

## 1. SCHEDULE

**Opening** of the call on the web-based application of the F.R.S.-FNRS '[SEMAPHORE](#)' for online submission: **TUESDAY 28<sup>TH</sup> MAY 2019**.

INSTRUMENTS		CREDITS ET PROJECTS CALL 2019			
		DEADLINE TO ACCESS THE ELECTRONIC FORM	DEADLINE <sup>1</sup> FOR THE ELECTRONIC VALIDATION		
			MAIN PROMOTER	CO-PROMOTERS	RECTOR
<a href="#">Research Credit</a>	CDR	Monday July 1 <sup>st</sup> At 2 p.m.	Tuesday July 2 <sup>nd</sup> At 2 p.m.	Tuesday July 9 <sup>th</sup> At 2 p.m.	Tuesday July 16 <sup>th</sup> At 2 p.m.
<a href="#">Research Project</a>	PDR				
<a href="#">Equipment</a>	EQP				
<a href="#">Incentive Grant for Scientific Research</a>	MIS				
<a href="#">Interuniversity Institute for Nuclear Sciences<sup>2</sup></a>	IISN				

Funding decision will be made by the decision-making bodies of the F.R.S.-FNRS at the end of the calendar year. The Starting date for every instrument is the following: 1<sup>st</sup> January 2020.

## 2. INSTRUMENTS

Rules and regulations related to eligible expenses have been defined to meet the specific needs of wide-ranging scientific fields.

- **Research Credit (CDR - *Crédit de recherche*)**: a funding instrument for operating costs and small equipment intended for an individual researcher (or her/his team). This instrument not only ensures the funding of basic fundamental research and exploratory research, but also promotes the development of new research themes and researchers.
- **Research Project (PDR - *Projet de recherche*)**: a funding instrument for single or cross-university research projects, supported by a main promoter-applicant, and including operating, personnel and small equipment costs. The promoter is responsible for choosing the personnel to hire.
- **Equipment (EQP - *Équipement*)**: a funding instrument for equipment. Application can be built around a specific project or general research themes of a team.
- **Incentive Grant for Scientific Research (MIS - *Mandat d'impulsion scientifique*)**: a funding instrument for specific research projects intended for young researchers with the aim of encouraging their autonomy.

These instruments are summarised in the table below. The eligible expenses are detailed in the regulatory provisions.

<sup>1</sup> All times are Brussels local time.

<sup>2</sup> IISN Instrument: see Chapter 5, point 5.1 Specific Remarks in this mini-guide.

In accordance with the regulations, the Scientific Commission shall consider the adequacy between the requested budget and the submitted research project. The Scientific Commission may reduce the requested budget up to a maximum of 15%. In case the adequacy of the requested budget with regard to the research programme is not justified and appears to require a reduction of more than 15%, the research programme will not be deemed fundable.

	Duration	Limits	Nature
Research Credit <b>CDR</b>	2 years <sup>3</sup>	k€5 – 30/year	Operating costs, support operating costs, small equipment, conferences...
Research Project <b>PDR</b>	2 years or 4 years	k€30 – 80 /year <sup>4</sup>	<b>For Single-university PDR</b> <ul style="list-style-type: none"> <li>➤ 0 to 1 FTE max., €50k, no CV</li> <li>➤ Operating costs, support operating costs<sup>5</sup>, equipment of max. €30k (or max. €60k if personnel not requested)</li> </ul>
		k€30 -115 /year <sup>4</sup>	<b>For Cross-university PDR</b> <ul style="list-style-type: none"> <li>➤ 0 to 2 FTE max., €100k, no CV</li> <li>➤ Operating costs, support operating costs<sup>5</sup>, equipment of max. €15k (or €60k max. if personnel costs minimised, but with a max. limit of €115k)</li> </ul>
Equipment <b>EQP</b>	2 years	k€30 - 200	For a project or research themes
Incentive grant for Scientific Research <b>MIS</b>	2 years	k€150/year <sup>4</sup>	Operating costs, equipment, personnel

### 3. CHANGES COMPARED TO CALL 2018

#### 3.1 Selection of the Scientific Commission

It is recommended to applicants who wish to have their application file assessed by [Scientific Commissions](#) dedicated to SEN (Exact and Natural Sciences) and SVS (Health and Life Sciences) domains to submit their application in English. Applicants who will select the Scientific Commission SHS-2 are recommended to submit their application in English as well (decision of the Board of Trustees on 4 October 2018).

Should the application file be submitted in French, the F.R.S.-FNRS may require the applicant to provide, within five work days, a translation in English for the purpose of conducting the [ex-ante evaluation](#).

### 4. LEAD AGENCY PROCEDURE (LAP)

#### 4.1 [National Research Fund of Luxembourg \(FNR\)](#)

Following the conclusion of a "Lead Agency Procedure (LAP)" collaboration agreement with the FNR, the F.R.S.-FNRS provides the opportunity to submit collaborative project proposals, as part of the PDR instrument within the framework of the F.R.S.-FNRS Credits and Projects Call 2019, with research institutions established within Luxembourg and eligible for the FNR Luxembourg. Luxembourg partners must comply with the [INTER programme](#) guidelines from the FNR.

#### 4.2 [Swiss National Science foundation \(SNSF\)](#)

Following the conclusion of a "Lead Agency Procedure (LAP)" collaboration agreement with the SNSF, the F.R.S.-FNRS provides the opportunity to submit collaborative project proposals, as

<sup>3</sup> For CDR, the allocated grants can be used over a 3-year period.

<sup>4</sup> On an annual average for the duration of the project.

<sup>5</sup> Support operating costs are included in the budgetary limitation of the Single or Cross-university PDR and the maximum amount is of €5k on an annual average for the duration of the project, and per institution involved in the funding application.

part of the PDR instrument, with research institutions established within Switzerland and eligible for the SNSF.

The F.R.S.-FNRS and the SNSF have agreed to take turns as the Lead Agency on a yearly basis.

In 2019, Lead Agency applications with Switzerland may only be submitted to the F.R.S.-FNRS, regardless of whether the larger portion of the project budget is requested in Switzerland or in Belgium. Swiss partners should also submit their application to the SNSF via the [mySNF platform](#).

For joint PDR projects with the SNSF (Switzerland), the project duration is 4 years.

## 5. SPECIFIC REMARKS

### 5.1 IISN application submission

- The “labo” agreements aim at covering the ‘shared services’, i.e., technical personnel along with the related operating costs, as well as expenses for inviting lecturers in seminars of general interest, for instance.
- The “project” agreements may cover expenses related to specific scientific projects, e.g., testing, analysis, computing support to an experiment, research-development for a new detector, theoretical research, and scientific missions. Those expenses cannot be claimed via a “labo” agreement.

Expenses claims relating to a scientific project should be elaborated with the most comprehensive possible description of all the expenses.

In particular, the following should be detailed:

- Scientific missions expenses (Belgian researchers travelling abroad, temporary mobility of foreign scientific collaborators as part of the project);
- If applicable, an estimate of the cost for the new equipment to continue the experiment, in case of projects in the long run or a ten-year experiment project for instance<sup>6</sup>.

Details on the expenses should be provided in all applications (new applications, addendum, extension) submitted under Call 2019.

Reminder: All “Interuniversity Institute for Nuclear Sciences” (IISN-New or Add/Ext) IISN projects may be submitted after the [questionnaire “PROJET IISN”](#) has been duly completed and sent to [semaphore@frs-fnrs.be](mailto:semaphore@frs-fnrs.be) (specifying in the subject line: PROJET IISN). The main promoter will be given access to '[SEMAPHORE](#)' after the F.R.S.-FNRS administration has verified the validity of the application.

### 5.2 Personnel expenditure

For any personnel categories requested the promoter shall contact the relevant service of her/his host academic institution in order to establish an estimate of the staff cost based on the scientific seniority. Amounts cannot be changed after application submission.

Technician and Short-term Postdoctoral Researcher categories are subject to an annual amount, calculated in proportion to the days worked. Limitations in force in 2020 are:

➤ Technician	€58,300- (full time) - €29,600- (part time)
➤ Short-term Postdoctoral Researcher	€51,700-

As for the MIS, since the F.R.S.-FNRS is the employer of the Postdoctoral researcher, the promoter shall take into account the annual cost provided for in 2020:

➤ Postdoctoral Researcher	€80,100- (full time) - €40,200- (part time)
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### 5.3 Referees (MIS)

Applicants shall contact the reference persons prior to mentioning their contact details in the application form if they want to make sure that their referees are willing to provide a reference letter as part of their application. After submission of the application file, the F.R.S.-FNRS will contact the reference persons referred in the application form and a reminder will be sent to

<sup>6</sup> For example: submission of an initial 4-year project with no substantial expenses, however, unless a massive investment is planned, the development and achievement of the project may not be guaranteed.

each referee in due course. No information will be communicated to the applicant on the receipt of the letters to ensure confidentiality.

Deadline for receiving letters from the reference persons is Monday, 2<sup>nd</sup> of September, 2019.

#### 5.4 Ethical aspects

As from 2018, in order to reduce the Ethics Committees workload and to make the administrative procedures more flexible for applicants, the researchers concerned by ethical questions will be required to submit their questionnaire accompanied by the opinion of the Ethics Committee to the FRS-FNRS only in case of granting. Effective funding will be subject to a favorable opinion of the Committee (decision of the Board of Trustees of the F.R.S.-FNRS on 4<sup>th</sup> October 2017).

#### 5.5 PDR Ex-post

In accordance with the decision of the Board of Trustees of the F.R.S.-FNRS on 25 April 2018, the F.R.S.-FNRS will collect from the promoters some ex-post quantitative indicators related to the funding granted (e.g., number of patents, dissertations and theses, employees), as well as the publications list, instead of the final report usually required from promoters benefiting from a PDR. Collection of those data from the researchers concerned must be done to allow the F.R.S.-FNRS to draw up statistics regarding the impact of funding granted. The ex-post process in place is not an evaluation procedure but quite the opposite, since it aims at highlighting and promoting the results obtained from funding granted by the F.R.S.-FNRS. Details of the indicators to be communicated will be published on the E-Space platform accessible to promoters.

#### 5.6 Open access policy

The F.R.S.-FNRS endorses the principle of Open access to publicly funded research. This support has led to the implementation of an institutional mandate providing Open access to publications from F.R.S.-FNRS funded research projects and researchers under the "Open Access Green Road" business model.

This mandate specifies the conditions under which the F.R.S.-FNRS grant recipients shall store, when possible, all the funded research results of which they are authors or co-authors in their institution's repository.

#### 5.7 Reminder to the research community

Any scientific publication resulting partially or fully from the funding allocated via the instruments as part of the "Credits and Projects" Call shall mention the source of the funding as follows: "This work was supported by the Fonds de la Recherche Scientifique - FNRS under Grant(s) n° [agreement number]". The same procedure applies to open access publications.

## 6. CONTENT OF A PROPOSAL

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Applicants will have the choice to write their proposal either in French or in English. For some fields, using English can broaden the number of experts likely to take part in the evaluations.

First, applicants select the Scientific Commission<sup>7</sup> they would like the proposal to be evaluated by. Then, applicants will have to choose from 2 to 6 descriptor fields in order of importance (at least 2 descriptor fields<sup>8</sup> must be relevant to the Scientific Commission selected by the applicant) and they may complete this selection by adding unrestricted keywords (if necessary). The F.R.S.-FNRS will base the selection of 1<sup>st</sup>-step experts on those pieces of information along with the summary of the project.

The F.R.S.-FNRS insists on **strict compliance with the instructions given for each part of the proposal** (scientific section relevant to the instrument selected, number of pages allowed for documents to be enclosed with the application form...) and stresses again the sovereign consideration of the Scientific Commissions assessing the application file.

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<sup>7</sup> Not applicable for the IISN instrument.

<sup>8</sup> If applicants select only one descriptor field relevant to the Scientific Commission selected, they shall justify the selection of the Scientific Commission in the application form.

Applicants who select the Scientific Commission FORESIGHT, dedicated to research projects relating to sustainable development (covering Nature Sciences, Applied Sciences, Human and Social Sciences), must demonstrate the "sustainable development" part of their research project, including interdisciplinary aspects (2000 characters max.).

**NOTICE: no further changes or modification** can be made in the proposal after the validation deadline fixed for the main promoter.

The application file contains the main sections described in the table below:

<b>PRE-FORM</b> - For administrative use only
➤ <b>CDR/PDR/EQP/MIS/IISN</b>
<b>FULL FORM</b>
<b>PART 1 : PROJECT AND PROMOTERS</b>
➤ <b>CDR/PDR/EQP/IISN</b> <ol style="list-style-type: none"><li>References of the application (funded proposals are released and made public on the <a href="#">F.R.S.-FNRS website</a>):<ul style="list-style-type: none"><li>Title, in French and English (max. 200 characters each, including spaces) and,</li><li>Summary, in French and English (max. 2000 characters each, including spaces).</li></ul></li><li>Scientific Commission and Descriptor fields selection</li><li>Bibliometric indicators<ul style="list-style-type: none"><li>+ Scientific Curriculum vitae and Publications list<sup>9</sup> (PDF files)</li></ul></li><li>Scientific proposal (PDF file) &amp; Ethical aspects</li><li>Promoter(s)' Statement</li></ol>
➤ <b>MIS</b> <ol style="list-style-type: none"><li>References of the application (funded proposals are released and made public on the <a href="#">F.R.S.-FNRS website</a>):<ul style="list-style-type: none"><li>Title, in French and English (max. 200 characters each, including spaces) and,</li><li>Summary, in French and English (max. 2000 characters each, including spaces).</li></ul></li><li>Scientific Commission and Descriptor fields selection</li><li>Bibliometric indicators<ul style="list-style-type: none"><li>+ Scientific Curriculum vitae and Publications list<sup>9</sup> (PDF files)</li></ul></li><li>Scientific proposal (PDF file) &amp; Ethical aspects</li><li>Referees/Foreign experts (contact details)</li><li>Promoter's Statement</li></ol>
<b>PART 2 : BUDGET</b>
➤ <b>CDR/EQP</b> <ol style="list-style-type: none"><li>Justification of the resources requested</li><li>Requested budget: Operating (CDR), Support operating (CDR), Equipment (CDR/EQP)</li><li>Documents to enclose</li><li>Promoter(s)' Statement</li></ol>
➤ <b>PDR/ MIS/IISN</b> <ol style="list-style-type: none"><li>Justification of the resources requested</li><li>Requested budget: Personnel</li><li>Requested budget: Operating (PDR/MIS/IISN), Support operating (PDR), Equipment (PDR/MIS/IISN)</li><li>Documents to enclose</li><li>Promoter(s)' Statement</li></ol>
<b>PART 3 : PREVIOUS FUNDING</b>
➤ <b>CDR/PDR/EQP/MIS</b> <p>Connection with previous funding applications (submitted or granted)</p>

<sup>9</sup> Applicants who have been working for 2 years at least in institutions that have set up an institutional repository (IR) must absolutely submit their publications list in a PDF format, directly created from this repository, and choose the appropriate F.R.S.-FNRS format.

## SCIENTIFIC SECTION - PLEASE USE THE TEMPLATE PROVIDED FOR THAT PURPOSE

### ➤ CDR

#### [CDR template](#)

1. Brief report on previous works
2. Description of the project
3. Comments on changes in case of resubmission
4. Potential interdisciplinary approach of the project
5. Publications and environment of the promoter
6. Additional comments

### ➤ PDR

#### [PDR template](#)

1. Short summary of previous works
2. Description of the project
3. Comments on changes in case of resubmission
4. Potential interdisciplinary approach of the project
5. Publications and environment of the main promoter
6. Publications of the other promoters (for Cross-university PDR only)
7. Interactions and distribution of the tasks among the main promoter and the other co-promoters (for Cross-university PDR only)
8. Additional comments

### ➤ EQP

#### [EQP template](#)

1. Brief report on previous works
2. Description of the project
3. Comments on changes in case of resubmission
4. Potential interdisciplinary approach of the project
5. Publications and environment of the main promoter
6. Publications of the co-promoters (if any)
7. Interactions and distribution of the tasks among the main promoter and the co-promoters (if any)
8. Additional comments

### ➤ MIS

#### [MIS template](#)

1. Brief report on previous works
2. Description of the project
3. Comments on changes in case of resubmission
4. Potential interdisciplinary approach of the project
5. Arguments of the MIS project
6. Promoter's publications related to the project
7. Additional comments

### ➤ IISN

#### [IISN template](#)

1. Brief report on previous works
2. Description of the project
3. Publications and environment of the main promoter
4. Publications of the co-promoters (if any)
5. Interactions and distribution of the tasks among the main promoter and the co-promoters (if any)
6. Laboratory staff

ALL DOCUMENTS, GUIDES, RULES AND REGULATIONS AND PRIVACY POLICY ARE AVAILABLE AT [HTTPS://WWW.FRS-FNRS.BE/REGLEMENTS-GUIDES](https://www.frs-fnrs.be/reglements-guides) AND [HTTPS://WWW.FRS-FNRS.BE/CHARTE-VIE-PRIVEE](https://www.frs-fnrs.be/charte-vie-privee)