

SPECIAL RESEARCH FUND
Call 2022
Concerted Research Actions

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 3 May 2019. In accordance with this resolution, Ghent University has drawn up rules and regulations regarding the funds of the Special Research Fund (BOF, Bijzonder Onderzoeksfonds) . Each year the Research Council invites research proposals for the different initiatives.

This call concerns:

Concerted Research Actions (GOA)
Starting from 1 January 2023

The submission and evaluation of GOAs follow a two-step procedure:

The deadline for short project proposals is
20 December 2021 at 23:59 (Belgian time).

The deadline for elaborated project proposals is
3 May 2022 at 23:59 (Belgian time).

Description:

GOAs are research projects with a duration of four to six years of which the scientific excellence can be demonstrated on the basis of objective data – more specifically on the basis of publications and other indicators that show the scientific quality of the researchers in question. GOAs are ambitious projects with a **highly concerted nature** in which each promoter provides expertise that is essential for the realization of the proposal. At the same time, the promoters must be complementary to each other and/or mutually reinforcing and they need each other to be able to carry out the project in synergy. This synergy is indispensable to answer the research question and to achieve the intended scientific breakthroughs. Earlier collaboration between the members of the consortium can be an added value but is not necessary.

A GOA can be interdisciplinary or multidisciplinary but this is not a must. This means that researchers from the same department can jointly apply for a GOA, provided this GOA has a concerted nature as described above.

A GOA consortium consists of at least two members.

This call is specifically intended for ZAP (in the role of Spokesperson or Promoter) with **considerable experience** in leading a research team and supervising PhD's, if desired in combination with promising postdoctoral researchers (in the role of Promoter or Co-promoter) with great potential.

Conditions for and consequences of participating in a GOA as Spokesperson, Promoter, Co-promoter and Involved Researcher

Below a description is given of the characteristics of the various roles that can be taken on in a GOA (these characteristics apply specifically to GOAs and not to other BOF calls).

A **GOA consortium** has to consist of one Spokesperson and at least one additional (Co-)Promoter.

• **Spokesperson**

Who? Members of Ghent University ZAP (professorial staff) (no guest professors, no postdoctoral researchers).

Retirement? The Spokesperson's retirement cannot start during the GOA project.

Can be holder of the requested GOA budget? Yes, but not compulsory.

Consequences for applying for other BOF funding if the GOA is *granted*: the Spokesperson (with or without budget) cannot apply for BOF 2-4 year projects or Interdisciplinary research projects unless the GOA project is in its (second) last year. When applying for a new GOA, the Spokesperson (with or without budget) must take into account that the last year of the finishing GOA and the first year of the new GOA may overlap for maximum one calendar year. For the finishing GOA, the official duration of the GOA is taken into account, not the end date of the budget in SAP.

• **Promoter**

Who?

- 1) members of Ghent University ZAP
- 2) visiting professors with at least a research assignment
- 3) senior assistants, senior lecturers, assistant professors, associate professors, full professors or senior full professors within the integration framework at UGent who hold a PhD degree
- 4) scientific personnel at Ghent University in a statute that requires a PhD degree (for example postdoctoral research staff, postdoctoral assistant, postdoctoral assistants with a research assignment,...) as well as FWO postdoctoral researchers with Ghent University as host institution
- 5) postdoctoral researchers financed by external funding with Ghent University as host institution and postdoctoral researchers with an appointment as researcher at the University Hospital, VIB Gent, IMEC Gent and/or Vlerick Leuven Gent Management School or at one of the University Colleges ("hogescholen") from the Ghent University Association

Retirement? The retirement of a Promoter can start during the GOA but the application needs to contain an explanation of how the expertise that is at risk will be guaranteed for the remainder of the GOA.

Can be holder of the requested GOA budget? Categories 1 to 4 included: yes, but not compulsory. Category 5: no.

Consequences for applying for other BOF funding if the GOA is *granted*: the Promoter (with or without budget) cannot apply for BOF 2-4 year projects or Interdisciplinary research projects unless the GOA project is in its (second) last year. When applying for a new GOA, the Promoter (with or without budget) must take into account that the last year of the finishing GOA and the first year of the new GOA may overlap for maximum one calendar year. For the finishing GOA, the official duration of the GOA is taken into account, not the end date of the budget in SAP.

- **Co-promoter**

Who? **Only** categories 4 and 5 mentioned under 'Promoter'.

Can be holder of GOA budget? No.

Consequences for applying for other BOF funding if the GOA is *granted*: there are no restrictions on applying for other BOF funding. When applying for a new GOA, the Co-promoter must take into account that the last year of the finishing GOA and the first year of the new GOA may overlap for maximum one calendar year. For the finishing GOA, the official duration of the GOA is taken into account, not the end date of the budget in SAP.

- **Involved Researcher (is not a member of the GOA consortium)**

Who? Researchers from a research institution within or outside the Ghent University Association.

Can be holder of the requested GOA budget? No.

Consequences for applying for other BOF funding if the GOA is *granted*: there are no restrictions on applying for other BOF funding (insofar the researchers have a statute that allows them to apply for BOF funding). Involved Researchers can participate in more than one GOA at the same time.

Who is excluded from participating in the current GOA call?

- Holders of Methusalem funding.
- Spokespersons, Promoters and Co-promoters of running GOA projects, unless the last year of the running GOA project is 2023 or earlier. For the running GOA, the official duration of the GOA is taken into account, not the end date of the budget in SAP.

Other conditions

- One can submit only one application as Spokesperson, Promoter or Co-promoter in the same GOA call. Participation in a second GOA application is only allowed as Involved Researcher with a limited contribution to the project.

Minimum financial scope

Through a GOA, financial support can be obtained for personnel (scientific personnel, PhD students, administrative and technical personnel), and/or operating costs, and/or equipment costs and/or subcontracting costs. The total budget for these projects amounts to a minimum of € 150.000 per year.

Minimum budget for a GOA starting in 2023:

- 4-year GOA: € 600.000
- 5-year GOA: € 750.000
- 6-year GOA: € 900.000

Language

Both the short project proposal and **the elaborated project proposal must be written in English.**

Submission

- The proposals have to be submitted on the application forms that are available on the Ghent University website: <https://www.ugent.be/en/research/funding/bof/cra/overview.htm>
- The application has to be submitted electronically as a PDF document (converted from a Word document¹) by mail to BOFapplication@ugent.be. You will receive an email confirming the receipt of the application².
- When sending the application, please make sure that the Spokesperson and all Promoters and Co-promoters are included in the e-mail, either as sender, or in CC.
- The document has to be named as follows: “**surname spokesperson_name spokesperson_GOA-aanvraag**”. Send the application form and the mandatory annexes concerning the qualifications of the applicants together in one PDF-file. Send other annexes as separate PDF-files.
- Only one copy of the following annexes should be added to the application:
 - **Mandatory:** Curriculum vitae of the applicants in English (max 2 pages per person)
 - **Mandatory:** Overview of all ongoing, pending and concluded grants and funding of the applicants
 - **Mandatory:** Achievements track record of the applicants
 - **Mandatory:** BOF-report from Biblio
 - If applicable: parallel applications
 - If applicable and available: document concerning ethical implications
 - If applicable: scientific report summarizing the results of a previous GOA
 - If applicable: letter of commitment of external lab/expert
 - If applicable: excluded external referees
- Submission DEADLINES
The deadline for short GOA project proposals is 20 December 2021 at 23:59 (Belgian time).
The deadline for elaborated GOA project proposals is 3 May 2022 at 23:59 (Belgian time).
The deadline will be strictly respected; late or incomplete applications will be rejected without review.
- If the short project proposal is selected, the consortium will have at least one month to write the final, elaborated project proposal.

Evaluation and granting

The short project proposals are evaluated by the Research Council. About 12 proposals are selected to be elaborated for the second, final round.

The elaborated project proposals are then presented for advice to at least three experts (referees) who are not connected to Ghent University. These experts must be internationally acclaimed scholars in the relevant research domains.

The consortia of the elaborated project proposals are subsequently invited by the Research Council for an oral presentation of their proposals and a Q&A session.

The **criteria** that are used for the evaluation are:

- the scientific excellence of the consortium
- the concerted, synergetic nature of the consortium and the project
- the scientific value, the approach, innovativity and feasibility of the project. Risky research is welcome.

Based on the written proposal, the referee reports, a possible rebuttal, the oral presentation and Q&A session, the Research Council selects the proposals and issues a reasoned advice.

¹ Via File < Export < Create PDF/XPS document

² e-mails are not generated automatically, it is possible that there is some delay in receiving a confirmation e-mail.

In accordance with this advice, the chairperson of the Research Council allocates research funds to the selected GOAs. The Board of Governors has given the chairperson the authority to do so.

The success rate for GOA projects granted in 2018, 2019 and 2020 is given below:

2018

39 short project proposals submitted; 14 promoters were invited to submit an elaborated project proposal (success rate of 36%). 8 GOA projects were selected for funding (success rate of 57%), for a total amount of € 13,56 million.

2019

29 short project proposals submitted; 14 promoters were invited to submit an elaborated project proposal (success rate of 48%). 8 GOA projects were selected for funding (success rate of 57%), for a total amount of € 13,13 million.

2020

34 short project proposals submitted; 14 promoters were invited to submit an elaborated project proposal (success rate of 41%). 8 GOA projects were selected for funding (success rate of 57%), for a total amount of € 14,04 million.

Results and feedback

Preselection: 29 March 2022. The consortia of the selected GOA proposals will be invited to submit an elaborated proposal.

Final selection: Research Council of 29 September 2022; results online from 30 September 2022 on the website of the Special research Fund:

<https://www.ugent.be/en/research/funding/bof/results/overview.htm>

Spokespersons of non-awarded applications can always request feedback by sending an e-mail to the Special Research Fund (BOF@UGent.be) after the publication of the results.

All applicants will also receive a letter or mail from the Chairperson of the Research Council with the selection result.

Scientific report

Within one year after the end of the project a scientific report, signed by the promoters, has to be sent electronically to BOFapplication@UGent.be.

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

Also see Part I point 6 concerning a final or intermediate report in case the GOA proposal follows a previous proposal.

Additional information

For additional information, please mail to BOF@UGent.be or contact Ms. Doreen Rogier – tel. 09/264.30.27 or the secretary of the Research Council Dr. Dirk De Craemer.

APPLICATION INFORMATION FOR SHORT PROJECT PROPOSAL

The application form for the short GOA project proposal (to be completed in English) consists of 3 parts:

- Part I: project data
- Part II: qualifications of the Spokesperson, Promoters and Co-promoters
- Part III: Ethics check

APPLICATION INFORMATION FOR ELABORATED PROJECT PROPOSAL

The application form of the elaborated GOA project proposal (to be completed in English) consists of 4 parts:

- Part I: project data (cf. short project proposal, if necessary updated for the elaborated proposal). The research proposal itself has to be extended to maximum 12 pages).
- Part II: qualifications of the Spokesperson, Promoters and Co-promoters (cf. short project proposal, updated if desired). An update of the BOF report from Biblio with the publication output is required.
- Part III: Ethics check
- Part IV: English summary and list of excluded referees

The application forms have to be completed in Arial pt. 10. If the lay-out, font type or titles have been modified, the application will be considered as ineligible.

PART I – PROJECT DATA

1. Administrative data

1.1 Spokesperson

The Spokesperson is a member of Ghent University ZAP (professorial staff). (No visiting professors, no postdoctoral researchers).

The Spokesperson's retirement cannot start during the project.

The role of Spokesperson cannot be combined with an appointment to the account of the research project.

The Spokesperson can be budget holder of (part of) the requested GOA budget but this is not compulsory. The Spokesperson, together with the Promoters, carries the responsibility for the proper implementation of and reporting on the project.

See p.2 of the call for a description of the consequences for applying for other BOF funding in case the GOA is awarded.

The Spokesperson must mention his/her ORCID-ID (*publically available*). Those without ORCID-id: please check the following webpage for more information on ORCID-ID at Ghent university: <https://www.ugent.be/orcid>.

1.2 Promoter (more than one allowed)

Promoters belong to one of the following categories:

- 1) members of Ghent University ZAP
- 2) visiting professors with at least a research assignment
- 3) senior assistants, senior lectors, assistant professors, associate professors, full professors or senior full professors within the integration framework at UGent who hold a PhD degree
- 4) scientific personnel at Ghent University in a statute that requires a PhD degree (for example postdoctoral research staff, postdoctoral assistant, postdoctoral assistants with a research assignment,...) as well as FWO postdoctoral researchers with Ghent University as host institution
- 5) postdoctoral researchers financed by external funding with Ghent University as host institution and postdoctoral researchers with an appointment as researcher at the University Hospital, VIB Gent, IMEC Gent and/or Vlerick Leuven Gent Management School or at one of the University Colleges ("hogescholen") from the Ghent University Association

Promoters belonging to categories 1 to 4 included can be budget holder of (a part of) the requested GOA budget but this is not compulsory. Promoters belonging to category 5 cannot be budget holder.

See p.2 of the call for a description of the consequences for applying for other BOF funding in case the GOA is awarded.

The retirement of a Promoter can start during the GOA but the application needs to contain an explanation of how the expertise that is at risk will be guaranteed for the remainder of the GOA.

The role of Promoter cannot be combined with an appointment to the account of the research project.

Each Promoter must mention his/her the ORCID-ID (*publically available*). Those without ORCID-ID: please check the following webpage for more information on ORCID-ID at Ghent university: <https://www.ugent.be/orcid>.

1.3 Co-promoter (more than one allowed)

Co-promoters can **only** belong to above mentioned categories 4 and 5 of the Promoters.

Co-promoters cannot be budget holder of (a part of) the requested GOA budget. As is evident in the project description and the plan of work, Co-promoters must make a real contribution to the of the project.

The status of the Co-promoter (including the type and duration of the appointment) and his or her (association) 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 project budget.

See p.2 of the call for a description of the consequences for applying for other BOF funding in case the GOA is awarded.

Each Co-promoter must mention his/her the ORCID-ID (*publically available*). Those without ORCID-ID: please check the following webpage for more information on ORCID-ID at Ghent university: <https://www.ugent.be/orcid>.

1.4 Researcher involved in the project

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

The contribution of this researcher to the research project is limited and rather of a technical nature (by presenting methodologies, offering facilities, services in the form of subcontracting,.....). This researcher does not bear responsibility for the GOA project and cannot be budget holder in the GOA project. The scientific CV of the involved researcher is not taken into account for the evaluation.

The role of 'Researcher involved in the project' has no consequences with regard to (co-)promotership in future BOF funding.

Describe the role of this researcher in the GOA.

1.5 Scientific Committee

Overview of the committees

In order to evaluate the short project proposals, the Research Council relies on its own scientific committees. For the GOA preselection there are 4 scientific committees, consisting of members representing the following faculties:

- 1) Scientific Committee for the Humanities and Social and Economic Sciences (alpha committee): Faculty of Arts and Philosophy, Faculty of Law, Faculty of Economics and Business Administration, Faculty of Psychology and Educational Sciences, Faculty of Political and Social Sciences
- 2) Scientific Committee for Exact and Applied Sciences (beta committee): Faculty of Sciences, Faculty of Engineering and Architecture, Faculty of Bioscience Engineering
- 3) Scientific Committee for Biomedical and Medical Sciences (gamma committee): Faculty of Medicine and Health Sciences, Faculty of Veterinary Medicine, Faculty of Pharmaceutical Sciences
- 4) Cross-committee working group (omega committee): one representative of each faculty

How to choose a committee?

The applicants decide which committee will evaluate the short GOA proposal. As the choice of the scientific evaluation committee is entirely the responsibility of the applicants, this choice must be made with care. The choice depends on the nature of the project proposal:

- If the content of the project is clearly situated within the boundaries of either the alpha, beta or gamma committee, then this committee must be chosen.
- However, if the nature of the project exceeds the boundaries of the traditional committees (alpha, beta, gamma), the omega committee must be chosen. This cross-committee working group evaluates the applications of which the content is situated in several scientific domains and as a consequence crosses the traditional alpha/beta/gamma distinction. This implies that a consortium with promoters and co-promoters from different scientific domains is not automatically evaluated by the omega committee. To be discussed in the omega committee, the project proposal must aim to answer questions in different research domains (alpha/beta/gamma).

The project proposals which are evaluated by the omega committee, get a pre-advise from the other committees (alpha/beta/gamma) that are in keeping with the disciplines of the projects. This is why it is necessary to indicate the other relevant committees from which a pre-advise is required when choosing the omega committee.

The applicants need to explain the choice of committee. **This applies to every application.**

The success rate is equal in all 4 committees as the allocation key is based on the % of applications in a committee in relation to the total number of applications.

1.6 Data Management Plan

When research funding is granted by BOF and IOF, the researchers (promoters or holders of a pre-doctoral or post-doctoral fellowship) will be asked to **draw up a data management plan (DMP)** and **add it to the project file in GISMO within 6 months** after the start of the project.

Researchers are also expected to keep the DMP **up-to-date** in the course of the project and are accountable for the data management of their projects at any time. **3 months after the end of the project at the latest**, the researchers need to upload the final draft of the DMP in GISMO.

For information and the DMP template, please refer to

<https://www.ugent.be/en/research/datamanagement/policies/ghent-university.htm#BOF-andIOF-fundedresearch>

Questions about writing a DMP or the templates can be addressed to rdm.support@ugent.be

1.7 Abstract of the research proposal in Dutch and English

Give a short abstract (maximum 60 words) in Dutch and English of the research proposal. In addition to the title and abstract, minimum 3 keywords need to be given. Keywords should be separated by a semicolon.

1.8 Research field codes

Give at least 1 research field code. For the existing research field codes, see

<https://www.ugent.be/en/research/research-ugent/research-discipline.htm> under “Disciplinary Subfield L4”.

2. Expertise of the consortium

2.1 Composition of the consortium and context/strategy relating to the proposed research (max. 3 pages)

Justify the composition of the consortium: explain why each member of the consortium takes up his/her particular role as Spokesperson/ Promoter/ Co-promoter. Which expertise does each member of the

consortium provide? How will the members of the consortium work together? Has the consortium already worked together? If not, what is the reason to apply for GOA-funding together now?

2.2 Most relevant publications of the consortium in relation to the project proposal (max. 5 per person)

Mention for each member of the consortium (Spokesperson, Promoters, Co-promoters) max. 5 publications (no restriction in time) which are highly relevant for the proposed GOA project. "Relevant" has a broad meaning in this case: the publications do not necessarily have to be on the same research topic as the GOA project, they can also deal with the methodology etc.

Briefly describe why they are relevant for the GOA project. If the publication has several authors, please explain your specific contribution to the research mentioned in the publication.

These publications do not necessarily have to be the most important in your career: those will be dealt with in part II of the application.

3. Research proposal

State-of the-art of the research topic. Description of the research proposal including aim, methodology, synergy and timing, and bibliography of the cited literature – max. 6 pages excluding the bibliography. In case you are invited to submit an elaborated GOA application, the research proposal may be extended to max. 12 pages excluding the bibliography.

Description of the state-of the-art of the research topic. The contributions of each promoter to this research proposal must be clearly described.

Concise scholarly/scientific explanation with a description of the objective of your research proposal and the progress it would represent in relation to the current state of research in the field. The work plan should 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. If several research groups are submitting this proposal together this has to be clearly reflected in the work plan.

Pay attention to the concerted nature of the project: demonstrate why working together in synergy is essential to answer the research question and to achieve the scientific breakthroughs.

If an appeal is made to an external lab or other external expertise, a letter/e-mail expressing the commitment of the external partner and including a description of the task(s) that will be performed for the GOA, needs to be added to the application.

Applications will be rejected without review if the maximum number of pages is exceeded.

4. Financial data

Complete the first table with an overview of the global budgets for personnel, operational costs, equipment costs, sub-contracting).

4.1 Personnel costs

4.1.1 Estimated personnel costs

Give the total budget needed for the personnel that will be appointed to the account of the project. In order to estimate this amount, you can use the table below which contains the costs for some frequently occurring categories of personnel (starting on 1/1/2023). If you want an estimation for another category or for a specific person, you can use the online estimation program of the Department of Personnel and Organization: https://www.ugent.be/intranet/nl/op-het-werk/aanwervingen/personneelskosten/handleiding_raming.pdf.

If you have questions or problems you can contact David Lombart – 09 264 31 23 (David.Lombart@UGent.be).

Category	2023	2024	2025	2026	2027	2028
PhD scholarship student EU* (unmarried, no dependent relatives)	€46.000	€48.000	€50.000	€53.000	€51.500**	€54.000
Researcher, 0 years of seniority	€68.000	€71.500	€75.000	€79.000	€80.000	€92.000
Researcher with PhD degree, 4 years of seniority	€90.000	€95.500	€98.000	€103.500	€106.000	€120.000
Administrative or technical staff, 0 years of seniority (class A)	€62.000	€65.000	€68.000	€71.500	€75.000	€81.500
Administrative or technical staff, 0 years of seniority (class B)	€48.500	€50.500	€52.000	€53.500	€55.500	€60.500

Estimated personnel cost (in EURO) dd. August 2021

(*) for PhD students from non-EU countries the scholarship cost will be lower

(**) start new PhD student

4.1.2 Clarification and substantiation for requested personnel costs

Please describe and provide justification for the requested personnel costs.

Clearly mention:

- the personnel category (e.g. research staff, doctoral fellowship student, ATP, etc.);
- number of years of service;
- % of a full-time contract (full-time = 100%)
- and duration (expressed in months).

of the positions for which you are requesting the funding.

If it is already known which staff member will be employed, then the person's name must also be mentioned.

4.2 Operational costs

4.2.1 Estimated operational costs

The estimated operational costs must be indicated per year.

4.2.2 Clarification and substantiation for requested operational costs

The operational costs, itemized by type such as documentation costs, travel and accommodation costs, use of computer material, equipment or materials for laboratories (e.g. chemicals), office supplies, maintenance of the apparatus, etc., must be indicated here.

Please describe and provide justification for the requested operational costs.

As a public institution, Ghent University is subject to the legislation concerning public contracts for its purchases. Consult the webpage of the Financial Department for information on the procedures for purchasing goods and services: <https://www.ugent.be/intranet/nl/op-het-werk/aankopen> (only available in Dutch).

4.3 Equipment costs

4.3.1 Estimated equipment costs

The estimated equipment costs must be indicated per year.

4.3.2 Justification of equipment costs

If the application includes a request for equipment funding, then the following information must be provided:

- brief technical specifications of the requested apparatus;
- whether it involves the replacement or improvement of a present apparatus or the purchase of a new apparatus;
- use of the apparatus in the research project, indicating whether similar apparatus is already present in the immediate environment of the research group(s).
- At least one quotation must be attached.

Please describe and provide justification for the requested equipment costs.

As a public institution, Ghent University is subject to the legislation concerning public contracts for its purchases. Consult the webpage of the Financial Department for information on the procedures for purchasing goods and services: <https://www.ugent.be/intranet/nl/op-het-werk/aankopen> (only available in Dutch).

4.4 Subcontracting costs

4.4.1 Estimated subcontracting costs

The estimated subcontracting costs must be indicated per year.

4.4.2 Justification of subcontracting costs

Please indicate which tasks would be performed by subcontractors, as well as why you have decided to subcontract the work and which parties will/may be appointed as subcontractors.

5. Parallel applications

Indicate whether the research proposal as a whole – or some part of it – has also been submitted elsewhere. If that is the case, give the requested information and enclose a single copy of this parallel application as a separate annex.

6. Does the present proposal follow a running or recently finished GOA-project?

If at least 2 members of the consortium (Spokesperson and/or Promoters) of the current application participate **together** in a running or recently finished GOA project (i.e. a GOA that terminates/terminated in the period 2019/2023 – here the official end date counts and not the end date of the budget in SAP), then a report summarizing the results so far of the previous GOA needs to be added in annex to the application. This is the case both for GOA proposals that are a continuation of the previous GOA as for GOA proposals that have no connection with the previous GOA concerning content. Reminder: in case of a running GOA, one can only participate in a new GOA when the running GOA officially ends on 31/12/2023 at the latest.

The report must be submitted on the required forms, which are available on the University website: <https://www.ugent.be/en/research/funding/bof/cra/overview.htm#Scientificreport>. For finished GOAs this is a final report, for running GOAs an intermediate report.

This report only needs to be added to the short project proposals.

PART II – QUALIFICATIONS OF THE SPOKESPERSON, PROMOTERS AND CO-PROMOTERS

Mandatory annexes

The Spokesperson, Promoters and Co-promoters each have to add the three annexes mentioned below to both the short project proposal and the elaborated project proposal. Merge these annexes together with the application form into one PDF file.

➤ **Mandatory annex 1: short curriculum vitae (max. 2 pages per person)**

The Spokesperson, Promoters and Co-promoters have to attach their CV's in English as an annex to this application. These CV's should include a standard academic and research record. A suggested outline (template) is available. The structure of the CV may be modified. Select the items that are most important to you. Any research career gaps and/or unconventional paths (due to for example maternity leave, sick leave, etc..) should be clearly explained so that they can be fairly assessed.

See the application form for a suggested template for the CV.

➤ **Mandatory annex 2: Overview of all ongoing, concluded (since 2017) and pending grants and funding of the applicants**

Please specify **for each applicant** (Spokesperson, Promoters, Co-promoters) ongoing, concluded (since 2017) and pending research grants and their subject. Please add the following information: funding agency, start and end date, budget, title, and name of the researchers.

➤ **Mandatory annex 3: achievements track record of the applicants**

Please attach a list in English of achievements **for each applicant** (Spokesperson, Promoters, Co-promoters) reflecting the track record of the Promotor based on the template. At least one of the achievements must be related to the GOA proposal.

See the application form for the template. **The obligatory elements A, B and C together are limited to max. 2 pages per person. There is no limitation for elements D, E, F, G.**

➤ **Mandatory annex 4: BOF report from Biblio (publication outputs and defended PhD's)**

The Spokesperson, Promoters and Co-promoters should download their BOF report from Biblio and attach it as add to this application. This report automatically includes the publication output and promotorship of defended PhDs since 2016 to date. Follow the instructions in the GOA application form for downloading the BOF report.

If any publications still need to be approved in Biblio, you can contact the Biblio staff at biblio@ugent.be until 3 weeks before the deadline of the GOA call. Publications that are not yet classified by the Biblio staff, appear in the BOF report under the category U (unclassified).

PART III – ETHICS CHECK

Complete the ethics checklist. If an advice of an ethical committee is available, add it as annex to the application.

PART IV – DATA ELABORATED PROJECT PROPOSAL

If you are invited to submit an elaborated GOA project proposal, you need to:

- Elaborate the **research proposal** in part I, item 3 to maximum 12 pages (bibliography excluded)

- Part II, Appendix 4: download a new version of the BOF report from Biblio. This report will contain automatically the publication output and completed PhDs since 2017 to date (the timeframe shifts one year compared to the BOF report in the short project proposal).
- fill in part IV.

All other data in part I, II and III can be updated if desired.

Additionally requested information:

1 English summary (max. 1 page)

English summary on 1 page. Clearly mention the context of the research and the project objectives and give a concise description of the planned research activities.

2 External referees: excluded researchers

If you are invited to submit an elaborated GOA-proposal, external referees will be selected for a written evaluation. If you want to exclude certain researchers (max. 6) from being asked as referees, please mention them in a separate annex.