

RULES AND REGULATIONS

RESEARCH CREDIT (CDR - CRÉDIT DE RECHERCHE)

ADOPTED BY

THE BOARD OF TRUSTEES OF THE F.R.S.-FNRS

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CHAPTER I: SCOPE

Article 1

The rules and regulations hereinafter are only applicable to the Research Credit (CDR) instrument enabling the funding of research programmes within the framework of the Credits and Projects Call of the Fund for Scientific Research - FNRS¹ (F.R.S.-FNRS).

Instrument	Duration	Characteristics	Co-promoter participation
CDR	2 years ²	The CDR is intended for an individual researcher.	No

Article 2

The research programme may be conducted in one of the universities of the French-speaking community of Belgium listed in [Appendix 1](#).

Article 3

The promoter is the person who assumes the scientific responsibility and is in charge of the administrative management of the funded research programme.

CHAPTER II: APPLICATION

II- A.: THE PROMOTER

Article 4

The promoter-applicant to a CDR must be:

- Either a Research Associate, a Senior Research Associate or a Research Director of the F.R.S.-FNRS and assuming the function and duties of such position at the latest by 15th November of the year when submitting the application.
- Or a researcher appointed in a university of the French-speaking community of Belgium listed in [Appendix 1](#) and must meet the following conditions altogether:
 - Be permanently³ appointed to an academic or scientific position or on probation in that university.
 - This appointment must have a final and conclusive assent from the competent body to legitimize this appointment in accordance with the Law or the university's regulations at the latest by 15th November of the year when submitting the application.
 - This academic or scientific position must be effective at the latest by 15th November of the year when submitting the application.

¹ The Fund for Scientific Research - FNRS shall be understood as the F.R.S.-FNRS and its Associated Funds.

² Expenses may be spread over a 3-year period

³ Research logisticians of rank A, as defined by the Royal Decree of 31st October 1953 fixing 'le statut des agrégés, des répétiteurs et des membres du personnel scientifique des universités de l'État', are not eligible for the instrument CDR.

If the promoter-applicant who is appointed permanently and accesses the legal age of retirement / becomes professor emeritus after the validation deadline set for the academic authorities (rectors) and before the end of the funding scheme in case of granting, the submission of the application shall be subject to prior approval by the Head of institution where the research will be carried out.

The promoter-applicant permanently appointed who will access the legal age of retirement / become professor emeritus by the validation deadline set for the academic authorities (rectors) is not eligible.

II- B.: ACCUMULATION RULES

Article 5

Every promoter must comply with all the accumulation rules as referred to in [Appendix 2](#).

II- C.: SUBMISSION OF APPLICATION

Article 6

The “Credits and Projects” Call is opened once a year and is published on the F.R.S.-FNRS website.

The application can be submitted in French or in English. It must only be submitted through the [e-space](#) online platform dedicated to the calls for proposals.

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) fields, as well as the Scientific Commission SHS-2, to submit their application in English⁴.

All CDR applications are submitted to a procedure including two successive electronic validations on the dates that will be indicated when the call is published.

- a. The validation by the promoter, responsible towards the F.R.S.-FNRS administration: it accounts as a confirmation that the application is complete.
- b. The validation by the research administration (or Board of Education) of the university of the French-speaking community of Belgium to which the promoter is related – the Authority to which the application file is transferred once the promoter has validated the application form. That authority may accept or refuse the application. The validation deadline fixed for the rectors puts a final end to the call for proposals.

Applications that have not been validated within the time-frame of the call cannot be taken into account.

The validation dates are available in the mini-guide.

CHAPTER III: NATURE AND DURATION OF THE FUNDING

III- A.: ELIGIBLE AND NON-ELIGIBLE EXPENSES

Article 7

As part of the CDR the allocated fund can cover 3 types of expenses:

⁴ Should the application file be submitted in French, the F.R.S.-FNRS may require the applicant to provide a translation in English for the purpose of conducting the [ex-ante evaluation](#).

- Operating
- Support operating
- Equipment

Employment of staff cannot be requested within the framework of the CDR instrument.

Article 8

Support operating costs are limited to € 5,000- per year, and are allowed for the following expenses:

- Creating a book
- Creating a dictionary
- Purchasing a book
- Encoding
- Software licence rental
- Registration for a congress
- Computer
- Scan
- Travel expenses

Article 9

Some expenses are capped:

- MRI ≤ 3 Tesla at € 350/hour
- MRI > 3 Tesla at € 500/hour
- MEG at € 300/hour

Article 10

The following operating costs are not authorised:

- Payment and reimbursement of rents
- Payment of the heating, light and telephone
- Costs for facilities maintenance and building costs
- Costs for equipment maintenance and repairing
- Costs for furniture
- Office supply costs (except for justified computer or computer equipment costs)
- Restaurant costs and expenses for foodstuffs (coffee, sugar, softs...) not related to missions or shift trips
- Visa fees for residence permits
- Insurance for appliance(s) or vehicle(s) belonging to the institution
- Thesis related expenses (printout, jury's invitation)

III- B.: FUNDING CHARACTERISTICS AND PROVISIONS

Article 11

The CDR is applicable for two years⁵.

The CDR starting date is set for the 1st January and the ending date for the 31st December.

⁵ Expenses may be spread over a 3-year period.

Article 12

A CDR application enables to apply for funding ranging from:

- € 5,000- to € 30,000- per year maximum, including support operating costs (detailed in Article 8) of maximum € 5,000- per year.

The grants obtained by the promoter in charge of a CDR are personal and shall not be transferable.

CHAPTER IV: EXAMINATION OF APPLICATIONS

Article 13

Criteria that will be taken into account for the evaluation of the CDR applications are the following:

CRITERIA
Quality of the promoter: <ul style="list-style-type: none">➤ CV and publications➤ International recognition➤ Main research achievements
Quality of the research programme: <ul style="list-style-type: none">➤ Feasibility➤ Methodology and relevance➤ Originality➤ Collaborations

The adequacy of the requested budget with regard to the submitted research programme will also be evaluated. The Scientific Commission may reduce the requested budget up to a maximum of 15%. If the adequacy between the research programme and the requested budget is not justified and appears to require a reduction of more than 15%, the research programme will not be deemed fundable.

Article 14

The decision-making body of the F.R.S.-FNRS allocates funds according to the budget that is available. It decides on the granting or rejection, and where provided for, on the amounts to be granted.

CHAPTER V: FINANCIAL PROVISIONS

Article 15

Any change made to the planned expenditures must receive the prior written approval of the F.R.S.-FNRS.

The grants can be used for the duration of the granting, with an additional 12-month period;

The remaining amount will be recovered by the F.R.S.-FNRS.

Article 16

The grants at the disposal of the promoter are managed by the financial department of the academic institution to which they are attached.

The financial department of the academic institution shall send the supporting documents to the F.R.S.-FNRS as soon as possible.

The supporting documents must be sent at the latest 14 months after the end of the granting, that is to say before the 1st March of the year in question.

CHAPTER VI: MISCELLANEOUS PROVISIONS

Article 17

Any device acquired with a credit from the F.R.S.-FNRS becomes the property of the host academic institution, to which the beneficiary of the credit is attached.

The purchase of any device must be done with due respect for the provisions defined by the relevant department of the host academic institution.

This institution commits, however, to putting the mentioned device at the disposal of the researcher for the time needed in order to conduct the research, which led to its purchase in the first place. In addition, the host academic institution commits not to alienating or lending the equipment without the prior written approval of the F.R.S.-FNRS.

In the event that the device was purchased with the provision of an additional funding, the Board of Trustees of the F.R.S.-FNRS will settle the ownership issue with the competent authorities.

Article 18

Grants are exclusively allocated for the execution of research programme approved by the F.R.S.-FNRS. The promoter is required to use them solely for that purpose. Any fundamental change in the research programme must obtain the prior written approval of the F.R.S.-FNRS.

CHAPTER VII: RIGHTS AND OBLIGATIONS OF THE PROMOTER

Article 19

Any funded research programme must comply with the legal provisions in force regarding ethics.

Article 20

Promoters must submit to the rules imposed by the academic authority of the host institution where they work and observe its regulations. In addition, regarding the F.R.S.-FNRS, they must adhere to the regulation on property, protection and promotion of the results from the research carried out within the institution.

Article 21

Three months after the end of the funding scheme, a request for a final report shall be sent to the promoter.

The promoter must send this final report to the F.R.S.-FNRS within two months following the request.

Article 22

Pursuant to the [Regulation](#) on the application of the Open Access policy to scientific publications resulting from research programmes supported by the F.R.S.-FNRS and its Associated Funds, any scientific publication resulting partially or fully from the funding granted as part of the CDR instrument shall mention the source of this funding as follows:

"This work was supported by the Fonds de la Recherche Scientifique-FNRS under Grant(s) n° [funding number]".

APPENDIX 1

Relevant institutions giving access to the funding of the F.R.S.-FNRS

CDR Instrument

Credits and Projects Call

Institutions de rattachement / Attached institutions

Instrument Crédit de recherche / Research Credit

(CDR)

<p>Candidat promoteur d'une université CFB / Promoter-applicant of a CFB university</p>	<p>► Universités de la Communauté française de Belgique (CFB) Universities of the French-speaking Community of Belgium (CFB)</p> <p>Université Catholique de Louvain (UCLouvain) Université Libre de Bruxelles (ULB) Université de Liège (ULiège) Université de Mons (UMons) Université de Namur (UNamur) Université Saint-Louis - Bruxelles (USL-B)</p>
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APPENDIX 2

Accumulation Rules

CDR/EQP/PDR/MIS/MISU Instruments

Every promoter who takes part in a call must comply with all the accumulation rules as detailed below.

Rule 1

The number of applications that can be submitted within a call as a co-promoter is limited to a single application for the Cross-university PDR instrument.

Rule 2

The number of applications that can be submitted within a call as a co-promoter is limited to a single application for the Single or Cross-university EQP⁶ instrument.

Rule 3

A **main promoter-applicant** who has no ongoing funding may apply for one of the following as part of a call:

- 1 CDR,
- 1 PDR⁷,
- 1 EQP,
- 1 MIS,
- 1 EQP + CDR,
- 1 EQP + 1 PDR,
- 1 MIS + 1 CDR⁸ on the condition that the research programme or study is genuinely different from the aim of the MIS.

Rule 4

Promoters in charge of an ongoing CDR may apply for a new CDR application as from the second year of funding.

Promoters in charge of an ongoing CDR may apply for one of the following as part of a call:

Within the first year of funding:

- 1 PDR,
- 1 EQP,
- 1 MIS,
- 1 EQP + PDR,

Within the second year of funding:

- 1 CDR
- 1 PDR
- 1 EQP
- 1 MIS
- 1 EQP + 1 CDR,

⁶ Single and Cross-university EQP instrument is further shortened to EQP, so that the document is easier to read.

⁷ Single and Cross-university PDR instrument is further shortened to PDR, so that the document is easier to read.

⁸ If the MIS is granted, the CDR will not be funded.

- 1 EQP + 1 PDR
- 1 MIS + 1 CDR⁹ on the condition that the research programme or study is genuinely different from the aim of the MIS.

Rule 5

Main promoters and any co-promoters in charge of an ongoing EQP may apply for a new EQP application as from the second year of funding.

Main promoters and any co-promoters in charge of an ongoing EQP may apply for one of the following applications as part of a call:

Within the first year of funding:

- 1 CDR,
- 1 PDR,
- 1 MIS,
- 1 MIS + 1 CDR⁹ on the condition that the research programme or study is genuinely different from the aim of the MIS.

Within the second year of funding:

- 1 CDR,
- 1 PDR,
- 1 EQP,
- 1 MIS,
- 1 EQP + CDR,
- 1 EQP + 1 PDR,
- 1 MIS + 1 CDR⁹ on the condition that the research programme or study is genuinely different from the aim of the MIS.

Rule 6

Main promoters in charge of an ongoing PDR may apply for one of the following as part of a call:

- 1 CDR,
- 1 PDR, on condition that the shortest overlap between both PDR is taken into account, with regard to each call schedule and starting date of PDR;
- 1 EQP,
- 1 MIS on condition that the shortest overlap between the PDR and the MIS is taken into account, with regard to each call schedule and starting date of the PDR and the MIS;
- 1 EQP + 1 CDR,
- 1 EQP + 1 PDR on condition that the shortest overlap between both PDR is taken into account, with regard to each call schedule and starting date of PDR;
- 1 MIS + 1 CDR⁹ on the condition that the research programme or study is genuinely different from the aim of the MIS and on condition that the shortest overlap between the PDR and the MIS is taken into account, with regard to each call schedule and starting date of the PDR and the MIS.

⁹ If the MIS is granted, the CDR will not be funded.

Rule 7

The promoter of a MIS whose start has been postponed may not submit any PDR application before the effective starting date of the MIS.

Rule 8

Promoters in charge of an ongoing MIS¹⁰ may apply for one of the following applications as part of a call:

Within the first year of funding:

- 1 CDR on the condition that the research programme or study is genuinely different from the aim of the MIS,
- 1 PDR on condition that the shortest overlap between the PDR and the MIS is taken into account, with regard to each call schedule and starting date of the PDR and the MIS,
- 1 EQP,
- 1 EQP + 1 CDR on the condition that the research programme or the study is genuinely different from the aim of the MIS,
- 1 EQP + 1 PDR on condition that the shortest overlap between the PDR and the MIS is taken into account, with regard to each call schedule and starting date of the PDR and the MIS.

Within the second year of funding:

- 1 CDR,
- 1 PDR on condition that the shortest overlap between the PDR and the MIS is taken into account, with regard to each call schedule and starting date of the PDR and the MIS,
- 1 EQP,
- 1 EQP + 1 CDR,
- 1 EQP + 1 PDR on condition that the shortest overlap between the PDR and the MIS is taken into account, with regard to each call schedule and starting date of the PDR and the MIS.

Rule 9

Promoters in charge of an ongoing MISU (Ulysse Incentive Grant for Mobility in Scientific Research) may apply for one of the following as part of a call:

Within the first year of funding:

- 1 CDR on the condition that the research programme or study is genuinely different from the aim of the MISU,
- 1 EQP,
- 1 EQP + 1 CDR on the condition that the research programme or study is genuinely different from the aim of the MISU.

Within the second year of funding:

- 1 CDR on the condition that the research programme or study is genuinely different from the aim of the MISU,

¹⁰Promoters of an ongoing MIS, who have been granted a third year automatically following the submission of an ERC Grant application with no success after being interviewed by the juries and further to the second-step evaluation, should respect the accumulation rules which apply to promoters of a MIS in their second year of funding.

- 1 PDR on condition that the shortest overlap between the PDR and the MISU is taken into account, with regard to each call schedule and starting date of the PDR and the MISU,
- 1 EQP,
- 1 EQP + 1 CDR on the condition that the research programme or study is genuinely different from the aim of the MISU,
- 1 EQP + 1 PDR on condition that the shortest overlap between the PDR and the MISU is taken into account, with regard to each call schedule and starting date of the PDR and the MISU.

Within the third year of funding:

- 1 CDR,
- 1 PDR on condition that the shortest overlap between the PDR and the MISU is taken into account, with regard to each call schedule and starting date of the PDR and the MISU,
- 1 EQP,
- 1 EQP + 1 CDR,
- 1 EQP + 1 PDR on condition that the shortest overlap between the PDR and the MISU is taken into account, with regard to each call schedule and starting date of the PDR and the MISU.