

Application Form

Instructions

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 science and everyday practice with knowledge of the field.

Filling out the application form

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

- *All sections of the application form should be filled out in English or Dutch;*
- *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 layout and headers provided;*
- *For sections 2 – 6, a page limit of 30 pages applies. The page limit includes illustrations, figures, descriptions of work packages etc.;*
- *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:

- *Budget (Excel)*
- *Statement General Conditions of the GBER (for co-applicant businesses and civil society organisations, PDF);*
- *Statement and signature form (PDF)*
- *Project participants form (Excel);*
- *Declaration of own contribution and co-funding (if applicable: per co-applicant from the category of businesses and civil society organisations and per co-funder, combined into a single PDF);*
- *Declaration of support (if applicable: per partner, combined into a single PDF);*
- *Permission of IKS rates (if applicable: for all organisations making use of these, combined into a single form if applicable, PDF)*
- *Appointment and project supervision (if applicable, PDF);*

The prescribed templates for the mandatory annexes are available on the funding page of this call:

<http://www.regieorgaan-sia.nl/financiering/ciic-learning-communities/indieningsronde-november-2026/>.

Annexes must be uploaded in ISAAC separately from the full proposal form. All of the annexes must be submitted in the specified filetypes.

Information on developing your Impact Plan for your full proposal

The proposal must be in line with the impact goals of the NGF CIIC programme mentioned in paragraph 2.2.1

Tailor-made impact in the Call for proposal.

NWO offers an e-learning module on knowledge utilisation for applicants and their consortium partners. This e-learning module can be found online at <https://impact.nwo.nl/>. For more information on NWO's knowledge utilisation policy see the website: <https://www.nwo.nl/en/knowledge-utilisation>.

Voorbeeldexemplaar

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Voorbeeldexemplaar

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 min. 1 key word and 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. The main applicant that is listed here should also be listed in the Project Participants Form.

^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 min. 1 key word and 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 min. 1 key word and 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) ^I					
First name, surname, title(s)	Organisation/host country ^K	Type ^L	Chamber of Commerce number ^L	Sector ^M	Expertise (in min. 1 key word and 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.

^L 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 min. 1 key word and 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.

^P 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](#).

^Q 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			
Funding	Funding by NWO Amount (€) ^S	Funding other than by NWO Amount (€) ^S	Total funding Amount (€) ^S
Research expenses of Research organisations			
Research expenses of Businesses & civil society organisations			
Expenses of the development and operation of the learning community			
Total project budget			

^S Copy the amounts from the budget form, sheet Summary, table Funding.

Research theme	
<input type="checkbox"/>	1. Increasing knowledge and understanding of IX among users.
<input type="checkbox"/>	2. Joint development throughout the entire process and development cycle of IX, from content to finished product and application.
<input type="checkbox"/>	3. Translating practical questions into IX concepts.
<input type="checkbox"/>	4. Distribution & infrastructure.
<input type="checkbox"/>	5. Reuse, Further Development & Scaling Up.
<input type="checkbox"/>	6. Public values.

^T Please indicate for which topic this application is submitted. You are allowed to combine topics in your research but you have to select one topic here. For more information about the topics, see the Call for proposals.

Application areas	
<input type="checkbox"/>	1. Arts & Culture
<input type="checkbox"/>	2. Media & Entertainment
<input type="checkbox"/>	3. Creative Business Services

^U Please indicate for which application area(s) this application is submitted. You are allowed to select multiple areas. For more information about the topics, see the Call for proposals.

Summary of the project proposal (maximum 300 words)

Write a summary of the project proposal for publication – if awarded funding - by NWO and Regieorgaan 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: CIIC-LC@nwo.nl.

2. State aid and the General Block Exemption Regulation (GBER)

Non-economic activities by research organisations

For *the non-economic activities* to be carried out by the research organisations in the consortium, please explain how these activities qualify as independent scientific research aimed at more knowledge and better insight (see criterion 1 in the Call for proposals Section 4.3.1).

Description

3. Problem definition and analysis

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

- the problem statement is clearly formulated and the resulting knowledge and development questions are original and innovative, sufficiently defined, logically related and contribute to the objective of the Call for Proposals and the theme and scope(s) formulated therein to which the application relates;
- the problem statement is urgent and relevant: is the problem statement directly linked to practical issues in working, learning and innovating for the IX? To what extent and in what way is the research and development of theoretical and/or methodological significance?
- the approach and choice of theme are appropriate within the ambitions and themes of CIIC as described in Chapter 2 of the Call for proposals;
- the expected project outputs will contribute to CIIC's human capital programme as described in Chapter 2 of the Call for proposals.

Please pay attention to:

- how the project contributes to the objectives of the Call for proposals and its specified theme to which the proposal pertains.
- how the anticipated project deliverables will provide input to other Human Capital-CIIC and help achieve their goals detailed in Sections 2.1 and 7.7 of the Call for proposals.
- the intended impact of the project on research, education and practice, and how this intended impact contributes to achieving which of the impact objectives as outlined in Section 2.2.1 of the Call for proposals

Description

4. Consortium

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

- the composition of the consortium is logically aligned with the intended project;
- relevant societal stakeholders and/or (SME) enterprises are involved;
- the consortium partners complement each other in terms of the knowledge, skills and expertise required for the implementation of the project;
- (practical) partners are actively involved in the development of the project, from the formulation of the problem statement and research questions through to implementation;
- the governance structure and internal coherence of, and commitment to, the connection between the components/work packages within the plan are clear;
- the chosen governance structure supports the learning community; the learning community has sufficient personnel, resources and time; the division of roles and tasks is appropriately organised, with attention to specific requirements regarding the necessary expertise of learning community facilitators; the job profiles of these facilitators (such as community managers and coordinators) are clearly and convincingly described;
- the applicants possess expertise specifically relating to the themes requested in this Call for Proposals.

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 project 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;
- the role of the consortium in the organization of the learning community, taking into account the specific expertise required to meet the requirements of the learning community as described in the Call for proposals section 2.1.2.3.

Description

Describe the composition of the consortium by using the table below.

Composition of the consortium		
Organisation	Type ^v	Rol/Contribution
	Select type.	
	Select type.	
	Select type.	

^v Please add a row for each member of the consortium.

5. Action Plan for the learning community

5.1 Goals, vision and strategy

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

- there is a clear direction/focus and 'why' for the learning community, related to the problem statement;
- the detail and clarity of the action plan for the learning community, including a step-by-step plan; the phasing within this (including the strategy for embedding the learning community after the project has ended) and feasibility, in line with the characteristics of the learning community as described in section 2.1.
- there is sufficient alignment with the (international) knowledge base on learning communities. In this regard, the following are considered:
 - the manner in which it aligns with existing knowledge and evidence-based practice;
 - the manner in which it utilises and remains aligned with ongoing recent developments/stays up to date;

Please pay attention to:

- how vision and goal of the learning community are in line with the problem definition and analysis explained in section 3 of this application form.
- the alignment with the chosen theme and sector(s), the features of the learning community outlined in Section 2.1 and the existing knowledge base on learning communities.
- a step-by-step development plan of the learning community, and phasing including how the learning community will be sustained after the project,
- how the learning community is structured and organized.

Description

Describe the composition of the learning community based on the characteristics of the learning community described in the Call for proposals section 2.1.2.3, by using the table below.

Participants learning community ^U		
Organisation	Type ^W	Rol/Contribution
	Select type.	Owner ^X
	Select type.	

^W Please add a row for each learning community participant.

^X Please state the owner of the learning community. The owner of the learning community must be the organisation of the main applicant or a co-applicant. See further requirements of the learning community as outlined in Section 2.1.

Provide a budget overview for the learning community by using the table below.

Expenses learning community		
Budget post	Motivation of the costs	Amount (€) ^Y
Investment costs		
Operating costs		
Total		

^Y Copy the amounts from the budget form, sheet Summary, table Expenses Learning communities.

5.2 Learning programme

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

- The learning programme clearly describes which innovative learning activities/offers/packages are being developed through use cases and other types of activities;
- the learning programme clearly and convincingly describes how it is organised, managed, implemented and assured; with a logical structure of who does what, when, why and what it delivers, with measurable (interim) objectives and expected (interim) results;
- To what extent does the activity plan clearly describe the roles that practice, research, education and other partners will assume within the learning programme?
- the strategy and the way in which the learning programme relates to the research programme of the learning community are clearly described and appropriate; the impact (including knowledge dissemination and adoption) of the research results on professional practice, the research community and education is realised;
- the proposed curriculum is clearly described and feasible; the various components are logically interconnected and supported by an appropriate, well-justified budget; there is a clearly described and appropriate risk analysis and, where necessary, a contingency plan;

Please pay attention to:

- the plan for activities, the anticipated outputs and uptakes by the target group, in line with the chosen theme and sector(s) and the features of the learning community outlined in Section 2.1.2.3
- the coherence of the learning programme with the research programme.

Description

5.3 Research programme

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

- the research programme is carefully formulated and substantiated, reflects the practical question, is appropriate to the theme to which the application relates, and is in line with state-of-the-art knowledge;
- The research methods and analytical techniques follow a specific methodology and are therefore transparent, reproducible and transferable;
- To what extent does the activity plan clearly describe the roles that practice, research, education and other partners will assume during the research?
- the research programme is feasible and implementable. In this regard, the following will be considered:
 - the extent to which the requested funding is proportionate to the nature, scope and expected impact of the project proposal;
 - the level of staffing and quality, as well as the extent of available resources and time commitment;
 - the extent to which there is clearly assigned and qualified project management;

Please pay attention to:

- how the research programme accommodates questions and needs from the practice in line with the chosen theme and sector(s) outlined in Section 2.1.1

- the plan for activities, the anticipated outputs and uptakes by the target group, in line with the chosen theme and sector(s) and the features of the learning community outlined in Section 2.1.2.3
- the coherence of the learning programme with the research programme.

Description

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

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

<p>WP number: e.g. 1</p> <p>WP title: XXXX</p> <p>WP duration: x months (no more than 12 months)</p>																				
<p>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.</p> <p>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.)</p> <p>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.</p> <p>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.</p> <table border="1"> <thead> <tr> <th>Consortium partner</th> <th>Description contribution</th> <th>In cash or kind</th> <th>Amount (€)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Total</td> <td> </td> <td> </td> <td>XXX</td> </tr> </tbody> </table>	Consortium partner	Description contribution	In cash or kind	Amount (€)													Total			XXX
Consortium partner	Description contribution	In cash or kind	Amount (€)																	
Total			XXX																	
<p>Please motivate the WP budget here (use a maximum of 150 words).</p> <p>Description (use a maximum of 150 words)</p>																				

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

Please answer the questions in this section. The evaluation of this part of the proposal will not influence the assessment of your application. However, reviewers and/or the selection committee may provide feedback on your data-management strategies that could help you in developing your data-management plan should your application be awarded funding.

1. Will data that is collected or generated be 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 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 type="checkbox"/>	<input type="checkbox"/>

9. Additional information

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

9.1 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

9.2 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

9.3 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

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 margin.

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