**Project proposal NVGE Grant 2020   
  
Deadline April 2nd, 2020 (15:00 h)**

*Applications send after the deadline or incomplete applications are not subject to further review*

Applications must send by mail to [ledenadministratie@nvge.nl](mailto:ledenadministratie@nvge.nl)

Applications must be submitted as PDF and written in character size 10 *(all information in 1 document)*

Applications must be written in English except for the “ Lekensamenvatting”.

**Applications must include the following:**

|  |  |  |
| --- | --- | --- |
| Personal details | | |
| Title: |  | Male / female |
| First name: |  | |
| Initials: |  | |
| Surname: |  | |
| Address: |  | |
| Telephone: |  | |
| E-mail: |  | |
|  | | |
| Title proposal: |  | |

**Please add (in this form):**

**1. Summary** *(max 300 words)*

[Type here]

**2. Lekensamenvatting** *(max 50 words)*

[Type here]

**3. Research proposal** *(max 3000 words, max 6 pages A4)*

3a. Overall aim and key objectives

[Type here]

3b. Research plan, introduction and materials and methods

[Type here]

3c. Risk mitigation plan

[Type here]

**4. Knowledge utilization and implementation** *(max 1000 words, max 2 pages A4)*

Please describe the potential of knowledge utilization, including:

4a. Contribution to society and/or other scientific areas;

[Type here]

4b. Disciplines and organisations that might benefit from the results.

[Type here]

4c. **If no**, please motivate why your proposal has no direct knowledge utilization.

[Type here]

Additionally, describe the implementation, including:

4d. Action plan to allow the outcomes of the research project to benefit the potential knowledge users;

[Type here]

4e. If and how the potential knowledge users will be involved;

[Type here]

4f. (Concrete) outcomes for society and/or other academic disciplines;

[Type here]

4g. The period over which knowledge utilisation is expected to occur**.**

[Type here]

**5. References:**

**6. Curriculum vitae and output** *(max 2 pages A4, see appendix 1)*

**7. Embedding guarantee** *(max 1 page, see appendix 2)*

**8. Data management plan** *(max 1 page, see appendix 3)*

**9. Budget** (see appendix 4(*to be sent as a separate file*, indicate which salary table is applicable for the host institution)

*The maximum amount of the NVGE grant is 160.000 euro to be spent over a period of 2 years. Of note costs for infrastructure such as accommodation and offices, and costs for computers or for examples freezers ARE NON-Reimbursable! Budget must include all staff, materials, and contribution in kind and cash (please provide receipts of these contributions, this is not similar as the embedding), grant total and additional grants for this proposed project.*

**10. Ethics, please include the statements below:**

Approval from a recognized medical ethics review committee

Necessary yes / no

Obtained yes\* / no

Approval from an animal experiments committee

Necessary yes / no

Obtained yes\* / no

*\*Please include letter from the respective committees*

**11. Statement and Signature page** *(please use template below)*

**Statement and Signature page: NVGE Research Grant 2020**

**I herewith declare that:**

I have completed this application truthfully.

By submitting this document I declare that I satisfy the nationally and internationally accepted standards for scientific conduct as stated in the Netherlands Code of Conduct for Research Integrity 2018 (Association of Universities in The Netherlands).

I agree that the NVGE will process my application and make my data visible to committee members, referees and other parties for the purpose of assessing my application

Name:

Place:

Date:

Signature:

**APPENDIX 1**

**Template curriculum vitae and outcome (max 2 pages A4)**

**Personal details**

Title(s), initial(s), surname(s):

Postal address (for full duration of the round):

Mobile phone:

Email address:

Master's degree (‘doctoraal’)

University/College of Higher Education:

Main subject:

Doctorate

University/College of Higher Education:

Starting date (dd/mm/yy):

Date of PhD award (dd/mm/yy):

Supervisor(s) (‘Promotor(es)’):

Thesis title:

**Brief summary of your research over the last five years (Max. 250 words)**

Current institution of employment:

Prospective host institution for research :

Work experience since completing your PhD (including period, FTE and institution)

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| --- | --- | --- |
| **Institute** | **Period** | **FTE** |
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*The first row of the table should contain the most recent position.*

PhDs supervisor, names and state if PhD is ongoing or completed, please include names of PhDs

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**International activities**

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**Other academic activities**

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**Grants, scholarships and prizes**

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| **Research scholarships/grants** | **Date** | **Explain** |
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*Please list the research scholarships/grants for which you have successfully applied and/or prizes that you have won and indicate the amount of money involved.*

*In case of a consortium grant please specify the amount awarded to your own group or lab.*

**Output**

Top publications *(max. five with citations and impact factors)*

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Output indicators: Number of refereed papers, total sum of citations, H index

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Extension clausule (Of note at least 2 weeks prior to your application this must be asked via the NVGE mail and also confirmed by the NVGE, please enclose confirmation of the extension in your application)

**APPENDIX 2**

**Embedding guarantee**

Date:

Name of institution:

Name of researcher:

Title of research:

*1. Employment status*

Based on the discussion with the above-named researcher and the intended supervisor, the dean of the faculty of *[name of faculty]* of the *[name of institution]* declares that:

* the institution has confidence in *[name of candidate]* and his/her research proposal;
* *[name of researcher]* has a permanent employment contract or will be offered one if the NVGE application is awarded;
* will be given the opportunity to carry out the *[name of research]* within the *[name of institution]*, making use of all facilities required, for at least the duration of the research described in the application.

*2.* *Embedding of the research line in university/faculty research policy*

The scientific embedding of the proposed research in the hosting institution has been discussed between the candidate and the intended supervisor from the hosting institution.

* The dean declares that, during that discussion, the following agreements were made regarding the scientific embedding of the proposed research in the hosting institution:

Signature of dean of the faculty of *[name of faculty]* of the *[name of institution]*

Name sedan or the legal representative of the institution:

*Signature*

**APPENDIX 3**

**NVGE data management plan based on Netherlands Organisation for Scientific Research (NWO): Data Management Plan NWO**

**General information**

Name applicant and project number

*Guidance*:

Provide the name of the project leader

Have you received support from the data management support office of your institution writing this plan?

* No
* Yes

*Guidance*:

NVGE advises researchers to seek support with the completion of this data management plan at an early stage. All universities and university medical centres provide professionalized support for research data management through their university library or ICT-department.

**Description of the data**

Describe the data that will be collected/generated within the project.

*Guidance*:

NVGE understands ’data‛ to be both collected, unprocessed data as well as analyzed, generated data. Under this, all forms are conceivable; digital and non-digital (for example samples, completed questionnaires, sound recordings, etc.).

Specify the type and format of the data.

*Guidance*:

Which type and format data will be stored, digital/non-digital, raw/processed data, software, curricula material or combinations of these. NVGE understands ‘data’ to be both collected, unprocessed data as well as analyzed, generated data. This can be in all conceivable formats; digital and non-digital (for example samples, completed questionnaires, sound recordings, etc.).

**Data storage during the project**

What is the volume of the data and where will the data be stored?

*Guidance*:

Make a realistic estimation of the volume of the data that will be generated and the necessary storage capacity and state where you plan to store the data during the research. In the case of digital data, NVGE requests data to be stored in the central storage centre of your institution, for example the ICT department and/or the university library.

Is there sufficient storage capacity during the project?

* No
* Yes

*Guidance*:

It is important to have access to enough storage capacity, and in the case of digital data, also a backup of your data.

Will the data be backed-up regularly during the project? Who is responsible for this?

* No
* Yes

*Guidance*:

An automatic backup by the ICT Department is safer than a manual backup. Storage of data on laptops, hard disks or external media is in general risky and will therefore, in principle, not be accepted by NVGE. If external services are used then you must ensure that no conflicts of interest with the policy of research partners or co-financiers and with the policy of your department or institute, for example about the security of sensitive data.

What are the expected costs? Please specify and state an amount that is as realistic as possible. How will these costs be covered?

*Guidance*:

Make a realistic estimation of the costs. Important factors that determine the costs are:

1. the type of data;
2. the capacity needed for storage and backup;
3. the amount of manual work for the allocating of metadata and the drawing up of other documentation such as code books and queries used in the statistical package;
4. the extent to which the data needs to be made secure;
5. the hiring in of external data management and other expertise.

**Archiving of data after the project**

Specify in which trusted repository the data will be stored after the project.  
If the data will not be stored in a trusted repository specify where it will be stored and how its made discoverable?

*Guidance*:

Specify in which trusted repository the data will be stored. There are a number of international certification schemes which determine the trustworthiness of data repositories. Of these the international Data Seal of Approval is the most basic set of criteria. Trusted Digital Repositories with a quality mark include repositories with a Data Seal of Approval, DIN-31644-, ISO-16363- or WDS/ICSU certification.

Will a persistent identifier be used to make the data findable?

* No
* Yes

*Guidance*:

A persistent identifier helps to make your data findable and citable by others. Most trusted repositories will provide a PID upon deposition of the data.

For how long will the data be archived?

*Guidance*:

According to the [Netherlands Code of Conduct for Scientific Practice](http://www.vsnu.nl/files/documents/Netherlands%20Code%20of%20Conduct%20for%20Research%20Integrity%202018.pdf) (2018), raw and processed data must be stored for a period appropriate for the discipline and methodology at issue. NVGE considers a minimal period of 10 years reasonable. If this period is not suitable or desirable please specify why.

What are the expected costs? Please specify and state an amount that is as realistic as possible. How will the costs be covered

**Standards and Metadata**

How will the data be documented? What metadata standard will be used to make the data accessible and reusable?

*Guidance*:

Various disciplines have developed different standards for metadata. That way datasets from the same discipline can be linked or data can be combined. A widely used standard is the [Dublin Core standard](http://www.dublincore.org/). The Digital Curation Centre (DCC) maintains a list of widely used disciplinary meta data standards.

**Making data available**

Are the data available for reuse after the project?  
If not, please explain why the data are not suitable and/or available for reuse.

* No
* Yes

If data are only made available after a certain period then please state the reason for this.  
If part of the data cannot be made (directly) available then please specify the part concerned.

Are there any restrictions/conditions for the reuse of the data?  
If so, are these conditions specified in a consortium agreement?

* No
* Yes

*Guidance*:

State whether there are embargoes, licenses, commercial objectives or other conditions apply to the reuse of the data.