

SPECIAL RESEARCH FUND
Call 2022
PhD GRANTS

Announcement and application information

Each year the Flemish Government allocates research funds to Ghent University so as to implement the Flemish Government's Resolution of 21 December 2012. In accordance with this resolution, Ghent University has drawn up rules and regulations regarding the funds of the Special Research Fund (BOF-Bijzonder Onderzoeksfonds)¹. Each year the Research Council invites research proposals for the different initiatives.

Call for:

PhD Grants

Starting from October 1st 2022

The deadline for project proposals is:

April 28 2022 at 23.59 (Belgian time).

¹ Ghent University Board of Governors d.d. 18.01.2013

Definition of terms

Each year new PhD scholarships are being granted to predoctoral researchers, aimed at obtaining a doctoral degree within a time span of 4 years. In 2022 the Special Research Fund will provide about 50 PhD grants.

The amount of the scholarship is approximately € 2.252 per month, depending on the family status of the scholar. A bench fee of € 310/month is awarded to the promoter for operational costs.

In accordance with the regulations for PhD scholarship recipients, the doctoral program starts by definition with a **scholarship agreement of 1 year**.

If, before the end of the first year, the doctoral advisory committee or, in the absence thereof, the promoter(s) judge(s) that both the substantive progress in the context of the doctoral research and the overall functioning of the PhD scholarship recipient are such that the doctoral program can be successfully completed within a reasonable period of time, the promoter issues a positive advice in a written form. A positive recommendation leads to a **3-year extension of the doctoral scholarship**.

Conditions

Candidates who obtain a BOF doctoral scholarship in 2022 are obliged to (re)apply for an FWO PhD Fellowship fundamental research (FO) or an FWO PhD Fellowship strategic basic research (SB) in 2023 or 2024.

Hence, this call is only open to candidates whom will **be eligible to apply for an FWO Fellowship FO/SB on March 1, 2023.**

In accordance with the current eligibility conditions of the FWO, this implies the following eligibility conditions for the BOF doctoral mandate:

- Candidates for an FWO application in 2023 must have obtained their master's degree or equivalent at the earliest three years prior to the call deadline (1 March 2023).
- Candidates have maximum 18 months of scientific seniority on 1 March 2023.
- At the start of the FWO fellowship, candidates must be holder of a diploma at least equivalent to a master's degree following a bachelor's degree and awarded by the competent institutions in one of the countries of the European Economic Area, UK or Switzerland².

Candidates can apply no more than twice for a prospective fellowship with the FWO and have never before enjoyed an FWO fellowship, not even partially.

For more information about the conditions of an FWO Fellowship Fundamental Research (FO) or an FWO Fellowship Strategic Basic Research (SB) grant, please consult the FWO website: <https://www.fwo.be/nl/onderzoeksfinciering/predoctorale-mandaten/>

Exceptions:

- **Candidates who have entered an FWO application in 2021 and 2022**, and will therefore no longer be eligible for an FWO Fellowship FO/SB in 2023, are allowed to enter an application for a BOF PhD mandate in 2022.
- **Candidates who enter an application with a GUGC label**, are not required to enter an FWO fellowship application.
- **Candidates who enter an application with a GUGC label**, do not need to hold a diploma at least equivalent to a master's degree following a bachelor's degree and awarded by the

² For the purpose of this call, diplomas awarded in the United Kingdom are still subject to the same conditions as those awarded in the EEA and Switzerland.

competent institutions in one of the countries of the European Economic Area, UK or Switzerland. **They do have to meet the seniority requirements** for their master's degree (maximum 3 years on the submission date) and scientific seniority (maximum 18 months on the submission date).

- **Candidates who have a master degree issued by a country outside the EEA, UK and Switzerland** can apply for NARIC to recognise their diploma as equivalent to a specific Flemish diploma. In that case, candidates must submit NARIC's acknowledgement of receipt for the application for "Level Recognition" of your degree by 11 July 2022 at the latest, as proof that a NARIC "Level Recognition" procedure has been initiated.³

- In case the awarded BOF doctoral scholarship holder also applied for a FWO PhD Fellowship FO or SB and is invited for the second FWO evaluation round (interview), he/she is **obliged** to participate and thoroughly prepare the interview .
 - **Please note:** if the candidate does not participate the FWO interview the Research Council might decide to discontinue the awarded BOF doctoral scholarship and reallocate it to a candidate on the BOF reserve list.

- If the FWO fellowship is awarded, the candidate is **obliged** to switch to FWO funding. The BOF scholarship will then be reallocated to a candidate on the BOF reserve list. In this way the number of awarded doctoral scholarships at Ghent University can be maximized.

- Candidates with a current appointment as PhD scholarship holder or scientific researcher (WP) on project funding awarded to the promoter can apply for a BOF doctoral scholarship, but only under the condition they meet the FWO regulation on scientific seniority. **It is not allowed to apply for funding through a BOF doctoral scholarship for the same research project as the one on which the candidate is already appointed.**

- At the start of the BOF fellowship, candidates must qualify for a 'dehousse scholarship', which is a PhD scholarship exempted from taxation.
 - **PhD students can receive a dehousse scholarship (exempted from taxation) only for a maximum of 48 months** during their entire academic career. When this limit is reached during the BOF fellowship, the PhD student can be appointed by BOF as WP (research staff) for a **maximum of 12 months (and a for a minimum period of 1 month)**. This implies that PhD students who have already received a dehousse scholarship for more than 12 months before the start of the BOF fellowship, **will have their BOF fellowship reduced by the number of months that exceed the maximum term of 12 months of appointment as WP.**
 - In this context, pending a positive evaluation and the granting of a doctoral mandate as of 1 October 2022, promoters are asked to only grant their candidates **a temporary appointment until 30 September** 2022 at the latest if these candidates are appointed as ATP/AAP or WP. When an appointment as ATP/AAP or WP needs to be **interrupted** to take up a BOF doctoral mandate as dehoussebursaal, **this is only possible when the BOF doctoral mandate includes a new research topic.**

Language

The PhD grant proposal can be submitted either in Dutch or English.

³ For more information, please consult <https://naricvlaanderen.be/en/naric-vlaanderen>

Applying for a BOF PhD fellowship in Corona times

The Covid-19 crisis is affecting and delaying many teaching and research activities since March 2020. Possibly, your last master year and master thesis, or your starting PhD research has been influenced by the crisis. International mobility has virtually come to a standstill. Also family circumstances during lockdown, increased commitment to teaching or healthcare, ... may have hindered your planned activities.

As a candidate PhD fellow you may be worried about the impact of all this on the strength of your application file and the ambitions of your research project.

Therefore we advise you to mention specific factors that influence your application in the application form. This can be done, where appropriate, in the sections 2.1 'studies', 2.3 'previous activities as a scholarship holder or scientific researcher', 2.4 'Research grants or positions outside Ghent University', 2.7 'studies abroad' and/or 3 'the PhD research'.

Additional (co-funded) PhD Mandates:

Each year, Ghent University funds approximately 50 doctoral fellowships. Within the framework of three specific partnerships, a number of additional fellowships are provided each year. These fellowships are only awarded in the context of the proposed cooperation.

BOF PhD scholarship with UNU-CRIS (United Nations University Institute on Comparative Regional Integration Studies) label

In light of the cooperation agreement between Ghent University, the Free University of Brussels and the United Nations University (UNU), - an independent Research Institute of the United Nations-, Ghent University allocates 2 BOF PhD scholarships with UNU-CRIS label on an annual basis since 2017. Holders of a BOF PhD grant with UNU-CRIS label are PhD students at Ghent University but will mainly (4 days/week) conduct their research in the United Nations University institute – CRIS, located in Bruges. On this campus, research is focused on processes of global and regional governance.

In 2022, 3 mandates with a UNU-CRIS label can be awarded.

Supplementary requirements:

1. Subject:

If the intended doctoral research fits within the theme "Challenges to Global or Regional Governance" the candidate and promoter can choose to apply for a BOF-doctoral scholarship with UNU-CRIS label.

Proposals that focus on the regional dimensions of the following are particularly encouraged:

- Climate governance
- Multi-level governance
- Subnational governance
- Sustainable governance
- Migration governance
- Trade governance

Applying for a BOF-doctoral scholarship with UNU-CRIS label requires a project proposal that is in line [with the UNU-CRIS strategic vision note and the research themes mentioned in this vision note.](#)

2. Support letter.

A statement by dr. Philippe De Lombaerde, Director ad interim of UNU-CRIS, should be added to the application form, in which he supports the application of the candidate for a BOF-doctoral scholarship with UNU-CRIS label. Dr. Philippe De Lombaerde can be contacted by e-mail via Management Assistant Pascale Vantorre (pvantorre@cris.unu.edu), with the UNU-CRIS Policy and Communications Officer, Andrew Dunn (adunn@cris.unu.edu), in CC.

More information about UNU-CRIS can be found on their website (<http://cris.unu.edu/>).

BOF PhD scholarship with I-SITE ULNE label

Ghent University is one of the 14 partners in the excellence programme of Lille University (I-SITE Université Lille Nord-Europe or I-SITE ULNE). The aim of this excellence programme is to create research collaboration between Ghent University and Lille University or one of the other founding partners of the I-SITE ULNE excellence program throughout joint doctorates.

No thematic restrictions are imposed on the subject of the doctoral research.

An overview of the founding institutions of the I-SITE ULNE excellence project with which cooperation is possible can be found at <http://www.isite-ulne.fr/index.php/en/the-consortium/>. In addition, there may also be collaboration with CNRS, INSERM and INRIA on condition that the candidate is also affiliated to a lab of one of the above-mentioned founding institutions of the I-SITE ULNE excellence project.

More information on the I-SITE ULNE excellence program can be found on the following webpage: <http://www.isite-ulne.fr/index.php/en/home/>

In 2022, 3 doctoral mandates with the I-SITE ULNE label can be awarded.

Supplementary requirements: To qualify for a BOF PhD scholarship with I-SITE ULNE label, the following conditions must be met:

1. At the moment of the application deadline of this call candidates must also have a promoter at Lille University or at one of the founding partners of the I-SITE ULNE excellence project in addition to a promoter at Ghent University.
2. In case the BOF PhD scholarship is awarded, the candidate is obliged to conclude a **joint PhD agreement**.
3. The candidate must enrol as a doctoral student at both institutions, and must carry out at least 6 months of doctoral research at Lille University or at one of the founding partners of the I-SITE ULNE excellence project.

After the doctoral defence the candidate will receive a joint diploma (diploma signed by both institutions) or a double diploma (separate diploma per institution).

More information on the conclusion of a Joint PhD can be found on the following webpage <https://www.ugent.be/en/research/doctoralresearch/enrolment-doctorate/joint-phd/overview.htm>

BOF doctoral scholarship with GUGC label

The Ghent University Global Campus (GUGC)⁴ is the only campus linked to UGent that is located abroad, in Incheon (Songdo), South Korea.

Scientific research at GUGC is conducted in five research centres, namely:

- *Centre for Biomedical Research*
- *Centre for Environmental and Energy Research*

⁴ See: <https://www.ugent.be/globalcampus/en>

- *Food Research Centre*
- *Lab of Plant Growth Analysis*
- *Centre for Biotech Data Science*

To further develop the research activities on the GUGC campus and to promote research cooperation between the GUGC campus and Ghent University, two joint UGent-GUGC doctoral scholarships are awarded every year since 2022.

In 2022, 4 doctoral mandates with the GUGC label can be awarded.

Supplementary requirements: To be eligible for a BOF doctoral scholarship with a GUGC label, the following conditions must be met:

1. (at least) Two promoters are required, of which (at least) one promoter is mainly active at UGent and one promoter is mainly active on the GUGC campus in South Korea;
2. The proposed research project must have a clear added value in terms of strengthening the cooperation between the GUGC campus and UGent
3. The PhD student will carry out his/her research partly (2 years) at UGent and partly (2 years) on the GUGC campus in South Korea;

Please note: BOF doctoral scholarships with this GUGC label do not prevent GUGC professors with an appointment at UGent to act as sole promoter of doctoral scholarship applications. Such applications are not considered GUGC labeled applications but regular scholarship applications without label.

Submission

The applications for a BOF PhD grant have to be submitted on the forms provided for that purpose: <https://www.ugent.be/en/research/funding/bof/doc/docen.htm>

The application deadline for BOF PhD grants is **April 28, 2022 at 23.59** (Belgian time).

The deadline will be strictly respected. Late or incomplete applications will be rejected without review.

- The application has to be submitted by e-mail to BOFapplication@UGent.be (please use a PDF converted from the Word document⁵ and not a scanned PDF).
- When sending the application, please make sure both the promoter and copromoter (if applicable) are included in the e-mail, either as sender, or in CC.
- The application document has to be named as followed: "surname candidate_first name candidate_DOC application".
- Send the application form and each annex as **separate PDF-files**.
- You will receive an email confirming the receipt of the application. These e-mails are not generated automatically, it is possible that there is some delay in receiving a confirmation e-mail.

The supervisor must submit the following documents separately:

- ***A supervisor's recommendation*** stating the candidate's capacities as a future researcher

⁵ Via File < Export < Create PDF/XPS document

- A **questionnaire about the ethical and biosafety context** of the proposed research project. If available, a favourable ethical opinion or evidence of a biosafety dossier can be added as an appendix to the advice.

The compulsory templates for these 2 advices are available on the same webpage as the application form. The promoter should send these as separate documents to BOFapplication@ugent.be.

These recommendations should be named as follows:

- "surname candidate_first name candidate_Recommendation Promotor.pdf
- "surname candidate_firstname candidate_Ethics.pdf

The following enclosures should be added as a separate annex to the application (if applicable):

- If available: own enclosures
- Only for non-Ghent University degrees (including interuniversity programs at Ghent University and University programs of the Ghent University Global Campus in South-Korea): copies of diplomas, transcripts of records, and proof of ranking among fellow students and/or percentile scores.

Candidates who did not yet obtain their master degree at the moment of the application deadline have to send their diploma and final study results no later than July 11th 2022 to BOF@UGent.be

- If applicable: if you hold a Master's degree issued by a country outside the EEA and Switzerland, you must submit NARIC's acknowledgement of receipt for the application for "Level Recognition" of your degree by **July 11th 2022** at the latest.
- If applicable: in case a BOF-doctoral scholarship with UNU-CRIS label is applied for, a statement by dr. Philippe De Lombaerde, Director ad interim of UNU-CRIS, should be added to the application form, in which he supports the application of the candidate for a BOF-doctoral scholarship with UNU-CRIS label.
- If applicable: in case a BOF-doctoral scholarship with I-SITE ULNE label is applied for, a statement of the promoter at Lille University or at one of the founding partners of the I-SITE ULNE excellence project is required, in which he/she confirms to support the application of the candidate for a BOF-doctoral scholarship with I-SITE ULNE label.
- If applicable: in case a BOF doctoral mandate with GUGC label is applied for: declaration by the supervisor to the GUGC that he/she will supervise the candidate's doctoral research.

Admissibility investigation

Shortly after the submission deadline all candidates will be invited by e-mail to complete an online survey that includes questions regarding the admissibility of their application file. Completion of this survey is **mandatory**.

Evaluation and granting

The Research Council will make a motivated selection of the applications. The Research Council will base its recommendation on the evaluation of the qualifications of the applicant (study results) and the PhD project proposal.

The PhD grant proposals will first be evaluated and ranked by the scientific committees of the Research Council. The research committees work with a two-step procedure. Applications that do not make it through to the second round will not be further assessed on their content.

To be taken into consideration, applicants preferably belong at least to the top 15% best students of the group of fellow students who took exams for the same degree (bachelor and master). Applicants with a lower candidate score stand little chance of getting a BOF-doctoral scholarship.

During the past years, most of the candidates who achieved a BOF-doctoral scholarship belonged amongst the top 5% to top 10% best students for all diplomas.

The **score for the candidate** has the largest impact on the final evaluation of the application. The score of the candidate is calculated on the yearly study results of the candidate during the complete period of study and the ranking among fellow students of the candidate for all diplomas granted. Candidates should take into account that the non-availability of a complete course of study (e.g., lack of scores for certain course units) may have a negative impact on the given candidate score

In accordance with the substantiated selection of the Research Council, the chairperson of the Research Council allocates research funds to the selected candidates. The Board of Governors has given the chairperson the authority to do so.

Success rate

This call is highly competitive. The success rate for this program in 2021 was approximately 17%.

A high candidate score is an absolute requirement when applying for a BOF-doctoral scholarship.

Disclosing results and feedback

The results of the application will be published at the BOF-webpage from **September 2nd, 2022** on (see <https://www.ugent.be/en/research/funding/bof/results/overview.htm>).

Non-awarded candidates can always request for feedback by sending an e-mail to the Special Research Fund (BOF@UGent.be) from this date on.

If the selection procedure takes place in two steps the projects of candidates who obtain an insufficiently high candidate score are not substantially evaluated.

For candidates who do not pass to the 2nd selection round, substantive feedback on the submitted project will not be available.

Interim reporting relating to the application for a renewal of the scholarship

During the second year of the BOF grant the holder of the grant receives an invitation to submit a scientific report. This report serves as a request for renewal and must be submitted on the following documents: <http://www.ugent.be/nl/onderzoek/financiering/bof/doc/overzicht.htm> .

Final report

Within three months following upon the end of the grant a final scientific/scholarly report has to be sent electronically to BOFapplication@UGent.be . The promoter and co-promoter (if applicable) are included in this e-mail (either as sender, or in CC).

The scientific/scholarly report must be made on the required forms, which are available on the University website: <https://www.ugent.be/en/research/funding/bof>

Additional information

For additional information concerning the call for BOF doctoral scholarships please contact the Research Coordination Office by sending an e-mail to BOF@UGent.be or the secretary of the Research Council Dr. Dirk De Craemer.

APPLICATION INFORMATION

PART I – PHD GRANT PROJECT PROPOSAL

Please respect the maximum number of pages and use font type Arial size 10. Non-compliance to this lay-out may render the application as inadmissible.

1. Administrative data

1.1. Title of the doctoral research

Concise title of the doctoral research project.

1.2. Candidate

Contact data of the candidate. Please note that the communication on the selection results will happen at the beginning of September 2022.

1.3. Promoter (only one allowed)

The proposals must be submitted by:

- a promoter who is, at the moment of the deadline of this call, associated with Ghent University either as:
 - a member of the tenured academic staff (Zelfstandig Academisch Personeel - ZAP)
 - a visiting professor with at least a research assignment

Or by:

- a senior assistant, senior lector, assistant professor, associate professor, full professor or senior full professor within the integration framework at UGent who holds a PhD degree. **In this case, it is compulsory to add a co-promoter (see 1.4) who belongs to category (1) of the promotership.**

This promoter acts as the **sole** authorized person for the granted research budget and as spokesperson. The promoter carries the responsibility for the proper implementation of and reporting on the project.

The promoter is **obliged** to mention his/her the ORCID-ID (publicly available). If you don't have an ORCID-ID yet: please check the following webpage for more information on ORCID-ID at Ghent university: <https://www.ugent.be/orcid> .

1.4. Co-promoter (only one allowed)

Co-promoters have no access to the budget for this PhD research. As is evident in the project description and the plan of work, the co-promoter must make a real contribution to the coordination of the PhD research.

The status of the co-promoter (including the type and duration of the appointment) and the home institution have to be specified in the application forms.

The role of co-promoter cannot be combined with an appointment to the account of the BOF budget.

The co-promoter is **obliged** to mention his/her the ORCID-ID (*publicly available*). If you don't have an ORCID-ID yet: please check the following webpage for more information on ORCID-ID at Ghent university: <https://www.ugent.be/orcid> .

1.5. Researcher involved in the project (if applicable)

Researcher within or outside the Ghent University Association (AUGENT) who will make a contribution to the project (if applicable).

This researcher supports the research project in a substantial way (for example through the provision of facilities, methodologies or subcontracting services) without being a (co-)promoter. Describe the role of this researcher.

The role of 'Researcher involved in the project' has no consequences with regard to future BOF funding.

1.6. Correspondence

Preferred language for communication: Dutch or English.

1.7. Information on obliged FWO application

Mention if you applied for a FWO PhD Fellowship Fundamental Research (FO) or Strategic Basic Research (SB) in 2022 + **application number** (see conditions call on page 2). The number of attempts to achieve a FWO scholarship in the past (i.e. prior to March 2022) should also be mentioned.

1.8. Scientific Committee

In order to evaluate the applications, the Research Council relies on its own scientific committees. These scientific committees consist of members representing the following faculties:

- Scientific Committee for the Humanities and Social and Economic Sciences (α -committee): Faculty of Arts and Philosophy, Faculty of Law and Criminology, Faculty of Economics and Business Administration, Faculty of Psychology and Educational Sciences, Faculty of Political and Social Sciences
- Scientific Committee for Exact and Applied Sciences (β -committee): Faculty of Sciences, Faculty of Engineering and Architecture, Faculty of Bioscience Engineering
- Scientific Committee for Biomedical and Medical Sciences (γ -committee): Faculty of Medicine and Health Sciences, Faculty of Veterinary Medicine, Faculty of Pharmaceutical Sciences

The application will be discussed in the Committee to which the promoter's faculty is assigned. If it is preferred that the application is discussed in another committee, this can be requested and motivated in the application.

1.9. Possible ethical, biosafety implications and/or processing of personal data

The Ghent University supervisor must submit a **separate advice on the ethical and biosafety context of the proposed research project**. The advice document is available on the same webpage as the application form.

If available a favourable ethical recommendation or evidence of a bio-safety file can be added as an annex to this advice.

1.10. Data Management Plan

When research funding is granted by the BOF, researchers will be asked to write a data management plan (DMP) **within six months after the start of the project** and to upload it in the relevant project file in **GISMO**.

Researchers are also expected to keep this DMP up-to-date during the project and to be able to justify the data management of their project at all times. At the latest three months after the end of the project, researchers should upload the final version of this DMP in GISMO.

For information and the DMP template, please visit <https://www.ugent.be/en/research/datamanagement/policies/ghent-university.htm#BOF-andIOF-fundedresearch>.

For further questions about the creation of a DMP or the template used, please contact rdm.support@ugent.be.

1.11. Abstract of the proposed research project in Dutch and English

Please give a short Dutch and English description of the proposed research project in maximum 60 words. Include the title of the project, the abstract and also at least 3 keywords. **The keywords must be separated by a semicolon.**

1.12. Research field codes (at least one)

Please include at least 1 research field code. For the different codes, see <https://www.ugent.be/en/research/research-ugent/research-discipline.htm> under “Disciplinary Subfield L4”.

1.13. UNU-CRIS label

If the research proposal of your application fits within the UNU-CRIS theme “Challenges to Global or Regional Governance” and you apply for a BOF-doctoral scholarship with UNU-CRIS label, please mention it here and indicate briefly why the research topic of your proposal is relevant within the UNU-CRIS theme. (max. 0,5 pages)

A statement by dr. Philippe De Lombaerde, Director ad interim of UNU-CRIS, should be added to the application form, in which he supports the application of the candidate for a BOF-doctoral scholarship with UNU-CRIS label.

1.14. I-SITE ULNE label

In case you would like to carry out part of your PhD research in collaboration with a supervisor at Lille University or at one of the other founding partners of the I-SITE ULNE excellence project (see page 4 of this call) in the framework of a **joint PhD** you can mention it here. Also provide the name of the supervisor at Lille University or at another partner of the I-SITE ULNE excellence project.

Mention the expected duration of your stay at Lille University or at another partner of the I-SITE ULNE excellence project (min. 6 months) and explain briefly what scientific activities you plan to do over there in the framework of your doctoral research (max. 0,5 pages).

Explain why the collaboration between Ghent University and Lille University or another partner of the I-SITE ULNE excellence project in the framework of a joint PhD is an added value for the PhD (max. 0,5 pages).

Please also add to your application a statement by your supervisor at Lille University or at another partner of the I-SITE ULNE excellence project in which he/she confirms willing to act as your supervisor.

1.15. GUGC label

If you wish to carry out a PhD project in cooperation with a supervisor at UGent and a supervisor at the Ghent University Global Campus, please tick this box and mention the name of the supervisor at the GUGC.

Explain briefly which research activities in the framework of your PhD research you will carry out during your stay at UGent (2 years) and during your stay at the GUGC (2 years) (max. 0,5 pages).

Explain why the cooperation between UGent and the GUGC is an added value for the PhD (max. 0,5 pages).

In addition, please enclose a statement from your supervisor to GUGC, confirming that he/she will supervise you during the PhD research.

2. The candidate

2.1. Studies

Candidates will be evaluated on the basis of:

- Study results;
- Ranking among fellow students⁶ (for both bachelor studies and master studies; you may give this ranking for each diploma);
- Percentile score⁷ (for both bachelor studies and master studies; you may give this score for each diploma)

All candidates are asked to give their study results in the application form:

- For each diploma if there is an end result available.
- For each year of study if there is a yearly result available.

NOTE:

- Candidates who studied **exclusively at Ghent University** **do not have to include evidence of their study results, ranking among fellow students and the percentile score** nor do they have to send any study results after the exams in June since these data will be delivered by the Ghent University Central Student Administration.
- **Candidates who obtained (bachelor and/or master) degrees at other universities or institutions of higher education than Ghent University (including interuniversity programs at Ghent University and Ghent University Global Campus (GUGC)):**
 - Have to include copies of all documents which prove the study results mentioned: diplomas, transcripts of records and documents stating the **ranking among fellow students and/or the percentile score**. If it is not possible to provide a ranking or percentile score, please add an official document (letter or e-mail) from the university that they cannot provide the requested information. Add this statement as an enclosure to your application.
 - Candidates who did not yet obtain the master degree at the moment of the application deadline have to send the study results of the final examination period (including a piece of evidence) no later than **11 July 2022** to BOF@UGent.be. **Candidate and promotor are responsible for the timely supply of these documents themselves**. During the evaluation, the evaluation committees will only take into account the available documents.

The study results (including the ranking among fellow students and the percentile score) have a major impact on the evaluation of the application. Only when documents proving these results are added to the application, the evaluation committees will have all the necessary information at their disposal to assess the value of each candidate.

⁶ **Ranking among fellow students:** ranking of the obtained study results of the student with regard to the group of students in the same year and the same study program. For example: Bachelor in Geology: 7th out of 145 students.

⁷ **Percentile score:** ranking among fellow students expressed in terms of percentage with regard to the group of students in the same year and the same study program. For example: Bachelor in Geology: $7/145 = 4,8\% = \text{top } 4,8\% \text{ student}$.

Candidates should take into account that the non-availability of a complete course of study (e.g. lack of scores for certain course units) may have a negative impact on the given candidate score

!! Incomplete applications will not be considered.

2.2. Research grants or positions at Ghent University

If the candidate has already had any research grants or positions at Ghent University after obtaining the university degree, mention them here (including any current position, stating whether this position is renewable and whether one has already applied to have it renewed). Mention the start and end date of each grant and position.

2.3. Information on previous activities as a scholarship holder or scientific researcher (WP) at Ghent University (if applicable) (max. 0,5 pag).

If the candidate had a previous appointment as scholarship holder and/or scientific researcher (WP) at Ghent University, mention here to which extent the previous research activities are connected to the current BOF doctoral scholarship application.

Please read carefully the “conditions” on page 2 of this information document.

2.4. Research grants or positions outside Ghent University

If the candidate has already had any research grants or positions during or after the university studies outside Ghent University, mention them here, (including any current position, stating whether this position is renewable and whether one has already applied to have it renewed). Mention the start and end date of each grant and position.

2.5. Thesis

If the candidate has a Master’s degree, please give the title of the Master’s thesis (dissertation) and the requested information.

2.6. Scientific awards and distinctions

If the candidate has received any scientific awards or distinctions, please mention here when and for which achievement they have been awarded.

2.7. Studies abroad

If the candidate has done part of the studies abroad (outside the homeland), specify it here (country, duration, ...). Also stays abroad as part of an exchange program (e.g. Erasmus) can be mentioned here.

Please do not mention attendances to international conferences.

2.8. Planned courses and training

If the candidate plans courses and training during the PhD grant please mention them here.

2.9. Scientific studies planned abroad

If the candidate plans scientific studies abroad during the PhD grant please mention them here.

2.10. Scientific publications of the candidate

GIVE AN OVERVIEW OF ALL PUBLICATIONS IN ACCORDANCE WITH THE CATEGORIES MENTIONED BELOW

List all publications, divided into the categories mentioned below and mention all authors of each publication. For each category, order the publications chronologically and number them. Only mention publications that are published, in press or accepted for publication. Also state expressly which publications are in press or accepted for publication. If an A1 article is included as well in the Web of Science as VABB, please only mention it as an A1 article.

To give equal opportunities to all candidates, no bibliographic updates will be accepted after the deadline

Web of Science

A1 **A1-articles** published in journals listed in the ISI Web of Knowledge (Science Citation Index, Social Science Citation Index, Arts and Humanities Citation Index) - restricted to contributions listed as: "article, review, letter, note, proceedings paper". Also mention (compulsory) the **quartile, ranking and impact factor** of the journal – preferably the impact factor and ranking of the year of publication, or if this is not (yet) available mention the most recent impact factor and ranking. If a journal has several rankings, mention the highest one (ranking and impact factor see <https://apps.webofknowledge.com/>)

P1 **Articles in proceedings** listed in the ISI Web of Science ('Conference Proceedings Citation Index – Science' of 'Conference Proceedings Citation Index – Social Science and Humanities') - restricted to contributions listed as: "article, review, letter, note, proceedings paper", not included in (A1).

Full articles, no abstracts, please include the first and last page number.

VABB

VABB/A2 **Articles** included in the "Vlaams Academisch Bibliografisch Bestand voor de Sociale en Humane Wetenschappen (VABB-SHW)", **not included in A1** (see: <http://www.ecoom.be/index.php?id=101> : Online access to the database).

VABB/B1 **Author or co-author** of books included in the "Vlaams Academisch Bibliografisch Bestand voor de Sociale en Humane Wetenschappen (VABB-SHW)" (see <http://www.ecoom.be/index.php?id=101> : Online access to the database).

VABB/B2 **Chapters in books** (no proceedings or conferences) included in the "Vlaams Academisch Bibliografisch Bestand voor de Sociale en Humane Wetenschappen (VABB-SHW)".

VABB/B3 **Editor of books** (including editor of proceedings) not included in VABB/ B1 of VABB/ B2 –) included in the "Vlaams Academisch Bibliografisch Bestand voor de Sociale en Humane Wetenschappen (VABB-SHW)".

VABB/C1 Contributions in **Conference Proceedings** included in the "Vlaams Academisch Bibliografisch Bestand voor de Sociale en Humane Wetenschappen (VABB-SHW)".

Other

- A2 **Articles** published in widely circulated scholarly or scientific journals with international peer review not included under A1 or VABB/A.
- B1 **Author or co-author** of books (limited to books published by a scientific publishing company, no syllabi, no thesis) not included in VABB/B1.
- B2 **Author or co-author** of chapters in books (no proceedings of conferences) not included in VABB/B2
- B3 **Editor of books** (including editor of proceedings) not included in VABB/B3.
- C1 Articles published in **proceedings** of scientific conferences, not included in the categories mentioned above - A1, VABB/A, A2, A3 or P1.
Full articles, no abstracts, please include the first and last page number.
- C2 Patents.

3. The PhD research proposal

Please respect the maximum number of pages and use font type Arial size 10.

3.1. Explain the proposed doctoral research and give a work plan and time schedule with bibliography of all cited articles (max. 10 pages excluding the detailed bibliographic list).

Concise scholarly/scientific explanation, with a description of the objective of your doctoral project and the progress which it would represent in relation to the current state of research in the field. The work plan will include a scholarly/scientific and technical description of the planned activities aimed at achieving the established objective and, if possible, the planning and time schedule.

Please add a detailed bibliographic list of all cited articles, books, others.

3.2.3.2 Qualifications of the proposed research group

3.2.1 Context and strategy of the (co-)promoter(s) relating to the doctoral research (max. 1 page)

Situate the proposed research work within the framework of the different research topics that are relevant to the application and that the (co-)promoter(s) are currently studying or plan to study in the future. Other possible research topics of the (co-)promoter(s) can be indicated. When this relates to a totally new topic, then it must be briefly explained and justified.

If necessary, this part can be filled out separately both by the promoter and the co-promoter.

3.2.2 Most important publications of the (co-)promoter (maximum five in total)

Mention the 5 most important publications of the participating (co-)promoters. Explain the importance of each article and describe the innovative character of each article (no restriction in time). What is the impact (scientific and/or economic and/or social) of the research? If the publication has several authors, explain your specific contribution to the research mentioned in the publication.

Please mind that the subject of these publications do not necessarily have to be linked to the subject of the application.

4. Parallel applications

Indicate whether the doctoral research application as a whole – or some part of it – has also been submitted at BOF or at another funding agency. Answer the questions below:

1. Which researchers have contributed to the present project proposal? What is the contribution of each of these researchers?
2. Are there any other research proposals that overlap partly or entirely with the present proposal? If so, how do they overlap and what is the status of the other proposals? Is this overlap (partly) the result of previous collaborations with other researchers?
3. In case of overlapping research proposals, why is additional funding applied for?
 - a. Is this to maximize the chances to receive funding? In this case the Research Council can decide to award its funding conditionally, meaning that the funding will only be granted if the parallel application is not successful. In that sense, the information regarding the overlap of research proposals will have no influence on the evaluation procedure itself. But if needed the research council will cancel the selection or reduce the allocated budget to avoid funding the same project twice.
 - b. Or is the additional funding supplementary to the parallel funding applied for via another funding program? In case both applications are successful: how will these budgets complement one another, what will each budget be used for?

PART II – QUALIFICATIONS OF THE (CO-)PROMOTER

1 Link to the academic bibliography 'biblio'

The promoter and possible co-promoter are asked to give the link to their bibliographic data in biblio. It is not necessary to download the file and add it to the application. Just add the UGent ID code to the link (replace the red part in the link).

Reviewers who want to consult the academic bibliography of an applicant have to copy the completed link below in their browser.

<https://biblio.ugent.be/person/UGentIDcode/bof>

Make sure that the bibliographic data in biblio are up-to-date. If records were added recently, please report this to biblio@ugent.be so that these records become visible.

The data that are visible via this link to the members of the Research Council are:

- ✓ The number of publications of the last 5 years in categories A1, A2, P1, B2, B3, C1, VABB/A2, VABB/B2, VABB/B3 and not limited in time in categories B1 and VABB/B1.
- ✓ Obtained PhDs supervised by the promoter during the last 5 years.