sciences, educational institution or other organisation (with a minimum appointment of 0.2 FTE for 12 months) a maximum of €15,000 in material budget can be applied for per year.

The applicant is responsible for distributing the total amount of material budget across the NWO-funded personnel positions. The material budget that can be applied for is specified according to the three categories below:

**Project-related goods/services**
- consumables (e.g. glassware, chemicals, cryogenic fluids, etc.);
- measurement and calculation time (e.g. access to supercomputer, etc.);
- costs for acquiring or using data collections (e.g. from Statistics Netherlands [CBS]), for which the total amount may not be more than €25,000 per proposal;
- access to large national and international facilities (e.g. cleanroom, synchrotron, etc.);
- work by third parties (e.g. laboratory analyses, data collection, citizen science, etc.);
- personnel costs for the appointment of a postdoc and/or non-scientific personnel for a smaller appointment size than those offered in the personnel budget modules.

**Travel and accommodation costs for the personnel positions applied for**
- travel and accommodation costs;
- conference attendance (maximum of two per year per scientific position applied for);
- fieldwork;
- work visit.

**Implementation costs**
- national symposium/conference/workshop organised by the project researchers;
- costs for Open Access publishing (solely in full gold Open Access journals, registered in the “Directory of Open Access Journals” [https://doaj.org/]);
- costs data management;
- costs involved in applying for licences (e.g. for animal experiments);
- audit costs (only for institutions that are not subject to the education accountants protocol of the Ministry of Education, Culture and Science), maximum €5,000 per proposal; for projects with a duration of three years or less, a maximum of €2,500 per proposal applies.

**Costs that cannot be applied for are:**
- basic facilities within the institution (e.g. laptops, office furniture, etc.);
- maintenance and insurance costs.

If the maximum amount is not sufficient for realising the research, then this amount may be deviated from, if a clear justification is provided in the proposal.

**Citizen science**

Involving citizens (citizen science) can contribute to the quality of the research. With the help of citizens, data and insights can be acquired that would not otherwise be available for research. NWO also funds citizen science. Applicants can use the budget module “material, project-related goods/services, work by third parties” to request a remuneration for the involvement of citizens in projects. The budget module offers a possibility and is not a requirement. Applicants are free to decide whether it is worthwhile involving citizens in the project and what exactly they use this budget for (for
Researchers must ensure the responsible use of citizens\(^{11}\) and guarantee the quality of the work/data. This means that public involvement in the research entails obligations and requires constant time and attention. With regard to managing citizen science, NWO recommends that researchers:

- organise sufficient interaction, ideally by combining virtual and physical events;
- ensure regular feedback to participating citizens, for example from the project manager.

The effective implementation of citizen science also requires:

- that researchers are transparent towards the citizens/participants about the goals, working methods and phases of those parts of the research project in which the citizens are involved.
- That researchers explicitly state and monitor the quality standards. The same principles and standards apply to citizen science as to the assessment of scientific practice in general. The Netherlands Code of Conduct for Research Integrity also applies to citizen science. This means that participating citizens must also comply with privacy legislation.
- That researchers should fully recognise the participation of citizens involved in research, for example through acknowledgements in scientific publications.

**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, datasets and/or software (e.g. lasers, specialised computers or computer programs).

**Explanation of budget module Knowledge utilisation**

**Phase I:**

The aim of this budget module is to facilitate the use of the knowledge that emerges from the research.\(^{12}\) At least 5% but no more than 20% of the total budget applied for should be spent on knowledge utilisation activities via this budget module.

As knowledge utilisation takes many different forms in different scientific fields, the applicant needs to specify the required costs, e.g. costs of producing a teaching package, conducting a feasibility study into potential applications, or filing a patent application.

The budget applied for should be adequately specified in the proposal.

It is up to the consortium to specify in the proposal which costs are required.

In the context of the Impact Plan, consortia are expected to earmark budget for the following activities:

- Specific activities to promote knowledge utilisation towards intermediary or other parties not funded in the projects, e.g. knowledge platforms. These activities include joint learning, training and communication activities.
- Stakeholder engagement: activities organised by the consortium aimed at involving stakeholders, such as consultation workshops, expert meetings, round table meetings, etc. Communication: activities organised by the consortium such as national and international learning events, development of videos, blogs, newsletters and other media communications. This may include the hiring in of communication expertise.

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\(^{11}\) By “responsible use”, NWO means that the use of citizens must have a clear added value for the research, that occupational health and safety and privacy legislation must be complied with, and that clear agreements must be made concerning hours to be contributed, supervision and further training. One way in which this can be implemented is by a volunteer agreement (for a model agreement in Dutch, see Model vrijwilligersovereenkomst | Movisie).

\(^{12}\) In this budget module, the definition for “knowledge transfer” as used by the European Commission in the Framework for State aid for research and development and innovation (PbEU, 2014, C198) applies.
Skills development: Activities aimed at developing skills beyond the levels of individual students, PhD students or postdocs, such as developing courses for stakeholders or Master’s students.

Monitoring and evaluation moments in which knowledge utilisation is discussed, such as interim evaluations and supervisory committee meetings (see Section 5.1.1 and 5.1.7).

Travel expenses for co-funding partners are explicitly not eligible for funding in this module. However, travel expenses for cooperation partners and external parties in the social practice of the project are eligible. The budget applied for should be adequately specified in the proposal.

Phase II:
The aim of this budget module is to facilitate the use of the knowledge that emerges from the research. At least 20% but no more than 50% of the total budget applied for should be spent on knowledge utilisation activities via this budget module.

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

It is up to the consortium to specify in the proposal which costs are required.

In the context of the Impact Plan, consortia are expected to earmark budget for the following activities:

- Specific activities to promote knowledge utilisation towards intermediary or other parties not funded in the projects, e.g. knowledge platforms. These activities include joint learning, training and communication activities.
- Stakeholder engagement: activities organised by the consortium aimed at involving stakeholders, such as consultation workshops, expert meetings, round table meetings, etc. Communication: activities organised by the consortium such as national and international learning events, development of videos, blogs, newsletters and other media communications. This may include the hiring in of communication expertise.
- Skills development: Activities aimed at developing skills beyond the levels of individual students, PhD students or postdocs, such as developing courses for stakeholders or Master’s students.
- Monitoring and evaluation moments in which knowledge utilisation is discussed, such as interim evaluations and supervisory committee meetings (see Section 5.1.1 and 5.1.7).

Travel expenses for co-funding partners are explicitly not eligible for funding in this module. However, travel expenses for cooperation partners and external parties in the social practice of the project are eligible. The budget applied for should be adequately specified in the proposal.

Explanation of budget module Internationalisation

A maximum of 20% of the budget can be requested under this call as funding for internationalisation activities. The following conditions apply:

The budget for internationalisation is intended to encourage international collaboration. The amount requested must be specified. If the maximum amount is not sufficient for realising the research, then it may be deviated from if an adequate justification is provided in the proposal.

Funding can be requested for:

- travel and accommodation costs in so far as these concern direct research costs emerging from the international collaboration and additional costs for internationalisation that cannot be covered in another manner, for example from the bench fee;

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In this budget module, the definition for “knowledge transfer” as used by the European Commission in the Framework for State aid for research and development and innovation (PbEU, 2014, C198) applies.
– travel and accommodation costs for foreign guest researchers;
– costs for organising international workshops/symposia/scientific meetings.

**Explanation of the budget module Money follows Cooperation (MfC)**

The module Money follows Cooperation provides the possibility of realising a part of the project at a publicly funded knowledge institution outside of the Netherlands.

The applicant must convincingly argue how the researcher from the foreign knowledge institution will contribute specific expertise to the research project that is not available in the Netherlands at the level necessary for the project.

This condition does not apply if NWO has concluded a bilateral agreement concerning Money follows Cooperation with the national research council of the country where the foreign knowledge institution is located. At Money Follows Cooperation | NWO you will find an overview of research councils that signed a bilateral MfC agreement with NWO.

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

The co-applicant from the participating foreign knowledge institution must meet the conditions set for co-applicants in Section 3.1 of this Call for proposals, with the exception of the condition that the co-applicant must be employed in the Kingdom of the Netherlands or Bangladesh.

The rates for the personnel costs of researchers at the foreign knowledge institution are calculated on the basis of the NWO Country Correction Coefficients (CCC). The table can be found at Money Follows Cooperation | NWO.

The main applicant receives the grant and is responsible for transferring the amount to the foreign knowledge institution and for providing accountability for the MfC part of the grant. The MfC part will be part of the overall financial accountability of the project.

The exchange rate risk lies with the applicants. Therefore, gains or losses due to the exchange rate are not eligible for funding.

The applicant is responsible for:
– the financial accountability for all costs in both euros and the local currency, for which the exchange rate used must be visible;
– a reasonable determination of the size of the exchange rate. If requested by NWO, the applicant must always be able to provide a description of this reasonable determination.

If more than €125,000 is requested within this module, then the final financial statement must be accompanied by an audit report.

NWO will not award any funding to co-applicants that fall under national or international sanction legislation and rules. The EU Sanctions Map (EU Sanctions Map) is guiding in this respect.

**Explanation of the budget module Projectmanagement**

The Project Management module offers the opportunity to request a project management post up to a maximum of 5% of the total budget requested from NWO. The main applicant must adequately justify this post.

Project management includes the following: optimising the organisational structure of the consortium, supporting the consortium and the main applicant, safeguarding the coherence, progress and unity of the project, and coordinating between the sub-projects within the project. These tasks may also be carried out by external parties if they are not available within the main applicant’s knowledge institution. Knowledge institutions should take account of public procurement rules in the tender procedure for selecting a third party and, where appropriate, follow a European procurement procedure. The activities of main applicants and co-applicants themselves in relation to the project or project management may not be funded under this budget module.
The budget to be requested for project management can consist of material or implementation costs and personnel costs. For personnel costs, a maximum rate of €121 per hour can be claimed. The hourly rate of personnel to be appointed must be based on a cost-covering rate and is calculated on the basis of the standard productive number of hours used by the organisation. The cost-covering rate includes:

- (average) gross salary corresponding to the position of the employee who will contribute to the project (based on the collective labour agreement grade of the employee concerned);
- holiday allowance and 13th month (if applicable in the relevant collective labour agreement) in proportion to the FTE deployed;
- social security charges;
- pension costs;
- overheads.

Project management tasks may be carried out by external parties, but the part of (commercial) hourly rates that exceeds the rates stated is not eligible for funding and therefore cannot be included in the budget.

### 7.2 Industrial and Societal Doctorates

Industrial and Societal doctorates are understood to be PhD students who will do their research at both the knowledge institution and an organisation that is not a (co-)applicant. If an organisation and the knowledge institution closely collaborate, then this increases the chance that the knowledge will actually find its way into everyday practice. The research should be an integral part of the project. In the case that an Industrial or Societal Doctorate is appointed, the private or public organisation which is involved in the doctorate should assume responsibility for at least 25% of the salary costs. This contribution may be part of the minimum required co-funding and in that case should always be in cash.

The intended PhD student may be employed by the knowledge institution or the organisation. The activities realised by the PhD student must always fall under fundamental or industrial research. The salary costs of the PhD student are always remunerated in accordance with the valid UNL rate. NWO will fund a maximum of 75% of this amount and at least 25% of the amount must be contributed by the organisation that is not a (co)-applicant. Any additional salary costs – due to an actual salary that is above the UNL rate – should be covered by the employer and may be contributed to the project in the form of in-kind funding. For the calculation of a surplus, the employer costs minus the UNL rates for an appointment of the same size is assumed. The support/grant may not be transferred to the organisation that is not a (co)-applicant.

If an industrial doctorate or societal doctorate PhD position is applied for, then the parties should make agreements about possible IP rights that are generated by the PhD student concerned. With this, allowance should be made for possible access to the research results by other project participants, under FRAND (fair, reasonable and non-discriminatory) conditions or otherwise. The NWO grant is only awarded to the knowledge institution for the purpose of the PhD research project. In this context, it is relevant to state that in accordance with the application of the NWO Grant Rules 2017, all research results should be published as soon as possible in Open Access form and accordingly serve the public interest. Furthermore, all other provisions from Section 3.5, such as Consortium agreement and Intellectual Property & Publications, apply.

### 7.3 Public knowledge organisations

The public knowledge organisations listed below may act as co-applicants in a consortium. The check mentioned in Section 3.1.1 is not required for these organisations.

National knowledge institutes (from: Knowledge and data center | KNMI) - Dutch only: 

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5. CBS – Centraal Bureau voor de Statistiek (Statistics Netherlands)
6. CPB – Centraal Planbureau (Netherlands Bureau for Economic Policy Analysis)
7. KiM – Kennisinstituut voor Mobiliteitsbeleid (Netherlands Institute for Transport Policy Analysis)
8. KNMI – Koninklijk Nederlands Meteorologisch Instituut (Royal Netherlands Meteorological Institute)
9. NFI – Nederlands Forensisch Instituut (Netherlands Forensic Institute)
10. PBL – Planbureau voor de Leefomgeving (Netherlands Environmental Assessment Agency)
11. RCE – Rijksdienst voor het Cultureel Erfgoed (Cultural Heritage Agency of the Netherlands)
13. RKD – Nederlands Instituut voor Kunstgeschiedenis (Netherlands Institute for Art History)
14. RWS – Rijkswaterstaat (Directorate-General for Public Works and Water Management)
15. SCP – Sociaal en Cultureel Planbureau (Netherlands Institute for Social Research)
16. WODC – Wetenschappelijk Onderzoek- en Documentatiecentrum (Research and Documentation Centre)

Other public knowledge institutions (from: Public Knowledge Organisations Netherlands | Rathenau Institute):
17. Boekman Foundation – Institute for arts, culture and related policy
18. Clingendael – Netherlands Institute of International Relations
19. Geonovum – Knowledge organisation for geographic information
20. Movisie – Centre for social issues
21. Mulier Institute – Centre for sports research
22. (N) IFV – (Netherlands) Institute for Safety
23. NIVEL – Netherlands Institute for Health Services Research
24. NJI – Nederlands Jeugdinstituut (Netherlands Youth Institute)
25. Police Academy – Training, knowledge and research for the Dutch National Police
26. SWOON-NLDA – Stichting Wetenschappelijk Onderwijs en Onderzoek Nederlandse Defensieacademie (foundation for scientific education and research of the Netherlands defence academy)
27. SWOV – Stichting Wetenschappelijk Onderzoek Verkeersveiligheid (Institute for Road Safety Research)
28. Trimbos Institute – Institute for mental health, drug abuse and addiction
29. VeiligheidNL – Organisation to promote safe behaviour
30. Vilans – Research into long-term care

7.4 Condition for co-funding

Invoicing in cash co-funding
After the proposal has been awarded funding, NWO will invoice the private or public party that has pledged an in cash contribution. After these funds have been received, NWO will allocate the funding to the project.

The following are permitted as in kind co-funding:
The use of personnel and material contributions is permitted on the condition that these are capitalised and are fully part of the project. Services and know how may not already exist or be available to the applicant. In kind contributions are only accepted under the condition that the part contributed by the co-funder is an integral part of the work plan and can be made visible as an identifiable effort.

Determining the value of in kind co-funding
- The use of personnel is valued on the basis of hours x rate, whereby the hourly rate is based on the actual salary costs (incl. a premium for social benefits and employer costs).
  Furthermore, 1400 hours is taken as the standard number of productive hours per year for the calculation of the hourly rate. This hourly rate may be no more than 119 euros per hour;
The value for material in-kind contributions is determined on the basis of the cost price of consumables. The value of investments/equipment is determined based on standard depreciation costs bearing in mind the intensity of use and any existing depreciations according to applicable reporting principles;

For in-kind contributions in the form of services or know-how (knowledge, software, access to databases or cell lines) the economic value must be established and only the actual costs that can be directly attributed to the project may be counted as co-funding. This is always without a profit margin. Furthermore, the service or know-how must not already be present at or available to the applicant.

Co-funders should justify the structure and size of the in-kind contributions provided (including hourly rates) in the letter of support. NWO can request substantiation and documented evidence of the rates used and can also request their adjustment.

The following may not be contributed as co-funding (both in cash and in kind):

- funding awarded by NWO;\(^{14}\)
- PPP allowance;
- co-funding may not come from parties that on the basis of this call for proposals can submit a funding proposal to NWO
- discounts on commercial rates, e.g. on materials, equipment and services;
- costs related to overheads, supervision, consultancy and/or participation in the supervisory committee (see Section 5.1.5);
- costs of services that are conditional. The co-funding provided may not be subject to any conditions. The provision of the co-funding does not depend on whether a certain stage in the research plan is achieved (e.g. go/no-go moment);
- costs that are not reimbursed according to the call for proposals;
- costs of equipment if one of the (main) objectives of the proposal is the improvement or creation of added value for this equipment.

Accounting for in kind co-funding

The main applicant reports to NWO about the in kind co-funding that he or she has received from a co-funder. The main applicant provides accountability in accordance with the NWO Grant Rules 2017 on an annual basis. If a co-funder fails to partly or entirely fulfil its obligations to the main applicant and/or NWO, then this can have consequences for the grant settlement (see Article 3.4.5 of the NWO Grant Rules 2017).

\(^{14}\) Funding awarded by NWO is understood to be funding obtained through a proposal submitted to NWO that is granted funding. In this regard it does not matter from which programme this funding was obtained or who the recipient of the funding is.