

# Guide for Reviewers

*Ex-ante* evaluation procedures

*The purpose of this guide is to help the reviewers in different practical aspects of their work and more particularly to provide clear rules and contribute to consistency among individual reviewers and the Scientific Commissions.*

# TABLE OF CONTENTS

---

<b>I. GENERAL FRAMEWORK .....</b>	<b>4</b>
<b>I.1 THE FUND FOR SCIENTIFIC RESEARCH-FNRS.....</b>	<b>4</b>
<b>I.2 GENERAL PROCEDURE FOR THE EX-ANTE EVALUATION.....</b>	<b>4</b>
<b>I.3 GRANTS AND FELLOWSHIPS CALL 2018 .....</b>	<b>4</b>
<b>I.4 LARGE EQUIPEMENT CALL 2018 .....</b>	<b>5</b>
<b>I.5 CREDITS AND PROJECTS CALL 2018 .....</b>	<b>5</b>
<b>I.6 OPEN ACCESS POLICY .....</b>	<b>5</b>
<b>II. CONTENT OF A PROPOSAL .....</b>	<b>6</b>
<b>II.1 APPLICATION FILE – GRANTS AND FELLOWSHIPS CALL .....</b>	<b>7</b>
<b>II.2 APPLICATION FILE - CREDITS AND PROJECTS CALL.....</b>	<b>9</b>
<b>II.3 APPLICATION FILE - LARGE EQUIPMENT CALL .....</b>	<b>10</b>
<b>II.4 SELECTION OF THE SCIENTIFIC COMMISSION AND DESCRIPTOR FIELDS.....</b>	<b>10</b>
<b>II.5 SUMMARY SHEET OF THE PROPOSAL .....</b>	<b>11</b>
<b>III. EVALUATION OF THE PROPOSALS.....</b>	<b>12</b>
<b>III.1 GENERAL PRINCIPLES .....</b>	<b>12</b>
<b>III.2 EXPERTS APPOINTMENT CONDITIONS AND CONFLICTS OF INTEREST.....</b>	<b>12</b>
III.2.1 LETTER OF APPOINTMENT.....	12
III.2.2 POSSIBLE CONFLICT OF INTEREST.....	13
III.2.3 PAYMENTS.....	13
<b>III.3 INDIVIDUAL EVALUATIONS (STEP 1).....</b>	<b>14</b>
III.3.1 EVALUATION CRITERIA - GRANTS AND FELLOWSHIPS CALL .....	14
III.3.2 EVALUATION CRITERIA – CREDITS AND PROJECTS CALL.....	15
III.3.3 EVALUATION CRITERIA – LARGE EQUIPMENT CALL.....	16
III.3.4 PROPOSALS GRADING SYSTEM.....	16
III.3.5 INDIVIDUAL EVALUATION REPORTS .....	17
<b>III.4 SCIENTIFIC COMMISSIONS (STEP 2).....</b>	<b>18</b>
III.4.1 NUMBER AND THEMES OF THE SCIENTIFIC COMMISSIONS .....	18
III.4.2 COMPOSITION OF THE SCIENTIFIC COMMISSIONS .....	18
III.4.3 MISSIONS OF THE SCIENTIFIC COMMISSIONS .....	18
III.4.4 ROLE OF THE PRESIDENTS.....	18
III.4.5 ROLE OF THE “RAPORTEURS” AND THE “CO-RAPORTEURS” .....	19
<b>III.5 FUNDING DECISION AND FINALISATION .....</b>	<b>19</b>
III.5.1 FUNDING DECISION.....	19
III.5.2 COMMUNICATION TO THE APPLICANTS .....	20
<b>APPENDIX 1: THE INSTRUMENTS UNDER GRANTS AND FELLOWSHIPS CALL 2018 .....</b>	<b>21</b>
<b>A.I FELLOWSHIPS FOR DOCTORAL RESEARCHERS .....</b>	<b>22</b>
A.I.1 FELLOWSHIP FOR RESEARCH FELLOWS (ASP – ASPIRANT) .....	22
A.I.2 FELLOWSHIPS FOR CLINICAL DOCTORS (PART-TIME).....	23
A.I.2.1 MEDICAL DOCTOR APPLICANT TO AN MSc AND A Ph.D. (CSD - CANDIDAT SPÉCIALISTE DOCTORANT).....	23
A.I.2.2 FELLOWSHIP FOR CLINICAL MASTER SPECIALIST APPLICANT TO A Ph.D. (SD – SPÉCIALISTE DOCTORANT).....	24
A.I.3 PART-TIME FELLOWSHIP FOR VETERINARY MD. Ph.D. STUDENTS (VETE-CCD – VÉTÉRINAIRE CLINICIEN-CHERCHEUR DOCTORANT).....	24

<b>A.II FELLOWSHIPS FOR FIXED-TERM POSTDOCTORAL RESEARCHERS</b> .....	<b>26</b>
A.II.1 FELLOWSHIP FOR POSTDOCTORAL RESEARCHERS (CR – CHARGÉ DE RECHERCHES) .....	26
A.II.2 POSTDOCTORAL FELLOWSHIP FOR CLINICAL DOCTORS (PART-TIME).....	26
A.II.2.1 FELLOWSHIP FOR POST-DOCTORATE CLINICAL MASTER SPECIALISTS (SPD – SPÉCIALISTE POSTDOCTORANT) .....	27
A.II.2.2 FELLOWSHIP RENEWAL FOR POST-DOCTORATE CLINICAL MASTER SPECIALISTS (SPD-REN - SPÉCIALISTE POSTDOCTORANT RENOUVELLEMENT): 2-YEAR FELLOWSHIP RENEWABLE TWICE .....	27
<b>A.III FELLOWSHIPS FOR EXPERIENCED RESEARCHERS</b> .....	<b>29</b>
A.III.1 FELLOWSHIP FOR RESEARCH ASSOCIATES (CQ – CHERCHEUR QUALIFIÉ) .....	29
A.III.2 PROMOTION: SENIOR RESEARCH ASSOCIATE (MR – MAÎTRE DE RECHERCHES) .....	30
A.III.3 PROMOTION: RESEARCH DIRECTOR (DR - DIRECTEUR DE RECHERCHES).....	30
<b>A.IV MOVING IN THE FRENCH-SPEAKING COMMUNITY OF BELGIUM (CFB)</b> .....	<b>31</b>
A.IV.1 ULYSSE INCENTIVE GRANT FOR MOBILITY IN SCIENTIFIC RESEARCH (MISU – MANDAT D’IMPULSION SCIENTIFIQUE - MOBILITÉ ULYSSE) .....	31
<b><u>APPENDIX 2: THE INSTRUMENTS UNDER CREDITS AND PROJECTS CALL 2018</u></b> .....	<b><u>32</u></b>
<b>A.I RESEARCH CREDIT (CDR) AND RESEARCH PROJECT (PDR) INSTRUMENTS</b> .....	<b>33</b>
A.I.1 COMMON RULES - ELIGIBLE AND NON ELIGIBLE EXPENSES .....	33
A.I.2 RESEARCH CREDIT (CDR) .....	33
A.I.3 RESEARCH PROJECT (PDR) .....	35
<b>A.II EQUIPMENT INSTRUMENT (EQP)</b> .....	<b>38</b>
<b>A.III INCENTIVE GRANT FOR SCIENTIFIC RESEARCH INSTRUMENT (MIS)</b> .....	<b>40</b>
<b><u>APPENDIX 3: LARGE EQUIPMENT INSTRUMENT UNDER CALL 2018</u></b> .....	<b><u>42</u></b>
<b>A.I LARGE EQUIPMENT INSTRUMENT (GEQ)</b> .....	<b>43</b>
<b><u>APPENDIX 4: FIELDS COVERED BY THE SCIENTIFIC COMMISSIONS</u></b> .....	<b><u>45</u></b>

# I. GENERAL FRAMEWORK

---

## I.1 THE FUND FOR SCIENTIFIC RESEARCH-FNRS<sup>1</sup>

The FNRS is a foundation of public interest funded at more than 90% from public funds which supports the development of fundamental research in the French-speaking Community of Belgium (CFB)<sup>2</sup>. To this end, the FNRS strengthens the training of individual researchers and funds research programmes in the universities of the CFB, in all fields of science (<http://www.fnrs.be/>).

The selection of files submitted to the FNRS for funding is performed according to scientific excellence, and depends on a peer review.

For this purpose, the Board of Trustees of the FNRS appoints independent experts who participate in the evaluation of the proposals.

Proposals, data, and the related documents communicated to the FNRS are considered confidential.

## I.2 GENERAL PROCEDURE FOR THE EX-ANTE EVALUATION

For instruments related to calls for proposals, the Board of Trustees of the FNRS has adopted the principle of a one-phase and a two-step evaluation of the proposals. The entire process occurs in three successive parts, including key elements:

- **The administrative work:** for the instruments related to this type of evaluation, the FNRS receives proposals submitted through [SEMAPHORE](#), a web-based management platform dedicated to the calls for proposals.
- **The evaluation** is divided in **two** different **steps** (except for some instruments). Step 1 consists in the remote individual evaluation and depends on experts selected by the FNRS and who are specialised in the field of the proposal. Step 2 depends on Scientific Commissions made up of experts who meet in sessions in order to set up a consolidated ranking and finalise the evaluation reports to be communicated to the applicant.
- **The funding decision** is made when the Board of Trustees of the FNRS approves the funding and provides the applicants and promoters (if any) with the result of their proposal and the final evaluation report. If applicable and depending on the instrument, applicants and promoters may receive the evaluation report issued by the first-step individual experts anonymously.

## I.3 GRANTS AND FELLOWSHIPS CALL 2018

---

<sup>1</sup> In order for the document to be easier to read, the Fund for Scientific Research – FNRS (F.R.S.-FNRS) is afterwards shortened to FNRS.

<sup>2</sup> In order for the document to be easier to read, the French-speaking Community of Belgium is afterwards shortened to CFB.

The call was opened in mid-December 2017 and closed early March 2018. The “Researcher” instruments are covered in Appendix 1.

The “Researcher” instruments are part of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. They enable the researchers to be funded through fellowships, in the form of grants (doctoral researchers), fixed-term fellowships (postdoctoral researchers) or open-ended fellowships (experienced researchers).

Success rates may vary depending on the budget, the number and the quality of the applications. The rate is lower for open-ended research fellowships (less than 20%).

#### **I.4 LARGE EQUIPEMENT CALL 2018**

The call was opened in January 2018 and closed in mid-February 2018. The Large Equipment instrument (GEQ) is covered in Appendix 3.

#### **I.5 CREDITS AND PROJECTS CALL 2018**

The call was opened at the end of May 2018 and closed in mid-July 2018, in particular for the instruments covered in Appendix 2:

- Research Credit (CDR),
- Research Project (PDR),
- Equipment (EQP),
- Incentive Grant for Scientific Research (MIS).

#### **I.6 OPEN ACCESS POLICY**

The Board of Trustees (BOT) of the FNRS has decided to endorse the principle of Open Access to scientific publications supported in full or in part by public funding. This support has led to the implementation of an institutional mandate concerning open access to publications from FNRS funded research projects and by researchers under the “Open Access Green Road” business model.

This [mandate](#) specifies the conditions under which the 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.

Any scientific publication which has benefited from a grant from the FNRS 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° [ID number]*”. The same procedure applies to open access publications.

## II. CONTENT OF A PROPOSAL

---

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.

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

The FNRS insists on **strict compliance of the number of pages** allowed for documents that shall be enclosed with the application form and stresses again the sovereign consideration of the Scientific Commissions in case the file would exceed the applicable page limit.

## II.1 APPLICATION FILE – GRANTS AND FELLOWSHIPS CALL

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

SECTIONS	CONTENTS
<b>Researcher</b>	Information that enables to verify whether the <b>eligibility criteria</b> are met (degrees, graduation date, institution)
	<b>Class of honours and ranking</b> per cycle and per year of study
	<b>Awards and honours</b> (maximum 5)
	The applicant's <b>list of publications</b> (published or accepted), attached in a PDF format and structured according to the following categories: <ol style="list-style-type: none"> <li>1. Published works, as an author, a co-author or an editor</li> <li>2. Book chapters where the applicant is an author or a co-author</li> <li>3. Articles published in peer-review journals (or any equivalent category (to be justified) in the relevant field)</li> <li>4. Articles published in conference proceedings</li> <li>5. Oral presentations during conferences including a review committee. Posters are allowed for a doctoral fellowship (Research Fellow, Special Doctoral Grant, Medical Doctor Applicant to an MSc and a Ph.D., Clinical Master Specialist Applicant to a Ph.D., and Veterinary MD. Ph.D. student) or for a Postdoctoral Researcher fellowship.</li> <li>6. Patents</li> </ol>
	For each category, the bibliographical information will appear according to the institutional repository order. If the list is created manually it should keep the following <b>order</b> : <ol style="list-style-type: none"> <li>1. Author(s), title of the work, edition, city, year</li> <li>2. Author(s), title of the chapter, title of the work, publisher(s), edition, city, year, pages</li> <li>3. and 4. Author(s), title of the article, journal or proceedings, year, volume, number, pages</li> <li>5. Author(s), title of the paper, conference, year, city, country</li> <li>6. Inventor(s), title of the invention, year when the patent was registered, countries covered</li> </ol>
	<ul style="list-style-type: none"> <li>➤ Applicants holding the academic degree of Doctor who have been working <u>for 2 years at least in institutions of the French-speaking community of Belgium (CFB) that have set up an <b>institutional repository (IR)</b></u> must absolutely submit their publications list in a PDF format, directly created from this repository, and choose the appropriate F.R.S.-FNRS format.</li> <li>➤ In case of <b>publication accepted</b> after the validation deadline set for the applicant, applicants may add them to their application file by 1<sup>st</sup> May via a dedicated page at <a href="https://e-space.frs-fnrs.be">https://e-space.frs-fnrs.be</a>, as a follow-up of their application file.</li> </ul>
<b>Bibliometric data</b> (except for applicants applying for a doctoral fellowship: Research Fellow, Special Doctoral Grant, Medical Doctor Applicant to an MSc and a Ph.D., Clinical Master Specialist Applicant to a Ph.D., and Veterinary MD. Ph.D. student): Total number of publications, total number of citations, h-index, average number of citations and indication of the source chosen for these bibliometric data).	
<b>Professional experience</b> : career path, professional stays abroad of more than 30 days, academic positions, collaborations with other institutions (the 3 most important), main funding obtained. <ul style="list-style-type: none"> <li>➤ Applicants to a Postdoctoral Research fellowship who are planning one or several research stays will be required to provide a letter of approval or emails exchanges which demonstrate that formalities are being processed.</li> </ul>	
List of <b>supervised master and doctoral thesis</b> (only for applicants seeking a promotion as Senior Research Associate or Research Director).	
<b>Research project</b>	<b>Title</b> in English and French (max. 200 characters each) and, <b>Summary</b> in English and in French (max. 2,000 characters each). <ul style="list-style-type: none"> <li>➤ Funded proposals are released and made public on the F.R.S.-FNRS website.</li> </ul>

SECTIONS	CONTENTS
	<p><b>Selection of the Scientific Commission and selection of 2 to 6 descriptor fields in order of relevance</b> (at least 2 descriptor fields must be relevant to the Scientific Commission selected), they can be completed by some <b>unrestricted keywords</b>.</p> <ul style="list-style-type: none"> <li>➤ <i>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.</i></li> <li>➤ <i>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.).</i></li> </ul> <p><b>Description of the project</b>, it is mandatory to use the template available in English or in French. The description shall be limited to 4 pages maximum (Arial 12, single space), including the reference bibliography classified by order of appearance in the text, and divided in 4 parts:</p> <ol style="list-style-type: none"> <li>I. Goals of the research</li> <li>II. State of the art</li> <li>III. Research project</li> <li>IV. Work plan</li> </ol> <p>Graphs and charts (max. 2 pages) are authorised in addition to the 4 pages.</p> <ul style="list-style-type: none"> <li>➤ <i>The F.R.S.-FNRS insists on <b>strict compliance of the number of pages</b> allowed for documents that shall be enclosed with the application form and stresses again the sovereign consideration of the Scientific Commissions in case the file would exceed the applicable page limit.</i></li> </ul> <p>Summary (max. 2 pages) of <b>previous research achievements</b> (non-compulsory for Research Fellow applicants, Medical Doctor Applicant to an MSc and a Ph.D., Clinical Master Specialist Applicant to a Ph.D. and Veterinary MD Ph.D. Students)</p>
<b>Work environment</b>	<p>Facts that assess whether the environment (the intellectual means and/or equipment available to the applicant) is consistent with the aims of the research project.</p> <ul style="list-style-type: none"> <li>➤ <i>Data can vary depending on the nature of the project, the scientific field and the type of fellowship.</i></li> </ul>
<b>Referees<sup>3</sup></b>	<p>Contact details (first name, surname, email) of 3 referees (only for applicants to a Research Associate fellowship, as well as a Senior Research Associate, a Research Director and an Ulysse Incentive Grant for Mobility in Scientific Research fellowship).</p> <ul style="list-style-type: none"> <li>➤ <i>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 the validation deadline fixed for the academic authorities (rectors), the F.R.S.-FNRS will contact the reference persons referred in the application form and a reminder will be sent to each referee in due course. No information will be communicated to the applicant on the receipt of the letters to ensure confidentiality.</i></li> </ul>

<sup>3</sup> For applicants to a fellowship for Research Fellow, Special Doctoral Grant, Medical Doctor Applicant to an MSc and a Ph.D., Clinical Master Specialist Applicant to a Ph.D., Veterinary MD. Ph.D. Student, Post-doctorate Clinical Master Specialist and Research Associate, an opinion letter is requested from the promoter at the time of the validation.

## II.2 APPLICATION FILE - CREDITS AND PROJECTS CALL

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

SECTIONS	CONTENTS
<b>Promoters</b>	<p><b>Scientific Curricula vitae and list of publications.</b></p> <p>➤ <i>The promoters who have been working <u>for 2 years at least</u> in institutions that have set up an <b>institutional repository (IR)</b> must absolutely submit their publications list in a PDF format, directly created from this repository, and choose the appropriate F.R.S.-FNRS format.</i></p>
	<p><b>Bibliometric data:</b> Total number of publications, total number of citations, h-index, average number of citations and indication of the source chosen for these bibliometric data).</p>
<b>Project</b>	<p><b>Title</b> in English and French (max. 200 characters each) and, <b>Summary</b> in English and in French (max. 2,000 characters each).</p> <p>➤ <i>Funded proposals are released and made public on the FNRS website.</i></p>
	<p><b>Selection of the Scientific Commission and selection of 2 to 6 descriptor fields in order of relevance</b> (at least 2 descriptor fields must be relevant to the Scientific Commission selected), they can be completed by some <b>unrestricted keywords</b>.</p> <p>➤ <i>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.</i></p> <p>➤ <i>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.).</i></p>
	<p><b>Description of the project</b>, it is mandatory to use the template available in English or in French (Arial 12, single space):</p> <ol style="list-style-type: none"> <li>1) Report (max. 2 pages) of previous works, establishing a link with the new project</li> <li>2) Description of the project of maximum 4 pages<sup>4</sup>, divided into 4 parts: <ol style="list-style-type: none"> <li>I. Goals of the research</li> <li>II. State of the art</li> <li>III. Research project</li> <li>IV. Work plan (to be described for the whole duration of the project)</li> </ol> </li> <li>3) Publications and environment of the main promoter</li> </ol> <p>For projects including several promoters:</p> <ol style="list-style-type: none"> <li>1) Publications of the other promoters</li> <li>2) Interactions and distribution of the tasks between the main promoter and the co-promoters</li> </ol>
	<p><b>Requested or granted funding</b></p> <p>➤ <i>Only for Research Credit, Research Project and Equipment instruments.</i></p>

<sup>4</sup> *Graphs and charts (max. 2 pages) are allowed in addition to the 4 pages.*

## II.3 APPLICATION FILE - LARGE EQUIPMENT CALL

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

SECTIONS	CONTENTS
<b>Promoters</b>	<b>Scientific Curricula vitae and list of publications.</b> ➤ <i>The promoters who have been working <u>for 2 years at least</u> in institutions that have set up an <b>institutional repository (IR)</b> must absolutely submit their publications list in a PDF format, directly created from this repository, and choose the appropriate FNRS format.</i>
	<b>Bibliometric data:</b> Total number of publications, total number of citations, h-index, average number of citations and indication of the source chosen for these bibliometric data).
<b>Project</b>	<b>Title</b> in English and French (max. 200 characters each) and, <b>Summary</b> in English and in French (max. 2,000 characters each). ➤ <i>Funded proposals are released and made public on the FNRS website.</i>
	<b>Selection of 2 to 6 descriptor fields in order of relevance</b> , they can be completed by some <b>unrestricted keywords</b> .
	<b>Scientific Section and Work Plan</b> , it is mandatory to use the templates available in English or in French (Arial 12, single space). ➤ <u>Scientific Section :</u> 1. Thematic research justifying the request 2. Information about the main promoter (Expert skill, most significant publications, main research achievements, team composition) 3. Information about the co-promoters (Expert skill...)
	➤ <u>Work Plan :</u> 1. Institutional work plan 2. Work plan 3. Return on investment

## II.4 SELECTION OF THE SCIENTIFIC COMMISSION AND DESCRIPTOR FIELDS

When submitting an application via SEMAPHORE, applicants shall select their Scientific Commission (except when there is a unique panel created for a specific call, such as the Large Equipment Call).

Then they will have to select from 2 to 6 descriptor fields in order of relevance. Notice that at least 2 descriptor fields<sup>5</sup> must be relevant to the Scientific Commission of their choice and, they may complete their selection with unrestricted keywords, if necessary.

When selecting the Scientific Commission, applicants should consider the various Scientific Commissions as a whole and make a choice while taking into account all the fields covered by the Scientific Commission desired.

<sup>5</sup> In the case 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.).

The suggested descriptors which are used to define a proposal are based on the panels and descriptor fields used by the ERC (European Research Council), and to which some particular FNRS keywords have been added, in order to describe more accurately the specificities of research in human and social sciences carried out in the CFB.

[http://www.fnrs.be/docs/Reglement-et-documents/FRS-FNRS\\_Champs\\_descripteurs.pdf](http://www.fnrs.be/docs/Reglement-et-documents/FRS-FNRS_Champs_descripteurs.pdf)

## II.5 SUMMARY SHEET OF THE PROPOSAL

Any proposal contains a summary that includes the identifiers of the proposal as well as a short description of the scientific project. Unlike other personal or administrative information and description of the project, the elements included in the summary sheet are not confidential.

The basic administrative identifiers of the proposal are the following:

- the unique number of the proposal, assigned either by SEMAPHORE or the administrative staff of the FNRS;
- the name(s) of the applicant(s) and of the possible promoter ("Researcher" instruments).

The scientific proposal is summarised in 3 elements:

- the title of the proposal, in French and in English, (of a maximum of 200 characters each);
- the summary linked to the proposal, in French and in English, (of a maximum of 2000 characters each);
- the descriptors linked to the proposal.

### Aims of the summary sheet and the descriptors:

The summary sheet of the proposal is used within three contexts:

- evaluation: on the basis of this sheet, possible experts in step 1 can assess whether they are in a position to evaluate the proposal;
- statistics: data are registered in a database, for instrument and programme analysis purposes;
- accountability: for funded proposals, this information is made public through the FNRS website.

The title and summary of the research project must be not only understandable to non-experts, but also precise and explicit enough so that step 1 possible reviewers, who receive a summary sheet from the FNRS, are able to assess whether they are competent to evaluate the project.

## III. EVALUATION OF THE PROPOSALS

---

### III.1 GENERAL PRINCIPLES

Except for some instruments<sup>6</sup>, the Board of Trustees of the FNRS has adopted the principle of a two-step procedure: individual evaluations by first-step experts, followed by a consolidation performed in Scientific Commissions.

For instruments where referees<sup>7</sup> may be required to give their opinion on some of the applicant's qualities, the FNRS shall contact the persons the applicant has indicated and specify the information they will have to provide.

During the first step, the proposals are reviewed by several experts. Each expert shall work individually and remotely through SEMAPHORE, and evaluate the proposal according to the evaluation criteria known to the applicants.

An expert is usually in charge of reviewing several proposals, which may depend on different instruments within the same call for proposals. However, the expert is not required to establish any ranking between them, as each proposal must be reviewed independently. A marking grid for the proposals is provided in section III.3.3, with the intention to standardise the grading system.

The composition of the Scientific Commissions is published on the FNRS website at <http://www.fnrs.be/>.

The names of the reviewers linked to a proposal remain undisclosed.

### III.2 EXPERTS APPOINTMENT CONDITIONS AND CONFLICTS OF INTEREST

#### III.2.1 LETTER OF APPOINTMENT

The FNRS shall send a letter of appointment to each selected expert, whether they are an individual reviewer or a member of a Scientific Commission. This letter constitutes an agreement between the FNRS and the expert, specifying the precise terms and conditions for the expert: it imposes respect of a code of conduct and lays down essential regulations in terms of confidentiality. It includes the description of tasks s/he is entrusted with, as well as the conditions for the remuneration and reimbursement of expenses.

---

<sup>6</sup> Instruments intended for young researchers who expect to obtain a doctoral thesis do not provide for the participation of individual reviewers (step 1). Indeed, for such instruments, the proposal is assigned to two "rapporteurs", both members of the Scientific Commission selected by the applicant.

Moreover, for instruments which are not related to calls for proposals, or in case of a request for the renewal of a proposal that has already been reviewed in a previous session, the Board of Trustees of the FNRS bases the funding decision on opinions, which recommend or not the continuation of the funding for a new period. Depending on the instruments, opinions may come from academic authorities, a dedicated Commission, etc.

<sup>7</sup> Opinion letters from promoters as well as from referees are confidential and are intended to be for the use of members of the Scientific Commissions only.

Upon information provided by the experts, the FNRS has put in place a mechanism that ensures they do not face any conflict of interest regarding the proposals they are invited to evaluate. To that end, experts must sign a declaration stating that there is no conflict of interest at the time of the appointment and that they commit to informing the FNRS in case where such a conflict would arise during the fulfilment of their tasks.

### III.2.2 POSSIBLE CONFLICT OF INTEREST

Experts must cease their work when they might, in any way, benefit from the acceptance or the rejection of a proposal.

Experts shall also disqualify themselves from being an expert in the following circumstances:

- they have an active collaboration with the applicant<sup>8</sup> (e.g. being co-author of a publication with the applicant, having participated in the writing of the proposal, or being involved in the publication or implementation of the possible results of the proposal during the last 3 years);
- they hold (or have held for the last 3 years) a hierarchic or directly subordinate position with regard to the applicant;
- they are currently competing with the applicant for the same position;
- they have introduced a funding application to the FNRS under the same call and as part of the same instrument;
- the applicant is a close person; the notion of closeness will be explained at the time of the appointment;
- they are cited as a referee<sup>9</sup> in an application file submitted by the applicant;
- they have been a member of the applicant's thesis jury and belong to the same university.

Experts shall cease their work in case where they face any other situation that may raise doubts as to their ability and impartiality to evaluate the proposal, or that could reasonably give an external third party this impression.

### III.2.3 PAYMENTS

As stated in the letter of appointment, an expert is entitled to the payment of a lump sum in addition to the payment of expenses. This lump sum varies according to the type of application to be evaluated and the evaluation step in which they participate. The FNRS reserves the right to refuse the granting of such financial contribution in cases of non-performance or poor performance and/or breach of any significant duty, including the duty of confidentiality as well as any obligation described in the letter of appointment and in the declaration certifying that there is no conflict of interest.

---

<sup>8</sup> Depending on the call in question, the term "applicant" shall be understood to mean:

- An applicant to a fellowship or the applicant's promoter/co-promoter,
- A promoter/co-promoter or the project leader of a funding request.

<sup>9</sup> A referee is a scientific scholar who has been chosen as a reference person by an applicant (solely for applications to Research Associate "CQ", Senior Research Associate "MR", Research Director "DR", Incentive Grant for Scientific Research "MIS" and Ulysse Incentive Grant for Mobility in Scientific Research "MISU" fellowships). The FNRS will send an email to referees inviting them to provide a support letter.

Opinion letters are confidential and intended to be for the use of members of the Scientific Commissions only.

The FNRS reserves the right to refuse the granting of a financial contribution for any report or other documents to be provided as stated in the letter of appointment and which are submitted after the date specified in the letter of appointment.

The FNRS reserves the right to recover financial contribution and to exclude an expert from further evaluations if s/he has breached the obligations stated in the declaration of confidentiality and in the one certifying that there is no conflict of interest as well as in the code of conduct specified in the letter of appointment.

### III.3 INDIVIDUAL EVALUATIONS (STEP 1)

#### III.3.1 EVALUATION CRITERIA - GRANTS AND FELLOWSHIPS CALL

The objectives of each instrument and their related evaluation criteria and possible weightings are presented in detail in Appendix 1.

For the main instruments of the Grants and Fellowships call, three general criteria are taken into account, i.e. the applicant, the project and the research environment<sup>10</sup>. The weightings applied to these criteria differ depending on the instrument. There is an additional fourth criterion for the Research Associate instrument, namely the international potential and recognition.

FELLOWSHIPS	CRITERIA	WEIGHT
<b>Research Fellow</b> (Doctoral researcher)	<b>Quality of the applicant:</b> <ul style="list-style-type: none"> <li>• academic CV</li> <li>• promoter's opinion (creativity, intellectual ability, etc.)</li> </ul>	60%
	<b>Quality of the project:</b> <ul style="list-style-type: none"> <li>• feasibility</li> <li>• methodology</li> <li>• originality</li> <li>• potential impact</li> </ul>	25%
	<b>Research environment</b>	15%
<b>Postdoctoral Researcher</b>	<b>Quality of the applicant:</b> <ul style="list-style-type: none"> <li>• number and quality of the publications (journals, citations, etc.)</li> <li>• promoter's opinion (creativity, intellectual ability, independence, etc.)</li> <li>• awards</li> </ul>	40%

<sup>10</sup>The research environment (included in the scientific section): the intellectual, human, equipment means, collaborative networks at the disposal of the researcher in order to carry out the project, in adequacy with the project submitted.

FELLOWSHIPS	CRITERIA	WEIGHT
	<b>Quality of the project:</b> <ul style="list-style-type: none"> <li>• feasibility</li> <li>• methodology</li> <li>• originality</li> <li>• potential impact</li> </ul>	40%
	<b>Research environment</b>	20%
<b>Research Associate</b> (Experienced researcher)	<b>Quality of the applicant:</b> <ul style="list-style-type: none"> <li>• number and quality of the publications (journals, citations, etc.)</li> <li>• opinion of worldwide renowned referees (creativity, international influence, ability to develop a team, independence, etc.)</li> <li>• funded projects and grants obtained</li> <li>• awards</li> </ul>	40%
	<b>Quality of the project:</b> <ul style="list-style-type: none"> <li>• feasibility</li> <li>• methodology</li> <li>• originality</li> <li>• potential impact</li> </ul>	25%
	<b>Research environment</b>	10%
	<b>International potential / recognition:</b> <ul style="list-style-type: none"> <li>• long stays abroad<sup>11</sup></li> <li>• invitations to international conferences</li> <li>• active collaborations, participation in networks</li> </ul>	25%

### III.3.2 EVALUATION CRITERIA – CREDITS AND PROJECTS CALL

The following criteria are taken into consideration for the evaluation of the applications detailed in Appendix 2:

CRITERIA
<b>Quality of the promoter(s):</b> <ul style="list-style-type: none"> <li>• CV and publications</li> <li>• International recognition</li> <li>• Main research achievements</li> </ul>
<b>Quality of the project:</b> <ul style="list-style-type: none"> <li>• Feasibility</li> <li>• Methodology and relevance</li> <li>• Originality</li> <li>• Collaboration</li> </ul>

<sup>11</sup> A long stay abroad is a key element adding value to the application file.

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.

### III.3.3 EVALUATION CRITERIA – LARGE EQUIPMENT CALL

The following criteria are taken into consideration for the evaluation of the Large Equipment instrument (GEQ) detailed in Appendix 3:

<b>CRITERIA</b>
<p><b>Quality of the promoter(s) and potential equipment users:</b></p> <ul style="list-style-type: none"> <li>• CV and publications</li> <li>• International recognition</li> <li>• Main research achievements</li> </ul>
<p><b>Quality of the research programme(s):</b></p> <ul style="list-style-type: none"> <li>• Feasibility</li> <li>• Methodology and relevance</li> <li>• Originality</li> <li>• Collaboration</li> </ul>
<p><b>Requested equipment features:</b></p> <ul style="list-style-type: none"> <li>• Choice in terms of technicality and performance</li> <li>• The need, potential double use</li> <li>• Usage (utilisation rate)</li> <li>• Capability and Capacity (expertise, infrastructure)</li> <li>• Correspondence between the tender and the requested equipment</li> </ul>

### III.3.4 PROPOSALS GRADING SYSTEM

The experts (individual experts as well as members of the Scientific Commissions) shall review the aspects to be considered for each evaluation criterion and classify the proposals into three categories:

<b>Categories</b>	<b>Grades</b>	
<b>A</b> <sup>12</sup>	A+	outstanding
	A	excellent
	A-	very good
<b>B</b>	B+	good
	B	average

<sup>12</sup> Proposals to be funded, depending on the budget available.

Categories	Grades	
	B-	weak
<b>C</b>	C	insufficient

### III.3.5 INDIVIDUAL EVALUATION REPORTS

When assessing a proposal, experts shall work independently and draw up an individual evaluation report related to the proposal using the electronic form they are provided with.

These evaluation reports are subsequently sent to the applicants and promoters (if any) on an anonymous basis, notifying them of the FNRS Board of Trustees' decision.

Experts must provide comments - preferably in the language chosen by the applicant - (stressing on the strengths / the weaknesses / providing general comments) consistent with the grades assigned and that can be used to sustain the work of the "rapporteurs" of the Scientific Commissions and the final evaluation report to be sent to the applicant.

<b>Project identification</b>		
<b>Name of the expert</b>		
<b>CRITERIA</b>	<b>COMMENTS</b>	<b>CATEGORY</b>
<b>Quality of the applicant</b>	Strengths ▪ ... ▪ ...	□ A / □ B / □ C
	Weaknesses ▪ ... ▪ ...	
	General comments	
<b>Quality of the project</b>	Strengths ▪ ...	□ A / □ B / □ C
	Weaknesses ▪ ...	
	General comments	
<b>Research environment</b>	Strengths ▪ ...	□ A / □ B / □ C
	Weaknesses ▪ ...	
	General comments	
<b>Ethical issues</b>	Has the applicant taken into consideration the ethical aspects in her/his proposal?	Y/N not applicable
<b>Degree of personal expertise in the field of the project</b>	Choose one of the three levels and add comments if any	Specialised Semi-specialised General

The individual evaluation report of the expert cannot be subsequently changed. By validating the individual evaluation report, experts confirm that they are not in a situation of conflict of interest regarding the evaluation of the proposal.

## III.4 SCIENTIFIC COMMISSIONS (STEP 2)

### III.4.1 NUMBER AND THEMES OF THE SCIENTIFIC COMMISSIONS

Fourteen [Scientific Commissions](#) are established. Their respective expertise is defined by descriptor fields available on the FNRS website.

([http://www.fnrs.be/docs/Reglement-et-documents/FRS-FNRS\\_Champs\\_descripteurs.pdf](http://www.fnrs.be/docs/Reglement-et-documents/FRS-FNRS_Champs_descripteurs.pdf)).

These Scientific Commissions are divided as follows: 13 thematic Scientific Commissions, mainly built up from the ERC's (European Research Council) domains: 4 dedicated to Exact and Natural Sciences (SEN-1 to SEN-4), 4 dedicated to Health and Life Sciences (SVS-1 to SVS-4) and 5 to Social Sciences and Humanities (SHS-1 to SHS-5).

A 14<sup>th</sup> Scientific Commission is competent to deal with the strategic and interdisciplinary field of sustainable development (FORESIGHT).

### III.4.2 COMPOSITION OF THE SCIENTIFIC COMMISSIONS<sup>13</sup>

Each Scientific Commission (ad hoc panels excepted, within a particular framework, such as the Large Equipment Call) is made up of 9 members chosen from outside the CFB, including the President and 6 members chosen among the members of the academic institutions of the CFB, or among the Research Associates, Senior Research Associates, and Research Directors of the FNRS.

### III.4.3 MISSIONS OF THE SCIENTIFIC COMMISSIONS

The Scientific Commissions shall meet at the FNRS (Rue d'Egmont, 5 – 1000 Brussels) to establish a consolidated ranking of the proposals that will be suggested to the Board of Trustees of the FNRS. They also validate the final evaluation report to be sent to the applicant and to the possible promoter ("Researcher" instrument), along with the notification of the decision of the Board of Trustees of the FNRS.

In order to carry out their work, the Scientific Commissions have the application files, individual evaluation reports (if applicable) and consolidated draft reports prepared by the "rapporteurs" at their disposal. The Scientific Commissions base their decisions on the evaluation criteria, which are provided both to the applicants and the first-step reviewers.

### III.4.4 ROLE OF THE PRESIDENTS

The President of a Scientific Commission is in charge of:

- Validating Step 1 experts to whom the administrative staff of the FNRS has assigned the submitted application files (fellowships and projects);

---

<sup>13</sup>In case of candidacy for promotion, only Research Directors among FNRS researchers are allowed to sit on the Scientific Commission.

- Nominating “rapporteurs” and “co-rapporteurs” from among the members, and assigning them proposals related to their field of expertise while making sure to equally distribute the workload;
- Leading the work of the Scientific Commission, in an independent way;
- Organising a vote in which all members participate, if the “consensus” procedure is unsuccessful;
- Signing the final evaluation reports.

#### III.4.5 ROLE OF THE “RAPPORTEURS” AND THE “CO-RAPPORTEURS”

For instruments aiming at obtaining a doctoral thesis, given that individual experts (step 1) are not involved, the weight of the “rapporteur” is thus crucial within the evaluation procedure. Therefore, a second “rapporteur” is designated. The “rapporteurs”, both members of the Scientific Commission selected by the applicant, shall draw up a preliminary evaluation report individually in order to prepare the work and the debates of the Scientific Commission.

For the other instruments, each proposal is assigned to a single “rapporteur”, who is assisted by a “co-rapporteur” for the task. Both are members of the Scientific Commission selected by the applicant.

- The “rapporteur” shall prepare the work and the debates of the Scientific Commission, through the elaboration of a consolidated evaluation draft report, based on individual evaluations. The draft report will afterwards be reviewed by the Scientific Commission.
- The “co-rapporteur” is not required to draw up any evaluation report but will be invited to express his/her opinion on the proposal during the meeting of the Scientific Commission. The “co-rapporteur” is expected to bring a complementary perspective or a different point of view.

If the instrument provides for the participation of individual experts (step 1), and if a major disagreement arises concerning their reports, the “rapporteur” can organise a debate (by email) before the meeting of the Scientific Commission to reach a consensus, in which s/he will act as a moderator.

At the end of the meeting, the designated “rapporteur” shall draw up the final evaluation report intended for the applicant on the basis of preliminary reports and considering the discussions held by the Scientific Commission. .

### **III.5 FUNDING DECISION AND FINALISATION**

The funding decision (granting or rejection) is within the competence of the Board of Trustees of the FNRS.

#### III.5.1 FUNDING DECISION

At the end of the evaluation, the decision on the funding will be taken by the Board of Trustees of the FNRS, depending on the budget available, and on the basis of the final grading and final consolidated reports elaborated by each Scientific Commission. The Board of Trustees shall decide on the granting or rejection, as well as on the granted amounts, if necessary.

### III.5.2 COMMUNICATION TO THE APPLICANTS

The administrative staff of the FNRS shall inform the applicant(s) about the funding decision related to their proposal and communicate to the applicant(s), and to the promoter(s) if applicable:

- the final evaluation report and,
- the evaluation reports by the first-step individual experts on an anonymous basis as provided for in the instrument process.

## **APPENDIX 1: THE INSTRUMENTS UNDER GRANTS AND FELLOWSHIPS CALL 2018**

## A.I FELLOWSHIPS FOR DOCTORAL RESEARCHERS<sup>14</sup>

### Goals of the instruments:

The purpose of these fellowships is the training of young researchers who seek to obtain a doctoral thesis.

### General eligibility criteria:

Applicants to a doctoral fellowship must hold a 2<sup>nd</sup> cycle degree which allows them to access doctoral studies.

#### A.I.1 FELLOWSHIP FOR RESEARCH FELLOWS (ASP – ASPIRANT)

---

### Operational conditions of the fellowship:

- The Research Fellow fellowship (ASP – *Aspirant*) aims at the completion of a Ph.D. within 4 years. The fellowship appears in the form of a 2-year grant, which may be renewed for maximum 2 years, subject to the approval of the competent academic body.
- The doctor who is granted with an ASP fellowship shall decide to suspend a complementary Master degree/medical specialisation during the whole duration of the fellowship.
- Holders of an ASP fellowship receive an operating credit under the responsibility of their promoter, which enables them to conduct their research.

### Eligibility criteria:

An applicant to an ASP fellowship must hold a (Master's) 2<sup>nd</sup> cycle degree for maximum 3 years (for no more than the duration of the specialisation for doctors and veterinarian applicants who have been undertaking a medical or veterinary specialty training), at the latest by the validation deadline fixed for the rector of the host university.

Year extension possibility: an additional year per childbirth or adoption, which occurs after obtaining the degree which gives access to the instrument.

Students enrolled in a Belgian university in their (Master's) graduation year giving access to doctoral studies may also submit an application file, provided that the graduation date is prior to the starting date of the requested fellowship (1<sup>st</sup> October the year of the considered Grants and Fellowships Call).

### Content and evaluation of the proposal:

---

<sup>14</sup>University studies are organised into a 1<sup>st</sup> cycle Bachelor's degree (3 years) and a 2<sup>nd</sup> cycle Master's degree for didactic, knowledge improvement or specialisation purposes (usually 2 years, or 3 years in veterinary medicine and 4 years in medicine). These studies may be completed with a 2<sup>nd</sup> cycle complementary Master's degree (1 or 2 years).

When awarded, these degrees must be accompanied with the grade obtained at the end of the cycle.

Three different grades levels can be awarded:

- LPGD: "La plus Grande Distinction" The Highest Distinction (18 to 20/20)
- GD: "Grande Distinction" High Distinction (16 to 18/20)
- D: "Distinction" (14 to 16/20)

The marking scale is given only as a rough estimate since these ranges may slightly vary between universities and between faculties of the same university. It is also common that a jury grants a LPGD grade as from 17.5/20.

An S grade, which stands for "Satisfaction" designates a pass with no honours /distinction.

The content consists of 3 parts relevant to the “Researcher” instruments. Each part is assigned a weight in order to calculate the overall grade of the proposal:

- quality of the applicant (60%): academic CV, promoter's opinion (creativity, intellectual ability, etc.);
- quality of the project (25%): feasibility, methodology, originality, potential impact;
- research environment (15%).

#### A.I.2 FELLOWSHIPS FOR CLINICAL DOCTORS (PART-TIME)

---

This category is restricted to clinical doctors who wish to dedicate themselves to fundamental research while pursuing a part-time hospital activity.

The promoter of an applicant to a Medical Doctor Applicants to an MSc and a Ph.D. (CSD – *Candidat spécialiste doctorant*) or a Clinical Master Specialist Applicants to a Ph.D. (SD – *Spécialiste doctorant*) fellowships shall be permanently appointed or on probation, but holding a position equivalent to a permanent appointment in a CFB university which has a faculty of medicine offering a complete curriculum.

##### **Operational conditions of the fellowship:**

- Clinical doctors keep on receiving their hospital salary (full-time position). The FNRS transfers a (capped) compensation directly to the host institution to which they are attached, as a reimbursement for the clinical activities that are not performed during the time dedicated to research.
- Holders of a CSD (Medical Doctor Applicants to an MSc and a Ph.D. - *Candidat spécialiste doctorant*) or SD (Clinical Master Specialist Applicants to a Ph.D. - *Spécialiste doctorant*) fellowship must be enrolled in the Graduate School in clinical and experimental medicine pertained to the Graduate College in medical sciences attached to the F.R.S.-FNRS at the latest on 1<sup>st</sup> October of the year when the fellowship is granted and shall start.

#### A.I.2.1 Medical Doctor Applicant to an MSc and a Ph.D. (CSD - *Candidat spécialiste doctorant*)

---

##### **Characteristics of the fellowship:**

This fellowship is intended for doctors in order to carry out a Ph.D. and complete an Advanced Master's degree simultaneously.

This part-time fellowship is applicable for 2 years maximum, with the possibility to renew it three times (equivalent to a maximum duration of 8 years).

A part-time fellowship for Medical Doctor Applicants to an MSc and a Ph.D. (CSD – *Candidat spécialiste doctorant*) can start anytime during the specialisation but shall end 4 years after the end of the specialisation at the latest.

##### **Eligibility criteria:**

The applicant to a CSD fellowship must hold the academic degree of medical doctor at the latest on 1<sup>st</sup> October of the year when the fellowship is granted and shall start.

##### **Content and evaluation of the proposal:**

The content consists of 3 parts relevant to the “Researcher” instruments. Each part is assigned a weight in order to calculate the overall grade of the proposal:

- quality of the applicant (60%): academic CV, promoter's opinion (creativity, intellectual ability, etc.);
- quality of the project (25%): feasibility, methodology, originality, potential impact;
- research environment (15%).

### A.I.2.2 Fellowship for Clinical Master Specialist Applicant to a Ph.D. (SD – Spécialiste doctorant)

---

#### **Characteristics of the fellowship:**

This fellowship is intended for accredited medical specialists in order to carry out a Ph.D. This part-time fellowship is applicable for 2 years maximum, renewable once (equivalent to a maximum duration of 4 years).

#### **Eligibility criteria:**

The SD fellowship is opened to applicants holding the academic degree of Doctor and who have a medical specialisation degree, at the latest on 1<sup>st</sup> October of the year when the fellowship is granted and shall start.

#### **Specific application rule:**

Applicants to a SD fellowship must have received the accreditation of medical specialist from the Federal Public Service (FPS) for Public Health or the CFB for maximum 3 years. This period expires on 1<sup>st</sup> October of the year when the fellowship is granted and shall start.

Year extension possibility: an additional year per childbirth or adoption, which occurs after obtaining the accreditation as medical specialist.

#### **Content and evaluation of the proposal:**

The content consists of 3 parts relevant to the “Researcher” instruments. Each part is assigned a weight in order to calculate the overall grade of the proposal:

- quality of the applicant (60%): academic CV, promoter’s opinion (creativity, intellectual ability, etc.);
- quality of the project (25%): feasibility, methodology, originality, potential impact;
- research environment (15%).

### A.I.3 PART-TIME FELLOWSHIP FOR VETERINARY MD. PH.D. STUDENTS (VETE-CCD – VÉTÉRINAIRE CLINICIEN-CHERCHEUR DOCTORANT)

---

This category is restricted to veterinary doctors in the course of a clinical specialisation in order to enable them to prepare and present a doctoral thesis, while pursuing a part-time activity, as part of their clinical training.

#### **Operational conditions of the fellowship:**

- Clinicians keep on receiving their hospital salary (full-time position). The FNRS transfers a (capped) compensation directly to the host institution to which they are attached, as a reimbursement for the clinical activities that are not performed during the time dedicated to research.
- Applicants who receive a Veterinary MD. Ph.D. Students (VETE-CCD – *Vétérinaire Clinicien-Chercheur Doctorant*) fellowship must be enrolled in the Doctoral School in veterinary sciences attached to the FNRS at the latest by the time of the granting.
- This part-time research fellowship is applicable for 2 years maximum, renewable once (equivalent to a maximum duration of 4 years).

#### **Eligibility criteria:**

In addition to general criteria applicable to doctoral fellowships, the following criteria are specific to the fellowship for Veterinary MD Ph.D. Students (VETE-CCD – *Vétérinaire Clinicien-Chercheur Doctorant*):

- Hold the academic degree of Veterinary Doctor,

- Be less than 35 years old by the validation deadline fixed for the academic authorities (rectors);
- Have been involved for at least 2 years in a “Residency training programme” (including internship) approved by the European bodies (European Colleges recognised by the European Board of Veterinary Specialisation), by 1<sup>st</sup> October of the year during which the fellowship is granted and should start, at the latest.

**Content and evaluation of the proposal:**

The content consists of 3 parts relevant to the “Researcher” instruments. Each part is assigned a weight in order to calculate the overall grade of the proposal:

- quality of the applicant (60%): academic CV, promoter’s opinion (creativity, intellectual ability, etc.);
- quality of the project (25%): feasibility, methodology, originality, potential impact;
- research environment (15%).

## A.II FELLOWSHIPS FOR FIXED-TERM POSTDOCTORAL RESEARCHERS

### Goals of the instruments:

These fellowships are intended for researchers holding the academic degree of Doctor (with thesis) in order to further develop their research experience.

Within the framework of the "Researcher" call, two instruments are available for postdoctoral researchers:

- the fellowship for Postdoctoral Researchers, which is a full-time research fellowship (all fields);
- the fellowship for Post-doctorate Clinical Master Specialists, which is a part-time research fellowship intended for accredited specialist doctors.

### A.II.1 FELLOWSHIP FOR POSTDOCTORAL RESEARCHERS (CR – CHARGÉ DE RECHERCHES)

---

#### Operational conditions of the fellowship:

- The Postdoctoral Researcher fellowship (CR - *Chargé de recherches*) is applicable for 3 years. Any Postdoctoral Researcher has the possibility to spend 3 years of the fellowship out of a 6-year cycle to carry out a postdoctoral research outside the CFB, provided that they find an external funding.
- Postdoctoral Researchers benefit from an operating credit, which enables them to conduct their research.

#### Eligibility criteria:

Applicants to a CR fellowship must meet one of the two following conditions:

- to hold a doctoral degree (Ph.D.) for maximum 5 years by the validation deadline fixed for the academic authorities (rectors) at the latest

**or**

- to hold this degree by 1<sup>st</sup> May the year of the considered Grants and Fellowships Call (in such case the applicant must upload a sworn statement in the application form or on E-SPACE).

Year extension possibility: an additional year per childbirth or adoption, which occurs after obtaining the doctoral degree (Ph.D.) which gives access to this instrument.

#### Content and evaluation of the proposal:

The content consists of 3 parts relevant to the "Researcher" instruments. Each part is assigned a weight in order to calculate the overall grade of the proposal:

- quality of the applicant (40%): number and quality of publications (journals, citations, etc.), promoter's opinion (creativity, intellectual ability, independence, etc.), awards;
- quality of the project (40%): feasibility, methodology, originality, potential impact;
- research environment (20%).

### A.II.2 POSTDOCTORAL FELLOWSHIP FOR CLINICAL DOCTORS (PART-TIME)

---

This category is restricted to Postdoctoral accredited specialist clinical doctors who wish to dedicate themselves to fundamental research while pursuing a part-time hospital activity.

The promoter of the applicant to a part-time Post-doctorate Clinical Master Specialist (SPD) fellowship shall be permanently appointed or on probation, but holding a position equivalent to a permanent appointment in a CFB university which has a faculty of medicine offering a complete curriculum.

**Operational conditions of the fellowship:**

- Clinical doctors keep on receiving their hospital salary (full-time position). The FNRS transfers a (capped) compensation directly to the host institution to which they are attached, as a reimbursement for the clinical activities that are not performed during the time dedicated to research.
- This part-time fellowship is applicable for 2 years, with the possibility to renew it three times (equivalent to a duration of 8 years maximum).

**A.II.2.1 FELLOWSHIP FOR POST-DOCTORATE CLINICAL MASTER SPECIALISTS (SPD – SPÉCIALISTE POSTDOCTORANT)**

---

**Eligibility criteria:**

Applicants to a fellowship for Post-doctorate Clinical Master Specialists (SPD – *Spécialiste postdoctorant*) must meet the 2 following conditions:

- to hold the academic degree of medical specialist;
- to hold a doctoral degree (Ph.D.) for maximum 5 years by the validation deadline fixed for the academic authorities (rectors) at the latest **or** to hold this degree by 1<sup>st</sup> May of the considered Grants and Fellowships Call (in such case the applicant must upload a sworn statement in the application form or on E-SPACE).

Year extension possibility: an additional year per childbirth or adoption, which occurs after obtaining the doctoral degree (Ph.D.) which gives access to this instrument.

**Content and evaluation of the proposal:**

The content consists of 3 parts relevant to the “Researcher” instruments. Each part is assigned a weight in order to calculate the overall grade of the proposal:

- quality of the applicant (40%): number and quality of the publications (journals, citations, etc.) promoter's opinion (creativity, intellectual ability, independence, etc.), awards;
- quality of the project (40%): feasibility, methodology, originality, potential impact;
- research environment (20%).

**A.II.2.2 Fellowship Renewal for Post-doctorate Clinical Master Specialists (SPD-REN - Spécialiste postdoctorant renouvellement): 2-year fellowship renewable twice**

---

**Evaluation of the proposal:**

The first renewal of the Post-doctorate Clinical Master Specialist fellowship may be requested during the second year of the fellowship and simply upon request by the applicant.

As from the second renewal, the application will be assessed by the relevant Scientific Commission.

**Content and evaluation of the proposal as from the second renewal:**

The content consists of 3 parts specific to the “Researcher” instruments. Each part is assigned a weight in order to calculate the overall grade of the proposal:

- quality of the applicant (40%): number and quality of the publications (journals, citations, etc.) promoter's opinion (creativity, intellectual abilities, independency, etc.), awards;
- quality of the project (40%): feasibility, methodology, originality, potential impact;
- research environment (20%).

## A.III FELLOWSHIPS FOR EXPERIENCED RESEARCHERS<sup>15</sup>

The fellowship for experienced researchers is an instrument enabling researchers to dedicate themselves to research. This open-ended fellowship includes 3 levels:

- the fellowship for Research Associates (CQ – *Chercheur qualifié*);
- the fellowship for Senior Research Associates (MR – *Maître de recherches*), a promotion of the CQ fellowship based on merit;
- the fellowship for Research Directors (DR – *Directeur de recherches*), a promotion of the MR fellowship based on merit.

### A.III.1 FELLOWSHIP FOR RESEARCH ASSOCIATES (CQ – CHERCHEUR QUALIFIÉ)<sup>16</sup>

---

#### **Eligibility criteria:**

Applicants to a Research Associate fellowship (CQ – *Chercheur qualifié*) must hold the academic degree of Doctor, obtained after the defence of a thesis, and issued by an academic institution for maximum 10 years by the validation deadline fixed for the academic authorities (rectors) at the latest.

Year extension possibility: an additional year per childbirth or adoption, which occurs after obtaining the doctoral degree (Ph.D.) which gives access to this instrument.

#### **Operational conditions of the fellowship:**

Research Associates benefit from an operating credit during the first 3 years of the fellowship.

#### **Content and evaluation of the proposal:**

The content consists of 4 parts specific to the “Researcher” instruments, including the “international potential/recognition” criteria. Each part is assigned a weight in order to calculate the overall grade of the proposal:

- quality of the applicant (40%): number and quality of publications (journals, citations, etc.), opinion of the promoter and of 3 worldwide renowned referees (creativity, international influence, ability to develop a team, independence, etc.), funded projects, grants, and awards obtained;
- quality of the project (25%): feasibility, methodology, originality, potential impact;
- research environment (10%);
- international potential/recognition (25%): long stays abroad<sup>17</sup>, invitations to international conferences, active collaborations, participation in networks.

---

<sup>15</sup>The number of positions assigned to permanent researchers currently stands at 409, and is divided among the universities of the CFB. These permanent researchers' positions are essential to the development of research. They allow already experienced and brilliant researchers to freely develop their research thematic, without being overwhelmed by significant administrative constraints and pedagogical duties.

A number of these positions are annually freed, due to the retirement and the integration of some researchers into the academic staff in universities, and enables the hiring of new permanent researchers, thus ensuring a renewal of the scientific potential in the CFB. However, the number of vacant positions is limited.

<sup>16</sup>As for Research Associate fellowships, the Scientific Commissions will not suggest the Board of Trustees a ranking but a list of maximum 4 applicants ranked A, who may be nominated during the same year. No recruitment other than among the 4 applicants will be allowed. Thus, the Scientific Commissions make recruitment suggestions and the final selection is made by the Board of Trustees of the FNRS, guided by the opinion of the Scientific Commissions, on the one hand, and by the respective institutional strategies and permanent positions availabilities assigned to the universities, on the other hand.

<sup>17</sup>A long stay abroad is a key element adding value to the application file.

### A.III.2 PROMOTION: SENIOR RESEARCH ASSOCIATE (MR – MAÎTRE DE RECHERCHES)

---

#### **Eligibility criteria:**

In accordance to Article 10 §1 and §2,

Holders of a F.R.S.-FNRS Research Associate fellowship (CQ – *Chercheur qualifié*) may seek promotion to the title of Senior Research Associate (MR – *Maître de recherches*) as from the beginning of the 8<sup>th</sup> academic year following their appointment, provided that they carry out a fundamental activity during those 8 years.

In support of their application for a promotion as Senior Research Associate, Research Associates must enclose a summary report<sup>18</sup> of 12,000 words maximum with their application file on SEMAPHORE. This report shall present the research they have carried out and highlight their originality and innovative nature.

#### **Content and evaluation of the proposal:**

The content provided is used to evaluate the relevance of the promotion requested by the applicant:

- quality of the applicant: number and quality of the publications (journals, citations, etc.), opinion of 3 worldwide renowned referees (creativity, international influence, ability to develop a team, independence, etc.), funded projects, grants, and awards obtained;
- quality of the project: feasibility, methodology, originality, potential impact;
- international potential/recognition: long stays abroad, invitations to international conferences, active collaborations, participation in networks, list of supervised Master dissertations and Ph.D. theses.

### A.III.3 PROMOTION: RESEARCH DIRECTOR (DR - DIRECTEUR DE RECHERCHES)

---

#### **Eligibility criteria:**

Senior Research Associates (MR – *Maître de recherches*) who genuinely assume the function and duties of their position may seek promotion to the title of Research Director (DR – *Directeur de recherches*) as from the beginning of the 4<sup>th</sup> year of the Senior Research Associate fellowship (MR).

#### **Content and evaluation of the proposal:**

The content provided is used to evaluate the relevance of the promotion requested by the applicant:

- quality of the applicant: number and quality of publications (journals, citations, etc.), opinion of 3 worldwide renowned referees (creativity, international influence, ability to develop a team, independence, etc.), funded projects, grants, and awards obtained;
- quality of the project: feasibility, methodology, originality, potential impact;
- international potential/recognition: long stays abroad, invitations to international conferences, active collaborations, participation in networks, list of supervised Master dissertations and Ph.D. theses.

---

<sup>18</sup> The 12,000-word summary report is available for Scientific Commission members only.

## A.IV MOVING IN THE FRENCH-SPEAKING COMMUNITY OF BELGIUM (CFB)

The goal of the funding granted within the framework of the Ulysse Incentive Grant for Mobility in Scientific Research (MISU - Mandat d'Impulsion Scientifique – Mobilité ULYSSE) consists in supporting highly qualified Belgian or foreign researchers, who currently pursue a scientific career abroad, to come and pursue their career in a university of the CFB.

The promoter of the MISU fellowship is remunerated by the host academic institution and receives an annual credit of € 200,000 based on an annual average, which can be allocated to cover personnel, operating or equipment costs. The fellowship is applicable for 2 years, renewable for one year.

### A.IV.1 ULYSSE INCENTIVE GRANT FOR MOBILITY IN SCIENTIFIC RESEARCH (MISU – MANDAT D'IMPULSION SCIENTIFIQUE - MOBILITÉ ULYSSE)

---

#### **Eligibility criteria:**

When submitting their application, applicants must:

- not hold a FNRS fellowship;
- have been living abroad for at least 5 uninterrupted years.

#### **Applicant's profile:**

The applicant must be an active researcher who has an excellent career track record during the past ten years, demonstrating significant research results. The applicant must have the required skills for leading a research team and must enjoy an international scientific recognition.

#### **Criteria taken into account for the evaluation of the proposal:**

- Originality and novelty of the project;
- Possibility to launch a new research unit;
- Scientific autonomy towards any existing research unit or laboratory in the host academic institution;
- Future-oriented theme (development prospects of the field of study);
- 3 recommendations from scientific experts<sup>19</sup> (letters of reference);
- Scientific experience of the applicant.

---

<sup>19</sup> 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 each referee in due course. No information will be communicated to the applicant on the receipt of the letters to ensure confidentiality.

## **APPENDIX 2: THE INSTRUMENTS UNDER CREDITS AND PROJECTS CALL 2018**

## A.I RESEARCH CREDIT (CDR) AND RESEARCH PROJECT (PDR) INSTRUMENTS

### A.I.1 COMMON RULES - ELIGIBLE AND NON ELIGIBLE EXPENSES

---

#### **Support operating costs:**

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

#### **Specific costs:**

Some expenses are capped:

- MRI at € 150/hour
- MEG at € 300/hour

#### **Non-eligible costs:**

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)

### A.I.2 RESEARCH CREDIT (CDR)

---

Research Credit (CDR): 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 subjects and researchers.

The CDR instrument is intended for individual researchers.

#### **Eligibility criteria:**

At the latest by 15<sup>th</sup> November of the year when submitting the application, the promoter-applicant applying for a CDR must be:

- Either a Research Associate, a Senior Research Associate or a Research Director of the FNRS, 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 CFB.

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.

**Duration:**

The CDR is applicable for two years<sup>20</sup>.

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

**Budgetary limits:**

A CDR application enables to apply for funding ranging from € 5,000 to € 30,000 per year maximum, including support operating costs (as detailed in section A.I.1) of maximum € 5,000 per year.

**Nature of the eligible costs:**

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

- Operating
- Support
- Equipment

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

**Content and evaluation of the proposal:**

The content consists of 2 parts relevant to the Credits and Projects instruments:

- quality of the promoter: CV and publications, international recognition, main research achievements;
- quality of the research programme: 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.

---

<sup>20</sup> With the possibility to spread the expenses over a 3-year period.

### A.I.3 RESEARCH PROJECT (PDR) <sup>21</sup>

---

Research Project (PDR): 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.

#### **Eligibility criteria:**

At the latest by 15<sup>th</sup> November of the year when submitting the application the main promoter-applicant of a PDR must be:

- Either a Research Associate, a Senior Research Associate or a Research Director of the 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 (CFB)

The **Cross-university PDR** provides for the participation of one co-promoter-applicant per institution, provided that they are not from the main promoter's institution.

At the latest by 15<sup>th</sup> November of the year when submitting the application any co-promoter-applicant applying **for a Cross-university PDR** must be:

- Either a Research Associate, a Senior Research Associate or a Research Director of the 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 one of the institutions listed in the [Regulations](#).

#### **Duration:**

The PDR instrument includes single and cross-university PDR<sup>22</sup>. The PDR is applicable for 2 years or 4 years.

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

#### **Budgetary limits:**

A PDR application enables to request funding ranging from:

- € 30,000- to € 80,000-, **on an annual average**, for Single-university PDR,
- € 30,000- to € 115,000-, **on an annual average**, for Cross-university PDR.

#### **Nature of the eligible costs**

As part of the PDR the allocated fund can cover four types of expenses:

- Personnel
- Operating
- Support operating
- Equipment

---

<sup>21</sup> Following the conclusion of a "Lead Agency Procedure (LAP)" collaboration agreement with the [National Research Fund of Luxembourg \(FNR\)](#), 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 2018, with research institutions established within Luxembourg and eligible for the FNR Luxembourg. Luxembourg partners must comply with the [INTER programme](#) guidelines from the FNR.

<sup>22</sup> The Cross-university PDR provides for the participation of one co-promoter per institution, provided that they are not from the main promoter's institution.

Personnel costs (non mandatory) amount to:

- 1 full-time equivalent (FTE) **maximum**, on an annual average for the duration of the project and for a Single-university PDR,
- 2 full-time equivalent (FTE) **maximum**, on an annual average for the duration of the project and for a Cross-university PDR.

**Concerning Single-university PDR (€ 80,000 – maximum limit on an annual average):**

- Personnel costs are limited to € 50,000- maximum, **on an annual average** for the duration of the project (to be justified in the application file), and,
- Operating, Support operating and Equipment costs are limited to € 30,000 - **on an annual average** for the duration of the project. This limit can be extended up to € 60,000 - maximum **on an annual average** for the duration of the project in case there is no request for Personnel in the PDR.

**Concerning Cross-university PDR (€ 115,000 – maximum limit on an annual average):**

- Personnel costs are limited to € 100,000- maximum, **on an annual average** for the duration of the project (to be justified in the application file), and,
- Operating, Support operating and Equipment costs are limited to € 15,000 - **on an annual average** for the duration of the project. This limit can be extended up to € 60,000 - maximum **on an annual average** for the duration of the project in case Personnel costs are minimised. (Requirement: the maximum limit of € 115,000 on an annual average for the duration of the project must be adhered).

Support operating costs (as detailed in section A.I.1) included in the operating cost budgetary limitation is limited to a maximum cost:

- € 5,000 - **on an annual average** for the duration of the project, and per institution involved in the application.

**Categories of personnel<sup>23</sup>:**

Categories	Activity	
	Part time	Full time
Doctoral Researcher - grant scheme	n/a	x
Doctoral / Non-doctoral Researcher- salary scheme	x	x
Postdoctoral Researcher- salary scheme	x	x
Technician-salary scheme (capped)	x	x
Short-term Postdoctoral Researcher-grant scheme (capped)	n/a	x
Veterinary MD. Ph.D. Specialist - salary scheme (capped)	x	n/a

n/a = not applicable

<sup>23</sup> For all categories (Doctoral Researcher, Technician, Short-term Postdoctoral Researcher), the promoter shall contact the relevant service of her/his university to obtain an estimate of the total personnel costs involved based on the seniority scale.

**Amounts cannot be changed after application submission.**

Technician and Short-term Postdoctoral Researcher categories limited to an annual amount, calculated in proportion to the worked days. Limitations in force for the first year of funding are detailed in the Credits and Projects Call mini-guide.

Promoters are allowed to recruit personnel **for minimum one month** and the duration may not exceed the maximal duration of the funding agreement.

The identity of the personnel is not required when submitting a PDR application; however, the personnel category must be specified (see above table). Curricula vitae are not provided to the members of the Scientific Commissions.

**Content and evaluation of the proposal:**

The content consists of 2 parts relevant to the Credits and Projects instruments:

- quality of the promoter(s): CV and publications, international recognition, main research achievements ;
- quality of the research programme: 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.

## A.II EQUIPMENT INSTRUMENT (EQP)

Equipment (EQP): funding instrument for single or cross-university research programmes, supported by a main promoter-applicant and including only equipment costs. Application for this instrument can be built around a specific project or general research themes of a group.

### **Eligibility criteria:**

The EQP instrument includes **single and cross-university EQP**, and provides for the participation of co-promoters.

At the latest by 15<sup>th</sup> November of the year when submitting the application main promoter and co-promoter-applicants applying for a **Single or a Cross-university EQP** must be:

- Either a Research Associate, a Senior Research Associate or a Research Director of the 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 CFB.

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

### **Duration:**

The EQP is applicable for two years.

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

### **Budgetary limits:**

An EQP application enables to apply for funding for the purchase of equipment or an experimental device, whose VAT-included cost is over € 30,000 and is equal to or lower than € 200,000.

Any equipment whose VAT-included cost is over € 200,000 must be requested under the Large Equipment Call.

### **Nature of the eligible costs:**

Only equipment costs and upgrades are eligible.

### **Content and evaluation of the proposal:**

The content consists of 2 parts relevant to the Credits and Projects instruments:

- quality of the promoter(s): CV and publications, international recognition, main research achievements;
- quality of the research programme: 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.

## A.III INCENTIVE GRANT FOR SCIENTIFIC RESEARCH INSTRUMENT (MIS)

Incentive Grant for Scientific Research (MIS): funding instrument which consists in supporting young permanent researchers who seek to develop a scientific unit focusing on a future-oriented area within their university.

The research programme should be characterised by its originality and its innovativeness as well as by its scientific autonomy from the works of the laboratory where the applicant is involved. This programme should eventually enable the researcher to acquire her/his independence in a "flagship" laboratory.

### **Eligibility criteria:**

At the latest by 15<sup>th</sup> November of the year when submitting the application, the promoter-applicant to a MIS must be:

- Either a Research Associate, a Senior Research Associate or a Research Director of the FNRS and assuming the function and duties of such position, Senior assistant (Premier assistant) or Head of Works employed on a full-time basis and with a permanent contract in a university of the CFB.
- Or a member of the academic personnel<sup>24</sup> from a university of the CFB and employed on a full-time basis and with a permanent contract.

The promoter-applicant to a MIS must have obtained a Ph.D. after the defence of a thesis and delivered by a university for maximum 12 years. This period of time shall expire on the validation deadline fixed for the academic authorities (rectors) to validate applications, at the latest.

Year extension possibility: an additional year per childbirth and/or adoption occurring after obtaining the academic degree or diploma considered when deciding to award the position.

### **Duration:**

The MIS is applicable for 2 years.

However, a third year will be accepted automatically and with no interruption with the MIS granted if the promoter of a MIS has applied for an ERC Grant and has been interviewed by the jury in the meantime, but has not been granted the ERC Grant further to the second-step evaluation.

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

### **Budgetary limits:**

An MIS application enables to apply for funding of a maximum of € 150,000, on an annual average.

### **Nature of the eligible costs:**

As part of the MIS the allocated fund can cover three types of expense:

- Personnel
- Operating
- Equipment

---

<sup>24</sup>This includes academic staff members on probation (holding a position equivalent to a permanent appointment).

Categories of personnel<sup>25</sup>:

Categories	Activity	
	Part time	Full time
Doctoral Researcher – grant scheme	n/a	x
Postdoctoral Researcher <sup>26</sup> – salary scheme	x	x
Technician – salary scheme (capped)	x	x
Short-term Postdoctoral Researcher – grant scheme (capped)	n/a	x

n/a = not applicable

The promoter of a MIS is allowed to recruit personnel **for minimum one month** and the duration may not exceed the maximal duration of the funding agreement.

The identity of the personnel is not required when submitting an application; however, the category of the personnel must be specified (see above table). Curricula vitae are not provided to the members of the Scientific Commissions.

### Content and evaluation of the proposal:

The content consists of 2 parts relevant to the Credits and Projects instruments:

- quality of the promoter: CV and publications, international recognition, main research achievements;
- quality of the research programme: feasibility, methodology and relevance, originality, collaborations.

In addition to the criteria mentioned above, the following criteria will also be taken into account as part of the MIS:

- Originality and novelty of the project;
- Possibility to launch a new research unit;
- Scientific autonomy towards any existing research unit or laboratory;
- Future-oriented theme (development prospects of the field of study);
- 3 recommendations from foreign experts<sup>27</sup>.

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.

<sup>25</sup> For all categories (Doctoral Researcher, Technician, Short-term Postdoctoral Researcher), the promoter shall contact the relevant service of her/his university to obtain an estimate of the total personnel costs involved based on the scientific seniority.

**Amounts cannot be changed after application submission.**

Technician and Short-term Postdoctoral Researcher categories limited to an annual amount, calculated in proportion to the worked days. Limitations in force for the first year of funding are detailed in the Credits and Projects Call mini-guide.

<sup>26</sup> As the FNRS is the employer of the Postdoctoral researcher, the promoter shall take into account the annual cost provided in the Credits and Projects Call mini-guide.

<sup>27</sup> 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 each referee in due course. No information will be communicated to the applicant on the receipt of the letters to ensure confidentiality.

## **APPENDIX 3: LARGE EQUIPMENT INSTRUMENT UNDER CALL 2018**

## A.I LARGE EQUIPMENT INSTRUMENT (GEQ)

A Large Equipment (GEQ) application enables main promoters to apply for funding for the purchase of equipment or an experimental device, as part of single or cross-university research programmes.

The budget requested shall be over €200,000 -, and equal to or lower than €500,000 -. In case where additional funding is needed, the budget requested must represent at least 60% of the remaining equipment cost to be covered.

The F.R.S.-FNRS will cover from 60% to 100% of the budget requested for the equipment in accordance with the decision of the Board of Trustees and within the limits of its budget.

One or a couple of tenders (catalogue, price list, offers from eventual suppliers...) shall accompany the budget request.

The technical and dedicated facilities strictly necessary for the installation of the equipment are not included in the cost thereof, nor can be considered as a co-financing contribution from the university of the promoter.

### **Eligibility criteria:**

By the validation deadline fixed for the academic authorities (rectors), the main promoter-applicant of a GEQ 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.

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

All co-promoter applicants shall meet the same eligibility criteria than the main promoter.

### **Duration:**

The GEQ is applicable for 2 years.

The starting date of the GEQ 2018 is set for 1<sup>st</sup> October 2018 and the ending date for 30<sup>th</sup> September 2020.

### **Criteria taken into account for the evaluation of the proposal:**

- quality of the promoter and the potential equipment users: CV and publications, international recognition, main research achievements;
- quality of the research programme: feasibility, methodology and relevance, originality, collaboration;

- requested equipment features: choice in terms of technicality and performance, the need, potential double use, usage (utilisation rate), capability and capacity (expertise, infrastructure), correspondence between the tender and the requested equipment.

## **APPENDIX 4: FIELDS COVERED BY THE SCIENTIFIC COMMISSIONS**

# Domaines couverts par les Commissions scientifiques

## Fields covered by the Scientific Commissions

Commissions scientifiques décidés par le Conseil d'administration du 04.10.2011  
Scientific Commissions decided by the Board of Trustees on 04.10.2011

SCIENCES HUMAINES ET SOCIALES HUMAN AND SOCIAL SCIENCES	
<b>SHS-1</b>	Sciences Humaines et sociales –1 - Human and Social Sciences – 1
	sociology, social anthropology, political science, communication (based on ERC-SH2) sociologie, socio-anthropologie, science politique, communication (basé sur ERC-SH2)
	environmental studies, demography, social geography, urban and regional studies (based on ERC-SH3) études environnementales, démographie, géographie sociale, études urbaines et régionales (basé sur ERC-SH3)
<b>SHS-2</b>	Sciences Humaines et sociales – 2 Human and Social Sciences – 2
	cognition, psychology, education (based on ERC-SH4) cognition, psychologie, sciences de l'éducation (basé sur ERC-SH4)
<b>SHS-3</b>	Sciences Humaines et sociales – 3 Human and Social Sciences – 3
	literature, linguistics, philosophy, visual and performing arts (based on ERC-SH4 and ERC-SH5) littérature, langues et linguistique, philosophie, arts visuels, arts de la scène (basé sur ERC-SH4 et ERC-SH5)
<b>SHS-4</b>	Sciences Humaines et sociales – 4 Human and Social Sciences – 4
	archaeology, history (based on ERC-SH6) archéologie, histoire (basé sur ERC-SH6)
<b>SHS-5</b>	Sciences Humaines et sociales – 5 Human and Social Sciences – 5
	economics, finance and management; law; environmental studies, demography, social geography, urban and regional studies (based on ERC-SH1, ERC-SH2 and ERC-SH3) économie, finance et gestion; droit; études environnementales, démographie, géographie sociale, études urbaines et régionales (basé sur ERC-SH1, ERC-SH2 et ERC-SH3)
	transdisciplinary research aiming at addressing a problem related to society cohesion and evolution (in any aspect: economical, societal, philosophical, historical, ...) recherche transdisciplinaire dont l'objectif est de s'attaquer à un problème en rapport avec la cohésion et l'évolution de la société (aspects économiques, sociétaux, philosophiques, historiques, ...)

SCIENCES EXACTES ET NATURELLES EXACT AND NATURAL SCIENCES	
<b>SEN-1</b>	Sciences Exactes et Naturelles – 1 Exact and Natural Sciences – 1
	structure, electronic properties, fluids, nanosciences (based on ERC-PE3) structure, propriétés électroniques, fluides, nanosciences (basé sur ERC-PE3)
	analytical chemistry, chemical theory, physical chemistry/chemical physics (based on ERCPE4) chimie analytique, chimie théorique, physico-chimie/chimie physique (basé sur ERC-PE4)
	materials synthesis, structure-properties relations, functional and advanced materials, molecular architecture, organic chemistry (based on ERC-PE5) synthèse des matériaux, relations structure-propriétés, matériaux fonctionnels et avancés, architecture moléculaire, chimie organique (basé sur ERC-PE5)
<b>SEN-2</b>	Sciences Exactes et Naturelles – 2 Exact and Natural Sciences – 2
	all areas of mathematics, pure and applied, plus mathematical foundations of computer science, mathematical physics and statistics (based on ERC-PE1) tous les domaines des mathématiques, pures et appliquées, plus les fondements mathématiques des sciences informatiques, la physique mathématique et les statistiques (basé sur ERC-PE1)
	particle, nuclear, plasma, atomic, molecular, gas, and optical physics (based on ERC-PE2) physique des particules, nucléaire, des plasmas, atomique, moléculaire, des gaz, optique (basé sur ERC-PE2)
	solar system; stellar, galactic and extragalactic astronomy, planetary systems, cosmology; space science, instrumentation (based on ERC-PE9) astro-physique/chimie/biologie; système solaire, astronomie stellaire, galactique et extragalactique; systèmes planétaires, cosmologie; sciences de l'espace, instrumentation (basé sur ERC-PE9)
	<b>SEN-3</b>
informatics and information systems, computer science, scientific computing, intelligent systems (based on ERC-PE6) systèmes informatiques et d'information, informatique, calcul scientifique, systèmes intelligents (basé sur ERC-PE6)	
electronic, communication, optical and systems engineering (based on ERC-PE7) électronique, communication et ingénierie des systèmes (basé sur ERC-PE7)	
product design, process design and control, construction methods, civil engineering, energy systems, material engineering (based on ERC-PE8) conception de produits, conception et contrôle des procédés, méthodes de construction, génie civil, systèmes énergétiques, ingénierie des matériaux (basé sur ERC-PE8)	
<b>SEN-4</b>	Sciences Exactes et Naturelles – 4 Exact and Natural Sciences – 4
	physical geography, geology, geophysics, meteorology, oceanography, climatology, ecology, global environmental change, biogeochemical cycles, natural resources management (based on ERC-PE10) géographie physique, géologie, géophysique, météorologie, océanographie, climatologie, écologie, changements environnementaux à l'échelle planétaire, cycles biogéochimiques, gestion des ressources naturelles (basé sur ERC-PE10)
	evolution, ecology, animal behaviour, population biology, biodiversity, biogeography, marine biology, eco-toxicology, prokaryotic biology (based on ERC-LS8) évolution, écologie, comportement animal, biologie des populations, biodiversité, biogéographie, biologie marine, écotoxicologie, biologie des procaryotes (basé sur ERCLS8)
	agricultural, animal, fishery, forestry and food sciences; biotechnology, chemical biology, genetic engineering, synthetic biology, industrial biosciences; environmental biotechnology and remediation (based on ERC-LS9) sciences de l'agriculture, des animaux, de la pêche, de la sylviculture et des aliments; biotechnologie, biologie chimique, génie génétique, biologie synthétique, biosciences industrielles, biotechnologie environnementale et remédiation (basé sur ERC-LS9)

SCIENCES DE LA VIE ET DE LA SANTE LIFE AND HEALTH SCIENCES	
<b>SVS-1</b>	Sciences de la Vie et de la Santé – 1 Life and Health Sciences – 1
	molecular biology, biochemistry, biophysics, structural biology, biochemistry of signal transduction (based on ERC-LS1) biologie moléculaire, biochimie, biophysique, biologie structurale, biochimie de la transduction du signal (basé sur ERC-LS1)
	genetics, population genetics, molecular genetics, genomics, transcriptomics, proteomics, metabolomics, bioinformatics, computational biology, biostatistics, biological modelling and simulation, systems biology, genetic epidemiology (based on ERC-LS2) génétique, génétique des populations, génétique moléculaire, génomique, transcriptomique, protéomique, métabolomique, bioinformatique, biologie numérique, biostatistique, simulation et modélisation biologiques, systèmes biologiques, épidémiologie génétique (basé sur ERC-LS2)
	cell biology, cell physiology, signal transduction, organogenesis, developmental genetics, pattern formation in plants and animals (based on ERC-LS3) biologie cellulaire, physiologie cellulaire, transduction du signal, organogenèse, génétique du développement, plan d'organisation chez les plantes et les animaux (basé sur ERC-LS3)
<b>SVS-2</b>	Sciences de la Vie et de la Santé – 2 Life and Health Sciences – 2
	organ physiology, pathophysiology, endocrinology, metabolism, ageing, regeneration, tumorigenesis, cardiovascular disease, metabolic syndrome (based on ERC-LS4) physiologie des organes, physiopathologie, endocrinologie, métabolisme, vieillissement, régénération, tumorigénèse, maladies cardio-vasculaires, syndrome métabolique (basé sur ERC-LS4)
	immunobiology, aetiology of immune disorders, microbiology, virology, parasitology, global and other infectious diseases, population dynamics of infectious diseases, veterinary medicine (based on ERC-LS6) immunobiologie, étiologie des troubles immunitaires, microbiologie, virologie, parasitologie, maladies infectieuses à l'échelle de la planète et autres, dynamique de population des maladies infectieuses, médecine vétérinaire (basé sur ERC-LS6)
<b>SVS-3</b>	Sciences de la Vie et de la Santé – 3 Life and Health Sciences – 3
	neurobiology, neuroanatomy, neurophysiology, neurochemistry, neuropharmacology, neuroimaging, systems neuroscience, neurological disorders, psychiatry (based on ERC-LS5) neurobiologie, neuroanatomie, neurophysiologie, neurochimie, neuropharmacologie, imagerie cérébrale, neurosciences des systèmes, troubles neurologiques, psychiatrie (basé sur ERC-LS5)
<b>SVS-4</b>	Sciences de la Vie et de la Santé – 4 Life and Health Sciences – 4
	aetiology, diagnosis and treatment of disease, public health, epidemiology, pharmacy, pharmacology, clinical medicine, regenerative medicine, medical ethics (based on ERC-LS7) étiologie, diagnostic et traitement des maladies, santé publique, épidémiologie, pharmacie, pharmacologie, médecine clinique, médecine régénératrice, éthique médicale (basé sur ERC-LS7)

RECHERCHE STRATEGIQUE STRATEGIC RESEARCH	
<b>Foresight</b>	Développement durable sustainable development
	Tout projet de recherche dont l'objectif est de s'attaquer à un problème en rapport avec le développement durable (aspects sciences de la nature, sciences appliquées, sciences humaines et sociales) - Exemples de thèmes Any research project aiming at addressing a problem related to sustainable development (in any aspect: natural sciences, applied sciences, social sciences and humanities) - Exemples of themes