***How to fill out this application form? Please read this information before starting.***

*Each section contains further clarification and notes on how to fill the different parts. Please read the information and guidelines in the call for proposals when completing this form.*

*Please adhere to the following rules when filling out this application form:*

* *Use the Calibri font at font size 9.5 and do not change the margins (2.5 cm, all directions);*
* *When writing your proposal, please be specific, and provide only information that applies to the proposal and its objectives;*
* *You may use subheadings;*
* *Applications will be assessed by the NWO office. Therefore, your proposal should be written with a broad audience in mind. The proposal should thus be readable and understandable for persons outside your own area of expertise.*
* *Please remove this text and all explanatory text in blue and italics before converting the application to PDF and submitting it;*
* *Please do not password protect the PDF file as this will hinder the processing of your application;*
* *Attachments to the proposal are not allowed, except for the CV, as indicated in the form.*

***Submission***

*Please submit the proposal to NWO (pdf format is required!) via the online application system ISAAC, which can be accessed via the NWO website. The proposal must be submitted from the account of the applicant. If the proposal is not correctly and timely submitted, it will not be considered for funding.*

*For any technical questions regarding submission, please contact the ISAAC helpdesk (*[*isaac.helpdesk@nwo.nl*](mailto:isaac.helpdesk@nwo.nl) *or +31 (0)20 346 71 79 ).*

***This instrument is open for submissions until 1 September 2020, 14:00:00 hours CEST. The call may be closed at an earlier time, when funds have been exhausted.***

|  |
| --- |
| **Section 1 - Application details** |

|  |  |
| --- | --- |
| Title of proposal | *This title should be the same as the title you enter in ISAAC* |
| Applicant | *First and last name, prefix* |
| E-mail |  |
| Organisation |  |
| Duration of the project (in months) | *maximum of 6 months* |

|  |
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| **Section 2 - Public summary** |

*Please make a public summary in both English and Dutch (max. 80 words each – please indicate the number of words at ‘word count’). Briefly describe your project in terms that are understandable for readers who are not experts on this topic. Please note! This text will be used for communication purposes if the proposal is granted.*

*When submitting the proposal via the online application system ISAAC, you will be asked to upload an abstract. Since a scientific abstract is not necessary in the evaluation process, you can use the English public summary as your abstract.*

|  |
| --- |
| **English public summary** |
| *Description:*  Word count: |

|  |
| --- |
| **Dutch public summary** |
| *Description:*  Word count: |

|  |
| --- |
| **Section 3 - Budget** |

**3.1 Budget table**

*Summarize the amounts requested to perform this project in the table below. Please make sure all posts add up to the total. The maximum budget you can apply for is 50,000 euro. You can add extra rows if needed to the table below. The category ‘other’ is not allowed: all costs must be specified. In case of personnel costs, please specify the type of position, the amount of FTE, and for how many months you are requesting funding.*

|  |  |  |
| --- | --- | --- |
| **Type of costs** | **Description** | **Costs (euros)** |
| Personnel |  | **€** |
|  |  | **€** |
| Materials |  | **€** |
|  |  | **€** |
| Travel |  | **€** |
|  |  | **€** |
| **Total** |  | **€** |

**3.2 Budget clarification**

*Clarify your expenditures briefly (max 150 words).*

|  |
| --- |
| *Clarification:* |

|  |
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| **Section 4 – Data management** |

*Responsible data management is part of good research. For the collection/generation of data and the analysis of this data, timely measures need to be taken to ensure the storage and later reuse of the data. This means that prior to the start of the research project researchers must ascertain a) which data could be relevant and b) how these data could be stored so that they are accessible for reuse. After a proposal has been awarded funding, the researcher will draw up a detailed data management plan in which the researcher explains how all relevant data research data will be made findable, accessible, interoperable and reusable (FAIR). For more information about the data management see:* [*www.nwo.nl/datamanagement*](http://www.nwo.nl/datamanagement)*. Please answer the following questions:*

**4.1 Will data be collected or generated that are suitable for reuse?**

|  |
| --- |
| *Yes: Then answer questions 4.2 to 4.5.*  *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.* |

**4.2 How and when will the data and results from the research be made publicly available?**

|  |
| --- |
| *Description:* |

**4.3 Where will the data be stored during the research?**

|  |
| --- |
| *Description:* |

**4.4 After the project has been completed, how will the data be stored for the long-term?**

|  |
| --- |
| *Description:* |

**4.5 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?[[1]](#footnote-1)**

|  |
| --- |
| *Description:* |

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| **Section 5 – Project plan** |

*This section may be no longer than 500 words (including figures, footnotes and tables, excluding literature references). Please describe your plan and address everything you think is important. See for further specification of the assessment procedure and criteria Chapter 4 of the call for proposals.*

|  |
| --- |
| *Description (criteria: relevance, urgency, expertise, added value, feasibility):*  Word count: |

|  |
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| **Section 6 – Timeline** |

*This section may be no longer than 100 words (including figures and tables).**Please briefly describe the timeline for your plan, preferably in a table. If your data collection has already started, please include the actual start date. Please demonstrate that the project could start within one month after funding.*

|  |
| --- |
| *Description:*  Word count: |

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| **Section 7 – Ethics** |

*Please describe the ethical challenges in your research and how you will address these. Indicate where you will apply for ethical approval, including any recognised (medical) ethics review committees, animal experiments committees, or permission for research with the population screening Act. NWO will require proof that the indicated ethical approval or permission has been obtained. Max. 400 words, please add word count.*

|  |
| --- |
| 7a) Description of ethical issues  7b) Please indicate which ethics committee(s) will be approached for ethical approval:  Word count: |

|  |
| --- |
| **Signature** |

**By submitting this document I declare that I satisfy the nationally and internationally accepted standards for scientific conduct as stated in the Netherlands Code of Conduct for Scientific Practice (Association of Universities in the Netherlands).**

**I endorse and follow the Code Openness Animal Experiments (if applicable)**

**I endorse and follow the Code Biosecurity (if applicable)**

**I have completed this form truthfully.**

Name:

Place:

Date:

Submit this application through ISAAC, in PDF format. Please note that the electronic application must be submitted from the ISAAC account of the applicant.

|  |
| --- |
| **Appendix: CV** |

*Please insert the CV for the applicant here. Your CV can be no longer than two pages and should show the required relevant expertise for the proposed work.*

1. *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.* [↑](#footnote-ref-1)