

GENERAL

Before completing the grant application form, please study the information and guidelines provided in the NWO call for proposals on the Innovational Research Incentives Scheme - Veni 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 note that you must upload your application as a PDF file. This is the only electronic format which guarantees that the application will be received in exactly the same form as it has been sent. However, you do not need to use Word when filling out 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 do not 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 (iris@nwo.nl).

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 and/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 *and* 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 manager. Contact details can be found at <http://www.nwo.nl/vi/contact>.

You will receive 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 during the entire application and assessment process. Indicate whether you prefer English correspondence to Dutch. Give your telephone numbers, email address(es) and website (optional).

Extension clause

Indicate whether you need to make use of the extension clause. This is only necessary if the time between your doctorate date and the Veni deadline exceeds the maximum period of three years. In that case, you must contact the coordinator of the Innovational Research Incentives Scheme (vi@nwo.nl) before submitting your application.

The extension clause is applicable if you have formally taken extended sick, parental, maternity or care leave. The maximum period of three years may also be relaxed if you

have combined a part-time research appointment with care responsibilities or undertaken training in some clinical specialisations. Please refer to the FAQ on www.nwo.nl/vi for more information about the rules for extension.

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)

Name the institution (and group) at which you wish to conduct the proposed research.

1f. NWO division

Indicate the NWO division within which you think your proposal should be assessed. For more information, consult the NWO website. Please choose only one NWO division:

Interdivisional:

(For all fields of science that cannot be categorised within one of the NWO divisions)

ALW: 'Aard- en levenswetenschappen'

(Earth and Life Sciences)

CW: 'Chemische wetenschappen'

(Chemical Sciences)

EW: 'Exacte wetenschappen'

(Physical Sciences¹)

GW: 'Geesteswetenschappen'

(Humanities)

MaGW: 'Maatschappij- en Gedragwetenschappen'

(Social/Behavioural Sciences)

ZonMw: '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 entire range of science fields. In that case an explanation of the interdivisional character of your proposal (50-100 words) 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 the case of any 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: www.nwo.nl/researchfields.

¹ Physical sciences: astronomy, computer science and mathematics.

1h. Public summary of your research proposal (max. 50 words)

Please draft a public summary of your research proposal (preferably in Dutch).
If your application is successful, the public summary will be used in NWO publicity surrounding the announcement of the grant award decisions.

Some directions:

- Think of a popular title (a 'hook' to catch people's attention, approx. five words)
- 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'.
- Do not write in terms of 'we' and 'us' but use terms like about researchers, biologists, literary specialists, etc.
- 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 Scientific/Scholarly quality

Describe the proposed research as accurately as you can within the maximum number of 2000 words on no more than 6 pages, including illustrations, tables and figures, not including 2b and 2d. Include details of:

- Overall aim and key objectives, including
 - o Scientific relevance and challenges
 - o Originality and innovative character
 - o Methods and techniques
- Research plan, including:
 - o Practical timetable/timeline over the grant period
 - o Local, national and international collaboration (if the host institution is known, please provide details of the research group)
 - o Work plan

2b. Knowledge exchange and impact (max. 750 words on no more than 2 pages for this part of your proposal)

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 areas of science? 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?

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

2c. Number of words

Indicate the number of words used in Section 2a and 2b (word count on your computer).

2d. Literature references

List all relevant literature here and include full bibliographical details.

Cost estimates

3a-d. 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 support staff) 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 Veni grant is € 250,000 spread over a period of 3 years. If the proposed research is to be of shorter duration, the maximum amount will be reduced accordingly. You may extend the duration of the Veni project by up to 1 year (from 3 to 4 years) if you wish to conduct the research on a part-time basis (0.75 fte). Note, however, that the extension will have no effect on the total maximum amount of grant available under the Veni scheme (€ 250,000).

Costs which can be covered under the scheme are:

- Gross salary of the applicant plus surcharge of that sum to cover the employer's contributions, holiday pay, etc. All salary costs of the Veni project must be included in the budget (3a), even if the institute pays the applicant's salary. **Please note, if the institute pays (part of) the salary of the applicant or support staff (for work on the Veni project!) you can fill this out in 3c. If – as a consequence - you exceed the maximum budget then you will have to send a separate authorised letter to the relevant NWO division guaranteeing that the institution is willing to meet these costs.** The gross salary of a postdoc depends on age and experience. The actual salary scale of the staff will be set by the institution of employment. It is advisable to contact the financial department of the 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.
- 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.
- Gross salaries of additional non-scientific support staff plus surcharge of that sum. **NB.** With a Veni grant a PhD student or postdoc (scientific personnel) may not be appointed.
- 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 contribution from NWO will never exceed € 250,000. If the budget exceeds the maximum of € 250,000, the institution (or a third party) must send NWO an authorised letter guaranteeing to meet the additional costs. The letter should be uploaded via IRIS together with the application. The original document should be sent by post within one week after the Veni deadline. Please send the letter directly to the NWO division where you submit your proposal. Postal addresses may be found at <http://www.nwo.nl/vi/contact>.

3e. Intended starting date

Specify the date on which the project you intend to start the project. The research project must be started within six months of the date of the award letter.

3f. Have you submitted the same idea elsewhere or have you requested any additional grants for this project either from NWO or from any other institution?

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, investment 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 day when you received your PhD. If you are applying for a Veni grant and have not yet obtained your doctorate when you submit the application, you must append an official declaration that the thesis manuscript has been approved.

4d. Current employment

Indicate what kind of contract you have. If you are not a postdoc, assistant professor, associate professor or full professor, please indicate under 'Other' your position and whether it is outside or within the academic sector.

4e. Work experience since completing your PhD

Give the dates of each appointment and state whether it was full or part-time (in fte), and whether it was a permanent position ('vast'), fixed-term ('tijdelijk'), tenure track or other. 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. Under 'Academic staff supervised', please list names and position (master's, PhD or postdoc).

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

4f. Brief summary of research over last five years

Outline the content of your research over the last five years in no more than 250 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. Scholarships, grants and prizes

List any research scholarships/grants for which you have successfully applied or prizes you have won in the last five years and indicate the amount of money involved. Also, indicate clearly what your role in the scholarship/grant was (principal investigator or PI or Co-PI).

List of publications

5a. Publications

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 publication list. Please mark key publications which are directly relevant to the proposed research with an S (the S stands for significant).

- **International (refereed) articles:** including the impact factor of the journal is optional.
- **National (refereed) articles**
- **Books:** please include books you have authored.
- **Book chapters**
- **Patents:** please only include accepted patents.
- **Other:** working papers, proceedings, conference reports, abstracts and invited lectures.

5b. Top 5 Publications

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

5c. 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.

Statements by the applicant

Official declaration by the entire manuscript commission that the thesis manuscript has been approved

Only compulsory for applicants for Veni grants who have not yet received their doctorates. Please submit the declaration, separate from your proposal, in PDF format via the electronic system.

Ethical Aspects

Before submitting a Veni 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 require 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 from the Central Committee On Research Involving Human Subjects (CCMO), while the Dutch Association of Animal Experiments Committees (NVDEC) can provide information on animal experiments committees, and the Health Council of the Netherlands can advise on the WBO.

NWO subscribes to the Freedom of Information on Animal Experiments (*Openheid Dierproeven*) 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 as 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 manner. If you fail to do this then NWO shall reserve the right to stop your grant immediately.