Instructions

On the full proposal application form

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| --- |
| General  *This application form consists of 6 sections. Below you will find further clarification and notes on how to complete the different sections. When writing your full proposal, please be specific, and provide only information that applies to the proposal and its objectives. Please take into account that it will not only be assessed by expert reviewers but also by a broadly composed selection committee (which includes members with academic as well as with non-academic backgrounds). Please adhere to the following rules when filling out this application form:*   * *All sections of the proposal application form should be written in English;* * *Use the* Calibri font at font size 10 a*nd do not change the margins (2,5 cm, all directions) and spacing;* * *You may use subheadings;* * *You may not use footnotes;* * *Remove the Instructions pages before converting the application form to PDF and submitting it in the online system ISAAC. Do not use any security locks or bookmarks in the PDF file.*   **For section 2, a specific page limit applies**:   * *Section 2 (all subsections combined) may be no longer than* ***25 pages***   *Please refer to the call for proposals for specific conditions.*  **Instructions per section**  **Section 1. Outline**   * 1. Title   *Provide the title of your project and, if available, an abbreviated title or acronym. Please note that this title must be identical to the title you enter in ISAAC.*   * 1. Scientific summary   *Provide a scientific summary of the research project in max. 250 words. Please note that this summary must be identical to the one you provide in ISAAC. Incorporate the following aspects:*  *- Which problem(s) will be solved? - Which scientific and/or societal breakthrough is aimed for?  - What is the desired economic and societal impact of the project?*  1.3. Consortium summary  *Provide an overview of the consortium in max. 250 words. Incorporate the following aspects:*  *- Who are the main players in the consortium?*  *- Why is this consortium fit for purpose?*  1.4. Public summary  *Provide a public summary of the research project in max. 100 words. These summaries will be published on the NWO website if your proposal is funded.*   * 1. Project duration   *Provide the intended start and end date of your project. Projects must start within six months of being awarded funding. The maximum project duration is six years.*  **Section 2. Project overview**  *In section 2, you are asked to provide a general overview of your project along the lines of the assessment criteria. In this overview you also describe your projects’ work package structure.*   * 1. Problem and contribution to the theme of the call * *Describe the* ***overall societal and/or scientific problem(s)*** *your project will address. Which of its causes is related to a lack of knowledge? State the problem such that it relates clearly to the proposed research activities.* * *Describe the* ***relevance and urgency of the problem(s)*** *you will address* ***in light of the themes of the call*** *(as described in chapter 2 of the call for proposals). How will your project contribute to the topic(s) or challenge(s) indicated in the call?* * *Which* ***assumptions*** *are being made in the formulation of the problem?*   2.2 Work plan  2.2.1 Project design  *Describe and motivate the design of your overall project and its division into specific work packages. In the table provided in this section, please list all work packages and give each of them a concise descriptive title. You may add additional rows to the table if needed. There is no limit to the number of work packages.*   * + 1. Work packages   *Please provide a description for each work package that you have listed in the table of 2.2.1. Please use a separate table for every work package (you can copy and paste the table template to make more tables). For each work package, provide the requested information specified below. This will result in a detailed description of each work package and will also indicate how the work package is integrated and will synergize with the (aims of the) overall project.*   * Involved consortium partners: *Please list any co-applicants, co-funders, cooperation partners and other parties that will be involved in the work package.* * Problem statement: *Please describe which concrete (part of the) problem(s) as defined in section 2.1 the work package will address. Explain how the work package will contribute to the aims of the project as described in section 2.1.* * Research plan: *Describe the research activities and the work plan for the work package, including work package governance, the division of roles and tasks among all parties involved and their expected contribution. Who will do what when?* * Milestones: *Describe the milestones that are expected to be delivered in this work package.* * Work package, monitoring and evaluation: *Describe how research activities will be monitored and how feedback loops will be facilitated throughout the execution of the work package. Specify the timing, purpose and type of activities for monitoring & evaluation.* * Work package budget: *List and motivate specific expenses (personnel, materials) for this work package. Provide a total for all work package expenses.*   2.2.3 Coherence and synergy  *Describe how the different work packages will come together and produce the desired impact the overall project aims for. Describe how the researchers and partners from the various scientific disciplines needed for achieving the desired impact cooperate and interact.*  2.2.4 Overall planning  *Please include a visual schematic overview (Gantt chart) of the timeline of your project, including the separate timelines and planning of all work packages. Use 1 A4 maximum. Add milestones per WP and indicate how the milestones interact with each other.*  2.2.5 Project governance  *Describe the overall project governance; how will work packages interact, who is responsible for managing the overall project, what communication structures will be set up to exchange information between partners and to organize the project activities? How will project progress be monitored and feedback loops be facilitated throughout the execution of your research? Specify the timing, purpose, and type of activities for monitoring & evaluation.*  2.3 Budget  2.3.1. Overview personnel requested  *Enter the number of staff positions (universities) and researchers (universities of applied sciences) requested for each research institute (RI). Delete or add columns as required for the number of research institutes involved. If you do not require one or more of the types of personnel listed, leave the corresponding rows empty.*  2.3.2. Overview material costs  *Use the table to provide a general overview of your project’s material costs and provide a total.*   * *In the column* Short description*, provide a very concise specification of the budget items needed for each of the cost categories. Any rows with a cost category not part of your budget should be left empty.* * *In the column* Amount(€) *, provide the total amount budgeted for that category. These totals should match the information on your Excel budget form.* * Justification for exceeding the maximum amount of material costs:   *The standard limit for material costs for your project is calculated based on the amount of scientific personnel requested. In this call, the maximum amount of material costs is € 15,000 per year per scientific position. Please refer to the call for proposals for further details about the material budget module. If you exceed this limit, you are required to justify here why the standard limit is not sufficient for realising your research.*  *If you do not deviate from the standard limit for material costs, you should delete this part of the application form.*  *2.3.3 Overview co-funding*  *Provide an overview of the co-funding commitment of all consortium partners. You may add additional rows to the table if needed. Only list financial commitments that are supported by (unconditional) letters of commitment from the parties involved, and upload these letters as a separate file in ISAAC when submitting your application.*   * Kvk no, SBI no, ANBI Status***:*** *list any of these identifiers if applicable to the co-funding organisation concerned.* * *If a co-funder contributes both in cash and in-kind, enter these contributions in separate rows.* * Specification co-funding*: is only applicable to in kind contributions. For these contributions, please specify the nature of the in-kind co-funding. If it concerns labour of personnel, list the personnel involved together with the no. of hours x hourly tariff. Please note the conditions concerning co-funding specified in paragraph 3.5 of the call for proposals.*   2.4 Consortium   * + 1. Composition * *Describe* ***which partners and stakeholders*** *are needed to address the societal and/or scientific problem(s) your project will address and how these parties are represented in your consortium.* * *Which (key) partners and stakeholders play a crucial part in potentially* ***achieving the research outcomes****? How have these stakeholders been involved in the formulation of the proposal and how will they be involved in research execution? Explain how your consortium partners provide the infrastructure needed to conduct the project?* * *Elaborate on* ***any multidisciplinary aspects of your consortium****, and their relevance for your project.* * *Describe to what extent your consortium incorporates chain-wide collaboration and/or collaboration in the region.* * *Describe how the project contributes to new collaborations and network formation.*   2.4.2 Consortium overview  *Use the tables in this section to provide an overview of all consortium partners and any other parties involved. There can only be* ***one*** *person listed as main applicant. If needed, you may add additional rows in the other tables.*  *Do not use section 2.4.2 to give a detailed description of your consortium partners’ expertise or roles; use keywords and short phrases only. You may give a more detailed description in section 2.4.3.*  2.4.3. Description of consortium partners and other parties.  *You are asked to provide a brief CV/description for each consortium partner and any other party listed in the table in section 2.4.2. For scientific partners, you may use this to briefly describe their position, expertise, and track record* (*scientific, and/or with respect to knowledge utilisation and application of results). For non-scientific partners, describe briefly the partner organisation involved, its expertise and track record, as well as that of its representative(s). For co-financers, describe the rationale behind and motivation for financial commitment (cash and in-kind).*  *2.4.4 Role of Human Capital*  *Describe how your project will involve Human Capital, as described in section 2.3 of the call for proposals. Please describe any connections between the proposed consortium partners and learning communities, and how these have been and will be utilised and profited from in the process of co-creation, knowledge acquisition and utilization that characterizes your project and research proposal.*   * 1. Outlook for scientific and/or societal impact   2.5.1 Description of expected scientific and/or societal impact  *Please elaborate on the scientific and/or societal impact of the proposed project:*   * ***Include a perspective on the short and long term impact*** *the proposed research will have on its own research field(s). Highlight the relevance to other scientific and/or societal areas. If applicable, give a possible application perspective how the output of the proposed research can lead to new insights, technologies in society or industry.* * ***Please indicate how attention will be paid to the non-chosen focus of impact*** *(thus, if the focus is on scientific impact, how attention is paid to possible or unforeseen societal impact of the research, and vice versa).* * ***Describe how the project will contribute*** *to the strengthening of the* ***national and international position*** *of the specific and related disciplines.*   + 1. Strategy to facilitate expected and unexpected impact * ***Describe your vision on the way in which the proposed research can lead to societal and/or scientific impact and a strategy to facilitate this.*** * ***Describe the external stakeholders****[[1]](#footnote-1), in addition to the consortium partners, which are key to maximize for scientific and/or societal impact. Clearly indicate at what time the involvement of the stakeholder is required and which efforts the project will take to engage the stakeholders. How may the stakeholders contribute to the projected impact during project execution and after completion of the project.*   *2.6 IP Position and strategy*  *Describe the main approach of Intellectual Property (IP) arrangements to be made before starting the project. Also indicate IP arrangements already in place. IP arrangements must be settled before the start of the project a project agreement (see the Model Project Agreement on the website).*  *2.7 Risk management and contingency planning*  *Identify possible societal, scientific, and financial risks that could stand in the way of the project’s success. Explicate how falsification of assumptions made in the problem analysis (as described in section 2.1) could pose (a) risk(s). Provide a brief description of an alternative plan in case such unforeseen events occur.*  **Section 3 *Data management and ethical aspects***  *Please fill in the information requested as explained in the form.*  **Section 4 Annexes**  4.1 References  *Please provide a condensed list of the most relevant literature and publications here and include sufficient biographical details in your references to enable readers to identify and find them without difficulty. Please use numerical in-text citations in all other sections of the application form.* ***Max. of 2 page A4.*** |
|  |

# Key Technologies 2020

## Full proposal application form

# Outline

## Title

<text here>

## Scientific summary

*<Max.250 words>*

## Consortium summary

*<Max.250 words>*

## Public Summary

|  |
| --- |
| ***<Title in English>*** |
| *< Public summary in English, max. 100 words.>* |
| ***<Title in Dutch>*** |
| *< Public summary in Dutch, max. 100 words.>* |

## Project duration

**Intended start date**: <dd-mm-yyyy>  
**Intended end date**: <dd-mm-yyyy>

Project overview

Total maximum of 25 pages for all of section 2 combined

## Problem and contribution to the theme of the call

<text here>

## Work plan

2.2.1. Project design

<text here>

|  |  |
| --- | --- |
| *#* | *WP Title* |
| *1* |  |
| *2* |  |
| *3* |  |

2.2.2. Work packages

|  |  |
| --- | --- |
| Work package number |  |
| Work package title |  |
| Work package leader |  |
| Involved consortium partners |  |
| Start date |  |
| End date |  |

*<Description of the WP here>*

2.2.3. Coherence and synergy

*<text here>*

2.2.4. Overall planning

*<text here>*

2.2.5. Project governance

*<text here>*

## Budget

2.3.1. Overview personnel requested

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position | RI\* | RI\* | RI\* | RI\* | Total |
| Number of PhDs |  |  |  |  |  |
| Number of PDEngs |  |  |  |  |  |
| Number of postdocs |  |  |  |  |  |
| Number of non-scientific staff (NSS) |  |  |  |  |  |
| Number of other scientific staff (OSS) |  |  |  |  |  |
| Research leave |  |  |  |  |  |
| Researchers at university of applied sciences |  |  |  |  |  |

*\* RI = Research Institute (e.g. university or university of applied science)*

2.3.2 Overview material costs

|  |  |  |
| --- | --- | --- |
| *Category* | *Short description* | *Amount (€)* |
| Project related goods/services |  |  |
| Travel and accommodation costs |  |  |
| Implementation costs |  |  |
| Investments |  |  |
| Knowledge utilisation |  |  |
| Internationalisation |  |  |
| Money follow Cooperation |  |  |
| Project management |  |  |
| **Total** | |  |

Justification for exceeding the maximum amount of material costs (if applicable)

<text here>

Justification for requesting funding through Money follows Cooperation (if applicable)

<text here>

2.3.3 Overview co-funding

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Name + Country co-funding partner* | *KvK no. + SBI no. + ANBI status* | *Type of co-funding* | | *Amount (€)* | *Specification co-funding* |
|  |  | Private  Public | Cash  In-kind |  |  |
|  |  | Private  Public | Cash  In-kind |  |  |
|  |  | ☐ Private ☐ Public | ☐ Cash ☐ In-kind |  |  |
|  |  | Private  Public | Cash  In-kind |  |  |

## Consortium

### Composition

<text here>

### Consortium overview

|  |  |  |
| --- | --- | --- |
| **Main applicant** | | |
| *Title(s), initials, surname* | *Organisation* | *Position* |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Co-applicant(s)** | | |
| *Title(s), initials, surname* | *Organisation* | *Position* |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Co-funder(s)** | | |
| *Title(s), initials, surname representative* | *Organisation and country* | *Intended role* |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Collaborating partner(s)** | | |
| *Title(s), initials, surname (representative)* | *Organisation and country* | *Intended role* |
|  |  |  |
|  | | |
| **Other parties, to be hired for the execution of the research** | | |
| *Title(s), initials, name representative* | *Organisation and country* | *Intended role* |
|  |  |  |

### Description of consortium partners and other parties

<text here>

### Role of Human Capital

<text here>

## Outlook for scientific and/or societal impact

Specify which kind of impact the proposal focusses on (choose one):

☐ Primary focus on scientific impact

☐ Scientific and societal impact are of comparable focus

☐ Primary focus on societal impact

2.5.1. Description of expected scientific and/or societal impact

<text here>

2.5.2. Strategy to facilitate expected and unexpected impact

<text here>

## IP position and strategy

<text here>

## Risk management and contingency planning

<text here>

Data management and Ethical aspects

## Data management

1. Will data be collected or generated that are suitable for reuse?

|  |
| --- |
| *Answer:* |

*> Yes: Then answer questions 2-4 below*

*> No: Then explain why the research will not result in reusable data or in data that cannot be stored or data that for other reasons are not relevant for reuse.*

1. Where will the data be stored during the research?

|  |
| --- |
| *Answer:* |

1. After the project has been completed, how will the data be stored for the long-term and made available for the use by third parties? To whom will the data be accessible?

|  |
| --- |
| *Answer:* |

1. Which facilities (ICT, (secure) archive, refrigerators or legal expertise) do you expect will be needed for the storage of data during the research and after the research? Are these available?\*

|  |
| --- |
| *Answer:* |

*\*ICT facilities for data storage are considered to be resources such as data storage capacity, bandwidth for data transport and calculating power for data processing.*

## Ethical aspects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not applicable | Not yet applied for | Applied for | Received |
| Approval from a recognised (medical) ethics review committee |  |  |  |  |
| Approval from an animal experiments committee |  |  |  |  |
| Permission for research with the population screening Act |  |  |  |  |

*If applicable, proof of approval will need to be sent to NWO before the start of your project.*

# Annexes

## References

Statements and signature

By submitting this application form, I declare that the main applicant and any other applicants are appointed at their host institute for the duration of the application process and for the project that is applied for.

By submitting this application form, I declare that I and all individuals involved in this proposal satisfy the nationally and internationally accepted standards for scientific conduct as stated in the *Netherlands Code of Conduct for Scientific Practice* *2014* (Association of Universities in the Netherlands)

By submitting this application form, I declare that I have discussed the final version of this proposal with all individuals mentioned in this proposal as (intended) consortium partners. All such individuals mentioned are aware of and agree with their role and intended contribution to the project, should this be awarded funding.

By submitting this application form, I declare that all consortium partners mentioned in this proposal, especially the co-funders, have taken notice of the rules for this call for proposals on Intellectual Property and publication (see section 3.5 of the call for proposals), including the conclusion of a project agreement between all consortium partners before the start of the project. For Annex 1 Intellectual Property Rights, Confidentiality and Publication Procedure in the project agreement, the consortium chooses to make use of (check one of the boxes):

Option 1: the NWO model text

Option 2: the negotiated tailor-made arrangements. I am aware that in case the consortium chooses for this Option 2, NWO must have received the agreement ultimately three months after the grant is awarded, so that NWO can test whether this agreement satisfies the European state support rules and is in accordance with the conditions included in the call for proposals and the NWO Grant Rules 2017.

By submitting this application form , I declare that I follow the NWO policy on [data management](https://www.nwo.nl/en/policies/open+science/data+management).

I have submitted non-referees[[2]](#footnote-2) in ISAAC.

I have completed this application form truthfully.

Name main applicant:  
Place:  
Date:

*Please submit this application form to NWO in PDF format, via the ISAAC system. Do not use any security locks or bookmarks in the PDF file. For any technical questions regarding submission, please contact the ISAAC helpdesk (*[isaac.helpdesk@nwo.nl](mailto:isaac.helpdesk@nwo.nl) or +31 20-3467179*).*

1. A stakeholder is each person or group that can influence the goals being achieved or can be influenced as a result of these. See also section 2.2. of the call for proposals. [↑](#footnote-ref-1)
2. During the submission of your proposal in ISAAC, you may indicate up to three individuals who should not review your full proposal, should you submit one. NWO will not consider these individuals as potential reviewers. Please note that you are not allowed to change or add non-referees when submitting your full proposal. [↑](#footnote-ref-2)