

F.R.S.-FNRS MINI GUIDE GRANTS AND FELLOWSHIPS CALL 2017

1. SCHEDULE

- **Opening** of the call on the web-based application of the F.R.S.-FNRS [SEMAPHORE](#) for the online submission: **Thursday 15th December 2016**.
- **Deadlines** are detailed in the table below.

INSTRUMENTS			GRANTS AND FELLOWSHIPS CALL 2017			
			DEADLINE TO ACCESS THE ELECTRONIC FORM	DEADLINE FOR THE ELECTRONIC VALIDATION		
				APPLICANT	PROMOTER	RECTOR
POSTDOCTORAL RESEARCHER	Postdoctoral Researcher	CR	Wednesday 25 th January At 2 p.m. (GMT + 1)	Thursday 26 th January At 2 p.m. (GMT + 1)	Wednesday 1 st February At 2 p.m. (GMT + 1)	Tuesday 7 th February At 2 p.m. (GMT + 1)
	Post-doctorate Clinical Master Specialist	SPD				
	Post-doctorate Clinical Master Specialist renewal	SPD-REN ¹				
	Research Associate	CQ				
	Senior Research Associate	MR				
	Research Director	DR				
	Ulysse Incentive Grant for Mobility in Scientific Research	MISU				
DOCTORAL RESEARCHER	Research Fellow	ASP	Wednesday 22 nd February At 2 p.m. (GMT + 1)	Thursday 23 rd February At 2 p.m. (GMT + 1)	Wednesday 1 st March At 2 p.m. (GMT + 1)	Tuesday 7 th March At 2 p.m. (GMT + 1)
	Research Fellow renewal	ASP-REN ¹				
	Special Doctoral Grant ²	BSD				
	Medical Doctor Applicant to an MSc and a Ph.D.	CSD				
	Medical Doctor Applicant to an MSc and a Ph.D. renewal	CSD-REN ¹				
	Clinical Master Specialist Applicant to a Ph.D.	SD				
	Clinical Master Specialist Applicant to a Ph.D. renewal	SD-REN ¹				
	Veterinary MD. Ph.D. Student	VETE-CCD				

The decision to allocate the grants and fellowships will be taken by the Board of Trustees of the Fund for Scientific Research-FNRS (F.R.S.-FNRS)³ in June 2017. The grants and fellowships will begin on 1st October 2017.

The note hereby aims at informing the academic community about the main characteristics of the grants and fellowships in order to help the applicants prepare their application in the best way.

¹ The F.R.S.-FNRS will give researchers who may be granted with a fellowship renewal (SPD-REN, ASP-REN, CSD-REN or SD-REN) access to the electronic form via the [SEMAPHORE](#) application.

² To apply for a BSD intended for secondary education teachers, please send an email to the F.R.S.-FNRS at semaphore@frs-fnrs.be. Please mention "BSD Call 2017" in the subject line and attach the following documents:

- a curriculum vitae (including the date of birth, the degrees held, the career path, information about the doctorate thesis: starting date, CFB university and promoter),
- a copy of the appointment letter for secondary education.

³ The Board of Trustees of the Fund for Scientific Research - FNRS (F.R.S.-FNRS) is shortened to FNRS-BOT hereunder, so that the document is easier to read.

2. REGULATIONS

The conditions required to submit an application for the instruments of the "Grants and Fellowships Call" are available on our [website](#).

3. SPECIFIC REMARKS

- For any applicant to a Doctoral Researcher instrument :
 - The applicant's ranking established by the faculty which has awarded the eligible Master degree required as part of the application will also be considered for the evaluation. Applicants are required to complete the [ad hoc document](#) in order to upload it after the applications validation deadline on a dedicated page at <https://e-space.frs-fnrs.be> by 31st March 2017, 2 p.m. (GMT+1) at the latest, as a follow-up to their application file.
 - The result of the Master thesis, if available at the latest by the validation deadline fixed for the academic authorities (rectors), will be communicated to the Scientific Commission
- Special Doctoral Grant (BSD), Research Fellow (ASP-REN), Medical Doctor Applicant to an MSc and a Ph.D. (CSD-REN), and Clinical Master Specialist Applicant to a Ph.D. (SD-REN) Renewal fellowships applications will be evaluated by the Supervisory Panels (Thesis Advisory Committees).
- The **first renewal** of the Post-doctorate Clinical Master Specialist fellowship (SPD-REN) shall be requested during the second year of the fellowship and simply upon request by the applicant. The request needs to be validated by the promoter and the host institution on SEMAPHORE. **From the second renewal on**, the application will be subject to an evaluation by the relevant Scientific Commission.
- Part-time clinical doctors fellowships (CSD, SD, SPD)
The F.R.S.-FNRS reimbursement is limited to an annual amount. Limitations in force in 2018 are the following:

➤ Temporary doctor	€48,700-
➤ Permanent doctor	€64,400-

- Ulysse Incentive Grant for Mobility in Scientific Research (MISU)
For any requested staff unit the promoter shall contact the relevant service of her/his university in order to establish an estimation of the staff cost based on the scientific seniority. Amounts cannot be changed after application submission.

"Technician and Short-term Postdoctoral Researcher" categories are subject to an annual amount, calculated in proportion to the days worked. Limitations in force in 2018 are the following:

➤ Technician	€55,900- (full time) - €28,400- (part time)
➤ Short-term Postdoctoral Researcher	€48,600-

As for the MISU, since the F.R.S.-FNRS is the employer of the Postdoctoral researcher, the promoter shall take into account the annual cost provided by the Fund. Amounts in 2018:

➤ Postdoctoral Researcher	€76,900- (full time) - €38,600- (part time)
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4. THE 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. The guide for applicants provides further information about the content of a proposal.

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 English⁴ (F.R.S.-FNRS-BOT decision of 26th April 2016).

The F.R.S.-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.

⁴ Should the application file be submitted in French, the F.R.S.-FNRS may require the applicant to provide a translation in English for the purpose of conducting the [ex-ante evaluation](#).

The application file contains the main sections described in the table below.

SECTION	CONTENT
THE RESEARCHER	Information that enables to verify whether the eligibility criteria are met (degrees, graduation date, institution)
	Class of honours and ranking per cycle and per year of study
	Awards and honours (maximum 5)
	The applicant's list of publications ⁵ (published or accepted), attached in a PDF format and structured according to the following categories: <ol style="list-style-type: none"> 1. Published works, as an author, a co-author or an editor 2. Book chapters where the applicant is an author or a co-author 3. Articles published in peer-review journals⁶ 4. Articles published in conference proceedings 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. 6. Patents
	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 order : <ol style="list-style-type: none"> 1. Author(s), title of the work, edition, city, year 2. Author(s), title of the chapter, title of the work, publisher(s), edition, city, year, pages 3. and 4. Author(s), title of the article, journal or proceedings, year, volume, number, pages 5. Author(s), title of the paper, conference, year, city, country 6. Inventor(s), title of the invention, year when the patent was registered, countries covered
	Bibliometric data ⁷ (Total number of publications, total number of citations, h-index, average number of citations and indication of the source chosen for these bibliometric data)
Professional experience: career path, professional stays abroad ⁸ of more than 30 days, academic positions, collaborations with other institutions (the 3 most important), main funding obtained	
List of supervised master and doctoral thesis ⁹	
THE RESEARCH PROJECT	Title in English and French (max. 200 characters each) and, Summary in English and in French (max. 2,000 characters each) ¹⁰
	Selection of the Scientific Commission and selection of 2 to 6 descriptor fields ¹¹ in order of relevance (at least 2 descriptor fields must be relevant to the Scientific Commission selected), they can be completed by some unrestricted keywords .

⁵ Applicants holding the academic degree of Doctor who have been working for 2 years at least in institutions of the French-speaking community of Belgium that have set up an **institutional repository (IR)** must absolutely submit their publications list in a PDF format, directly created from this repository, and choose the appropriate F.R.S.-FNRS format (FNRS-BOT decision of 16th December 2011, confirmed in December 2012).

In case of **publication accepted** after the validation deadline set for the applicant, applicants may add them to their application file by 1st May 2017 (FNRS-BOT decision of 9th October 2012) via a dedicated page at <https://e-space.frs-fnrs.be>, as a follow-up of their application file.

⁶ Or any equivalent category (to be justified) in the relevant field.

⁷ 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).

⁸ 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.

⁹ Only for applicants seeking a promotion as Senior Research Associate or Research Director.

¹⁰ Funded proposals are released and made public on the F.R.S.-FNRS website.

¹¹ 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.

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.).

SECTION	CONTENT
	<p>Description of the project, it is mandatory to use the template¹² available in English or in French. The description shall be limited to 4 pages maximum¹³ (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"> I. Goals of the research II. State of the art III. Research project IV. Work plan <p>Summary (max. 2 pages) of previous research achievements (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>
WORK ENVIRONMENT	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 ¹⁴
REFEREES ¹⁵	Contact details (first name, surname, email) of 3 referees ¹⁶ , who will be contacted by the F.R.S.-FNRS (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)

5. SELECTION PROCEDURE (EX-ANTE EVALUATION)

The FNRS-BOT has adopted the principle of a **two-step procedure**:

- **Step 1: individual evaluations (March to mid-April)** Each proposal¹⁷ is evaluated by several remote individual experts, according to an evaluation grid known to the applicants (see "evaluation criteria").
- **Step 2: consolidation during the Scientific Commissions (May)** Fourteen Scientific Commissions formed by 15 members (9 of which come from outside the French Community of Belgium (CFB), including the President) are gathered at the F.R.S.-FNRS to draw up a consolidated final ranking. Each proposal is assigned to a rapporteur¹⁸ who will prepare a draft evaluation report based on the individual evaluations of the first step. The draft report will be discussed, amended and validated by the Scientific Commission and then, it will be transferred to the applicant after the FNRS-BOT has made a decision.

Thirteen of these fourteen thematic Scientific Commissions are built up from the [ERC](#) panels (European Research Council): 4 in Exact and Natural Science (SEN-1 to SEN-4), 4 in Life and Health Sciences (SVS-1 to SVS-4) and 5 in Human and Social Sciences (SHS-1 to SHS-5). The 14th Scientific Commission is a strategic interdisciplinary Commission (Foresight: Sustainable development).

The fields covered by these Scientific Commissions are defined according to a list of descriptor fields. This list includes the ERC's descriptor fields completed with F.R.S.-FNRS keywords, which reflect the specificities of research in the CFB.

First, applicants select the Scientific Commission they would like the proposal to be evaluated by. Then, applicants will have to choose from 2 to 6 descriptor fields in order of importance (at least 2 descriptor fields must be relevant to the Scientific Commission selected by the applicant) and

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¹³Graphs and charts (max. 2 pages) are authorised in addition to the 4 pages.

¹⁴Data can vary depending on the nature of the project, the scientific field and the type of fellowship.

¹⁵For Research Fellow applicants, Special Doctoral Grants, Medical Doctor Applicants to an MSc and a Ph.D., Clinical Master Specialist Applicants to a Ph.D., Veterinary MD Ph.D. students, Postdoctoral Researchers, Post-doctorate Clinical Master Specialist and Research Associates, an opinion letter will be requested from the promoter at the time of the validation.

¹⁶Applicants 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.

¹⁷Except for doctoral applications (Research Fellow, Medical Doctor Applicant to an MSc and a Ph.D., Clinical Master Specialist Applicant to a Ph.D. and Veterinary MD Ph.D. student) and for Special Doctoral Grant applications as from the second renewal.

¹⁸Doctoral applications are assigned to two rapporteurs.

they may complete this selection by adding unrestricted keywords (if necessary). The F.R.S.-FNRS will base the selection of 1st-step experts on those pieces of information along with the summary of the project.

If necessary, applicants may indicate up to 3 experts they do not wish to have as reviewers and provide a justification.

6. EVALUATION CRITERIA - EVALUATION REPORT

The application conditions, the goals of the different sections and the applicable criteria are detailed in the guide for applicants.

The applicant is free to read the [evaluation guide](#) intended for experts in order to have a better understanding how the proposal will be evaluated.

FELLOWSHIPS	CRITERIA	WEIGHT
RESEARCH FELLOW (DOCTORAL RESEARCHER)	Quality of the applicant: <ul style="list-style-type: none"> ➤ academic CV ➤ promoter's opinion (creativity, intellectual abilities, etc.) 	60%
	Quality of the project: <ul style="list-style-type: none"> ➤ feasibility ➤ methodology ➤ originality ➤ potential impact 	25%
	Research environment	15%
POSTDOCTORAL RESEARCHER	Quality of the applicant: <ul style="list-style-type: none"> ➤ number and quality of the publications (journals, citations, etc.) ➤ promoter's opinion (creativity, intellectual abilities, independency, etc.) ➤ awards 	40%
	Quality of the project: <ul style="list-style-type: none"> ➤ feasibility ➤ methodology ➤ originality ➤ potential impact 	40%
	Research environment	20%
RESEARCH ASSOCIATE	Quality of the applicant: <ul style="list-style-type: none"> ➤ number and quality of the publications (journals, citations, etc.) ➤ opinion of worldwide renowned referees (creativity, international influence, ability to develop a team, independency, etc.) ➤ project funding and grants obtained ➤ awards 	40%
	Quality of the project: <ul style="list-style-type: none"> ➤ feasibility ➤ methodology ➤ originality ➤ potential impact 	25%
	Research environment	10%
	International potential / recognition: <ul style="list-style-type: none"> ➤ long stays abroad ¹⁹ ➤ invitations to international conferences ➤ active collaborations, participation in networks 	25%

ALL DOCUMENTS, GUIDES AND REGULATIONS ARE AVAILABLE AT
<http://www.fnrs.be/index.php/appels-reglements>

¹⁹ A long stay abroad is a key element adding value to the application file.
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