

TITLE OF PROJECT

In this instruction box, you find information on how to fill out and submit your full proposal. This application form consists of 10 sections. At the different sections of the form, you will find further clarification and notes on how to complete them. When writing your full proposal, please be specific and provide only information that applies to the proposal and its objectives. Please take into account that the application will be assessed by an independent assessment committee, consisting of representatives from the academic and applied research community and from the professional field based on the information provided in sections 2-6. Completion of all description fields is mandatory. Please do not exceed the maximum amount of pages mentioned in the instructions below.

Please first read the Call for Proposals, and adhere to the following rules when filling out this application form:

- *Fill out the application form in Dutch or English;*
- *Use the Calibri font at font size 10 and do not change the margins (2,5 cm, all directions) and spacing;*
- *Do not change the colours of the layout and headers provided;*
- *For sections 2 – 6, a page limit of 25 pages applies. The page limit includes the instructions, illustrations, figures, descriptions of work packages etc. Other sections have different page limits;*
- *The page limit does not include the Annexes;*
- *You may include an image on this front page;*
- *You may use subheadings, but may not alter the section numbering provided;*
- *You may not use footnotes.*

Submitting the application form

The application form must be submitted as a PDF file. Before converting the application form to PDF and submitting it to ISAAC:

- *Remove the italic instructions and examples in this font and the grey font colour, in each section and in this grey box;*
- *Refresh the table of contents by right clicking on a grey area in the table of contents. Select 'Update Field'. You can now either refresh the entire table or just the page numbers.*
- *Do not use any security locks or bookmarks in the PDF file.*

Mandatory annexes

The annexes that are mandatory for the submission of your full proposal in ISAAC are listed below and in the Call for Proposals (CfP), section 3.3. Any other annexes are not permitted. The mandatory annexes are:

- *Application form (PDF)*
- *Budget form (Excel)*
- *Statements and Signature Form (PDF)*
- *Project Participants Form (Excel)*

The mandatory if applicable annexes are:

- *General de-minimis statement (PDF)*
- *Declaration co-funding (PDF, is also applicable for own contribution by co-applicants)*
- *Declaration of support (PDF)*
- *Permission to request IKS rates from RVO (PDF)*
- *Appointment and project supervision (PDF)*
- *Declaration Knowledge Security (PDF)*

Examples of the prescribed templates for the mandatory annexes are available on the funding page of this call: <https://regieorgaan-sia.nl/financiering/ciiic-kern/indieningsronde-april-2026/> Annexes must be uploaded in ISAAC separately from the full proposal form. All of the annexes must be submitted in the specified filetypes.

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Example

Project proposal

1. General project information

Title of the project*

* Please make sure that the title you enter here is the same as entered in ISAAC.

Main applicant and project leader^A							
First name, surname, title(s)	Organisation	Appointment ^B	Position ^B	End date contract ^B	Type ^C	Chamber of Commerce number	Expertise (in max. 5 key words)
		Select type of appointment	Select type of position	dd/mm/yyyy or indefinite	Select type.		

^A There can be only one person listed as main applicant. The main applicant should submit the application via ISAAC. PLEASE

NOTE: the applicant must be an individual and not an organisation.

^B Please refer to the Call for proposals for the requirements regarding the appointment and position of the main applicant.

^C For monitoring purposes, please provide the Chamber of Commerce registration number if applicable and select the organisation type of the organisation with which the main applicant is associated.

Co-applicant(s) from research organisations^D							
First name, surname, title(s)	Organisation	Appointment ^E	Position ^E	End date contract ^E	Type ^F	Chamber of Commerce number ^F	Expertise (in max. 5 key words)
		Select type of appointment	Select type of position	dd/mm/yyyy or indefinite	Select type.		

^D Please add a row for each co-applicant. PLEASE NOTE: every person that is listed as co-applicant here should also be listed in ISAAC and in the Project Participants Form.

^E Please refer to the Call for proposals for the requirements regarding the appointment of co-applicants.

^F For monitoring purposes, please provide the Chamber of Commerce registration number if applicable and select the organisation type of the organisation with which each co-applicant is associated.

Co-applicant(s) from companies and/or civil society organisations^G							
First name, surname, title(s)	Organisation	Appointment ^H	FTE ^H	Type ^I	Chamber of Commerce number ^I	Expertise (in max. 5 key words)	
		Select type of appointment	Provide the size of the appointment	Select type.			
		Select type of appointment	Provide the size of the appointment	Select type.			

^G Please add a row for each co-applicant. PLEASE NOTE: every person that is listed as co-applicant here should also be listed in ISAAC and the Project Participants Form.

^H Please refer to the Call for proposals for the requirements regarding the appointment of co-applicants.

^I For monitoring purposes, please provide the Chamber of Commerce registration number and select the organisation type of the organisation with which each co-applicant is associated. For more information regarding the classifications of businesses, see <https://www.rvo.nl/onderwerpen/subsidiespelregels/ezk/mkb-toets>.

Co-funder(s) ^J					
First name, surname, title(s)	Organisation/host country ^K	Type ^L	Chamber of Commerce number ^L	Sector ^M	Expertise (in max. 5 key words)
		Select type.		Select sector.	

J Please add a row for each co-funder. Co-funders should be added to the Project participants form but should not be listed in ISAAC.

^K In the case of an international co-funder.

⁴ For monitoring purposes, please provide the Chamber of Commerce registration number and select the organisation type for each co-funder. For more information regarding the classifications of businesses, see the [RVO website](#).

^M For monitoring purposes, please select the sector of each co-funder. For more information about the sectors, see [NACE Rev. 2 - Statistical classification of economic activities](#)

Collaborative partner(s) ^N					
First name, surname, title(s)	Organisation/host country ^O	Type ^P	Chamber of Commerce number ^P	Sector ^Q	Expertise (in max. 5 key words)
		Select type.		Select sector.	

ⁿ Please add a row for each collaborative partner. Collaborative partners should not be listed in the Project Participants Form, nor in ISAAC.

^o In the case of an international collaborative partner.

⁹ For monitoring purposes, please provide the Chamber of Commerce registration number and select the organisation type of each collaborative partner. For more information regarding the classifications of businesses, see the RVO Website.

^a For monitoring purposes, please select sector of the collaborative partner. For more information about the sectors, see NACE Rev. 2 - Statistical classification of economic activities.

Summary of the project budget	
	Amount in €
Requested from NWO for research activities by research organisations and enterprises & civil society organisations	€
<u>Funding other than provided by NWO:</u>	
<ul style="list-style-type: none"> contribution of enterprises and civil society organisations for the non-subsidised share of the costs eligible for funding 	€
<ul style="list-style-type: none"> Contributions co-funders 	in cash: € in kind: €
Total project budget	€

Please make sure that the summary of the project budget corresponds to the information in the budget form.

Summary of the project proposal (maximum 300 words)

Write a summary of the project proposal for publication – if awarded funding – by NWO and Regieorganisatie SIA, both in printed matter and on digital platforms. Make sure the summary appeals to a wide audience. In addition, for projects

that have been awarded funding, we will publish a summary in the online [SIA project database](#) and on [Publinova](#), including the name and email address of the designated project contact person. Should you have any objections to publication and/or editing by Regieorgaan SIA and/or NWO, please write an email to: nqf-ciic@nwo.nl.

Select one sector on which your project mainly focuses:

<input type="checkbox"/>	SMEs/MKB
<input type="checkbox"/>	Public Sector

The sectors are elaborated on in sections 2.1.2 and 3.1.2 of the Call for proposals.

Example

2. Alignment with the scope of this Call for proposals

Specify how your application aligns with the thematic scope of the Call for proposals, as described in section 2.1 of the Call for proposals.

Please pay attention to:

- *how your project fits the thematic scope, as stated in 2.2;*
- *which sector(s) and topic(s), are covered and why;*
- *how the project aligns with the CIIIC incentive schemes' impact goals, as stated in 2.2.1.*

Description

3. Identification and formulation of the research question

As stated in section 4.3 of the Call for proposals, the committee assesses the application on the extent to which:

- *the practice-based question originates from (professionals working in) SMEs or the public sector and meets an existing need or challenge in those sectors;*
- *the practice-based question has been assessed by relevant professionals working in professional practice (i.e. IX-sector);*
- *the practice-based question is relevant to society, with a clear indication of the expected benefits for the field and professional practice, as well as an explanation of these benefits. Questions that stimulate the generation of innovative knowledge are considered to add value;*
- *the process by which the question was articulated is clearly described (workshops, stakeholder meetings, co-design, surveys, presentations, etc.);*
- *the outcome, by means of the intended impact, meets an actual need in professional practice.*

Please pay attention to:

- *the process by which the practice-based question was identified and formulated (with whom and through which activities e.g., workshops, stakeholder meetings, surveys, presentations, co-design);*
- *what steps were taken to translate the practice-based needs into a practice-based question? What questions were asked and who was involved in this process?*
- *the research question that follows from the practice-based question;*
- *the research question addresses a clearly defined gap in the literature.*

Description

4. Relevance and quality of the consortium

As stated in section 4.3 of the Call for proposals, the committee assesses the application on the extent to which:

- *The consortium partners involved play an active role in the research activities;*
- *The consortium has the necessary knowledge and quality to carry out the research from the outset;*
- *The consortium maintains relationships with national and international knowledge networks and relevant initiatives. It is an added value if the consortium is an extension of an existing network;*
- *The utilisation of the knowledge gained from the results of this research in education, research and professional practice is guaranteed within the consortium.*

Please pay attention to:

- *how the consortium partners were selected and, if necessary, why a specific (type of) partner has not (yet) been included;*
- *the required expertise from relevant enterprises and/or civil society organisations within the professional field is available from the outset of the project to support the execution of the intended research activities. Provide concrete evidence of partner quality and readiness to start immediately.*
- *the complementarity of the partners in the consortium, and a detailed description of their specific roles in the development (co-design) and execution (co-creation) of the project;*
- *existing national and international knowledge networks and initiatives the consortium is connected to, how these relationships will be leveraged, and in what way the consortium extends an existing network*
- *the goals and aims of the consortium, as well as the distribution of interests within it. ;*
- *how the consortium composition will contribute to achieving the envisaged goals of NGF-CIIC incentive scheme and the societal impact.*
- *how the adoption of the results of this exploratory research project in education research and professional practice is secured within the consortium.*

Description

5. Research plan

As stated in section 4.3 of the Call for proposals, the committee assesses the application on the extent to which the research plan:

- *provides a comprehensive yet concise overview of the current state-of-the-art knowledge in both professional practice and scientific research, nationally and internationally. This overview must include a literature review featuring recent and relevant studies on the topic of the proposal;*
- *translates the practical question into a clear, functional, and well-defined research question; includes a detailed description and justification of the proposed methods and analytical techniques to address the research question. The chosen methods must be optimally suited to the nature of the question and follow a predetermined, consistent approach, ensuring transparency, reproducibility, and transferability.*
- *Includes an activity plan with measurable (interim) objectives and expected (interim) results. The plan must clearly show who does what, when, why, and what the expected outcomes are. It should describe the specific roles of practice, research, and education partners (e.g., participation in focus groups, learning communities, implementation of pilots), demonstrating how consortium partners jointly develop knowledge by actively contributing their own expertise (knowledge circulation);*
- *provides a clear description of how the research results will be disseminated and embedded within education and the research community;*
- *is feasible and executable. This includes:*
 - i. The extent to which the requested financial resources are proportionate to the nature, scope, and expected impact of the project proposal;*
 - ii. The extent and quality of staffing;*
 - iii. The availability of resources and time investment;*
 - iv. The presence of clearly assigned and qualified project management;*
 - v. The extent to which the professional field is willing to make a substantial contribution to the project's implementation (e.g., financial support, provision of equipment, workspace, time for supervision, participation in the project, provision of patents or licenses, etc.).*

Please pay attention to:

- *state-of-the-art literature, research question, methodology, outcomes and future research questions;*
- *a feasible and effective research plan addressing the research question in a pertinent way;*
- *a clear description of each work package (WP), their budget and their research activities; which consortium partners are involved in each WP: specify partner FTEs, budget allocations, and WP responsibilities to evidence active participation;*
- *a cost-effective budget related to the work packages;*
- *for each WP, explain the knowledge dissemination, uptake, and application in relevant sectors;*
- *how the WP will interact throughout the project.*

Description overall research plan

Use your preferred work package format or use the format provided below.

WP number: e.g. 1

WP title: XXXX

WP duration: x months (no more than 12 months)

WP leader: Provide the WP leader's name, title and initials, as well as the organisation with which he/she is associated (English name). Do not add any other contact details here.

WP personnel: xx Postdoc, xx Other temporary scientific personnel, xx Non-scientific personnel, xx Industrial/societal doctorates (replace 'xx' with the corresponding number; please delete any types of personnel positions that are not being applied for.)

Participating consortium partners: Which co-applicants and other consortium partners are involved? Provide their names, titles and initials, as well as the research institute/organisation with which they is/are associated (English name). Do not add any other contact details here.

Requested WP budget:

List and briefly explain the reason for specific expenses (personnel, services and materials) for this work package. For each cost item, use a single row in the table to provide a description and the amount. Make sure the amounts specified correspond with the information provided in your budget form. You may add additional rows to the table if necessary. Provide a total for all work package expenses. Also include all in-kind contributions to the work package. Motivate and explain the required costs in the space provided beneath the table.

Consortium partner	Description contribution	In cash or kind	Amount (€)
Total			XXX

Please motivate the WP budget here (use a maximum of 150 words).

Description (use a maximum of 150 words)

6. Project management

6.1 Planning

Please include a schematic overview (e.g. Gantt chart) of the timeline of your project, including the separate timelines and planning for each work package and the requested personnel.

Description

6.2 Project governance and project management

Describe the overall project governance and project management. Who is responsible for overall management of the project? What communication structures will be set up to exchange information between partners and to organise the project activities? How will project progress be monitored and feedback loops facilitated throughout the execution of your research? Detail the mechanisms and commitments that guarantee adoption of the result. Specify the timing, purpose and type of activities for monitoring & evaluation and how these could lead to adjustments in your project plan.

Description

6.3 Risk management and contingency plan

Identify possible societal, scientific and financial risks that could stand in the way of the project's success. Explain briefly what risks could be posed by false assumptions made in the problem analysis (as described in Section 2). Explain how potential conflicts of interest will be managed, e.g. dual roles are not allowed, and how incentives are aligned for sustained collaboration. Provide a brief description of an alternative plan for dealing with any unforeseen events that might occur.

Description

7. Data management

Maximum of 1 A4 pages Please answer the questions in this section. The evaluation of this part of the proposal will not influence the assessment of your application. However, the assessment committee may provide feedback on your data-management strategies that could help you.

1. Will data that is collected or generated be (made) suitable for reuse?

> Yes: indicate this in the text box below and answer questions 2-4 below

> No: explain in the text box below why the data generated by the research will not be (made) reusable, or why the data cannot be stored or will otherwise be unsuitable for reuse.

Answer:

2. Where will the data be stored during the research?

Answer:

3. How will the data be stored for the long term and made available for use by third parties when the project has been completed? For whom will the data be accessible?

Answer:

4. What facilities (ICT, (secure) archive, refrigerators or legal expertise) do you anticipate will be needed for the storage of data during and after the research? Are they available?*

Answer:

*ICT facilities for data storage are considered to be resources such as data storage capacity, bandwidth for data transport and computing power for data processing.

8. Ethical aspects

Please check the applicable boxes in the table below. Please note that NWO must receive proof of any required ethical approval before your project can start.

	Not applicable	Not yet applied for	Applied for	Received
Approval from a recognised (medical) ethics review committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval from an animal experiments committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission for research with the population screening Act	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Example

9. Additional information

Indicate the relevance of the research to specific strategic agendas and educational domains.

9.1 Themes with impact

Please select a minimum of one and a maximum of three options from the list below.

Themes with impact (min. 1 and max. 3)
<input type="checkbox"/> Health and Wellbeing
<input type="checkbox"/> Education and Talent Development
<input type="checkbox"/> Resilient Society: in the neighbourhood, city, and region
<input type="checkbox"/> Key Technologies and Sustainable Materials
<input type="checkbox"/> Built Environment: Sustainable
<input type="checkbox"/> Sustainable Transport and Smart Logistics
<input type="checkbox"/> Sustainable Agriculture, Water, and Food Supply
<input type="checkbox"/> Energy Transition and Sustainability
<input type="checkbox"/> Arts and the Creative Industry
<input type="checkbox"/> Responsible and Innovative Entrepreneurship
<input type="checkbox"/> Safety and Security
<input type="checkbox"/> Tourism and Hospitality
<input type="checkbox"/> Not applicable

9.2 Educational sectors

Please select a minimum of one and a maximum of three options from the list below.

Educational sectors (min. 1 and max. 3)
<input type="checkbox"/> Agro and Food
<input type="checkbox"/> STEM (Science, Technology, Engineering, and Mathematics)
<input type="checkbox"/> Healthcare
<input type="checkbox"/> Arts
<input type="checkbox"/> Economics
<input type="checkbox"/> Higher Social Studies
<input type="checkbox"/> Education
<input type="checkbox"/> Other

9.3 Key sectors

Please select a minimum of one option from the list below.

Key sectors (min. 1 and max. 3)
<input type="checkbox"/> Agro & Food
<input type="checkbox"/> Chemical Industry
<input type="checkbox"/> Creative Industry
<input type="checkbox"/> Energy
<input type="checkbox"/> High-Tech Systems and Materials
<input type="checkbox"/> Life Sciences & Health
<input type="checkbox"/> Logistics
<input type="checkbox"/> Horticulture and Parental Material
<input type="checkbox"/> Water
<input type="checkbox"/> Other

9.4 NWA-routes

Please select a maximum of one main route and a maximum of two most suited sub-routes from the list below.

Main route (max. 1)	Sub-route(s) (max.2)	NWA Route
<input type="checkbox"/>	<input type="checkbox"/>	The Blue Route – Water in movement: transitions and opportunities in the blue domain
<input type="checkbox"/>	<input type="checkbox"/>	Building Blocks of Matter and Fundamentals of Space and Time
<input type="checkbox"/>	<input type="checkbox"/>	Circular Economy
<input type="checkbox"/>	<input type="checkbox"/>	Sustainable Production of Safe and Healthy Food
<input type="checkbox"/>	<input type="checkbox"/>	Energy Transition
<input type="checkbox"/>	<input type="checkbox"/>	Prevention and Healthcare Research
<input type="checkbox"/>	<input type="checkbox"/>	Child and Adolescent Development, Upbringing and Education
<input type="checkbox"/>	<input type="checkbox"/>	Art: Research and Innovation in the 21st Century
<input type="checkbox"/>	<input type="checkbox"/>	The Green Route – Nature and biodiversity in a rapidly evolving environment
<input type="checkbox"/>	<input type="checkbox"/>	Living History
<input type="checkbox"/>	<input type="checkbox"/>	Logistics and Transport in an Energetic, Innovative and Sustainable Society
<input type="checkbox"/>	<input type="checkbox"/>	Materials – Made in Holland
<input type="checkbox"/>	<input type="checkbox"/>	Measuring and Detection: Anything, Anytime and Anywhere
<input type="checkbox"/>	<input type="checkbox"/>	NeuroLabNL – The ultimate living lab for brain, cognition and behavioural research
<input type="checkbox"/>	<input type="checkbox"/>	The Origins of Life – On Earth and in the Universe
<input type="checkbox"/>	<input type="checkbox"/>	Towards Resilient Societies
<input type="checkbox"/>	<input type="checkbox"/>	Personalised Medicine: The Individual at the Centre
<input type="checkbox"/>	<input type="checkbox"/>	The Quantum/Nano Revolution
<input type="checkbox"/>	<input type="checkbox"/>	Regenerative Medicine: Game Changer Moving to Broad Areas of Application
<input type="checkbox"/>	<input type="checkbox"/>	Smart Industry
<input type="checkbox"/>	<input type="checkbox"/>	Smart, Liveable Cities
<input type="checkbox"/>	<input type="checkbox"/>	Sport and Exercise – Science Opens Up to Society
<input type="checkbox"/>	<input type="checkbox"/>	Sustainable Development Goals for Inclusive Global Development
<input type="checkbox"/>	<input type="checkbox"/>	Between Conflict and Cooperation
<input type="checkbox"/>	<input type="checkbox"/>	N/A

9.5 Knowledge and Innovation Agendas (KIAs)

Please select a maximum of one main and a maximum of two other applicable Knowledge and Innovation Agendas from the list below.

Main (max. 1)	Other (max. 2)	Agenda
<input type="checkbox"/>	<input type="checkbox"/>	Safety
<input type="checkbox"/>	<input type="checkbox"/>	Climate and Energy
<input type="checkbox"/>	<input type="checkbox"/>	Circular Economy
<input type="checkbox"/>	<input type="checkbox"/>	Health and Care
<input type="checkbox"/>	<input type="checkbox"/>	Digitisation
<input type="checkbox"/>	<input type="checkbox"/>	Agriculture, water and food
<input type="checkbox"/>	<input type="checkbox"/>	Key Enabling Technologies
<input type="checkbox"/>	<input type="checkbox"/>	Mission-driven Innovation

9.6 Performance Indicators

Regieorgaan SIA is keen to gain insight into the extent to which this project fosters network formation and, additionally, how well it aligns with education. To that end, we kindly ask for the performance indicators listed below to be filled out. In aggregated form, these performance indicators provide insight into the involvement of both practice and educational partners in the research that Regieorgaan SIA Body supports through various funding schemes. SIA uses this information to better tailor its schemes to their intended objectives.

Network

Organisation type	Total number	Of which consortium partners	Of which other stakeholders
University of Applied Sciences			
University			
Other Research Organisation			
Civil Society Organisation			
Business SME			
Business Large			
Umbrella Organisation or Industry Association			
Professional Association			
Other, specify:			

Education Sectors

Education Sector*	Number of teaching staff involved from this sector	Number of students involved from this sector

(*) Please select one or more applicable education sectors:

Agro and Food	Healthcare
Higher Social Studies	Education
STEM (Science, Technology, Engineering, and Mathematics)	Arts
Economics	Other

10. Literature references

Maximum of 2 A4 pages. Please provide a condensed list of the most relevant literature, patents, publications and other relevant output and include sufficient bibliographical details in your references to enable readers to identify and find the sources without difficulty. References might be, for instance, literature references (that support your research plan, for example) or output of consortium partners (including (co-)applicants). Please use numerical in-text citations (i.e. "Previous research has shown 12,13") and include the full reference in this reference list; do not use footnotes for this. You may choose to format your reference list as you wish, as long as the individual items can be easily traced to their source and you do not deviate from the prescribed font type / size (10-point Calibri) and the standard margins.

Example