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**SPECIAL RESEARCH FUND**

**APPLICATION in the framework of THE BILATERAL COOPERATION**

**CALL OCTOBER 2022**

|  |  |
| --- | --- |
| **Name applicant** |  |
| **UHasselt promoter** |  |
| **Home institution** |  |
| **Promoter home institution** |  |
| **Indicative title of the doctoral research**  *(This text is intended for the university administration. This text will be used for communication purposes on internal and external websites. We suggest* ***not to include any confidential information****)* | In English:  In Dutch: |
|  | |
| **N° of annexes:** | ***☐*** CV promoter of the home institution**\***  ***☐*** copy of the diploma and study results (candidate)**\***  ***☐*** proof of appointment/position at home institution**\***  ***☐*** motivation letter applicant (1 page max)\* |
|  | |
| **Joint PhD:** | ***☐*** Yes (add a proof of your home institution’s administration that a   double PhD degree can be delivered) \*  ***☐*** No |
| **By submitting this application form I declare that I have completed this form in all conscience and that I will take the necessary actions should any changes, related to the project (including ethical issues) occur. In that case I will inform the Research Council through** [**bof@uhasselt.be**](mailto:bof@uhasselt.be) **of these changes and the actions taken.** | |
| **Signature candidate** | *(date)* |
| **Signature promoter UHasselt** | *(date)* |
|  | |

*\*Required annex: without this annex, the application will be declared inadmissible*

This application document shall be filled out in English

**Deadline: 3 October 2022, 17h00**

**Mail to:** [**BOF@uhasselt.be**](mailto:BOF@uhasselt.be)

*Only upon reception of a confirmation e-mail, your application has been successfully submitted.*

**Part I – The doctoral research**

**TO BE COMPLETED BY: Applicant / Promoter UHasselt**

**1. Indicative title of the doctoral research**

*This text is intended for the university administration. This text will be used for communication purposes on internal and external websites. We suggest* ***not to include any confidential information.***

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**2. Research group /Research Institute in which the candidate will prepare the doctoral thesis.**

|  |  |
| --- | --- |
| **Faculty**: |  |
| **Capacity group** (vakgroep): |  |
| **Research group**: |  |
| **Research institute**: |  |

**3. The doctoral research**

Outline the proposed doctoral research (problem statement, objectives & methodology) and, as far as possible, indicate the work plan and time schedule. – max. 3 pages (Verdana, size 9).

**4. Time schedule**

Indicate the periods of your stay at Hasselt University:

* The Bilateral programme provides funding for up to 12 months: 9 months standard refundable on the bilateral programme, 12 months can exceptionally be granted when sufficiently justified.
* Preferably 1 stay/year. Exceptionally 2 stays per calendar year are possible when duly motivated.
* Each stay has a max. duration of 90 days. There needs to be a period of at least 3 months in between stays.
* Over the total duration of the PhD, you’re expected to spend at least 6 months in Belgium. Your actual required physical presence in Belgium can be altered in case of exceptional circumstances.

Please check housing availability with Mrs Stefanie Commeene ([stefanie.commeene@uhasselt.be](mailto:stefanie.commeene@uhasselt.be)), staff member Internationalization.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Jan | Febr | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
| 2023 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2024 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2025 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2026 |  |  |  |  |  |  |  |  |  |  |  |  |

After approval of the BILA-application, please inform the head of the administration of your faculty about the exact dates of each stay one month before the stay!

**5. Indicate the relevance of the proposal for the research policy of the UHasselt promoter’s research group and the added value in relation to the collaboration between Hasselt University and the home institution of the candidate.**

## 6. Scope of the bilateral cooperation:

## *Please indicate one option*

|  |  |
| --- | --- |
| ***☐*** | science sharing with developing countries |
| ***☐*** | project that strengthens the link with important international networks / aims at extending the research group's international network |

**7. If you have already published scholarly/scientific articles, please list them here with complete bibliographical information.**

**8. Other elements of added value that are complementary to your CV can be listed here.**

## 9. Possible ethical implications relating to the proposed research:

In the table below questions are listed on the ethical aspects of your research proposal. If you mark a ‘yes’ for the question, it follows that

* **For the questions marked with \*:** the applicant is legally or on the basis of institutional regulations obliged to ask for an ethical advice at the competent ethics committee of the host institution; please do take into account that even when there is no obligation with regard to the research itself, for the publication of the results a positive advise still can prove to be necessary.

If you have answered questions with a \* positively, you must submit your proposal to the ethics committee **as soon as your application has been approved for funding**. Your research project can only start when this clearance has been formally given. Only if the advice relates to a work package that is planned for a later stage of the research project, it may be submitted just before the start of that part of the research. Please keep in mind that the advisory procedure can take some time and that therefore you should submit your proposal to the ethics committee well in time.

* **For the questions that are not marked:** the applicant and the evaluation panel are invited to reflect on the issue and take, if necessary, the necessary precautionary measures.

|  |  |
| --- | --- |
| I confirm that **none of the issues below apply** to the proposal. | ☐True ☐ False |
| I hereby **confirm having taken note that an ethical clearance is needed** for the start of my project. **I will** thus **ensure submission of my proposal to the research ethics committee at both universities**. | ☐ True ☐ False |
|  |  |
| Please specify which ethics committee(s) deal(s)/will deal with your application: ……………………………..  In case you will submit your proposal to the committee only before the start of work package(s) (WP) that are concerned:  Number/description of WP(s) Starting date of WP(s)  ………………………………………………….. ………………………………. |  |

1. **Human Embryos/Foetuses**

*Ethics advice related to these questions should always be requested before the start of the research project as a whole and also require an examination by the federal commission for embryos*

|  |  |
| --- | --- |
| Does your research involve Human Embryonic Stem Cells (hESCs)?\*  Will the hESCs be directly derived from embryos within this project?  Are the hESCs previously established cell lines? | ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No |
| Does your research involve the use of human embryos?\* | ☐ Yes ☐ No |
| Does your research involve the use of human foetal tissues / cells?\* | ☐ Yes ☐ No |
| 1. **Humans** |  |
| Does your research involve human participants? \*  Are they volunteers for social or human sciences research?  Are they persons unable to give informed consent?  Are they vulnerable individuals or groups?  Are they children/minors?  Are they patients?  Are they healthy volunteers for medical studies? | ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No |
| Does your research involve physical interventions on human study participants?\*  Does it involve invasive techniques?  Does it involve collection of biological samples? | ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No |
| 1. **Human Cells/Tissues** |  |
| Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section1)?\*  Are they obtained from commercial sources?  Do they originate from another laboratory/institution/biobank?  Were they produced or collected by you from previous research activities?  Are they produced or collected by you as part of this project? | ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No |
| 1. **Personal Data** |  |
| Does your research involve personal data collection and/or processing?(1) \*  Does it involve the collection and/or processing of sensitive personal data (e.g.: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?  Does it involve collecting/processing of genetic information/data?  Does it involve tracking or observation of participants? | ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No |
| Does your research involve further processing of previously collected personal data (secondary use)?\* | ☐ Yes ☐ No |
| 1. **Animals** |  |
| Does your research involve research procedures to live non-human vertebrate animals (incl. independently feeding larval forms, foetal forms of mammals in the last trimester of their normal development and cephalopods, and also forms in earlier stages if the experiments have consequences in later stages)?\*  Are they vertebrates or live cephalopods?  Are they non-human primates? (²)  Are they genetically modified animals?  Are they cloned farm animals?  Are they endangered species? | ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No |
| 1. **International collaboration** |  |
| Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?\* | ☐ Yes ☐ No |
| Do you plan to import/export any material from/to other countries?  Name of country/ies: ……………………………………………………………. | ☐ Yes ☐ No |
| If your research involves low and/or lower middle income countries, are benefits- sharing measures foreseen? | ☐ Yes ☐ No |
| Could the situation in the country put the individuals taking part in the research at risk? | ☐ Yes ☐ No |
| 1. **Environment & Health and Safety** |  |
| Does your research involve the use of elements that may cause harm to the environment, to animals or plants? | ☐ Yes ☐ No |
| Does your research deal with endangered fauna and/or flora and/or protected areas? | ☐ Yes ☐ No |
| Does your research involve the use of elements that may cause harm to humans, including research staff? | ☐ Yes ☐ No |
| 1. **Dual Use** |  |
| Does your research have the potential for military applications? | ☐ Yes ☐ No |
| 1. **Misuse** |  |
| Does your research have the potential for malevolent/criminal/terrorist abuse? | ☐ Yes ☐ No |

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| 1. **Other Ethics Issues** |  |
| Are there any **other ethics issues** that should be taken into consideration? | ☐ Yes ☐ No |
| ***Please specify: ……………………………………………..*** |  |

(¹) For these issues the Belgian commission on privacy protection (Commissie voor de bescherming van de

persoonlijke levenssfeer) has to be consulted. You cannot consult the commission directly, but always first

contact the research coordination of your university.

(²) In this case you already have to submit your proposal to the ethics committee in the application phase.

**10. Datamanagement Plan**

1. Describe the datatypes (surveys, sequences, manuscripts, objects, ...) the research will collect and/or generate and /or (re)use.

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| --- |
|  |

2. Specify in which way the following provisions are in place in order to preserve the data during and at least 5 years after the end of the research.

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| --- |
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3. What's the reason why you wish to deviate from the principle of preservation of data and of the minimum preservation term of 5 years?

|  |
| --- |
|  |

4. Are there issues concerning research data indicated in the ethics questionnaire of this application form? If yes, which specific security measures those data require?

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5. Which other issues related to the data management are relevant to mention?

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**11. Discipline codes**

Please mention the “Main Research fields” that matches best to the subject of your research proposal (sublevel 4) (min. 1, max. 5 fields). You can find the list [here](https://researchportal.be/sites/default/files/block-attachments/2019-04/20190213%20pdf_VODL_V2018.pdf).

|  |  |
| --- | --- |
| **Discipline code (sublevel 4, i.e. 8 digits)** | **Main research Field** |
|  |  |
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**Part II - Abstracts**

Please provide a brief, simplified abstract of your project in Dutch (min 250 – max 1.500 characters). This text is intended for the university administration. This text will be used for communication purposes on internal and external websites. We suggest not to include any confidential information.

Please provide a brief, simplified abstract of your project in English (min 250 – max 1.500 characters). This text is intended for the university administration. This text will be used for communication purposes on internal and external websites. We suggest not to include any confidential information.

**Part III – Administrative Data**

**TO BE COMPLETED BY: Applicant**

**1. PhD student personal data**

|  |  |
| --- | --- |
| Official first name: |  |
| Official surname: |  |
| Official other names (if applicable): |  |
| Gender: |  |
| Nationality: |  |
| Email address: |  |
| Telephone/cell phone number |  |
| ORCID[[1]](#footnote-1) |  |
| Home institution/collaborating university: |  |
| Appointment / position at home institution\*: |  |
| Master degree or highest Degree\*\*: |  |

*\* please add proof of appointment / position at home institution (e.g. copy of contract, copy of scholarship agreement, …)*

*\*\* please add a copy of your diploma and study results*

**2. (if applicable) Professional background**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Employer*** | ***Percentage***  ***appointment*** | ***Position*** | ***Period*** |
|  |  |  |  |
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**TO BE COMPLETED BY: Promoter UHasselt**

**3. Hasselt University**

|  |  |
| --- | --- |
| **PROMOTER HASSELT UNIVERSITY** | |
| First name |  |
| Surname |  |
| Gender |  |
| Faculty |  |
| Research group/institute |  |
| Position |  |
| ORCID |  |

**TO BE COMPLETED BY: Promoter UHasselt/applicant**

**4. Home institution / Collaborating University**

|  |  |
| --- | --- |
| **NAME HOME INSTITUTION / COLLABORATING UNIVERSITY:** |  |
| **Legally represented by (Rector/President university)** | |
| First name: |  |
| Surname: |  |
| Gender: |  |
| Position: |  |

|  |  |
| --- | --- |
| **PROMOTER HOME INSTITUTION / COLLABORATING UNIVERSITY\*** | |
| Title (Prof., Prof. Dr, …) |  |
| First name: |  |
| Surname: |  |
| Gender: |  |
| Faculty: |  |
| Research group/institute: |  |
| Position: |  |
| ORCID: |  |

**\* In case a joint PhD is not possible with the collaborating university, please fill the**

**contact details of the co-promoter.**

|  |  |
| --- | --- |
| **ADMINISTRATIVE CONTACT PERSON HOME INSTITUTION / COLLABORATING UNIVERSITY**  **(responsible for joint PhD’s) – only in case of a joint PhD** | |
| First name: |  |
| Surname: |  |
| Gender: |  |
| Function: |  |
| E-mail address: |  |

**TO BE COMPLETED BY: UHasselt Promoter**

**5. Discipline of PhD degree**

|  |  |
| --- | --- |
| **AT HASSELT UNIVERSITY** | |
| First registration as PhD student (if applicable) | (insert date) |
| Permission for doctorate in …  (e.g. Sciences: Chemistry) | Faculty of Medicine & life sciences:   Medical sciences   Biomedical science  Faculty of Rehabilitation Sciences   Rehabilitation sciences and physiotherapy   Rehabilitation sciences   Occupational therapy  Faculty of Sciences:   Sciences   Sciences: Mathematics   Sciences: Physics   Sciences: Chemistry   Sciences: Biology   Sciences: Information technology   Sciences: Statistics  Faculty of Business economics:   Business Economics    School for Transportation sciences:   Transportation sciences  Faculty of Law:   Law  Faculty of Architecture and arts:   Architecture   Audiovisual and visual arts  Faculty of Engineering technology:   Engineering technology  School for Educational Studies   Educational Sciences   Tourism (indicate in which Faculty: ……………………………………………………………) |
| **AT HOME INSTITUTION / COLLABORATING UNIVERSITY – in case of joint PhD** | |
| Permission for doctorate in …  (e.g. Sciences: Chemistry) |  |
| Date of approval (doctoral file by faculty board) |  |

1. ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. Make your own ORCID on: <https://orcid.org/> [↑](#footnote-ref-1)