**SPECIAL RESEARCH FUND**

**Call 2023**

**CONCERTED RESEARCH ACTIONS**

**Please consult the document “Announcement and application information”**

|  |  |
| --- | --- |
| **Spokesperson:** |  |
| **Title of the research project:** |  |
| **This application concerns:** | short project proposal (Fill out part I, II and III)  elaborated project proposal (Fill out part I, II, III and IV) |
| Mandatory annexes to be added to the short project proposal and the elaborated project proposal. | curriculum vitae of the applicants in English (max 2 pages per person)  overview of all ongoing, submitted and concluded grants and funding of the applicants  achievements track record  BOF-report from Biblio |
| Non- mandatory annexes: only when applicable and available | report of the previous GOA  advice ethical committee  parallel applications  letter of commitment of external lab/expert  excluded external referees  additional annexes : |

**The deadline for short project proposals is 16 December 2022 at 23:59 (Belgian time)**

**The deadline for elaborated project proposals is 2 May 2023 at 23:59 (Belgian time)**

* The application has to be submitted electronically to [BOFapplication@UGent.be](mailto:BOFapplication@UGent.be)

(please use a pdf converted from the Word document and not a scanned pdf[[1]](#footnote-1))

* The document has to be named as follows: “**surname Spokesperson\_ name Spokesperson\_GOA-application**”. Send the application form and mandatory annexes concerning the qualifications of the applicants together in one PDF-file. Send other annexes as separate PDF-files.
* The deadline will be strictly respected; late or incomplete applications will be rejected without review.

**PART I. PROJECT DATA**

# Administrative data

Please carefully read the call for the characteristics of the various roles.

## 1.1 Spokesperson (= Hoofdpromotor)

|  |  |
| --- | --- |
| **The Spokesperson’s retirement cannot start during the project** | |
| Name, first name |  |
| Date of birth |  |
| Institution(s) of appointment, please add % of appointment, type and duration of the appointment |  |
| Department |  |
| Department code |  |
| Address |  |
| Phone |  |
| E-mail |  |
| Proxy |  |
| ORCID-ID (publically available) |  |

## 1.2 Promoter(s)(more than one is allowed)

|  |  |
| --- | --- |
| **The retirement of a Promoter can start during the GOA but the application needs to contain an explanation of how the expertise that is at risk will be guaranteed for the remainder of the GOA** | |
| Name, first name |  |
| Date of birth |  |
| Institution(s) of appointment, please add % of appointment, type and duration of the appointment |  |
| Department |  |
| Department code |  |
| Address |  |
| Phone |  |
| E-mail |  |
| Proxy Promotor |  |
| ORCID-ID (publically available) |  |

|  |  |
| --- | --- |
| **2nd Promoter** | |
| Name, first name |  |
| Date of birth |  |
| Institution(s) of appointment, please add % of appointment, type and duration of the appointment |  |
| Department |  |
| Department code |  |
| Address |  |
| Phone |  |
| E-mail |  |
| Proxy Promotor |  |
| ORCID-ID (publically available) |  |

In case of several Promoters, please copy and add the above section

## 1.3 Co-promoter(s)(more than one is allowed)

This role can only be taken up by postdoctoral researchers

|  |  |
| --- | --- |
| Name, first name |  |
| Date of birth |  |
| Institution(s) of appointment, please add % of appointment, type and duration of the appointment |  |
| Department |  |
| Department code |  |
| Address |  |
| Phone |  |
| E-mail |  |
| ORCID-ID (publically available) |  |

In case of several Co-promoters, please copy and add the above section

## 1.4 Researcher involved in the project (if applicable)

|  |  |
| --- | --- |
| Name, first name |  |
| Institution(s) of appointment |  |
| Function |  |
| Address |  |
| Phone |  |
| E-mail |  |
| **Describe the role of this researcher in the GOA** | |

In case of several researchers, please copy and add the above section

## 1.5 Information for the university administration: scientific committee

**Important: please consult p. 7 and following of the call for guidelines for selecting the committee. The applicants are responsible for the correct choice of scientific evaluation committee.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Alpha |  |  | Beta |  |  | Gamma |  |

|  |  |  |
| --- | --- | --- |
| Omega |  | If the omega committee is selected, it is also necessary to select the relevant committees (alpha/beta/gamma) for their pre-advice |

|  |
| --- |
| **Obligatory: explain your choice of committee(s)** |

## 1.6 Data Management Plan

There is no need to add a Data Management Plan (DMP) to the GOA application but such a plan will be required if the application is successful. In that case a DMP has to be added to the project file in GISMO 6 months after the start of the GOA at the latest.

## 1.7 Abstract of the research proposal in Dutch and English

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

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

**1.8 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”.

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

# Expertise of the consortium

**2.1 Composition of the consortium and context/strategy concerning the project proposal (maximum 3 pages)**

Justify the composition of the consortium: explain why each member of the consortium takes up his/her particular role as Spokesperson/ Promoter/ Co-promoter. Which expertise does each member of the consortium provide? How will the members of the consortium work together? Has the consortium already worked together? If not, what is the reason to apply for GOA-funding together now?

**2.2 Most relevant publications of the consortium in relation to the project proposal (max. 5 per person)**

Mention for each member of the consortium (Spokesperson, Promoters, Co-promoters) max. 5 publications (no restriction in time) which are highly relevant for the proposed GOA project. “Relevant” has a broad sense in this case: the publications do not necessarily have to be on the same research topic as the GOA project, they can also deal with the methodology etc.

Briefly describe why they are relevant for the GOA project. If the publication has several authors, please explain your specific contribution to the research mentioned in the publication.

These publications do not necessarily have to be the most important in your career: those will be dealt with in part II of the application.

# Research proposal

## 3.1 Description of the research proposal

## State-of the-art of the research topic. Description of the research proposal including aim, methodology, synergy and timing, and bibliography of the cited literature – max. 6 pages (excluding the bibliography). For the elaborated GOA application, the research proposal may be extended to max. 12 pages (excluding the bibliography). Figures should be included in the maximum number of pages and cannot be added as an annex.

Please use Arial, size 10 pt.!

## 3.2 Re-submission

If this project proposal is a re-submission of an ungranted GOA application, indicate what has changed from the previous submission. Pay attention to how the feedback of the Research Council on the previous submission has been taken into account or why certain elements of the feedback have not been addressed.

# Financial Data

|  |
| --- |
| THE TABLES IN THIS SECTION ARE MADE IN EXCEL. TO FILL IN THE TABLE DOUBLE CLICK SOMEWHERE IN THE TABLE. TO LEAVE THE TABLE DOUBLE CLICK SOMEWHERE OUTSIDE THE TABLE. |



## 4.1 Personnel

### Estimated personnel costs

See table with estimated personnel costs per category in the document with application information.



### Additional information on, and justification of personnel costs

## Operational costs

### 4.2.1 Estimated operational costs in €



### Justification of operational costs

## Equipment costs

### 4.3.1 Estimated equipment cost in €



### Justification of equipment costs

## Subcontracting

### 4.4.1 Estimated subcontracting costs in €



### Justification of subcontracting costs

# Parallel applications

|  |  |
| --- | --- |
| Promoter |  |
| Proposed start and end dates |  |
| Title |  |
| Funding agency |  |
| Requested amount |  |
| Status of the application |  |

|  |
| --- |
| Indicate whether this research application as a whole – or some parts of it – also has been submitted at BOF or at other funding agencies. Answer the questions below:   1. Are there other submitted research proposals that overlap partly or entirely with the present proposal? If so, how do they overlap and what is the status of the other proposals? Is this overlap (partly) the result of previous collaborations with other researchers? 2. In case of overlapping research proposals, why is additional funding needed? 3. Is this to maximize the chances to receive funding? In this case the Research Council can decide to award its funding conditionally, meaning that the funding will only be granted if the parallel application is not successful. In that sense, the information regarding the overlap of research proposals will have no influence on the evaluation procedure itself. But the Research Council may withdraw the selection of the research proposal or may reduce the allocated budget to avoid funding the same project activities twice. 4. Or is the additional funding supplementary to the parallel funding applied for via another funding program? In case both applications are successful: how will these budgets complement one another, what will each budget be used for? |

The box above contains text with guidelines on the format and required information. When you start editing information, please delete the guidelines.

**If necessary you can copy and add the above section. Add parallel applications as separate annex.**

# Does the present proposal follow a running or recently finished GOA-project?

Please carefully read p.11-12 of the call for the guidelines for submitting a scientific report of the previous GOA.

|  |  |
| --- | --- |
| No |  |
| Yes | Join the scientific report of the previous GOA-project to the present project proposal |

scientific report: <https://www.ugent.be/en/research/funding/bof/cra/overview.htm#Scientificreport>

**PART II. QUALIFICATIONS OF THE SPOKESPERSON, PROMOTERS AND CO-PROMOTERS**

# Mandatory annexes

The Spokesperson, Promoters and Co-promoters each have to add the four annexes mentioned below to both the short project proposal and the elaborated project proposal. Merge these annexes together with the application form in one PDF file.

* **Mandatory annex 1: short curriculum vitae (max. 2 pages per person)**

The Spokesperson, Promoters and Co-promoters have to attach their CV’s in English as an annex to this application. These CV’s should include a standard academic and research record. A suggested outline (template) is available below. The structure of the CV may be modified. Select the items that are most important to you. Any research career gaps and/or unconventional paths (due to for example maternity leave, sick leave, etc..) should be clearly explained so that they can be fairly assessed.

**ANNEX 1. TEMPLATE CURRICULUM VITAE – 2 pages CV**

* **PERSONAL INFORMATION**

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.

* **Mandatory annex 2: Overview of all ongoing, concluded and pending grants and funding of the applicants**

Please specify **for each applicant** (Spokesperson, Promoters, Co-promoters) ongoing, concluded and pending research grants and their subject. Please add the following information: funding agency, start and end date, budget, title, and name of the researchers.

**ANNEX 2. ALL ONGOING, CONCLUDED (SINCE 2018) AND PENDING RESEARCH GRANTS AND FUNDING OF THE APPLICANTS**

**ONGOING GRANTS**

|  |  |
| --- | --- |
| Promoter and (if applicable) copromoter |  |
| Funding agency |  |
| Start and end date |  |
| Budget and/or person months |  |
| Title |  |
| Researchers |  |

**If necessary you can copy and add the above section**

**CONCLUDED GRANTS (since 2018)**

|  |  |
| --- | --- |
| Promoter and (if applicable) copromoter |  |
| Funding agency |  |
| Start and end date |  |
| Budget and/or person months |  |
| Title |  |
| Researchers |  |

**If necessary you can copy and add the above section**

**PENDING APPLICATIONS**

|  |  |
| --- | --- |
| Promoter and (if applicable) copromoter |  |
| Funding agency |  |
| Start and end date |  |
| Budget and/or person months |  |
| Title |  |
| Researchers |  |

**If necessary you can copy and add the above section**

* **Mandatory annex 3: achievements track record of the applicants**

Please attach a list in English of achievements **for each applicant** (Spokesperson, Promoters, Co-promoters) reflecting the track record of the applicant based on the template below. At least one of the achievements must be related to the GOA proposal. **The obligatory elements A, B and C together are limited to max. 2 pages per person. There is no limitation for elements D, E, F, G.**

**ANNEX 3. ACHIEVEMENTS TRACK RECORD**

1. **Scientific leadership:** Please indicate arguments and evidence for scientific leadership **(obligatory).**

Scientific leadership refers to a person’s ability to conduct ground-breaking research, to have the required scientific expertise and capacity to successfully execute the project and to have the ability to inspire others towards a common vision. This requires good personal relations within a team with room for critical reflection. It is manifested through a range of tasks such as managerial duties; project coordination and the supervision of others - and through less tangible activities such as independent critical and creative thought, balancing individual and group objectives, and contributing to a university’s mission.

Limited number of pages, see above.

1. **Impact:** Please indicate what has been the impact (academic and/or economic and/or societal) of the applicant in scientific work so far **(obligatory).**

Academic impact is the demonstrable contribution that excellent research makes in shifting understanding and advancing scientific method, theory and application across and within disciplines. Economic and societal impact is the demonstrable contribution that excellent research makes to society and the economy, and its benefits to individuals, organizations and/or nations.

Limited number of pages, see above.

1. **5 major publications (obligatory)**

In major international peer-reviewed multi-disciplinary scientific journals and/or in the leading international peer-reviewed journals, peer-reviewed conferences proceedings and/or monographs and any translations thereof of their respective research fields, highlighting those as main author or without the presence as co-author of their PhD supervisor. **Please add ranking and impact factor**. Preprints are also acceptable.

Explain why you have chosen these publications and describe the innovative character of each publication. What is the expected research impact (scientific and/or economic and/or societal)? If the publication has several authors, please explain your specific contribution to the research mentioned in the publication.

Limited number of pages, see above.

1. **Granted patent(s)** (if applicable)
2. **Invited presentations to internationally established conferences and/or international advanced schools** (if applicable)
3. **Prizes/Awards/Academy memberships** (if applicable)
4. **Other** (if applicable)

* **Mandatory annex 4: BOF report from Biblio (publication output and completed PhDs)**

For the Spokesperson, Promoters and Co-promoters, download the BOF report with bibliographic data from Biblio. Add this to the application as annex 4.

To download the report, copy the link below in a browser and replace the red part with your own Ghent University ID code. You will see a button in the upper right hand corner of the report to download it as a Word file.

This report is generated automatically and includes the publications and completed PhDs under the applicant’s promotership since 2017 to date.

In case you are invited to submit an elaborated GOA application, a new BOF report needs to be downloaded. The timeframe will then shift one year (publications since 2018 to date).

! It is important that you download the **BOF report** with publications and PhD’s of the last 5 years and not your entire bibliography, make sure that the link ends with /bof.

<https://biblio.ugent.be/person/>UGent ID code/bof

If any publications still need to be approved in Biblio, you can contact the Biblio staff via [biblio@ugent.be](mailto:biblio@ugent.be) until 3 weeks before the deadline of the GOA call. Publications that are not yet classified by the Biblio staff, appear in the BOF report under the category U (unclassified).

**PART III. ETHICS CHECK**

1. **Introduction**

Research should be conducted according to ethical standards. Some are imposed by law, others are generally accepted in (international) scientific practice.

Researchers must reflect on the ethical aspects of their proposal and identify any ethical issues in the ethics questionnaire (**part B**). The actual questionnaire is followed by the declaration on honour (**part C**).

Sometimes there is a legal obligation to submit the project proposal to an ethics committee. This is made clear in the questionnaire. However, researchers may also submit their proposal to an ethics committee for an ethical approval if there is no legal obligation, e.g., when a journal requests an ethical approval. For further information, check our website in [Dutch](https://www.ugent.be/intranet/nl/op-het-werk/onderzoek-onderwijs/onderzoek/context/ethiek/ethisch-advies.htm) or [English](https://www.ugent.be/intranet/en/research/ethics/ethics-approval.htm). A dedicated [research tip](https://researchtips.ugent.be/en/tips/00001898/) informs you on what is requested when specific ethics issues apply, and provides further background information.

Even if no ethical issues apply to your proposal, you must always complete **part C** of the questionnaire (**Declaration on honour**).

1. **questioNnaire**

# Human embryos and foetuses

|  |  |
| --- | --- |
|  | YES? |
| 1. Does your research involve human Embryonic Stem Cells (hESCs)? | ☐ |
| 1. Will the hESCs be directly derived from embryos within this project? 2. Are the hESCs previously established cell lines? | ☐  ☐ |
| 1. Does your research involve the use of human embryos? | ☐ |
| 1. Does your research involve the use of human foetal tissues/cells? | ☐ |

If you checked any of the boxes, you must submit your proposal to the Committee for Medical Ethics, as soon as your application has been approved for funding. The project can only start when the committee has formally given an ethical approval of the project.

Additionally, if you checked the box for question 2, research projects using human embryos *in vitro* require additional approval by the Federal Commission for Medical and Scientific Research on Embryos in Vitro (FCE).

# Humans

|  |  |
| --- | --- |
|  | YES? |
| 1. Does your research involve human participants? | ☐ |
| 1. Are they volunteers for social or human sciences research? 2. Are they persons unable to give informed consent (including children / minors)? 3. Are they vulnerable individuals or groups? 4. Are they children / minors? 5. Are they patients? 6. Are they healthy volunteers for medical studies? | ☐  ☐  ☐  ☐  ☐  ☐ |
| 2. Does your research involve physical interventions on the study participants? | ☐ |
| a. Does it involve invasive techniques?  b. Does it involve collection of biological samples? | ☐  ☐ |

If you checked box 1.a, 1.b, 1.c or 1.d, please note that not every research involving human participants triggers the obligation to request an ethical approval. However, the journal in which you want to publish the results of your research might ask you to submit an ethical approval. For this reason, it might be advisable to request ethical approval anyway before the start of the project.

If you checked box 1.e, 1.f or 2, you must submit your proposal to the Committee for Medical Ethics, as soon as your application has been approved for funding. The project can only start when the committee has formally given an ethical approval of the project.

# Human cells and tissues

|  |  |
| --- | --- |
|  | YES? |
| Does your research involve human cells or tissues (other than from human embryos/foetuses)? | ☐ |
| 1. Are the human cells or tissues obtained from commercial sources? 2. Do they originate from another laboratory/institution/biobank? 3. Were they produced or collected by you during previous research activities? 4. Are they produced or collected by you as part of this project? | ☐  ☐  ☐  ☐ |

If you checked any of the boxes, you must submit your proposal to the Committee for Medical Ethics, as soon as your application has been approved for funding. The project can only start when the committee has formally given an ethical approval of the project.

# Personal data

|  |  |
| --- | --- |
|  | YES? |
| Does your research involve collecting and/or processing of personal data? | ☐ |

If you checked the box, the EU General Data Protection Regulation (GDPR) requires that all personal data processing activities are registered in the GDPR register of each institution where the processing takes place before the start of the processing. At UGent, this registration should be done in [dmponline.be](https://dmponline.be/). Check our [website](https://onderzoektips.ugent.be/en/tips/00001795/) for more information on how to register your personal data processing activities.

# Animals

|  |  |
| --- | --- |
|  | YES? |
| Does your research involve research procedures to live non-human vertebrate animals (incl. independently feeding larval forms, foetal forms of mammals in the last trimester of their normal development) and/or cephalopods, and/or forms in earlier stages (if the experiments have consequences in later stages)? | ☐ |
| 1. Are they non-human primates? 2. Are they genetically modified animals? 3. Are they cloned farm animals? 4. Are they endangered species? | ☐  ☐  ☐  ☐ |

In case you checked box a, you must have obtained an ethics approval at the time of submitting your proposal for funding. In case you checked box b, c or d, you must submit your proposal to the ethics committee responsible for your faculty as soon as your application has been approved for funding. The project can only start after formal approval of the project by the ethics committee. Please submit your proposal to one of the following ethics committees:

* Ethics Committee for Animal Research of the Faculty of Sciences and VIB-UGent
* Ethics Committee for Animal Research of the Faculty of Veterinary Medicine, also for the Faculty of Bioscience Engineering
* Ethics Committee for Animal Research of the Faculty of Medicine and Health Services, also for the Faculty of Pharmaceutical Sciences and University Hospital Ghent

Check our website in [Dutch](https://www.ugent.be/nl/onderzoek/maatschappij/dierproeven/overzicht.htm) or [English](https://www.ugent.be/en/research/research-strategy/animal-research.htm) for more information.

# Access and Benefit-Sharing and the Nagoya Protocol

|  |  |
| --- | --- |
|  | YES? |
| Does your research involve genetic (biological) resources and/or traditional knowledge associated with genetic resources, that are in scope of the Nagoya Protocol and/or the related EU Regulation 511/2014?  🡪 Name of the country/ies of origin: Enter name(s) here | ☐ |

Usually, you must obtain a ‘Prior Informed Consent' (PIC) from the Competent National Authority in the country of origin (provider country) prior to the access and utilization of the genetic resources or traditional knowledge. The conditions for utilization, and benefit sharing, must be negotiated and registered in 'Mutually Agreed Terms' (MAT). Check our website in [Dutch](https://www.ugent.be/intranet/nl/op-het-werk/onderzoek-onderwijs/onderzoek/context/ethiek/nagoya.htm) or [English](https://www.ugent.be/intranet/en/research/ethics/nagoya) for more information.

# International collaboration

|  |  |
| --- | --- |
|  | YES? |
| 1. Do you plan to use local resources (e.g., animal and/or human tissue samples, genetic material including that captured by question 6, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?   🡪 Name of country/ies: Enter name(s) here | ☐ |
| 1. Do you plan to import/export any material from/to other countries?   🡪 Name of country/ies: Enter name(s) here | ☐ |
| 1. Could the situation in the country put the researchers and/or the individuals taking part in the research at risk? | ☐ |

If you checked any of the boxes, please take into account the applicable legislation and guidelines regarding international transportation, cooperation and precautionary safety measures such as risk analyses.

# Dual-use and military applications

|  |  |
| --- | --- |
|  | YES? |
| * + 1. Does your research have the potential for military applications? | ☐ |
| * + 1. Does your research involve dual-use items in the sense of EU Regulation 428/2009, or other items for which an export license is required? | ☐ |

If you checked any of the boxes, be aware that research proposals with potential military applications or involving dual-use items must comply with Ghent University’s dual-use research policy and must be reported to Ghent University’s Dual-Use Contact Point. You might need an export license if you wish to export dual-use items. Check our website in [Dutch](https://www.ugent.be/intranet/nl/op-het-werk/onderzoek-onderwijs/onderzoek/context/ethiek/dualuse) or [English](https://www.ugent.be/intranet/en/research/ethics/dual-use) for more information.

Not every dual-use research triggers the obligation to request an ethical approval. However, you must inform the Dual Use Contact Point of your dual-use research [using the Dual-Use Notification Form](https://www.ugent.be/intranet/en/research/ethics/dual-use#Practicalaspects). The journal in which you want to publish the results of your research might ask you to submit an ethical approval. For this reason, it might be advisable to request an ethical approval from the Committee on Human Rights Policy and Dual-Use Research anyway before the start of the project.

# Misuse and human rights

|  |  |
| --- | --- |
|  | YES? |
| 1. Does your research have the potential for misuse of the research results? | ☐ |
| 1. Could the research contribute to human rights violations, or is a project partner involved in human rights violations? | ☐ |

If you checked box 1, know that not all potential for misuse of the research results triggers the obligation to request an ethical approval. However, the journal in which you want to publish the results of your research might ask you to submit an ethical approval. For this reason, it might be advisable to request an ethical approval anyway before the start of the project from the relevant ethics committee within your institution.

If you checked box 2, the intended collaboration must be submitted to the Committee on Human Rights Policy and Dual-Use Research. In order to prevent benefiting from human rights violations, collaborations with external partners are subject to a human rights impact assessment. Check our website in [Dutch](https://www.ugent.be/nl/univgent/waarvoor-staat-ugent/mensenrechten/overzicht.htm) or [English](https://www.ugent.be/en/ghentuniv/principles/human-rights/overview.htm) for more information.

# Environment and health & safety

|  |  |
| --- | --- |
|  | YES? |
| 1. Does your research involve the use of elements (chemical, physical, sound, …) that may cause harm to the environment (water, air, soil, …), or to animals or plants? | ☐ |
| 1. Does your research involve the use of elements (chemical, physical, sound, …) that may cause harm to humans, including research staff and their co-workers? | ☐ |
| 1. Is (part of) your research carried out within protected areas? | ☐ |
| 1. Do the proposed experiments make use of GMOs or pathogens? | ☐ |
| 1. Do the proposed experiments make use of activities, installations or products that need to be covered by permits (narcotic drugs and precursors, hormonal substances, explosives and precursors, cyanides, ozone-depleting substances, ionizing radiation, radioactive substances, soils/animals/animal parts and by-products/plants from third countries, …)? | ☐ |

If you checked the box at questions 4 and/or 5, please ensure that you comply with the applicable legislations and guidelines regarding the environment, health and safety.

For question 4, an attestation concerning biosafety is required. See our [Dutch webpage](https://www.ugent.be/intranet/nl/op-het-werk/milieu/) and [milieu@ugent.be](mailto:milieu@ugent.be).

For question 5, different types of permits or attestations or a compulsory notification may be required:

* Narcotic drugs and precursors, hormonal substances, explosive compounds, ozone-depleting substances, soils/animals/animal parts and by-products/plants from third countries: see our [Dutch webpage](https://www.ugent.be/intranet/nl/op-het-werk/milieu/) and [milieu@ugent.be](mailto:milieu@ugent.be).
* Cyanides and prohibited substances: see our [Dutch webpage](https://www.ugent.be/intranet/en/human-resources/health-safety) and [veiligheid@ugent.be](mailto:veiligheid@ugent.be).
* Ionizing radiation and radioactive substances: see our [Dutch webpage](https://www.ugent.be/intranet/nl/op-het-werk/welzijn/straling) and [straling@ugent.be](mailto:straling@ugent.be).

# Other ethics issues

Your research may raise (new) ethical issues and concerns that are currently not (fully) covered by this ethics checklist (e.g., new developments in the fields of neurobiology, man-machine interaction, developments in nanotechnology, genetic enhancement, the creation of androids and cyborgs, [artificial intelligence](https://www.ugent.be/intranet/en/research/ethics/ai), etc.).

|  |  |
| --- | --- |
|  | YES? |
| Are there any other issues that should be taken into consideration? | ☐ |

If you checked the box, please specify: Enter description here

Please note that these issues do not always trigger the obligation to request an ethical approval. However, it is important to keep in mind that the journal in which you want to publish the results of your research might ask you to submit an ethical approval. For this reason, it might be advisable to request ethical approval anyway before the start of the project from the relevant ethics committee within your institution.

1. **DeclaratIon on honour**

Please confirm which of the following situations apply to your research (multiple answers are possible). It is required to at least answer either question 1 or 2. In the context of this GOA application “I” refers to the Spokesperson (Hoofdpromotor) of the GOA.

|  |  |
| --- | --- |
| 1. I declare on honour that **none of the ethical issues** in part B of the questionnaire **apply to my proposal**. | ☐ |
| 1. I declare on honour that **one or more of the ethical issues** in part B of the questionnaire do **apply to my proposal** and I commit to adhere to all relevant legislation, regulations and institutional guidelines and policies. | ☐ |
| 1. I declare that for one or more ethical issues in part B of the questionnaire **an ethical approval is required**. I declare on honour that **I will submit my project proposal** in due time to the competent research **ethics committee(s)**. | ☐ |
| Please indicate which ethics committee(s) will deal with your application:  ☐ Medical Ethics Committee  ☐ Federal Commission for Embryos  ☐ Ethics Committee for Animal Testing of the Faculty of Veterinary Sciences, also competent for the Faculty of Bioscience Engineering  ☐ Ethics Committee for Animal Testing of the Faculty of Medicine and Health Sciences, also competent for the Faculty of Pharmaceutical Sciences  ☐ Ethics Committee for Animal Testing of the Faculty of Sciences and the VIB  ☐ Committee on Human Rights Policy and Dual-use Research  ☐ Ethics Committee of the Faculty of Arts and Philosophy  ☐ Ethics Committee of the Faculty of Engineering and Architecture  ☐ Ethics Committee of the Faculty of Law and Criminology  ☐ Ethics Committee of the Faculty of Economics and Business Administration  ☐ Ethics Committee of the Faculty of Psychology and Educational Sciences  ☐ Ethics Committee of the Faculty of Political and Social Sciences |  |

**PART IV. DATA ELABORATED PROJECT PROPOSAL**

If you are invited to submit an elaborated GOA project proposal, you need to:

* elaborate the **research proposal** in part I, item 3 to maximum 12 pages (bibliography excluded)
* part II, annex 4: download a new version of the BOF report from Biblio. This report will contain automatically the publication output and completed PhDs since 2018 to date (the timeframe shifts one year compared to the BOF report in the short project proposal).
* fill in part IV.

All other data in part I, II and III can be updated if desired.

# 1 English summary (1 page)

Please use Arial, size 10 pt.! Mention the context of the research, the project objectives and a concise description of the planned research activities.

# 2 External referees: excluded researchers

If you are invited to submit an elaborated GOA-proposal, external referees will be selected for a written evaluation. If you want to exclude certain researchers (max. 6) from being asked as referees, please mention them in a separate annex.

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