Open Technology Programme 2023
FAQ

Version: February 2023

Application: who can apply?
1. Can researchers from non-academic hospitals apply?
   - No, researchers employed at non-academic hospitals cannot apply. The main applicant should be employed at a research institute (including academic hospitals). Please also see section 3.1 “Who can apply?” in the Open Technology Programme Call for Proposals.
   - Researchers who have an appointment at multiple hospitals should apply with their contact details and extent of employment at the academic hospital.
2. I have an appointment at a knowledge institute and at a company. How can I participate in the project?
   - You will have to make a choice to participate either from your affiliation at the knowledge institute (in which case you may be an applicant, co-applicant and/or part of the research team) or from your affiliation at the company as a user in the user committee. If you choose to participate on behalf of the knowledge institute and the company would also like to be involved in the project, then someone else will have to represent the company.
3. Can we have more than one co-applicant?
   - Yes, multiple co-applicants are allowed, as long as they fulfill the criteria as described at section 3.1 “Who can apply?” in the Call for Proposals.
   - For applications with more than one research institute, co-applicants should be appointed for each of the institutes to supervise that respective part of the research programme.
4. Can a researcher with an appointment of less than 0.4 FTE be a co-applicant?
   - Yes, this is possible but you will have to explain how adequate supervision of the researchers, who will be appointed on the project, will be realised.
5. May a researcher be involved in multiple OTP applications as applicant and/or co-applicant within the same year?
   - Yes, this is allowed.
6. Can researchers from abroad participate in the OTP Programme?
   - Yes, they can. The NWO OTP programme follows the rules of Money follows Cooperation. The main applicant should be employed in the Netherlands, but 50% of the budget may be used to fund researchers from abroad. These researchers should fulfill the same criteria as those that apply to the Dutch researchers.
7. Which countries are involved in Money follows Cooperation?
   - Except for countries for which a sanction applies (see: https://www.sanctionsmap.eu/), all countries are involved in Money follows Cooperation. When applying for Money Follows Cooperation, a motivation that the expertise is not available in the Netherlands is required, unless a bilateral agreement exists with a sister organization (currently: the Research Council of Norway and the Swiss Nationale Science Foundation), see also: https://www.nwo.nl/en/money-follows-cooperation
8. Do applicants for Money follows Cooperation need to provide a support letter?
   - No, applicants for Money follows Cooperation do not need to provide a support letter.
9. Is there a template to confirm that an applicant on tenure track is available for the full duration of the project?
   - No, such a template is not available. The details of what should be mentioned in the letter is provided in the Call for Proposals at section 3.1 “Who can apply?”. Contact us in case you have questions.

Application: what can be applied for?
1. Are travel costs of researchers from abroad covered by the grant?
   - Yes, these are covered. The budget module “Internationalisation” can be used for travel costs of researchers from abroad.
2. Are the costs of user committee meetings covered by the grant?
Yes, these are partly covered. The costs of user committee meetings can be applied for via the material budget or via the module knowledge utilisation. Via the budget module “Material”, costs for food can be applied for, however, room rent and other overhead costs are not eligible. Additionally, via the budget module “Internationalisation”, travel costs of experts from abroad other than users can be applied for. Please note that the costs for participation by the users are not and cannot be covered, and cannot be provided as an in-kind contribution either (see also section 3.5.5 Co-funding in the Call for Proposals).

3. Are costs for open access covered by the grant?
   - Yes, these are covered. The costs for open access publications can be applied for in the budget module “Material costs (implementation costs)”.

4. How much budget is available for material costs?
   - The available budget for costs of materials depends on the composition of the research group. The maximum is 30,000 euros per year per FTE for PhD students, postdocs and PDEngs. On top of the salary costs, a bench fee of 5,000 euros can be requested once for each researcher. So for a 1 FTE PhD position of 48 months a maximum of 120,000 euros can be requested. For part-time positions, a proportionate amount can be requested.

5. I would like to apply for a bench fee, should I include the bench fee in the salary of the researchers in the Table at section 8.1 of the application form?
   - No, in this table you should indicate the salary without the bench fee. Please just indicate whether you have applied for a bench fee with ‘Yes’ or ‘No’.

6. Is subcontracting allowed?
   - Subcontracting is allowed (paid for via material budget) when this expertise is not available at the knowledge institutes. For larger costs, institutes may have to follow a tendering procedure according to government guidelines. Please note that reviewers will assess this aspect and may be critical when the budget for subcontracting is substantial.
   - For subcontracting to a foreign organisation, a motivation that the expertise is not available in the Netherlands is required.

Application: Impact Outlook

1. Do I have to specify which kind of impact the proposal focuses on?
   - Yes, you have to specify whether you focus on achieving scientific impact, societal impact or a combination of both.

2. Do I have to include both types of impact to get a good score for this assessment criterion?
   - No, you do not have to include both types of impact. It is possible to get a good score when you focus solely on scientific impact or societal impact or a combination of both. Please note that it is important to motivate clearly your vision and strategy and how the composition of the user committee will ensure that the intended scientific and/or societal impact can be achieved. Please also see the instructions at section 6.1 at the application form.

3. Where can I join a brief workshop on Impact Outlook to prepare for my research proposal?
   - Please check this webpage: https://impact.nwo.nl/en/an-impact-outlook-for-your-research

4. Where can I read more about NWO’s Impact Outlook Approach?
   - Please check this webpage: https://www.nwo.nl/en/impact-outlook-approach

Application: user committee

1. Must there be 4 users in the user committee before I can submit my application for the OTP programme?
   - Yes, it is obligatory to have a minimum 4 users (of which minimum 2 non-academic users) as part of the user committee when you submit your proposal. As the number of users may have an impact on the utilisation perspective in the application, you may want to mention all partners that have indicated their interest in participating in the project.
   - Please note: Reviewers will take the composition of the user committee into account in their assessment of the proposal. Two scores are given by the jury members: one for ‘Scientific quality’ and one for ‘Knowledge utilisation’ and each determines 50% of the overall score.

2. Can parties/users from abroad participate in the OTP Programme?
   - Yes, users from abroad can participate in the OTP Programme as member of the user committee and as co-financer The same rules and guidelines for Dutch companies apply to foreign companies/parties as
If parties from abroad provide co-financing (in-kind and/or in-cash), they must provide a letter of support in accordance with the mandatory format for OTP 2023 (see also the OTP funding webpage). If they do not provide co-financing, they do not need to provide a letter of support.

Of note, it is possible that part of the OTP funding will go indirectly to one of these users. This can be applied for as part of the materials or investments (if it concerns equipment) budget modules. For instance, a laboratory analysis can be performed at a user if this cannot be performed at the applicant’s knowledge institution itself. It is also possible to purchase certain materials or equipment if this is necessary for the research. However, it is important that any in-kind contribution from the company does not overlap with the indirect funding. Costs should not be doubled. Please note that a question related to this, is also included in the form ‘Declaration of main applicant’ (Question 2 on page 2).

The in-cash contribution is the amount exclusive of Dutch VAT. After granting an application, NWO will send each cash contributor an invoice for the contribution plus VAT. Some contributors (institutions, trusts) may want to receive a VAT-exempt invoice. In such cases, please contact NWO domain AES.

Support letters:
1. Should all users provide a support letter?
   - Support letters are obligatory for all users that provide co-financing. Other users that do not provide co-funding, but are part of the user committee, may provide a support letter, but this is voluntary. Support letters from other parties that do not participate in the user committee, are not allowed.

2. What should be included in a support letter?
   - Please follow the exact template, including all standard sentences, of the support letter as provided on the OTP funding webpage and do not deviate from this template.
   - Support letters with an in-kind contribution involving people should specify both the number of hours and the man-hour rate (see man-hour rates document).
   - Support letters with an in-kind contribution consisting of goods, such as licenses, materials and equipment, should specify the amounts in the support letter itself (or in a separate email, in the case this information is considered to be sensitive information), and clarify that these goods are provided at a non-commercial tariff i.e. academic tariff.

3. What should not be included in a support letter?
   - Conditions other than that the application is granted are not allowed. Phrases like “intend to” are therefore not allowed. The support letter should be a true commitment to deliver the co-financing.

4. Are there maximum hourly rates for personnel?
   - Yes, there are maximum hourly rates for personnel. For the rates, please see Table 2.2, column ‘Hourly rate productive hours, excl. Dutch VAT’ of the most recent manual for Dutch government rates (Handleiding Overheidstarieven, HOT) on the NWO website (www.nwo.nl/en/salary-tables) or in the figure below. You should choose the rate that approximates the actual labor costs most closely.
### 2.2 Gemiddelde totale kosten per salarisschaal CAO Rijk in 2023

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Tabel 2: integratie kosten per salarisschaal 2023 (loonkosten per mensjaar afgerond op €1000).

5. Are software licenses considered to be an in-kind contribution?
   - Software licenses can be considered as an in-kind contribution provided that an academic, non-commercial tariff is used and no discounts are given.

ISAAC:
1. Which summary should we upload in ISAAC?
   - The public summary as described at section 2.2 in the application form, i.e. the summary that may be shared publicly, should be uploaded in ISAAC.