**SPECIAL RESEARCH FUND**

**Permanently open call**

**Request for exceptional extension of a PhD trajectory that was delayed due to COVID-19**

**Terms and conditions**

The call is open to all PhD students, regardless of the funding body of the PhD trajectory so far.

To be eligible for additional funding (grant or salary), all of the conditions listed below must be met:

* The doctoral research is in its final stage;
* The doctoral research still requires essential research activities aimed at data collection or data processing without which the completion of the doctoral degree is impossible;
* The data collection for the PhD research has been interrupted or seriously delayed for an extended period of time due to the effects of the COVID-19 crisis, with no alternative possibilities to continue or redirect the PhD research;
* The delay or interruption of the PhD research lasted at least four months;
* The circumstances and causes of the serious delay shall be duly substantiated;
* The additional funding either immediately links up with ongoing funding of the PhD student (whether or not via UGent), or follows funding that was recently terminated;
* There are no alternative funding possibilities available for the supervisor or the organizational unit (e.g. research group, possibly the department, etc.) of which the supervisor is a member in order to finance an extended PhD trajectory;
* The granted period for additional funding cannot exceed the period of the reported interruption or serious delay of the doctoral trajectory, with a maximum period of 12 months.
* Only one grant per PhD student is allowed. Anyone who has been awarded a grant in the context of this call cannot submit a new application.

Given the available budget, it will only be possible to provide additional funding to a limited extent. **Promoters and doctoral students are therefore asked to submit an application only if there are no other possibilities to successfully complete the PhD.**

Some **examples** (non-exhaustive) of exceptional circumstances that may justify a request for additional funding:

* Fieldwork (incl. access to libraries, archives, museums, ...) that is essential for the PhD research cannot take place for a longer period of time due to travel restrictions;
* Essential research stays at a foreign research partner cannot take place due to travel restrictions;
* Experiments could not take place because the research infrastructure was fully used for COVID-19 related analyses or research activities;
* Seasonal research could not be started, resulting in a one-year delay for this research;
* Longitudinal research was interrupted for a longer period or could not be started;
* Research activities (e.g. questionnaires, focus interviews, ...) could not take place because of the impossibility of physical meetings with the target audience (residents of residential care centres, hospital patients, ...)

**Submitting an application**

* The application is submitted by the doctoral student’s **promoter**
* The application can be submitted at **any time**; if there is still ongoing financing, the application can be submitted **from 8 months before the end of the ongoing financing.**
* Candidates are strongly encouraged to apply as soon as possible to ensure a subsequent extension. This is especially the case when the appointment must be made as a WP (group 1) and the candidate is subject to the single permit regulations (NON-EEA nationality).
* The application is submitted to DOZA **by e-mail** via [BOFapplication@ugent.be](mailto:BOFapplication@ugent.be) (please do not send a scanned PDF, but a PDF converted from Word)[[1]](#footnote-1)
* The application file should be named as follows: "**surname PhD student\_first name PhD student\_CDV\_application**". Send the application form and any attachments as separate PDF files.

**Procedure**

* The admissibility of the application is checked by DOZA, taking into account the above-mentioned term and conditions and the financing possibilities available to the promoter are checked by DFIN.
* Each admissible application is assessed for content by an ad hoc committee consisting of
  + The chief academic administrator
  + Director DOZA
  + 3 members (Alpha, Beta, Gamma) of the Research Council
* The Research Council allocates the funds based on the advice of the ad hoc committee

**Announcement of the result**

Promoters will be informed of the result personally.

Promoters who wish to do so, can request feedback via e-mail from the Special Research Fund team ([BOF@ugent.be](mailto:BOF@ugent.be)).

**Final report**

Within three months following upon the end of the extension a final scientific/scholarly report has to be sent electronically to [BOFapplication@UGent.be](mailto:BOFapplication@UGent.be).

The scientific/scholarly report must be made on the required forms, which are available on the University website:   
<https://www.ugent.be/en/research/funding/bof>

# Promoter (ZAP who is currently promoter of the PhD trajectory)

|  |  |
| --- | --- |
| Name |  |
| Department |  |
| Department code |  |
| Address |  |
| Telephone number |  |
| E-mail |  |
| Proxy Promoter |  |
| ORCID-ID (publically available) |  |

# PhD Student

|  |  |
| --- | --- |
| Name |  |
| Student number |  |
| ORCID-ID (publically available) |  |

# PhD research and funding

* 1. ***Abstract of the research project in Dutch and English***

|  |
| --- |
| **Project title in Dutch:**    **Keywords in Dutch (your choice, at least 3, divided by a semicolon):**    **Abstract of the proposed research project in Dutch (max. 60 words):** |

|  |
| --- |
| **Project title in English:**    **Keywords in English (your choice, at least 3, divided by a semicolon):**    **Abstract of the proposed research project in English (max. 60 words):** |

* 1. **Research field codes (at least one):**

See: <https://www.ugent.be/en/research/research-ugent/research-discipline.htm>

Use the research field code mentioned under “Disciplinary Subfield L4”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Start date of the PhD trajectory |  |
| Originally planned date of submission of the doctorate to the faculty |  |
| Planned date of submission of the PhD to the faculty in case the requested extension is granted |  |

* 1. **Funding overview**

Give a detailed overview of the already awarded and the still available funding (grant or salary) for the PhD student (add rows if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| Type (grant, salary) | Funding body | Start date | End date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Description of the delay incurred

Thoroughly substantiated description of the circumstances, causes and duration of the serious delay, including an explanation of why there were no alternative possibilities for continuing or reorientating the doctoral research. Which essential research activities aimed at data collection or processing are still required to allow the completion of the PhD. Maximum 2 A4 pages.

# Replacement activities

Description of the substitute research and other activities carried out by the PhD student during the period that the PhD research was interrupted. Maximum ½ A4 page.

# Planning of the activities during the extension

Please describe and schedule the activities that will be carried out during the requested extension.

# Requested additional funding

|  |  |
| --- | --- |
| Term (may not exceed the period of the reported interruption or serious delay of the doctoral trajectory, with a minimum of 4 and a maximum of 12 months). The defence of the PhD cannot be included in this term, so the term does not extend beyond the submission of the PhD. |  |
| Desired start date of the additional financing |  |

# Description of the planned use of the financial resources available to the promoter

Thoroughly substantiated description of the future use of the free resources currently at the disposal of the promoter or the organisational unit (e.g. research group, possibly the department, etc.) of which the supervisor is a member, as a result of which they cannot be used to extend this PhD trajectory. Maximum 1 A4 page.

1. *Via File < Export < Create PDF/XPS document* [↑](#footnote-ref-1)