

**SPECIAL RESEARCH FUND  
Call 2025  
BASIC INFRASTRUCTURE PROJECTS**

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**Announcement and application information**

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Each year the Flemish Government allocates research funds to Ghent University so as to implement the Flemish Government's Resolution of 3 May 2019. In accordance with this resolution, Ghent University has drawn up rules and regulations regarding the funds of the Special Research Fund (BOF, Bijzonder Onderzoeksfonds). Each year the Research Council invites research proposals for the different initiatives.

**PROJECTS AIMED AT THE PURCHASE OF BASIC INFRASTRUCTURE WITH A  
MAXIMUM VALUE OF 250.000 EURO (VAT INCLUDED) OF WHICH UP TO A  
MAXIMUM OF 150.000 EURO CAN BE FUNDED THROUGH THIS SPECIAL  
RESEARCH FUND CALL**

**Budget available from 1 December 2025**

**Deadline for applications:  
3 June 2025 at 5 pm (Belgian time)**

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### **Description:**

The call for Basic Infrastructure Projects targets proposals aimed at a type of basic infrastructure with a maximum value of € 250.000 (including VAT), of which up to € 150 000 can be funded through the Special Research Fund. Applicants must demonstrate that this infrastructure is essential for their research ("basic") and that a significant part of the applicants (and their research groups) will utilize and/or rely on the availability of the infrastructure ("widely applicable").

(Research)Infrastructure is an overarching term that includes equipment, (e-)resources such as databases, archives & software, as well as facilities.

### **Conditions:**

One can participate in **a maximum of two applications** as a promoter and/or co-promoter.

If the basic infrastructure costs more than € 150.000 (with a maximum of € 250.000 including VAT), it must be demonstrated that co-funding is available. For basic infrastructure with a cost up to € 150.000, co-funding is optional. In this case, the presence of co-funding does not affect the evaluation, neither positively nor negatively.

The purchase of multiple instruments can only be requested (with a maximum value of € 250.000 including VAT in total) if these instruments form a single entity and it can be demonstrated that it is not possible to carry out the proposed research programs if one of the instruments is not available. The purchase of multiple devices cannot be requested if the devices can function independently of each other.

Maintenance and usage costs cannot be included in the total cost price.

This call is also open for the acquisition and operationalization of large data sets, e.g., commercialized databases, data collection via survey research or panel studies. Operationalization also includes supplementing existing databases with new data. In the context of databases, personnel costs can also be requested (for database management, data collection, etc.).

Proposals aimed at the acquisition of basic infrastructure must be seen in the context of the importance of the research activities of the research group. This should be evident from the research activities that the research group has conducted in recent past.

It is possible for ZAP members with a GUGC affiliation to purchase research infrastructure using BOF funding obtained through the call Basic Infrastructure Projects, and to place and utilize this infrastructure at GUGC. However, Belgian public procurement legislation must always be followed. When transporting the infrastructure to South Korea, additional costs will be incurred, which may vary depending on the type of research infrastructure, as stipulated in the free trade agreement between the EU and South Korea. If the supplier arranges the transport, the costs associated with the export of the infrastructure may be included in the supplier's invoice. If it is not possible for the supplier to arrange transportation to South Korea, a specialized firm must be engaged to handle the export procedure. In this case, the invoice can also be charged to the BOF budget for the purchase of basic infrastructure. Researchers are advised not to attempt to manage the export procedure themselves. The ownership of the purchased basic infrastructure initially lies with Ghent University but can be transferred to GUGC. Depending on the timing of the transfer, either Ghent University or GUGC will be responsible for the accounting depreciation of this fixed asset.

This call will be opened three times during the period 2025-2028, each time for a budget of € 3.300.000.

### **Evaluation criteria:**

In addition to the scientific level of the (co)promoter(s) and the qualitative scientific basis of the application, the relevance of the requested basic research infrastructure within the context and strategy of the research group at Ghent University will be considered whilst assessing the application. This includes the following conditions:

- the basic character and necessity of the requested research infrastructure: is the infrastructure essential for the research activities of the research group?

- the added value of the basic research infrastructure for Ghent University: efficiency, wide availability of the infrastructure for other researchers, etc.
- the use of the basic research infrastructure: the purchased infrastructure has to be used mainly for research purposes and, to a lesser extent, in the context of teaching assignments.

#### **Language:**

Applications can be submitted either in Dutch or English.

#### **Submission:**

- The project proposals must be submitted via the application module in GISMO. Additional information about the use of GISMO in this (re)search tip: <https://onderzoektips.ugent.be/en/tips/00001932/>
- Only the promoter (or his/her proxy) can submit the proposal definitively.
- Upon receipt of the proposal, an automatically regenerated email will be send.
- The deadline is **3 June 2025, 5pm (Belgian time)**.
- The deadline will be strictly respected; late, incomplete or incorrectly drafted applications will be rejected without review.

#### **Evaluation and granting:**

The Research Council makes a selection of the best proposals and formulates a well-founded advice. The advice of the Research Council is based on the evaluation of the scientific potential of the research group(s) and on the motivation of the application taking into account the opportunities to the further development of Ghent University's research potential. The Research Council can also recommend to allocate a reduced budget. The funds for the purchase of research infrastructure are granted by the chairperson of the Research Council, based on the advice of the Research Council.<sup>1</sup>

The success rate of the last call for research infrastructure is shown in the following table:

Projects Basic Infrastructure	2022			To be awarded in 2025
	Applications	Selected for funding	Success rate	
Numbers	84	33	39%	
Budget	€ 8 299 442	€ 3 023 801	36%	€ 3.300.000

#### **Announcement of the result:**

The day after the selection by the Research Council, the list of selected proposals will be published on the website of the Special research Fund (BOF), see <https://www.ugent.be/en/research/funding/bof/results/overview.htm>.

All applicants will also receive a letter or e-mail from the Chairperson of the Research Council with the selection result.

Promoters of non-awarded applications will automatically receive feedback by email within 6 weeks after the announcements of the results.

<sup>1</sup> with authority delegated to him by the Board of Governors on 4 June 2021.

**After allocation of the funds:**

All infrastructure purchased with this BOF-funding must be registered in GISMO.

No later than two years after the infrastructure came into operation, the promoter must submit a scientific report on the use of the basic infrastructure for research purposes. This scientific report must be sent electronically to [BOFapplication@ugent.be](mailto:BOFapplication@ugent.be).

The scientific report must be submitted on the required form, which is available on the University website: [sjablonen verslaggeving Bijzonder Onderzoeksfonds — Universiteit Gent](#) (template final report).

**Additional information:**

For additional information concerning this call please contact the University Services - Research, team Special Research Fund by sending an email to [BOF@ugent.be](mailto:BOF@ugent.be)

# EXPLANATION OF THE GISMO APPLICATION MODULE

## GENERAL SECTIONS

### 1 General

#### 1.1 Dutch and English project title

Short title of the project (this title must be more than the name of the infrastructure. After purchase, the infrastructure will have to be registered separately in GISMO under its specific name). When granted, both are sent to the FRIS portal and the Research Explorer.

*GISMO instructions: use the provided text box.*

#### 1.2 Abstract of the project in Dutch and English

Short description in Dutch and English of the project (max. 1000 characters). When awarded, these abstracts are forwarded to the FRIS portal and the Research Explorer.

*GISMO instructions: use the provided text box.*

#### 1.3 Research discipline codes

Provide at least one research discipline codes of level 4. To consult the research discipline codes: <https://www.ugent.be/en/research/research-ugent/research-discipline.htm>

*GISMO instructions: make use of the provided selection module.*

#### 1.4 Keywords

Provide at least three Dutch and three English keywords.

*GISMO instructions: use the provided text box.*

### 2 Person(s) responsible for the project

One can participate in a **maximum of two applications** as a promotor and/or co-promotor.

For all persons responsible for the project (except "contact person") a completed personal profile is required in GISMO, according to the conditions for delivery to the FRIS portal. Completeness means an ORCID linked to Ghent University and at least one research discipline code of level 4.

- For those who do not have an ORCID yet: further information on the creation of an ORCID can be found on this web page: <https://www.ugent.be/orcid>.
- Information on the research discipline codes: <https://www.ugent.be/en/research/research-ugent/research-discipline.htm>

*GISMO instructions: for each role a search box is available (search on name, first name, organisation, e-mail). Select or add the desired person yourself. The module automatically checks whether a complete personal profile is available. Use the jump button 'Go to my profile' to complete the missing data or contact the person concerned.*

*All persons responsible for the project can edit the application in the GISMO application module, except for the contact person (who has read-only rights). They can also designate a proxy to manage sections on their behalf - more information in [this \(re\)search tip](#). They can work on the same application at the same time, but not on the same section. Personal sections must be completed by the specific (co)promotor (or his proxy).*

#### 2.1 Promoter (mandatory - only one allowed)

The proposals must be submitted by a promoter who is, at the moment of the deadline of this call, associated with Ghent University either as:

- a member of the tenured academic staff (Zelfstandig Academisch Personeel - ZAP)
- a visiting professor with (at least) a research assignment
- a senior assistant, senior lector, assistant professor, associate professor, full professor or senior full professor within the integration framework at UGent who holds a PhD degree

This promoter acts as the **sole** authorized person for the granted research budget (Grants Code) and as spokesperson. The promoter carries the responsibility for the proper implementation of and reporting on the project. If the promoter retires before the end of the project, it is obligated to mention a co-promoter who will take over.

## 2.2 Co-promoters (not mandatory)

Co-promoters have no access to the budget (Grants Code) for this BOF project.

The amount of co-promoters is unlimited.

At the moment of the deadline of this call, each co-promoter must:

- have an appointment at Ghent University (FWO postdoctoral researchers and VLAIO researchers included), the University Hospital, VIB Gent, IMEC Gent and/or Vlerick Leuven Gent Management School or at one of the University Colleges ("hogescholen") from the Ghent University Association **and**
- hold a PhD degree

**'External' co-promoters (= the University Hospital, VIB Ghent, IMEC Ghent, IMinds Ghent and/or Vlerick Leuven Gent Management School or at one of the University Colleges ("hogescholen") from the Ghent University Association) need to be registered in GISMO in advance, before they can be linked to the application.**

*GISMO instructions: prior to starting the application, the person acting as co-promotor logs on to <https://gismo.ugent.be>. If this person is not yet known within the Ghent University systems an error message will appear. In that case the person needs to register via <https://gismo.ugent.be/gismo-web/web/registratie>. If the person is already known and does not receive an error message, they will be asked to complete their data for GISMO (i.e. their affiliation), before they can be linked to the application.*

Every co-promoter must have a completed personal profile in GISMO, i.e. an ORCID (if UGent staff, the ORCID is also linked to UGent) and at least one discipline code of level 4.

## 2.3 Contact person (mandatory)

A Ghent University staff member who acts as go-between for communication about the project application.

# 3 Project proposal

## 3.1 Replacement, expansion and/or procurement

Indicate whether it concerns the replacement of existing basic infrastructure with basic infrastructure of the same type (or a more current version), the expansion of existing basic infrastructure or the procurement of new basic infrastructure (e.g. introduction of new technology) and explain.

*GISMO instructions: tick what is applicable (more than one option is possible) and explain in the provided text box.*

*GISMO instructions: The explanation for sections 3.2 to 3.6 should not exceed 5 pages and must use Arial font size 10 (spacing 1). Please use the provided template and upload a single PDF file. Any file exceeding the specified number of pages will not be accepted for upload.*

## 3.2 Description of the basic infrastructure

Describe the requested basic infrastructure, including technical specifications. Indicate where the requested basic infrastructure will be located. Also specify whether the location is already ready for the placement and operationalization of the basic infrastructure, or if further adjustments to the room in question (to be carried out by UD3 – function domain Campus and Building) are necessary.

## 3.3 Comparable existing basic infrastructure

Indicate whether comparable basic infrastructure is present in the immediate vicinity of the applicant's research group(s) or at Ghent University in general. If so, specify to what extent the applicant(s) have access to the existing infrastructure and clarify the necessity/added value of having this basic infrastructure themselves for the execution of the research.

### **3.4 Necessity of the basic infrastructure**

The applicants must be able to demonstrate that this basic infrastructure is essential for their research activities ('basic').

### **3.5 Use and potential users of the basic infrastructure**

Indicate which potential persons/research groups at Ghent University will be able to use the basic infrastructure, in which context (research/education/service) and explain. The applicant(s) must be able to demonstrate that the requested basic infrastructure is broadly applicable.

### **3.6 Other elements in support of your application, if applicable**

If applicable, mention special capacities or opportunities of the requested infrastructure that support the application (for example innovative character of the infrastructure, exceptional high efficiency of the device, etc...).

## **4 Qualifications of the research group (maximum 6000 characters – 1000 words)**

Describe the context and strategy of the research in relation to the proposal.

Situate the basic research infrastructure within the different research topics which are relevant for the application and which are currently being (or will be) studied by the research unit(s). Other research expertise can also be added at this point. If the topic signifies a completely new research area for the research unit(s), please explain and motivate.

*G/SMO-instructions: use the provided text box.*

## **5 Cost basic infrastructure**

An application can be submitted for basic infrastructure with a maximum value of €250.000 (including VAT), of which up to €150.000 can be funded through the BOF Basic Infrastructure call. Infrastructure exceeding €250.000 is not allowed.

Indicate the cost (always including VAT - if the quote does not mention VAT, then the Belgian VAT of 21% must be calculated and added) of the requested basic infrastructure with possible breakdown into modules. If relevant, provide a breakdown between the basic infrastructure and possible expansion modules or options.

The purchase of multiple pieces of equipment can only be requested if these instruments form an inseparable whole and it can be demonstrated that it is not possible to carry out the proposed research programs if one of them is not available. The purchase of multiple devices cannot be requested if the devices can function independently of each other.

Maintenance and usage costs cannot be included in the total cost.

Add **at least one price quote** per requested device (or other infrastructure).

Applicants are encouraged to add multiple price quotes if possible. If multiple quotes with competitive prices are added to the application and/or if an (academic) discount has already been negotiated, this can be taken into account in the final allocation of the budget. The Research Council can always decide to provide budget reductions that take into account any future discounts.

*G/SMO instructions: use the provided table and upload option. Always indicate amounts including VAT. If VAT is not mentioned in the price quote, you must calculate and add the Belgian VAT of 21% yourself. Obtained discounts must be mentioned separately in the provided table under the option "discount".*

## **6 Requested funding and possible co-funding (if applicable)**

A maximum of €150.000 BOF funding can be requested. This means for basic infrastructure that costs more than €150.000 (but with a maximum price of €250.000 including VAT), co-funding by the applicants must always be provided. This co-funding must already be available when applying. For basic infrastructure that costs €150.000 or less (including VAT), co-funding by the applicants is optional. In that case, the presence of co-funding does not affect the assessment, neither positively nor negatively.

In the case of co-funding, the ownership and usage rights of the basic infrastructure remains 100% within Ghent University, regardless of the origin of the co-funding.

*G/SMO Instructions: use the provided tables.*

*Note: always indicate all amounts including VAT, meaning that no VAT will be added upon allocation.*

## **7 Parallel applications (if applicable)**

If parallel funding for the full amount has been requested from other bodies for the purchase of the proposed basic infrastructure, this must be stated, giving full details.

Approval at the expense of the BOF can take place under the suspensive condition of the granting of this other funding. After all, the same infrastructure cannot be funded twice.

One copy of this parallel application should be added to the proposal.

*G/SMO instruction: use the provided table and upload module. Always mention amounts VAT included.*

## **8 Project timing**

A BOF Basic Research Infrastructure project has a standard duration of 24 months, with a fixed start date on 1/12/2025. Budget spending is possible for 24 months.

*G/SMO instructions: click 'save and continue'.*

## **9 Larger implications**

Please indicate whether the proposal has larger implications by using the questionnaire. For more information on this questionnaire see: [Infrastructure\\_Checklist\\_EN.docx](#)

*G/SMO instructions: download the questionnaire, complete and upload a pdf version in this section.*

## **10 Scientific committee**

In order to evaluate the applications, the Research Council relies on three scientific committees.

The committees consist of members representing the following faculties:

- Committee for the Humanities and Social and Behavioural Sciences ('Alpha' Committee): Faculty of Arts and Philosophy, Faculty of Law, Faculty of Economics and Business Administration, Faculty of Psychology and Educational Sciences, Faculty of Political and Social Sciences
- Committee for the Sciences and Engineering ('Beta' Committee): Faculty of Science, Faculty of Engineering and Architecture, Faculty of Bioscience Engineering.
- Committee for Biomedical and Medical Sciences ('Gamma' Committee): Faculty of Medicine and Health Sciences, Faculty of Veterinary Medicine, Faculty of Pharmaceutical Sciences.

As a standard rule, the application will be discussed in the Committee to which the promoter's faculty is assigned. One can submit a well-founded request to deviate from this rule.

*G/SMO instructions: choose the appropriate committee. If the committee deviates from the one that is linked to the promoter's affiliation, complete the provided text box with a motivation.*

## **11 Other annexes**

If you wish, you can add your own attachments that are not requested in the other sections.

## ADDENDUM – PERSONAL SECTIONS FOR PROMOTOR AND CO-PROMOTOR(S)

### 1 Five most important publications

For this section, the (co-)promotors have to select and justify their five most important publications from Biblio.

Note: ensure your Biblio profile is updated in a timely manner (there is processing time between Biblio and GISMO).

*GISMO Instructions: use the search tool to find and select the specific publications. Add a justification in the provided text field.*

*GISMO instructions: external copromotors need to upload a pdf file for this section. A template is provided.*

### 2 Curriculum Vitae (maximum 2 pages)

The (co-)promoters must each attach a CV to the application. This CV should contain information about academic and research experience. A template is provided as an indication, which may be adapted and modified according to individual circumstances, or another CV may be used. It is important that the CV is no longer than 2 pages. If there are career interruptions (e.g., parental leave, maternity leave, care leave, long-term sick leave, etc.), please clearly indicate this in the CV so that it can be taken into account during the assessment of the application.

*GISMO Instructions: upload a single PDF file. Any file exceeding the specified number of pages will not be accepted for upload.*

## Template Curriculum Vitae – maximum 2 pages (Addendum - item 2)

Family name, First name:

Researcher unique identifier (ORCID):

Date of birth:

Nationality:

URL for website:

### ➤ EDUCATION

200?            PhD or 'Habilitation':  
                  Title of the dissertation:  
                  Grade obtained (e.g. "distinction"):  
                  Name of Faculty/ Department, Name of University/ Institution, Country  
                  Name of PhD Supervisor:

199?            Master:  
                  Grade obtained (e.g. "distinction"):  
                  Title of the master thesis:  
                  Name of Faculty/ Department, Name of University/ Institution, Country

### ➤ CURRENT AND PREVIOUS POSITION(S)

201? – Ongoing      Current Position:  
                          Name of Faculty/ Department, Name of University/ Institution, Country

200? – 200?           Position held:  
                          Name of Faculty/ Department, Name of University/ Institution, Country

200? – 200?           Position held:  
                          Name of Faculty/ Department, Name of University/ Institution, Country

### ➤ FELLOWSHIPS AND AWARDS

200? – 200?      Name of Faculty/ Department/Centre, Name of University/ Institution, Country

200?                Award received for xx from Name of Institution, Country

198? – 199?        Scholarship, Name of Faculty/ Department/Centre, Name of University/ Institution, Country

### ➤ SUPERVISION OF GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS

200? – 200?      Number of Postdocs/ PhD/ Master Students  
                         Name of Faculty/ Department/ Centre, Name of University/ Institution, Country

### ➤ TEACHING ACTIVITIES (if applicable)

200? –              Teaching position – Topic, Name of University/ Institution, Country

200? – 200?        Teaching position – Topic, Name of University/ Institution, Country

➤ **ORGANISATION OF SCIENTIFIC MEETINGS (if applicable)**

201? Please specify your role and the name of the event, Country  
200? Please specify type of event / number of participants, Country

➤ **INSTITUTIONAL RESPONSIBILITIES (if applicable)**

201? – Faculty board member, name of University or Institution, Country  
201? – 201? Graduate Student Advisor, Name of University/ Institution, Country  
200? – 200? Member of the Research Council, name of University or Institution, Country  
200? – 200? Member of a Committee; role, Name of University or Institution, Country

➤ **COMMISSIONS OF TRUST (if applicable)**

201? – Scientific Advisory Board, Name of University or Institution, Country  
201? – Member review Board, Name of University or Institution, Country  
201? – Review panel member, Name of University or Institution, Country  
201? – Editorial Board, Name of University or Institution, Country  
200? – Scientific Advisory Board, Name of University/ Institution, Country  
200? – Reviewer, Name of University or Institution, Country  
200? – Evaluator, Name of University/ Institution, Country

➤ **MEMBERSHIPS OF SCIENTIFIC SOCIETIES (if applicable)**

201? – Member Research Network “Name of Research Network”  
200? – Associated Member, Name of Faculty or Department, Name of University or Institution, Country  
200? – Founding Member, Name of Faculty or Department, Name of University or Institution, Country

➤ **MAJOR COLLABORATIONS (if applicable)**

Name of collaborators, Topic, Name of Faculty, Department or Centre, Name of University or Institution, Country

➤ **CAREER BREAK(S) (if applicable)**

Exact dates Please indicate the reason and the duration in months.