Frequently Asked Questions about the Innovational Research Incentives Scheme 2014

1. Is there an age limit or are there any other limits for Veni, Vidi and Vici applicants?

There are no age limits, but there are set limits for the number of years that have elapsed since the award of a doctorate. For Veni applicants the time-limit is 3 years, for Vidi applicants 8 years, and for Vici applicants 15 years from the award of the doctorate.

With effect from 2009 there are no restrictions for certain functions: professors are also permitted to submit Vidi and Vici applications.

2. Can foreign researchers apply?

The scheme is open to researchers of all nationalities working anywhere in the world.

3. Is it possible to apply from abroad without being an employee of a Dutch research institute?

Yes, but the research must take place at one of the Dutch host institutions listed in the brochure, and the researchers concerned must become employees of that institution. To set up an IRIS account, applicants have to select a Dutch research institute. Any applicant who is not yet employed by a Dutch institution when setting up the account should select the one at which he/she plans to conduct the research. The applicant must, however, always give his/her current contact information in the application itself.

4. Can a researcher with a permanent contract of employment apply?

Researchers can apply irrespective of the nature of their current employment.

5. Can researchers apply for a Veni grant even if they have not yet received a doctorate?

The knowledge utilisation section is compulsory.

6. How should I submit an application which does not fit neatly into the field of study covered by any one NWO division?

The form means by ‘non-referees’?

7. Can I submit publications together with my application?

You can submit publications together with your application.

8. How do I calculate the median impact factor of the research field?

The median impact factor of the research field is calculated by taking the average of the impact factors of the publications that are cited in a researcher’s proposal.

9. When can I apply for an extension to the time limit for applications on the grounds of care responsibilities or training in a clinical specialism?

The extension must be submitted before the deadline for the application.

10. What are the conditions for granting?

The conditions for granting are that the research is of high quality and that the researcher has the necessary qualifications to conduct the research.

11. What are the cost guidelines for employing an additional PhD student or postdoc research assistant?

The cost guidelines are based on the standard rates for PhD students and postdocs as published by the Ministry of Education, Culture and Science.

12. Can the budget exceed the maximum available subsidy?

The budget must be calculated accurately and within the limits of the available subsidy.

13. Can the institutional guarantee need to be provided?

The institutional guarantee is required to ensure that the research will be conducted at a Dutch research institute.

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16. What does the maximum number of words for the project application ("proposed research") include the bibliographical references?

No, the maximum number of words does not include the bibliographical references.

17. When does an institutional guarantee need to be provided?

The institutional guarantee must be provided before the deadline for the application.

18. Is the knowledge utilisation section compulsory?

Yes, the knowledge utilisation section is compulsory.

19. What is meant by divisions?

The divisions are based on the main areas of research covered by NWO.

20. Can a Veni applicant include the cost of additional research manpower in the budget?

Yes, the Veni applicant can include the cost of additional research manpower in the budget.

21. When can you apply for an extension to the time limit for applications on the grounds of care responsibilities or training in a clinical specialism?

The extension must be submitted before the deadline for the application.

22. Can the grant-aided research be done on a part-time basis?

The grant-aided research must be done on a full-time basis.

23. Can the applicant's entire salary be included in the budget, or must deductions be made for time spent on non-research activities, such as teaching?

The applicant can include their entire salary in the budget, but deductions must be made for time spent on non-research activities, such as teaching.

24. Can researchers apply for a Veni grant even if they have not yet received a doctorate?

Yes, researchers can apply for a Veni grant even if they have not yet received a doctorate.

25. What are the cost guidelines for employing an additional PhD student or postdoc research assistant?

The cost guidelines are based on the standard rates for PhD students and postdocs as published by the Ministry of Education, Culture and Science.

26. Can you apply for two forms of grant simultaneously (e.g. Veni and Vidi)?

Yes, you can apply for two forms of grant simultaneously.

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The cost guidelines are based on the standard rates for PhD students and postdocs as published by the Ministry of Education, Culture and Science.

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Yes, you can apply for two forms of grant simultaneously.
5. Can researchers apply for a Veni grant even if they have not yet received a doctorate?
A researcher who has not yet been awarded a doctorate can apply. However, the application must be accompanied by an official declaration by the entire manuscript committee that the manuscript of the thesis has been approved.

6. Can I submit an application if I have gained a doctorate twice?
Researchers who have gained a doctorate twice and would like to know if they can still submit an application are requested to contact the secretariat of the Innovational Research Incentives Scheme, via vi@nwo.nl.

7. Do you have to submit via the IRIS system?
Yes, use of the IRIS system is compulsory. To submit a new application, go to the website (www.nwo.nl/vi) and select the Veni, Vidi or Vici page. Once the call is open for applications (around two months before the deadline), you will then be able to click on a link to IRIS.
A crucial preparatory step in submitting an application via IRIS is to convert the completed application form to the compulsory PDF format (see Question 8).
The only exception to the compulsory submission via IRIS in the submission of applications to ZonMw (medical sciences). The Medical Sciences division uses a similar system called ProjectNet, to which access is provided via the division’s own website (www.zonmw.nl).

8. Is PDF format really necessary?
Yes. PDF is the only format accepted by the electronic system because it is the only one that guarantees that the files received by NWO are identical to those sent by the applicants. If you experience any technical problems with conversion from Word to PDF, contact your own computer support service or NWO’s IRIS helpdesk: iris@nwo.nl or tel. +31 900 696 4747 (15 eurocents p/m). The helpdesk is open on weekdays between 11.00 hours and 17.00 hours (Central European Time). In the case of technical problems when submitting to ZonMw (ProjectNet), please contact the ProjectNet helpdesk: projectnet@zonmw.nl or +31 70 349 5178.

9. Does the maximum number of words for the project application ("proposed research") include the bibliographical references?
The maximum number of words is excluding references but does include all words in tables, graphs and images.

10. Can a Veni applicant include the cost of additional research manpower in the budget?
No, the costs of additional research staff cannot be included in a Veni application. The applicant can, however, include his/her own salary costs, as it is an individual grant. N.B. The appointment of additional scientific personnel is possible in the case of Vidi and Vici grants.

11. Can the grant-aided research be done on a part-time basis?
Part-time research is a possibility under the scheme. In the case of Veni grants, the duration of the project can be extended by a maximum of 1 year (from 3 to 4 years) if the research is being done part-time (0.75 fte). In the case of Vidi and Vici grants, no time extension is permitted but there is the possibility of appointing additional research staff.

12. Can you apply for two forms of grant simultaneously (e.g. Veni and Vidi)?
No, candidates are not allowed to have applications for more than one form of Innovational Research Incentives Scheme grant running simultaneously. For example: a candidate who in principle is eligible for applying for both Veni and Vidi and has chosen to apply for a Vidi grant in 2013, is not allowed to apply for a Veni in the 2014 round as well, because the outcome of the Vidi application is not known before the deadline for the Veni round.
13. Can the applicant's entire salary be included in the budget, or must deductions be made for time spent on non-research activities, such as teaching?

If the applicant is to devote no more than 25% of his/her working time to non-research activities (teaching/administration/management/ research project other than the Innovational Research Incentives Scheme project), the entire salary may be covered by the grant. If more than this amount of time is to be spent on such activities, the grant application should relate only to the proportion of working time to be directly devoted to the research.

Three example calculations:

- Applicant A has a full-time appointment and devotes 50% of her time to research and the other 50% to teaching duties and other tasks. She can apply for the grant to cover 50% of her gross salary (0.5 fte).
- Applicant B has a 0.5 fte appointment and devotes 0.4 fte (80%) to research. He can apply for grant to cover his entire salary (0.5 fte).
- Applicant C has a 0.6 fte appointment and devotes 0.2 fte (33%) to teaching duties and administration. She can apply for the grant to cover the costs of 0.4 fte.

N.B. In the case of a Veni grant it is not possible to appoint additional scientific personnel. After the awarding of the grant the Veni researcher must request NWO’s permission for the appointment of other additional personnel.

14. Can the budget exceed the maximum available subsidy?

The budget can exceed the maximum stated in the brochure (Veni € 250,000, Vidi € 800,000, Vici € 1,500,000), but NWO’s contribution will never be more than the amount in the brochure. Where the budget exceeds the maximum, the institution (or a third party) must send NWO an authorised letter guaranteeing to meet the excess costs. The original copy of this authorised letter, with which the institution guarantees that they will cover the excess costs, should be sent separately by post to the relevant NWO division within one week after the submission deadline.

15. What are the cost guidelines for employing an additional PhD student or postdoc research assistant?

To determine the gross salary you should consult the actual scale and increment under which the researcher is appointed. For subsequent years you can take into account the expected incremental increases and other salary increases insofar as these are expected according to the current CAO-NU (Collective Labour Agreement Dutch Universities).

16. When does an institutional guarantee need to be provided?

If the budget in an application exceeds the maximum stated in the brochure (Veni 250,000 euros, Vidi 800,000 euros, Vici 1,500,000 euros), the institution (or a third party) must send NWO an authorised letter guaranteeing to meet the excess costs. A model letter for the institutional guarantee can be downloaded from the website (www.nwo.nl/vi). NB. If the institution pays the salary, or a part thereof, of the applicant or of other researchers that work on the Innovational Research Incentives Scheme project then this must be included in the budget (insofar as this concerns fte that is devoted to the Innovational Research Incentives Scheme project concerned!). If this leads to the maximum budget being exceeded then an institutional guarantee is needed. http://www.nwo.nl/vi

17. What are the conditions for granting?

These have been replaced by specific grant conditions (e.g. regarding employment by the institution). The exact conditions will be sent to applicants along with the award letter.

18. After the awarding of the grant, can I decide to carry out my research at an institute in the Netherlands other than that stated in the application?
After you have been awarded a grant then you will discuss the embedding of your research at the intended host institution. Eventually you will conclude an agreement about this (embedding guarantee) in which the host institution can, for example, state which perspectives there are for the line of research and the candidate after the grant period has come to an end. It might be that your research can be well embedded at several institutions and that other host institutions can offer better embedding perspectives. Then it could be interesting to carry out your research at one of the other institutions. It is, however, important to reach a proper agreement with NWO about this and to demonstrate that your research is better suited to the other institution. After all, the embedding of your research was one of the factors the committee took into account when assessing your application.

19. Is the knowledge utilisation section compulsory?
Yes, for the Innovational Research Incentives Scheme funding round of 2014 every researcher who submits an application is asked to devote several paragraphs to knowledge utilisation. All Innovational Research Incentives Scheme applications will, in addition to assessing the quality of the candidate and the quality of the project, be judged on the aspect of knowledge utilisation. The assessment of knowledge utilisation will count for 20% of the overall assessment.

20. How should I submit an application which does not fit neatly into the field of study covered by any one NWO division?
For Veni and Vidi applicants, NWO offers the option of submitting such an application to a separate interdivisional portal. Interdivisional applications will be handled in accordance with procedures similar to those used when applications are submitted to a particular division, but there will be a separate committee to rank the interdivisional proposals in comparison with each other. Vici applications are assessed on a science-wide basis, and so a separate interdivisional portal for interdivisional Vici proposals has been abolished.

21. What is meant by divisions?
The application form asks you to indicate which division should deal with your application. If, on receiving your application, NWO feels that a different division would be more appropriate, the secretary for the round will contact you. In IRIS you choose a division.

22. What does the form mean by 'non-referees'?
This is an optional part of the application. Non-referees are people who you do NOT want to assess your application because you believe that they might by definition be prejudiced against you or your research. You can state a maximum of 3 people. Do NOT name these people in the electronic version of your application. Their names and addresses should be uploaded in electronic form in a separate document to IRIS or ProjectNet.

23. Can I submit publications together with my application?
No, publications are not required and will not be taken into account. Recommendation letters added to the application form will also not be sent to either the assessment committee or the external reviewers.

24. How do I calculate the median impact factor of the research field?
It is only compulsory to calculate the median impact factor if your proposal is submitted to the Medical Science division (ZonMw). Information on the average impact factors of the different research fields can, among other websites, be found on the 'ISI Web of Science' website. Look under 'Additional resources' and then 'Journal Citation Reports'. Then choose 'subject category' and finally 'view a group of journals by subject category' to find all kinds of information about the specified category, including the 'median impact factor'. The applicant may use data from different categories to calculate the average impact factor of their research field.
25. When can I apply for an extension to the time limit for applications on the grounds of care responsibilities or training in a clinical specialism?

If you want to apply for an extension to the career deadline, you can indicate this on the application form. This is only necessary if the period that has elapsed since the award of your doctorate is longer than that stated in the brochure. Before you submit your application, contact the coordinator of the Innovational Research Incentives Scheme to discuss your chances of obtaining an extension (vi@nwo.nl). Please note that the man-years of research as mentioned on the application form do not have a correlation with the rules for applying for extension. The maximum extension of the period is never more than 5 years.

a) Care responsibilities

- An extension on the grounds of care responsibilities will be granted only if you can show that you are taking or have taken parental, maternity or care leave, or that you have combined a part-time research appointment with care responsibilities. The rules for calculating the extension are stated in full in the explanatory notes on the grant application form.
- Pregnancy/parenting leave women:
  - Female researchers who have given birth to a child/children are granted a standard extension of 18 months per child, irrespective of the length of the pregnancy and/or parental leave and irrespective of when the children were born.
- Parental leave men:
  - Male researchers are granted an extension of up to 1 year per child born in the period since the doctoral award, but only to compensate for formal reductions in working hours. A distinction is drawn between children under the age of 4 and children aged between 4 and 12, see the scheme below.
  - Parental leave for men must concern children (max. age 12 years) who are part of the own household.
  - Male researchers should demonstrate the formal reduction in working hours by submitting documents from the Personnel & Organisation department of the employer.
- Care leave:
  - In the case of leave taken to care for blood relatives or relatives by marriage in the first degree, compensation will be given for any formal reduction in working hours. The formal reduction in working hours should always be supported by submitting documents from the Personnel & Organisation department of your employer.

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<thead>
<tr>
<th>Calculation table compensation</th>
<th>Full-time care responsibilities</th>
<th>Part-time care responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parental/care leave</td>
<td>...months x 1.0 fte care x 1 yr extension</td>
<td>...months x 0.? fte care x 1 yr extension</td>
</tr>
<tr>
<td>Children under the age of 4 or blood relatives or relatives by marriage in the first degree</td>
<td>...months x 1.0 fte care x 0.5 yr extension</td>
<td>...months x 0.? fte care x 0.5 yr extension</td>
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</tbody>
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b) Illness
In the case of prolonged illness the formal reduction in working hours will be compensated (see table below). The formal reduction in working hours should always be supported by submitting documents from the Personnel & Organisation department of your employer.

<table>
<thead>
<tr>
<th>Full-time absence due to illness</th>
<th>Part-time absence due to illness</th>
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</thead>
<tbody>
<tr>
<td>...years x 1.0 fte sick leave x 1 yr extension</td>
<td>...years x 0.? fte sick leave x 1 year extension</td>
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**c) Training in a clinical specialism**

You can also apply for an extension of the time limit if you have undertaken training in a clinical specialism during the relevant period. For the complete list of clinical specialisms eligible for the extension scheme we kindly refer you to our website: The following rules apply to the determination of the extension: [http://www.nwo.nl/onderzoek-en-resultaten/programmas/vernieuwingsimpuls/Opleidingen+die+onder+de+extensieclausule+vallen](http://www.nwo.nl/onderzoek-en-resultaten/programmas/vernieuwingsimpuls/Opleidingen+die+onder+de+extensieclausule+vallen)

- You can add the total aggregated time spent on training in the clinical specialism since the award of your doctorate to the normal time limit for applying for the Veni, Vidi or Vici grant.
- If you undertook medical training and research simultaneously, you can calculate the extension in the same sort of way as if you had had care responsibilities.
- For example: Following the award of your doctorate, you spent 3 years training in a clinical specialism and at the same time spent 10% (0.1 fte) of your time on academic research. In that case, the time limit for your grant application can be extended by 90% (0.9 fte) of 3 years. In the case of a Veni application, this means that the time-limit of 3 years following the award of the doctorate can be extended by 32 months (90% of 3 years).
- An application for an extension of the submission period on the basis of a training in a clinical specialism should always be supported by documents from the Personnel & Organisation department of the employer that issued the formal reduction in working hours together with a final examination of the training/ BIG or KNMG registration.

<table>
<thead>
<tr>
<th>Full-time training as specialist</th>
<th>Part-time training/research</th>
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<tbody>
<tr>
<td>... year x 1.0 fte training x 1 yr extension</td>
<td>... year x 0.? fte training x 1 yr extension</td>
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