

# F.R.S.-FNRS MINI-GUIDE GRANTS AND FELLOWSHIPS CALL 2018

## 1. SCHEDULE

**Opening** of the call on the web-based application of the F.R.S.-FNRS [SEMAPHORE](#) for the online submission: **Thursday 14<sup>th</sup> December 2017.**

INSTRUMENTS			GRANTS AND FELLOWSHIPS CALL 2018			
			DEADLINE <sup>1</sup> TO ACCESS THE ELECTRONIC FORM	DEADLINE <sup>1</sup> FOR THE ELECTRONIC VALIDATION		
				APPLICANT	PROMOTER	RECTOR
POSTDOCTORAL RESEARCHER	Postdoctoral Researcher	CR	Wednesday 24 <sup>th</sup> January At 2 p.m.	Thursday 25 <sup>th</sup> January At 2 p.m.	Wednesday 31 <sup>st</sup> January At 2 p.m.	Tuesday 6 <sup>th</sup> February At 2 p.m.
	Post-doctorate Clinical Master Specialist	SPD				
	Post-doctorate Clinical Master Specialist renewal	SPD-REN				
	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 21 <sup>st</sup> February At 2 p.m.	Thursday 22 <sup>nd</sup> February At 2 p.m.	Wednesday 28 <sup>th</sup> February At 2 p.m.	Tuesday 6 <sup>th</sup> March At 2 p.m.
	Research Fellow renewal	ASP-REN				
	Special Doctoral Grant <sup>2</sup>	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				
	Clinical Master Specialist Applicant to a Ph.D.	SD				
	Clinical Master Specialist Applicant to a Ph.D. renewal	SD-REN				
	Veterinary MD. Ph.D. Student	VETE-CCD				

- 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.
- For the applicants ASP, BSD, CSD, SD, VETE-CCD, CR, SPD and CQ, an opinion letter will be requested from the promoter by the time of the validation.

The decision to allocate the grants and fellowships will be made by the Board of Trustees of the Fund for Scientific Research-FNRS (F.R.S.-FNRS) in June 2018. The grants and fellowships will begin on 1<sup>st</sup> October 2018.

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.

<sup>1</sup> All times are Brussels local time.

<sup>2</sup> 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](mailto:semaphore@frs-fnrs.be). Please mention "BSD Call 2018" 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.

## 2. APPENDICES

**2.1 For each instrument** (DR excepted), appendices must be enclosed with the application. For more information on the appendices, click on the link of the instrument considered:

<b>POSTDOCTORAL RESEARCHER</b>	<a href="#">CR</a>	<a href="#">SPD</a>	<a href="#">SPD-REN</a>	<a href="#">CQ</a>	<a href="#">MR</a>	<a href="#">MISU</a>		
<b>DOCTORAL RESEARCHER</b>	<a href="#">ASP</a>	<a href="#">ASP-REN</a>	<a href="#">BSD</a>	<a href="#">CSD</a>	<a href="#">CSD-REN</a>	<a href="#">SD</a>	<a href="#">SD-REN</a>	<a href="#">VETE-CCD</a>

### 2.2 Deadlines for providing appendices

DEADLINES IN 2018		DOCUMENT	INSTRUMENTS
<b>POSTDOCTORAL RESEARCHER</b>	Tuesday 6 <sup>th</sup> February	Appendices (see point 2.1) <sup>3</sup>	CR, SPD, SPD-REN, CQ, MISU
		Letter of support from the Rector of the host university	MISU
	Tuesday 20 <sup>th</sup> March	Reference letters from referees <sup>4</sup>	CQ, MR, DR, MISU
	Tuesday 1 <sup>st</sup> May	Only for applicants who don't have their PhD on 6 <sup>th</sup> February 2018 (validation deadline for rector): Certificate or copy of the Ph.D. diploma and Minutes of the thesis defence	CR, SPD
<b>DOCTORAL RESEARCHER</b>	Tuesday 6 <sup>th</sup> March	Appendices (see point 2.1) <sup>3</sup>	ASP, BSD, CSD, CSD-REN, SD, SD-REN, VETE-CCD
	Tuesday 1 <sup>st</sup> May	<a href="#">Ranking</a> completed by the faculty awarding the master degree <sup>3</sup>	ASP, CSD, SD, VETE-CCD
	Thursday 31 <sup>st</sup> May	Opinion letter from the Supervisory Panel (Thesis Advisory Committee)	ASP-REN, BSD, CSD-REN, SD-REN

## 3. SPECIFIC REMARKS

### 3.1 Doctoral Researcher fellowships

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

### 3.2 Doctoral Researcher fellowships Renewal

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).

### 3.3 Special Doctoral Grant (BSD)

BSD applications will be evaluated by the Supervisory Panels (Thesis Advisory Committees).

<sup>3</sup> Where applicable, to be uploaded by the applicant on a dedicated page at <https://e-space.frs-fnrs.be>, as a follow-up of their application file after the validation deadline fixed for the applicant.

<sup>4</sup> The F.R.S.-FNRS will contact the reference persons after the validation deadline fixed for the academic authorities (rectors).

### 3.4 Part-time clinical doctors (CSD, SD, SPD) and veterinary (VETE-CCD) fellowships

The F.R.S.-FNRS reimbursement is limited to an annual amount. Limitations in force in 2019 are the following:

➤ Temporary doctor/veterinary	€49,700-
➤ Permanent doctor	€65,700-

### 3.5 Part-time Post-doctorate Clinical Master Specialist fellowship (SPD-REN) Renewal

The **first renewal** 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.

### 3.6 Ulysse Incentive Grant for Mobility in Scientific Research (MISU)

For any requested staff unit the promoter shall contact the relevant service of her/his host 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 2019 are the following:

➤ Technician	€57,100- (full time) - €29,000- (part time)
➤ Short-term Postdoctoral Researcher	€50,600-

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. Amounts in 2019:

➤ Postdoctoral Researcher	€78,500- (full time) - €39,400- (part time)
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### 3.7 Ethical aspects

As from 2018, in order to reduce the Ethics Committees workload and to make the administrative procedures more flexible for applicants, the researchers concerned by ethical questions will be required to submit their questionnaire accompanied by the opinion of the Ethics Committee to the FRS-FNRS only in case of granting. Funding will be subject to a favorable opinion of the Committee (decision of the Board of Trustees of the F.R.S.-FNRS on 4<sup>th</sup> October 2017).

## 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 English. 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 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.

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

SECTION	CONTENT
THE RESEARCHER	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)

SECTION	CONTENT
	<p>The applicant's <b>list of publications</b> (published or accepted), attached in a PDF format and structured according to the following categories:</p> <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> <p>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>:</p> <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 <i>for 2 years at least</i> in institutions of the French-speaking community of Belgium (CFB) 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.</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> <p><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).</p> <p><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.</p> <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> <p>List of <b>supervised master and doctoral thesis</b> (only for applicants seeking a promotion as Senior Research Associate or Research Director).</p>
THE RESEARCH PROJECT	<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> <ul style="list-style-type: none"> <li>➤ Funded proposals are released and made public on the F.R.S.-FNRS website.</li> </ul> <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>➤ 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.</li> <li>➤ 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.).</li> </ul>

SECTION	CONTENT
	<p><b>Description of the project</b>, it is mandatory to use the <a href="#">template</a> 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> <p>➤ <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></p>
	<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>
WORK ENVIRONMENT	<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> <p>➤ <i>Data can vary depending on the nature of the project, the scientific field and the type of fellowship.</i></p>
REFEREES	<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> <p>➤ <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></p>

## 5. SELECTION PROCEDURE (EX-ANTE EVALUATION)

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

- **Step 1: individual evaluations (March to mid-April)** Each proposal<sup>5</sup> 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 rapporteur<sup>6</sup> 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 14<sup>th</sup> 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.

<sup>5</sup> Except 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.

<sup>6</sup> Doctoral applications are assigned to two rapporteurs.

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 they may complete this selection by adding unrestricted keywords (if necessary). The F.R.S.-FNRS will base the selection of 1<sup>st</sup>-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"> <li>➤ academic CV</li> <li>➤ promoter's opinion (creativity, intellectual abilities, etc.)</li> </ul>	60%
	Quality of the project: <ul style="list-style-type: none"> <li>➤ feasibility</li> <li>➤ methodology</li> <li>➤ originality</li> <li>➤ potential impact</li> </ul>	25%
	Research environment	15%
POSTDOCTORAL RESEARCHER	Quality of the applicant: <ul style="list-style-type: none"> <li>➤ number and quality of the publications (journals, citations, etc.)</li> <li>➤ promoter's opinion (creativity, intellectual abilities, independency, etc.)</li> <li>➤ awards</li> </ul>	40%
	Quality of the project: <ul style="list-style-type: none"> <li>➤ feasibility</li> <li>➤ methodology</li> <li>➤ originality</li> <li>➤ potential impact</li> </ul>	40%
	Research environment	20%
RESEARCH ASSOCIATE	Quality of the applicant: <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, independency, etc.)</li> <li>➤ project funding and grants obtained</li> <li>➤ awards</li> </ul>	40%
	Quality of the project: <ul style="list-style-type: none"> <li>➤ feasibility</li> <li>➤ methodology</li> <li>➤ originality</li> <li>➤ potential impact</li> </ul>	25%
	Research environment	10%
	Potential / International recognition: <ul style="list-style-type: none"> <li>➤ long stays abroad<sup>7</sup></li> <li>➤ invitations to international conferences</li> <li>➤ active collaborations, participation in networks</li> </ul>	25%

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

<sup>7</sup> A long stay abroad is a key element adding value to the application file.