

## **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 - FNRS<sup>1</sup> (F.R.S.-FNRS).

<b>Instrument</b>	<b>Duration</b>	<b>Characteristics</b>	<b>Co-promoter participation</b>
CDR	2 years <sup>2</sup>	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 (CFB) 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: CANDIDACY

### II- A.: THE PROMOTER

#### Article 4

At the latest by 15<sup>th</sup> November of the year when submitting the application the promoter-applicant of 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.
- Or a researcher permanently appointed or on probation, but holding a position equivalent to a permanent appointment in a university of the French-speaking community of Belgium listed in [Appendix 1](#).

If the promoter-applicant who is appointed permanently and accesses pension / becomes professor emeritus after the validation deadline fixed 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 the prior approval of the Head of institution where the research will be carried out.

The promoter-applicant permanently appointed who will access pension / become professor emeritus by the validation deadline fixed for the academic authorities (rectors) is not eligible.

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

<sup>2</sup> Expenses may be spread over a 3-year period

## **II- B.: CUMULATION RULES**

### Article 5

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

## **II- C.: APPLICATION SUBMISSION**

### Article 6

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

The submission of an application can be made either in French or in English and online only through SEMAPHORE, the management platform dedicated to calls for proposals, available at the following address: <https://applications.frs-fnrs.be>. 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<sup>3</sup>.

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

- a. The validation by the promoter, responsible proponent accountable to the F.R.S.-FNRS administration: it accounts as a confirmation that the application is complete.
- b. The validation by the research unit (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:

- 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:

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<sup>3</sup> 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](#).

- 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 at € 150/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 costs)
- Restaurant costs and expenses for foodstuffs (coffee, sugar, softs...)
- 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 years<sup>4</sup>.

The starting date of the CDR is set for the 1<sup>st</sup> January and the ending date for the 31<sup>st</sup> December.

#### 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.

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<sup>4</sup> Expenses may be spread over a 3-year period.

## CHAPTER IV: APPLICATIONS EXAMINATION

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

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

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 1<sup>st</sup> March of the year in question.

## CHAPTER VI: MISCELLANEOUS PROVISIONS

### Article 16

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 17

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 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



<p><b>Candidat promoteur d'une université CFB / Promoter-applicant of a CFB university</b></p>	<p>➤ <b>Universités de la Communauté française de Belgique (CFB)</b> <b>Universities of the French-speaking Community of Belgium (CFB)</b></p> <p>Université Catholique de Louvain (UCL) 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

Cumulation Rules

CDR/EQP/PDR/MIS/MISU Instruments

Every promoter who takes part in a call must comply with all the cumulation 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 EQP<sup>5</sup> instrument.

### **Rule 3**

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

- 1 CDR,
- 1 PDR<sup>6</sup>,
- 1 EQP,
- 1 MIS,
- 1 EQP + CDR,
- 1 EQP + 1 PDR,
- 1 MIS + 1 CDR<sup>7</sup> 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,

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<sup>5</sup> Single and Cross-university EQP instrument is further shortened to EQP, so that the document is easier to read.

<sup>6</sup> Single and Cross-university PDR instrument is further shortened to PDR, so that the document is easier to read.

<sup>7</sup> If the MIS is granted, the CDR will not be funded.

- 1 EQP + 1 PDR
- 1 MIS + 1 CDR<sup>8</sup> 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 CDR<sup>8</sup> 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 CDR<sup>8</sup> 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 CDR<sup>8</sup> 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.

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<sup>8</sup> 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 MIS**<sup>9</sup> 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,

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<sup>9</sup> Promoters 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 cumulation 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.