

**Special research Fund 2023**

**call for doctoraL grants**

**in the framework of Doctoral** **SCHOLARSHIP PROGRAMME**

**APPLICATION FORM FOR CANDIDATES**

**WITHOUT fWO Phd fellowship APPLICATION**

|  |  |
| --- | --- |
| **Name applicant** |  |
| **Indicative title of the research project**  *This text will be used for administrative purposes only. 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: |
| **Requested BOF funding** | UHasselt PhD with 2 x 2 years BOF funding requested  Joint PhD with 2 years BOF funding requested + 2 years of funding provided by a non-UHasselt promotor  Joint PhD with 2 years BOF funding requested + 1 year of funding provided by a non-UHasselt promotor + 1 year of funding provided by internal means of the Research group/faculty |
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| **Obligatory annexes:** | CV’s of non-UHasselt (co-)promoter**\***  copy of the candidate’s diploma and study results **\*** |
| **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 of these changes and the actions taken.** | |
|  | |
| **Signature candidate** | *(date)* |
| **Signature promoter** | *(date)* |
|  | |

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

This application document shall be filled out in English.

**Deadline: 1st of March 2023 17h00**

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

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

**Part I - Data of the applicant**

**1. Personal data**

|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **First name** | |  |
| **Gender** | |  |
| **Nationality** | |  |
| **E-mail** | |  |
| **Telephone/mobile phone number** | |  |

## 2. Promoter(s) (cfr. Doctoral Regulations)

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| --- | --- | --- |
|  | **Promoter** | **2nd Promoter (non-UHasselt) in case of joint degree**  (cfr. Doctoral Regulations)\* |
| **Name** |  |  |
| **First name** |  |  |
| **Research group** |  |  |
| **Research Institute** |  |  |
| **Institution(s) of appointment** *Only in case of non-UHasselt promoter (joint degree)* |  |  |

*\*Obligatory annex: without this annex, the application will be declared inadmissible – please provide CV of the non-UHasselt promoter*

**3.** **Co-promoter(s) – max. 2** (If applicable)

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|  | **Co-promoter 1** | **Co-promoter 2 (non-UHasselt)\*** |
| **Name** |  |  |
| **First name** |  |  |
| **Postdoc/ZAP/other** |  |  |
| **Research group/institute** |  |  |
| **Institution(s) of appointment** *Only in case of non-UHasselt promoter (joint degree)* |  |  |

*\*Obligatory annex: without this annex, the application will be declared inadmissible – please provide CV of the non-UHasselt co-promoter*

**4. Educational background**

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| **Year of graduation secondary education** | |  | | |
| **Higher education\*** | **Name programme** | **Institute of Higher Education/University** | **Score / degree** | **Date** |
| Bachelor |  |  |  |  |
| Master |  |  |  |  |
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*\*Obligatory annex: without this annex, the application will be declared inadmissible – please provide copy of the diploma and study results per year*

**Please indicate in the table below your place in the ranking within your year of graduation for bachelor and master** (please contact your university for this information)

|  |  |  |
| --- | --- | --- |
|  | **Name programme** | **Percentile or  place in rank** |
| **Bachelor** |  |  |
| **Master** |  |  |

**If you think it’s necessary to give additional feedback on your study results and/or ranking, please provide a brief explanation.**

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**5. Master Thesis**

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| **Supervisor** |  |
| **Title** |  |
| **Year** |  |
| **University / institute of higher education** |  |
| **Brief thesis description** |  |

**6. Professional background** (If applicable)

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| --- | --- | --- | --- |
| **Employer** | **Percentage**  **appointment** | **Position** | **Period** |
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**7. If you have already received any grants not mentioned under 6, since the completion of your studies, please list them here (including any current position, stating whether this position is renewable and whether you have applied for a renewal).**

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**8.** [**Discipline**](https://www.uhasselt.be/doctoraldisciplines) **in which the candidate intends to obtain the PhD degree:**

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| ***School for Educational Sciences*** |
| onderwijskunde / educational sciences |
| ***Geneeskunde en Levenswetenschappen / Medicine and Life Sciences*** |
| medische wetenschappen / medical sciences |
| biomedische wetenschappen / biomedical science |
| **Revalidatieswetenschapen / Rehabiltation sciences** |
| revalidatiewetenschappen en kinesitherapie / rehabilitation sciences and physiotherapy |
| revalidatiewetenschappen / rehabilitation sciences |
| ergotherapeutische wetenschappen / occupational therapy |
| ***Wetenschappen / Sciences*** |
| wetenschappen / sciences |
| wetenschappen: wiskunde /sciences: mathematics |
| wetenschappen: statistiek / sciences: statistics |
| wetenschappen: fysica / sciences: physics |
| wetenschappen: chemie / sciences: chemistry |
| wetenschappen: biologie / sciences: biology |
| wetenschappen: informatica / sciences: information technology |
| wetenschappen: materiomics / sciences: materiomics |
| ***Industriële Ingenieurswetenschappen /Engineering Technology*** |
| industriële wetenschappen / engineering technology |
| ***Bedrijfseconomische Wetenschappen / Business Economics*** |
| toegepaste economische wetenschappen / business economics |
| toerisme / tourism |
| ***School voor mobiliteitswetenschappen / School for Transportation Sciences*** |
| mobiliteitswetenschappen / transportation sciences |
| ***Rechten / Law*** |
| rechten / law |
| ***Architectuur en Kunst / Architecture and Arts*** |
| architectuur / architecture[[1]](#footnote-1) |
| audiovisuele en beeldende Kunst / audiovisual and visual Arts1 |
| ***School voor Sociale Wetenschappen / School of Social Sciences*** |
| Sociale Wetenschappen / Social Sciences |

**9. If you have pursued scientific/scholarly studies and/or experience abroad (other than mentioned in the diplomas), please list them here.**

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

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**11. Other elements of added value that are complementary to your CV can be listed here, such as:**

* **(inter)national mobility;**
* **intersectoral mobility;**
* **acquired prices;**
* **internships;**
* **other elements.**

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**12. Please indicate why you haven’t applied in parallel for an FWO fellowship or for any other fellowships or PhD funding.**

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**13. Elaborate on your personal motivation and your research interests, as well as on how your scientific background and competences allow you to start a PhD project. Provide a clear and substantiated overview of skills already developed, as well as competences yet to be acquired, related to your development as a scientist.** (Use up to 3000 characters)

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**14. Planned research stays abroad during proposed PhD project.**

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**Part II – The doctoral research**

1. **Title**

**Dutch (obligatory)**

*This text will be used for administrative purposes only. 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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**English (obligatory)**

*This text will be used for administrative purposes only. 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 and if applicable research institute in which the candidate will prepare the doctoral thesis.**

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**3. The doctoral research**

**Outline the proposed doctoral research (problem statement, objectives & methodology, risk assessment) and, as far as possible, indicate the work plan and time schedule.** (Use max. 24.000 characters)

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**4. Indicate the relevance of the proposal for the research policy of the UHasselt promoter’s research group.**

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**5. Is the topic of the funding request linked to the following (transversal) policies? Please tick the relevant boxes.** [**https://www.uhasselt.be/nl/over-uhasselt/beleid/algemene-beleidsprioriteiten**](https://www.uhasselt.be/nl/over-uhasselt/beleid/algemene-beleidsprioriteiten)

Learning

Inclusive

Sustainability

Internationalisation

**6. Does the research relate to the civic mission in the Limburg region?**

**Please tick the relevant box.**

☐ Yes

☐ No

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

*The table below lists questions about possible ethical aspects in research proposals. Please go through the table and tick 'YES' for aspect(s) relevant to your 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 approval at the competent ethics committee of the own 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 an approval may still be necessary and that no retroactive ethics committee approvals are provided.*

*If you have answered questions with an \* positively, you must submit an ethics approval request with detailed documentation on e.g. study methodology, procedures, informed consent form, insurance, etc to the ethics committee* ***as soon as your application has been approved for funding****. Study-specific procedures cannot begin until this ethics approval has been formally given. Only if the approval relates to a work package planned at a later stage of the project, and if legislation allows, your institution may decide to authorize the researcher to obtain ethical approval at a later stage, i.e. at the latest before the initiation of the relevant part of the research. Also keep in mind that the ethics 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: Perhaps no ethics approval may be needed for your research proposal. Furthermore, even when there is no obligation with regard to the research itself, for the publication of the results an ethics approval may still be necessary. At any case, the applicant will have to reflect on those issues and take, if necessary, appropriate measures. If in doubt, it is advised to contact the supporting services of your institution.***

*For more information on each of the ethics issues and how to address them, we refer to the FWO webpage on* [*research ethics*](https://www.fwo.be/en/the-fwo/organisation/research-ethics/) *and the* [*Guidelines on FWO’s ethics checklist*](https://www.fwo.be/media/1024095/fwo-manual-ethics-checklist.pdf)*.*

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| I confirm that I have read all questions below and that there are no ethical issues concerning my proposal. | Yes | No |
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| 1. Human embryos and human embryonic stem cells[[2]](#footnote-2) | Yes | No |
| Does your research involve the use of human embryos? \* |  |  |
| Does your research involve human Embryonic Stem Cells (hESCs)? \* |  |  |
| * (If YES) Will the hESCs be directly derived from embryos within this project? |  |  |
| * (If YES) Are the hESCs previously established cell lines? |  |  |
| 2. Humans | Yes | No |
| Does your research involve human participants? |  |  |
| * (If YES) Are they volunteers for non-medical studies (e.g. social/societal or human sciences research?) [[3]](#footnote-3) |  |  |
| * (If YES) Are they persons unable to give informed consent (including children/minors)? \* |  |  |
| * (If YES) Are they potentially vulnerable individuals or groups? \* |  |  |
| * (If YES) Are they children/minors? \* |  |  |
| * (If YES) Are they patients for medical/clinical studies? \* |  |  |
| * (If YES) Are they healthy volunteers for medical/clinical studies? \* |  |  |
| Does your research involve interventions (physical, also including imaging technology, behavioral treatments, etc.) on the study participants? \* |  |  |
| * (If YES) Does it involve invasive techniques? |  |  |
| * (If YES) Does it involve collection of biological samples? |  |  |
| Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014) i.e. using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products? \* |  |  |
| 3. Human Cells/Tissues | Yes | No |
| Does your research involve the use of human (human (including foetal) cells or tissues? \* |  |  |
| * (If YES) Does it concern human foetal tissues/cells (not covered in section 1, i.e. other than human embryonic tissue and hESCs)? |  |  |
| * (If YES) Are they obtained from commercial sources? |  |  |
| * (If YES) Do they originate from another laboratory/institution/biobank? |  |  |
| * (If YES) Were they produced or collected by you during previous research activities? |  |  |
| * (If YES) Are they produced or collected by you as part of this project? |  |  |
| 4. Personal Data [[4]](#footnote-4) | Yes | No |
| Does your research involve collecting and/or processing of personal data? [[5]](#footnote-5) |  |  |
| * (If YES) Does it involve the collection and/or processing of special categories of personal data (e.g.: information on sexual orientation, ethnicity, genetic information, biometric and health data, political opinion, religion or philosophy of life)? |  |  |
| * (If YES) Does it involve profiling, systematic monitoring of individuals, or large-scale processing of special categories of data, or intrusive methods of data processing (such as, surveillance, geolocation tracking etc.)? |  |  |
| * (If YES) Does your research involve further processing of previously collected personal data (including use of pre-existing data sets or sources or merging existing data sets)? |  |  |
| * (If YES) Does it involves the processing of personal data related to criminal convictions or offences? |  |  |
| Does your research involve international import or export of personal data? |  |  |
| * (If YES) Do you plan to export personal data from the EU to non-EU countries? |  |  |
| * + (If YES) Specify the type of personal data and country/ies involved: ……… |  |  |
| * (If YES) Do you plan to import personal data from non-EU countries into the EU or allocate personal data from a non-EU country to another non-EU country? |  |  |
| * + (If YES) Specify the type of personal data and country/ies involved: ……… |  |  |
| 5. Animals | Yes | No |
| 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/or cephalopods, and/or forms in earlier stages (if the experiments have consequences in later stages)? \* |  |  |
| * (If YES) Are they non-human primates? [[6]](#footnote-6) |  |  |
| * + (If YES) Please upload either the ethical approval for the intended experiments on non-human primates, or the acknowledgement of receipt of your request for ethical advice by the *Ethics Committee on Animal Testing*. |  |  |
| * (If YES) Are they genetically modified animals? |  |  |
| * (If YES) Are they cloned farm animals? |  |  |
| * (If YES) Are they endangered species? |  |  |
| 6. Access and Benefit Sharing and the Nagoya Protocol | Yes | No |
| Does your research involve genetic resources or traditional knowledge associated with genetic resources, that are captured by the EU Regulation related to the Nagoya Protocol? [[7]](#footnote-7) |  |  |
| * (If YES): Specify the country/ies: ………… |  |  |
| 7. (Inter)national collaboration [[8]](#footnote-8): exploitation and ethics dumping | Yes | No |
| Will some of the research activities be conducted in non-EU countries? |  |  |
| * (If YES): Name of the country/ies: ………… |  |  |
| * (If YES) Do the undertaken activities in these non-EU countries raise potential ethics issues? \* |  |  |
| * + (If YES): Specify the country/ies : ……… |  |  |
| * (If YES) Could the situation in the country put the researcher and/or the individuals taking part in the research at risk? |  |  |
| * + (If YES): Specify the country/ies: …… |  |  |
| 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.)? |  |  |
| * (If YES) specify material and country/ies involved: ………… |  |  |
| Does your research involve international import or export of materials? |  |  |
| * (If YES) Do you plan to export any material to non-EU countries? |  |  |
| * + (If YES) specify material and country/ies involved: …… |  |  |
| * (If YES) Do you plan to import any material from non-EU countries or transfer material in-between two non-EU countries? |  |  |
| * + (If YES) specify material and country/ies involved: ………… |  |  |
| 8. Environment, Health and Safety | Yes | No |
| Does your research involve the use of (chemical, physical, sound, …) substances that may cause harm to the environment (water, air, soil, …), or to animals or plants (now and/or in the future)? |  |  |
| Does your research involve the use of (chemical, physical, sound, …) substances that may cause harm to humans, including research staff and their co-workers? (now and/or in the future)? |  |  |
| Does (part of) your research deal with endangered flora or fauna, or is it carried out within protected areas? |  |  |
| Do the proposed experiments make use of any parts of animals, GMOs or pathogens? |  |  |
| Does the proposed research make use of information, installations, processes or products that need to be covered by permits (ionizing radiation, radioactive substances, pharmaceutical products, drug precursors, explosives and precursors, cyanides, ozone-depleting substances, soils/animals/animal parts and by-products/plants from third countries …)? |  |  |
| 9. Dual use and military applications[[9]](#footnote-9) | Yes | No |
| Does your research have the potential for military applications? |  |  |
| Does your research involve dual-use items[[10]](#footnote-10) in the sense of [Regulation 2021/821](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021R0821), or other items for which an authorisation is required? |  |  |
| 10. Misuse[[11]](#footnote-11), Security & Human Rights | Yes | No |
| Does your research have the potential for misuse of research results? |  |  |
| Might the activities lead to or might the chosen partners be involved in Human Rights violations? |  |  |
| Do you take security measures to prevent misuse? |  |  |
| 11. Artificial intelligence | Yes | No |
| Does your research involve the development, deployment and/or use of Artificial Intelligence? |  |  |
| * (If YES) Could the development, deployment and/or use of Artificial Intelligence that is based on you research raise ethical concerns related to human rights, values, decision making, and/or can it cause negative societal or environmental impact? |  |  |
| 12. Other Ethics Issues (Optional) | Yes | No |
| Your research may raise new ethical issues and concerns that are currently not (fully) covered by this Ethics Issue Table (e.g. new developments in the fields of neurobiology, man-machine interaction, developments in nanotechnology, genetic enhancement, etc.). Are there any other issues that should be taken into consideration? |  |  |
| * (If YES) Please specify: …………… |  |  |
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| Ethical requirements per work package |
| Give the number and description of the work packages for which you will submit an application to the relevant ethics committee(s):  Number/description of WP(s):  Starting date of WP(s): Please specify which ethics committee(s) deal(s)/will deal with your application: Ethics committee category: …  Ethics committee: … |

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| I hereby acknowledge that an ethical approval is required for issues marked with an asterisk (\*) as far as they apply to this project proposal.  I will abide by the applicable regulatory framework, law and institutional policies regarding matters, with or without asterisk (\*), that apply to this proposal.  If an ethical approval is required, we will ensure to obtain this approval from the competent ethics committee of the own institution, at the latest before starting with the ethically sensitive activities. |

**8. 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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**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?**

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**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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**9. 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).

Underline the main discipline code of the research proposal.

|  |  |
| --- | --- |
| **Discipline code**  **(sublevel 4, i.e. 8 digits)** | **Main research Field** |
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**10. Budget for operational costs**

BOF offers the opportunity to request additional funding for operational costs up to a maximum of €10.000 per year in total (standard bench fee and supplementary budget).

Please state a complete overview of costs regarding the PhD in the excel template:

* standard bench fee granted within the PhD (per year - BOF: €2.000)
* supplementary bench fee requested (max per year to request - BOF: €8.000)
* additional budget covered by the research group

Each cost must by duly motivated in terms of necessity of the cost in order to realise output within this specific PhD.

Following type of costs are expected to be covered with the standard bench fee or to be funded by external financing/the research group:

* Travel and accommodation
  + Foreign and domestic travel and accommodation
  + Registration fees for congresses and/or symposia
  + Costs regarding the organisation of symposia
* Standard printing costs
* Purchase of standard hard- and software such as a laptop and accessories
* Standard publications
* Compensation for test subjects (small expenses on top of the bench fee are allowed when duly motivated within the execution of the PhD)

Under no circumstances can the operational grant be used for:

* costs for the computing infrastructure (hardware) for High Performance Computing;
* costs for enrolment on the university roll or as a regular student at home or abroad;
* costs for enrolment as a doctoral student and for the doctoral programme;
* strictly personal expenses of the mandate holder or supervisor including accommodation and commuting;
* overhead expenses;
* expenses that are covered by other funding;
* expenses of other fellows, PhD students, postdoctoral researchers or staff members;
* costs for the award of the doctoral degree (invitations public defence of the doctoral thesis, room rental, reception costs, travel and accommodation costs jury, ....);
* costs for the organisation of a workshop or a congress.

Please note that by no means the request for supplementary budget will influence the evaluation of your application by the selection committee.

**Part III - Abstracts**

**Please provide a brief, simplified abstract of your project in Dutch.** (Use min. 250 – max 1.500 characters)

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

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**Please provide a brief, vulgarizing abstract of your project in English.** (Use min. 250 – max 1.500 characters)

This text is intended for 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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1. The area of study may be supplemented by the name of a discipline. [↑](#footnote-ref-1)
2. Ethics approval related to these questions should always be requested before the start of the research project as a whole (as soon as your application has been approved for funding). In addition to ethics approval by your local ethics committee, research projects using human embryos also require subsequent approval by the Federal Commission for Medical and Scientific Research on embryos in vitro (FCE). [↑](#footnote-ref-2)
3. Please note that not every research involving human participants triggers the obligation to request ethical approval. However, it is important to keep in mind that the journal in which you want to publish the results of your research might ask you, nonetheless, to submit an ethical approval. For this reason, it might be advisable to request ethical approval anyway before the start of the project from the relevant ethics committee within your institution. [↑](#footnote-ref-3)
4. Personal data are defined as ‘any information relating to an identified or identifiable natural person’. An ‘identifiable natural person’, or ‘data subject’, is ‘one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person’ (Article 4(1) GDPR). [↑](#footnote-ref-4)
5. The GDPR requires that all personal data processing activities are recorded. Please consult your institution(s) for the procedure to follow as soon as the project is granted. [↑](#footnote-ref-5)
6. If no ethical approval has been obtained for the proposed research as of yet, the ethics approval process has to be initiated prior to the project application deadline. In any case, the institution must be in the possession of the ethical approval at the time of the rebuttal. [↑](#footnote-ref-6)
7. In Access and Benefit Sharing legislation, more specifically according to the EU-legislation related to the Nagoya Protocol, ‘genetic resources’ are defined as ‘any material of plant, animal, microbial or other origin containing functional units of heredity and that is of actual or potential value’, and ‘traditional knowledge associated with genetic resources’ means ‘knowledge held by an indigenous or local community that is relevant for the utilisation of genetic resources’. Please consult <http://nagoya.vlir.be> for the procedure to follow as soon as the project is granted. [↑](#footnote-ref-7)
8. For all these issues it is necessary to comply with relevant legislation and regulations. Please contact the supporting services at the institution(s), as soon as the project is granted. [↑](#footnote-ref-8)
9. Please consult the brochure of the Flemish Interuniversity Council on the topic: <https://vlir.be/publicaties/brochure-dual-use/>. For these issues your institution has to be consulted when the project is granted. [↑](#footnote-ref-9)
10. ‘Dual-use goods’ are ‘goods, software and technology that are commonly used for civilian purposes, but that can have military applications, or can contribute to the production or distribution of weapons of mass destruction’. [↑](#footnote-ref-10)
11. Some research can generate knowledge, materials, methods or technologies that could also be used in unethical ways. Although such research is carried out with benign intentions, people with bad intentions may potentially harm humans, animals or the environment with the acquired research results. [↑](#footnote-ref-11)