Vernieuwingsimpuls 2014/
Innovational Research Incentives Scheme
Explanatory Notes on grant application form

N*W*O
Netherlands Organisation for Scientific Research
Vidi scheme

GENERAL

Before completing the grant application form, please study the information and guidelines provided in the NWO brochure on the Innovational Research Incentives Scheme - Vidi 2014 and the FAQ ('Frequently Asked Questions'). You can download the texts from the internet (www.nwo.nl/vi). The original Dutch-language text of the brochure is the authoritative version. Where the English-language text is open to a different interpretation, no additional rights may be derived from it.

Please submit your application to NWO in electronic form using the Iris system, which you can access via the NWO website (www.nwo.nl/vi). Please note that applications concerning the Medical Sciences division need to be submitted to ZonMw, using the system called ProjectNet, to which access is provided via ZonMw's own website (www.zonmw.nl).

Note that pdf format is required! This is the only electronic format that guarantees that the application will be received in exactly the same form as it has been sent. It is however not necessary to use Word when filling in the application form. You can use LaTeX for example, as long as you use exactly the same format. Please do not put a security lock on the document.

If you don't know how to convert your application to a pdf format, allow extra time to get help from your own computer support department or from the Iris helpdesk at NWO (www.iris.nwo.nl, iris@nwo.nl). Note that you can submit your proposal until **2 October 2014, 14.59 hrs**. Complete the application in **English**. Do not exceed the stated maximum number of words for each item on the form and use a 10-point font size, except for references to the literature, which may be given in 9-point. If you exceed the stated maximum number of words or pages or if you fail to supply the necessary documents, your application may be automatically disqualified and you will lose your chance of a grant.

Important note: when writing your proposal, take into account that it will be read by both experts as well as by a broadly composed assessment committee.

If you have any questions about the application form or application process, please do not hesitate to contact your divisional programme coordinator. Contact details can be found at http://www.nwo.nl/vi/contact.

You will receive a confirmation of receipt within approximately two weeks after the deadline.

Registration form (basic details)

1a. Details of applicant
Give your name, title(s), gender and postal address at which you can be reached <u>during the whole application and assessment process</u>. Indicate whether you prefer English correspondence to Dutch. Give your telephone number, email address(es) and website (optional).

Indicate whether you need to make use of the extension clause. This is only necessary if the time between your doctorate date and the Vidi deadline exceeds the maximum period of 8 years. The extension clause is applicable if you have formally taken extended sick, parental, maternity or care leave. It is also applicable if you have combined a part-time research appointment with care responsibilities or undertaken training in some clinical specialisations.

Please see the website for a list of clinical specialisations for which compensation can be obtained. Also, please see the FAQ for the calculation of extension. Before you submit your application, contact the coordinator of the Innovational Research Incentives Scheme to discuss your chances of obtaining an extension (vi@nwo.nl).

1b. Title of research proposal
Give the title of the research proposal.

1c. Summary of research proposal
Provide a summary of your proposal (topic, approach and potential importance of results) in no more than 300 words. Take care to provide an informative and relevant abstract, as this is often the first thing that expert reviewers will see of your proposal. Make sure the abstract clearly describes what you are going to investigate, why you are going to investigate this subject and which results you expect to find.

1d. Keywords
Specify up to five keywords.

1e. Host institution (if known)
Please only name the host institution (and group) at which you wish to conduct the proposed research. Do not mention any possible partnerships under this header.

1f. NWO division

Please indicate which NWO division (only one option possible) your application applies to. For more information, consult the NWO website. Please <u>choose only one</u> NWO division:

Interdivisional committee:		(For all fields of science that cannot be categorized within one of the NWO divisions)
ALW:	'Aard- en levenswetenschappen'	(Earth/Life sciences)
CW:	'Chemische wetenschappen'	(Chemical sciences)
EW:	'Exacte wetenschappen'	(Physical sciences[1])
GW:	'Geesteswetenschappen'	(Humanities)
MaGW:	'Maatschappij- en Gedragswetenschappen'	(Social/Behavioural sciences)
MW:	'Medische wetenschappen'	(Medical sciences)
N:	'Natuurkunde'	(Physics)
STW:	'Technische wetenschappen'	(Technical sciences)

Interdivisional applications: If you feel that the proposed research cannot be assessed within the confines of any single NWO division, you may choose to submit your application to the interdivisional committee, consisting of experts with various scientific/ scholarly backgrounds within the whole range of science fields. In that case an explanation (50-100 words) of the interdivisional character of your proposal is required. Please outline your reasons for submitting your application to the interdivisional committee. Indicate which specific NWO divisions are relevant to your application and in what way. NWO will check whether your application is indeed interdivisional of character and contact you in case of doubts.

1g. Main field of research (Compulsory)

For all applications it is compulsory to fill out one or more research fields that correspond to the subject of your research proposal. You can only refer to the descriptions and codes from the NWO research field list. Please find the list via:
http://www.nwo.nl/financiering/nwo-disciplinecodes.

1h. Public summary of your research proposal (max 50 words, <u>preferably in Dutch</u>).

If your application is successful, the public summary will be used in NWO publicity surrounding the announcement of the grant award decisions.

Please use the following format:
- **Title**
  Think of a popular title (a 'hook' to catch people's attention, approx. five words)
- **Personal details**
  Academic degree, initials, first name between brackets, surname, gender, host institute and division. For example: Dr. A.B.C. (Anna) Jansen (v), UU – Wiskunde en Informatica
- **Summary**
  o Use comprehensible, everyday language and be as specific as possible. For example, do not write 'the mechanism underlying apoptosis will be examined' but 'the researchers will use microscopes to look for the reasons for spontaneous cell death'.

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[1] Physical sciences: astronomy, computer sciences and mathematics.

- o Do not write in terms of 'we' and 'us' but use terms like about researchers, biologists, literary specialists, etc.
- o Write the summary in such a way that you feel you ought to be including terms like 'basically', 'put simply', 'roughly speaking' and 'in lay terms' – but do not actually include them!

For examples of public summaries, see the NWO website at:
www.nwo.nl/vi-programme (under 'Awards').

Research proposal

2a. Description of the proposed research

Describe the proposed research as accurately as you can within the stated maximum number of words (maximum 4000 words on no more than 8 pages, not including literature references; the word count does include footnotes, figure captions and tables). A description of sub-projects (for additional postdocs and PhD students) and their interaction is required.

2b. Knowledge utilisation
(max. 1000 words on max 2 pages)

Researchers who have received funding from NWO for non-programmed research are not usually primarily focused on results that are relevant for industry or society. Nevertheless, there are enough examples of such research contributing to developments outside of the own discipline, sometimes in the longer term. NWO wants to encourage researchers to give proper consideration to knowledge utilisation by allowing them to reflect on this and - if possible - elaborate concrete plans.

Potential

- Which contribution can the research make to society and/or to other academic areas? Examples are economic, social-administrative, cultural, technological, medical or democratic areas. 'Society' is used in the sense of the entire society and therefore both the public and private sectors.

- Which other disciplines and which organisations can benefit from the research results? This concerns users in the public and private sectors, including scientists in other disciplines. NB. If the research makes no societal contribution then you need to explain this and in that case you do not need to answer the question below about the implementation.

Implementation

- What is the action plan to allow the outcomes of the research project (see above) to benefit potential knowledge users?

- How are the potential knowledge users involved (or how will they be involved) in the research project? Here you should consider whether the tasks are clearly divided in advance, whether the parties concerned have been involved in articulating the research question, how they can contribute to achieving the societal objectives and how the ongoing involvement with users will be safeguarded. Examples are user committees, matchmaking, consortia/networks, public-private partnerships (PPP), contract research.

- (Concrete) outcomes for society; this includes commercial products, new ways of working, processes, protocols, prototypes, co-publications, artefacts, media appearances, teaching methods, patents/licences /contracts, specific network meetings, medical interventions and websites. Scientific outcomes can also be included here because often scientific and societal outcomes cannot be strictly separated.
- How long will it be before possible knowledge utilisation can be expected?

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For further information on knowledge utilisation see the document 'Knowledge Utilisation Manual' that is available on the VI website: www.nwo.nl/vi or visit the website: www.nwo.nl/kennisbenutting

2c. Number of words
Indicate the number of words used (word count on your computer) for each section: 2a1 and 2a2 (together maximum of 4000 words) and for 2b (maximum of 1000 words). Words in footnote, figure captions and tables should also be included in the count.

2d. Literature references
List all relevant literature here and include full bibliographical details.

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Cost estimates

3a. Budget
State in broad terms what resources will be required to conduct the proposed research, per project year. The cost estimates should cover the entire period of the grant. List the nature of the post (for example PhD student or postdoc) and both the intensity of each appointment (in fte – full time equivalent) and the total duration of each appointment (in months).

The maximum amount of each Vidi grant will be € 800,000 spread over a period of 5 years. If the proposed research is to be of shorter duration, the maximum amount will be reduced accordingly.
Costs which can be covered under the scheme are:
- Gross salary of the successful applicant (plus surcharge of that sum to cover the employer's contributions, holiday pay, etc.). All salary costs of the Vidi-project must be included in the budget chart (3a), even if the institute pays these salary costs.
  - **Please note, if the host institute covers (part of) the salary of the applicant or support staff (for work on the Vidi project), you should fill this out in 3b. If – as a consequence - you exceed the maximum budget, you must submit an authorised letter guaranteeing that the institution is willing to meet these costs.**
  - If the applicant is to devote no more than 25% of his/her contracted working time to non-research activities (teaching/administration/management or research outside of that stipulated in the Vidi grant), he/she may charge the entire salary to the project budget. If the applicant is to devote more than 25% of his/her contracted working time to such activities, only the proportion of working time devoted to the Vidi research may be charged to the project.
  - The actual salary scale of the staff will be set by the host institution. It is advisable to contact the financial department of the host institution directly for the correct figures. Please note as well that you cannot request a so-called 'bench fee', meaning a standard amount that does not need to be specified any further.
- Gross salaries of additional (support) staff plus surcharge of that sum.
- Acquisition costs of materials and equipment or databases.
- Travel and subsistence costs associated with attending conferences, visiting other research institutes, etc.
- Subsistence costs while working at research institutes outside the Netherlands.
- Costs for knowledge transfer and knowledge utilisation.

Non-reimbursable costs are those for infrastructure (accommodation and office automation) and other overhead.

Further information can be found on the NWO website (www.nwo.nl/vi).

Important note on budgets exceeding the maximum grant
The budget may exceed the maximum of € 800,000. In that case, the application must be accompanied by a letter from the prospective host institution or a third party guaranteeing to cover the excess costs. This guarantee must be signed by the dean/manager of the institution or by a person with authority to sign on behalf of the body issuing the guarantee. The contribution from NWO will never exceed € 800,000.

The original guarantee(s) to meet excess costs must be sent to NWO by post, marking it for the attention of the central division.

Netherlands Organisation for Scientific Research (NWO)
Innovational Research Incentives Scheme
Division BOO:
PO Box 93138
NL-2509 AC The Hague

The guarantee letter must reach NWO within one week of the date of submission.

3b. Co-financing 'in kind'
Describe in which way a co-financer/party is contributing to your project and what the estimated value in euro's will be. For example, when your university pays (part of) the time that you spend on your Vidi, you can indicate that here.

3c. Co-financing 'in cash'
Describe in which way a co-financer/party is contributing to your project and the budget involved.

3d. Totals
Provide the information requested.

3e. Intended starting date
Specify the date on which the project is intended to start. This date must be within six months of the date of the award letter.

3f. Have you requested any additional grants for this project either from NWO or from any other institution and/or has the same idea been submitted elsewhere?
Include details of any additional grants you have requested for (part of) this research project either from NWO or from any other institution (for example NWO investment grants or ERC grants).

Curriculum vitae

4a. Personal details
Provide the information requested. The information on your nationality and the birth country of your parents is requested because NWO monitors the proportion of minorities among applicants/grant recipients. These details will not be passed on to third parties except in aggregated form.

4b. Master's ('doctoraal')
Provide the information requested.

4c. Doctorate
Provide the information requested. Completion date is the date stated on your doctorate degree.

4d. Work experience since completing your PhD
Give the dates of each appointment and indicate whether it was full-time or part-time (in fte), whether it was tenured ('vast') or fixed-term ('tijdelijk') and the name of the institution.

The last row should contain your current position. Please indicate what kind of contract you have. If you are not an Assistant Professor, Associate Professor or Full Professor list the position you hold and whether it is outside or within the academic sector.

Also, please fill out the second table. The number of months you have spent on research will help the committee interpret your CV.

As an example, we have calculated the months spent since completing the PhD for the following CV. Please write your own calculation on your application.
CV
June 1999: Doctorate
  I.   July 1999 – December 1999: unemployed.
  II.   January 2000 – June 2003: 0,8 fte position. 80% to be spent on research, 20% on education.
  III. July – December 2003: sick leave.
  IV.   January 2004 – April 2004: maternity leave.
  V.   May 2004 – December 2008: 1 fte position. 60% to be spent on research, 20% on education, 20% on management.
  VI.   January 2009 – May 2010: 0,8 fte position. 60% to be spent on research, 20% on education, 20% on management.

  Calculation months of research
  I.   0 months
  *II.   42 months * 0,8 fte position * 0,8 spent on research = 26,88 months*
       *42 month * 0,8 fte position * 0,2 spent on education = 6,72 months*
  III. 6 months sick leave
  IV.   4 months maternity leave
  *V.   56 months * 1 fte position * 0,6 spent on research = 33,6 months*
       *56 months * 1 fte position * 0,2 spent on education = 11,2 months*
       *56 months * 1 fte position * 0,2 spent on management = 11,2 months*
  *VI.   17 months * 0,8 fte position * 0,6 spent on research = 8,16 months*
       *17 months * 0,8 fte position * 0,2 spent on education = 2,72 months*
       *17 months * 0,8 fte position * 0,2 spent on management = 2,72 months*

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Experience	Number of months
Research activities	(26,88 + 33,6 + 8,16 =) 68,64
Teaching activities	(6,72 + 11,2 + 2,72 =) 20,64
Care or sick leave	(6 + 4 =) 10
Management tasks	(11,2 + 2,72 =) 13,92
Other, please specify:	6 (unemployed)

4e. Academic staff supervised
Where an appointment involved (or involves) the management of other researchers, state the numbers of academic and/or support staff supervised. Please differentiate between ongoing and successfully completed PhD's and also describe your role as supervisor (promotor) or co-supervisor (co-promotor).

4f. Brief summary of research over last five years
Outline the content of your research over the last five years (maximum 450 words).

4g. International activities
List activities such as long or short study visits abroad, international collaborations, etc.

4h. Other academic activities
Include, for example, membership of editorial boards, posts on committees and involvement in the organisation of conferences.

4i. Grants, scholarships and prizes
List the name of any research scholarships/grants for which you have successfully applied or prizes you have won and indicate the amount of money involved. Also, indicate clearly what your role in the grant or scholarship was (PI, Co-PI, applicant, etc.).

Output

5a. Output indicators
Please identify the most important output indicators in your field. This will allow peers to assess your output taking into account the standards in your research field. Please use indicators for your publication list (first/last author; individual/group publications; international or national orientation) or information on what type of output is valued highest (books/journal publications/conference proceedings/other, such as designs (for certain disciplines within design and engineering)).

5b. Output
Please only include manuscripts which have been accepted for publication or which have already been published as part of the recognised literature starting with the most recent publication. In each case, list: the author(s), date, title of the publication, journal or series in which the publication appeared, volume, page numbers, and (if applicable) publisher and place.

You are not allowed to include publications which have not already been accepted, including articles in preparation and submitted papers. You are not allowed to use the term 'forthcoming'; please state clearly that a yet unpublished manuscript is accepted.

Use the headings given below to structure your list of output. Please mark key publications which are directly relevant to the proposed research with an S (the S stands for significant).

- **Refereed articles:** including the impact factor of the journal is optional. When including impact factors, please indicate which website was used to calculate the impact factors (e.g. google scholar, web of science).

- Non-refereed articles

- Books: please include books you have authored.

- Book chapters

- Patents: please only include accepted patents.

- Other: working papers, proceedings, conference reports, invited lectures, letters to editors, certain disciplines within design and engineering may also want to list designs (only selected works) or publications on their designs.

5c. Top Publications
Please mention here your top publications related to the subject of this proposal (max. 5 titles).

5d. Median impact factors for your own field
This question is compulsory for ZonMw-applications, and if you have mentioned impact factors of the journals under 5a. Please mention the median impact factor for your research field, this is not your personal H-index.

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Statements by the applicant

Ethical aspects

Before submitting a Vidi application, you must determine if your proposed research raises ethical questions and therefore needs to be assessed by an ethics review committee.

Possible relevant aspects are:
- research on animals
- informed consent
- privacy and data protection
- research on human Embryonic Stem Cells
- research involving developing countries
- biosecurity/dual use

Certain research requires a statement of approval from a recognised medical ethics review committee (METC) or an animal experiment committee (DEC). For some research proposals a licence in accordance with the Population Screening Act (WBO) is required. More information on METCs is available at the Central Committee On Research Involving Human Subjects (CCMO), on DECs the Dutch Association for Institutional Animal Care and Use Committees provides information and for the WBO The Health Council of the Netherlands can provide information.

NWO subscribes to the Openheid Dierproeven (Freedom of Information on Animal Experiments) and the Biosecurity Code. VI applicants must subscribe to and comply with the prevailing codes.

A research project can only start when NWO (if applicable) has received a copy of the approving ethical statement and/or Population Screening Act licence. For complex questions related to ethical issues, NWO reserves the right to consult an external adviser. If after consulting the applicant, NWO is of the opinion that an ethical assessment is needed for an application then the applicant is obliged to take the necessary measures for such an assessment. If the applicant fails to obtain the necessary statement of approval from an ethics review committee then the grant shall be immediately withdrawn. Once the project has started then your research must be conducted in an ethically responsible way. If you fail to do this then NWO shall reserve the right to stop your grant immediately.

Finally, you declare that you have completed the form truthfully and that you satisfy the nationally and internationally accepted standards for scientific conduct as stated in the Netherlands Code of Conduct for Scientific Practice 2012 (Association of Universities in the Netherlands).