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

Please read the call for proposals for all programme conditions and subsidy requirements. The call for proposals is the leading document, this document states the most frequently asked questions.

Content:

1. Deadlines / Important dates
2. Phase I and Phase II
3. Eligibility
4. Collaborative workshops
5. Budget
6. Impact

1. Deadlines / Important dates
Please find the most important deadlines and events below.

Informative Webinar: Monday 3 June 2024 9:00 to 11:00 CEST / 13:00 to 15:00 BST.
Submission deadline initiatives: Tuesday 18 June 2024 14:00:00 CEST / 18:00:00 BST.
Collaborative workshops: Wednesday 26 June 2024 09:00 to 12:30 CEST / 13:00 to 16:30 BST. Wednesday 3 July 2024 09:00 to 12:30 CEST / 13:00 to 16:30 BST.
Deadline documents for assessment main and co-applicants: Tuesday 17 September 2024 14:00:00 CEST / 18:00:00 BST.
Deadline full proposals living lab projects (phase 1): Tuesday 1 October 2024 14:00:00 CEST / 18:00:00 BST.
Deadline full proposals knowledge management project by accepted projects (phase 2): Tuesday 2 September 2025 14:00:00 CEST / 18:00:00 BST.

2. Phase I and Phase II
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.

2.1. Why is the call for proposals set up with two phases?
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 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.

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 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.

2.2. Do we need to prepare for Phase II while preparing the application for the Phase I project?
You are asked to describe how you envision the overarching knowledge management project and your contribution to it in the application form for Phase I. Furthermore, every application must include a cost category ‘work package knowledge management project’ in the budget. 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.

2.3 Can the focus geographical area be combined? Urban and Rivers for instance?
It is possible to combine geographical areas. However, you will have to indicate which area is your primary focus. Because in the end we will fund 1 project in 3 geographical areas. The geographical areas are also used during the collaborative workshops for co-creation.

2.4 Can you elaborate a bit more on the expectation towards living labs- are there examples that you can share?
Basically any of the activities of projects that are implemented under the Bangladesh Delta Plan can serve as a living lab.

2.5 Can you share the information about living labs from an earlier blogpost from the programme page?
“In general, participants reached a consensus that the Living Lab research methodologies should be sound and iterative, considering all future uncertainties. Deltas, being dynamic, require complex governance, and the research should address all potential challenges and propose a variety of measures. Scientific rigor, reproducibility of results, and alignment with ongoing works and projects were emphasized. That’s why the world café has also tried to identify a number of ongoing projects that can foster these Living Lab researches. The participants looked at government-led mega projects like the Jamuna River Sustainable Management Project as a good platform for such research. They also considered relatively smaller NGO-led projects, such as Equitable and Sustainable WASH Service Delivery in Delta Plan Hotspots managed by BRAC and IRC. All the participants shared their observations from their expertise areas. They believe that it is not just about water resources management; all cross-cutting areas of delta management should be taken into account when selecting research topics”

3. Eligibility
The eligibility criteria are stated in the call for proposals chapter 3.1.

There are four categories of participants within a consortium:
1. Main applicant; (chapter 3.1.1)
2. Co-applicant(s); (chapter 3.1.1)
3. Cooperation partner(s); (chapter 3.1.2)
4. Co-funder(s) (optional) (chapter 3.1.3)

3.1 Can I apply as a main applicant?  
(see CfP chapter 3.1.1)
The applicant must be a full, associate or assistant professor, or other researcher with a comparable position¹ 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.

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.

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.

3.2 Does the main applicant have to be from a Bangladeshi institution?
Yes. Dutch institutions can act as co-applicant and each application must include at least one co-applicant based in the Netherlands.

3.3 As the main applicant is based in BD. Will you consider PhD & Postdoc based in NL?
It is up to the main applicant and consortium how to make use of the available budget.

3.4 Can I apply as a co-applicant?  
(see CfP chapter 3.1.1)
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.

¹ 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.
**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;
- 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;
- carry out research independently;
- have no profit motive other than for the purposes of conducting further research.

**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 statement.\(^2\)

**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 companies\(^4\) and partnerships\(^5\) are in any case excluded from participating in the consortium as co-applicants. Other legal forms will be assessed against the cumulative criteria.

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\(^2\) 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 statement.

Can there be co-applicants from another country, not NL or BD?

Co-applicants that are NOT based in Bangladesh or the Kingdom of the Netherlands

Co-applicants that are not based in Bangladesh or the Netherlands can make use of the Money follows Cooperation principle. The requested budget in the Money Follows Cooperation module may be up to fifty per cent of the total requested budget.

The main applicant receives the grant and is responsible for transferring funds from the grant to the co-applicant’s foreign knowledge institute and for the financial accountability of the expenditure of the Money Follows Cooperation part of the grant.

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 Dutch Universities of the Netherlands rates are the starting point and are then increased or decreased by a percentage pertaining to the country in question.

Does main applicant/co-applicant refer to an individual or an institution?

It refers to an individual. The organization of the main applicant can submit more than one proposal, via different individual main applicants.

3.5 Can I apply as a collaboration partner?

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.
3.6 Can I apply as a co-funder?
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.

4. Collaborative workshops
The workshops are organized online on 26 June and 3 July from 9:00 – 12:30 CET and 13:00 – 16:30 BST.

4.1. Where can I register to participate in the collaborative workshops?
You can register through the following link: Collaborative Workshops for Call on Adaptive Delta Management in Bangladesh | NWO.

4.2. Is it mandatory to participate in both collaborative workshops?
The intended main applicant of an initiative must participate in both collaborative workshops on the relevant theme.

4.3. Can a main applicant delegate someone from the same team to participate in one of the collaborative workshops?
In principle it is mandatory for the main applicant to join both workshops. In case of force majeure please contact us and we can see whether it is acceptable to allow a delegate.

4.4. Is it mandatory to submit an initiative if you want to participate in the collaborative workshops?
No, the workshops are open to anyone who feels they would like to contribute to research on the central theme.

4.5. How can I submit an initiative?
You can submit an initiative through the following link: Submit an Initiative | NWO. The deadline for submitting an initiative is Tuesday 18 June 2024, at 14:00:00 CEST / 18:00:00 BST.

4.6. Do we need to include budget in initiative?
No this is not needed.

4.7. Are both workshop dates for all initiatives? Or are you going to split them up?
Yes they are for all initiatives. We will have different break out groups based on the geographical focus areas and will try to bring people together to see if they can collaborate.

5. Budget
The budget should be drafted using the budget form that is available on ADM-LAB: Livings Labs for Adaptive Delta Management in Bangladesh | NWO

5.1. What are budget modules?
Each budget should make use of the budget modules (see Section 3.2 and 7.1). Please note that the budget modules ‘Knowledge utilisation’ and ‘Projectmanagement’ are mandatory to apply for in the Call for proposals.

5.2. Is there a mandatory division of the budget among the consortium?
No
5.3 The numbers added per PhD student in the template are only indicative, and other amounts are acceptable? We have received the salary costs from our Bangladeshi partners and the cost of the PhD student indicated by them is much lower than the one calculated in the template. How do we solve it?

For PhDs from Bangladesh or other countries these are maximum rates based on a coefficient. The rates are maximum rates, they can also be lower, but not more than the rate that is shown.

6. Impact

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.

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.

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

6.1. How should the impact plan be submitted?

The impact plan is part of the application form. It therefore needs to be in PDF, and be in accordance with the word or page limits of the application form. You can, of course, also use images and diagrams in your explanation. If you opt to do this, please take into consideration that words in pictures or diagrams count towards your proposal’s word count.