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| **Applied PhD 2025****Funding application** |

Deadline for introduction: **DECEMBER 4, 2024 at 12 p.m.**

Preliminary note: *the use of the masculine gender in this form has been adopted for ease of reading and has no discriminatory intent. The masculine is used as a neutral gender to refer to women, men and non-binary people.*

**Project submission:**

Applications for funding must be submitted in digital format only. They must be sent via the research organisation's interface[[1]](#footnote-1) to funding-request@innoviris.brussels and jverstraeten@innoviris.brussels.

The file sent by email must include the following elements:

* a Word version of the core of the document
* A PDF version including signatures and all appendices
* the budget in Excel file.

As the interface coordinates the submission of the funding applications to Innoviris, the files must therefore be submitted to them at a date prior to the above submission deadline. **Please contact this service as soon as possible to find out the internal deadline specific to your organisation and start preparing your application.**

We advise you to read the Applied PhD rules carefully before filling out this form. It is available at the bottom of the page dedicated to the Applied PhD program on the [Innoviris website](https://innoviris.brussels/program/applied-phd).

|  |  |
| --- | --- |
| **Applicant research organisation** | yyy |
| **Partner entity** | zzz |
| **Project Title** |  |
| **Acronym** |  |
| **Project start date** | dd/mm/yyyy |
| **Project duration** | 48 months |
| **Subsidy requested** *for the 4-year* | XXXX € |

*This form allows you to submit to Innoviris a funding application for an Applied PHD project.*

*An acknowledgement of receipt will be sent to you within 5 days of submitting the application. You will then receive, within 2 months, a letter informing you of the eligibility of the application The procedure and timeline for processing applications (eligibility check, evaluation by a jury, decision) are detailed in the Applied PhD program Rules. These rules are available at the bottom of the* [*web page dedicated to the program*](https://innoviris.brussels/program/applied-phd) *on the Innoviris website.*

*For each eligible project, Innoviris composes, organises and chairs an ad hoc jury in charge of the evaluation. This jury is made up of independent scientific experts and representatives of Innoviris. Each expert signs a confidentiality agreement before receiving a copy of the application for prior reading. The evaluation is based on the analysis of the funding application and on an interview by the jury. The information provided in this document will therefore serve as the basis for the assessment by the jury members. Please fill in it with all the necessary attention.*

***Please do not delete the guidelines given in this document so that the members of the selection jury can evaluate the information provided according to Innoviris' expectations.***

## Protection of personal data

*The personal data collected by Innoviris, the data controller, by means of this form is used to process your funding application (which involves analysis and evaluation by Innoviris or even external experts). Their processing is necessary to comply with a legal obligation to which the data controller is subject (i.e. the l’ordonnance à finalité non-économique[[2]](#footnote-2) and its arrêté d’exécution[[3]](#footnote-3)) and to perform a task in the public interest or in the exercise of the public authority vested in the data controller. No data is shared with third parties without the prior consent of the person concerned or unless a legal obligation obliges Innoviris to do so. Innoviris makes every effort to ensure the confidentiality and security of the data processed. The retention time shall be that necessary to accomplish the purposes of the processing concerned. If you have any questions or wish to exercise your rights under Articles 15 to 22 of the GDPR, please contact dpo@innoviris.brussels or visit our "privacy" webpage*

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# : Summary sheet

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|  BENEFICIARY (RESEARCH ORGANISATION) |

Name of the host institution: .........................................................................................................................

*University, Higher Education institution, collective research centre or other research organisation with a research site in the Brussels-Capital Region (BCR). The host institution, beneficiary of the the subsidy is the candidate’s employer for the duration of the project.*

Company registration number: .......................................

Bank account (IBAN): .............................................

Legal representative:

*(Rector, Executive Director, Authorized Person)*

 First name: …........................................................

 Last name: …........................................................

 Email: ….........................................................

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|  PROJECT PROMOTOR |

*Please duplicate this table in case a co-promotor is also associated with the project. A maximum of two promotors can be associated with the project if the research organisation is a university, three otherwise (configuration 2 – see Program rules).*

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| --- |
| First name: .......................................................................................................................Last name: .......................................................................................................................Function: .......................................................................................................................Entity\*: .......................................................................................................................Research unit: .......................................................................................................................Work address: Street: ..................................................... Number/Box :................................. Zip code: ................ Locality: .....................................................................Telephone: .......................................................................................................................Email: .......................................................................................................................Research Areas: ....................................................................................................................... |

\*: Name of the research organisation

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|  CANDIDATE |

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| First name: ......................................................................................................................Last name: ...................................................................................................................... Nationality: ......................................................................................................................Place and date of birth: ......................................................................................................................Address: Street: ..................................................... Number/Box: ............................. Zip code: .............. Locality: ................... Country: .........................................Telephone: ....................................................................................................................Email: ....................................................................................................................University degree(s): .....................................................................................................................Current position: .................................................................................................................. |

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| PERSON IN CHARGE AT THE INTERFACE |

*Contact the “Interface” (Technology/Knowledge Transfer Office (TTO/KTO)) of the candidate's hosting research organisation (beneficiary institution). The interface representative helps with project set-up, relations between the research organisation and the partner entity and coordinates the submission of the applications to Innoviris.*

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| First name: ..................................................................................................................................Last name: ..................................................................................................................................Position (Job Title): ..................................................................................................................................Telephone: ..................................................................................................................................Email: .................................................................................................................................. |

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| CONTACT PERSON FOR FINANCIAL MATTERS |

*This person is responsible for the file (project) within the financial department of the research organisation. If the project is selected, this person will be in charge of submitting financial reports to Innoviris. The financial reports detail the expenses incurred during the project. Contact the "financial administration" department of the research organisation. The interface manager can also help you identify the point of contact for financial matters.*

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| First name: ..................................................................................................................................Last name: ..................................................................................................................................Position (Job Title): ..................................................................................................................................Telephone: ..................................................................................................................................Email: .................................................................................................................................. |

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|  PARTNER ENTITY |

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| Name of the entity: ..................................................................................................................................Website: .................................................................................................................................Legal form: …..............................................................................................................................Category:Creation date: …..............................................................................................................................Company registration number: ............................................................................................Operation site in RBC *(where min 50% of the PhD project will be carried out):*  Street: .............................................. Number/Box: ................................................ Zip code: ................. Locality: ..............................................................................Research activities at this operating site: .............................................................................….......................................................................................................................................................................Headquarter (if different from the operation site) Street: .............................................. Number/Box: ................................................ Zip code: ................. Locality: ..............................................................................MAIN SUPERVISOR:*Member of the staff of the Partner Entity with a high level of technical/scientific expertise related to the Project and responsible for the supervision and integration of the PhD student within the Partner Entity.* First name:  …............................................................................................................................ Last name: …............................................................................................................................ Position (Job Title): …............................................................................................................................ Telephone: …............................................................................................................................. Email: …..............................................................................................................................SECOND SUPERVISOR*Member of the staff of the Partner Entity who ensures the continuity of the researcher's supervision and the involvement of the entity in the project in case the main supervisor leaves his or her position (see the Applied PHD Rules)* First name: …............................................................................................................................ Last name: …............................................................................................................................ Position (Job Title): …............................................................................................................................ Telephone: …............................................................................................................................. Email: …..............................................................................................................................Legal representative*Person legally authorized to bind the partner entity* First name: …............................................................................................................................ Last name: …............................................................................................................................ Position (Job Title): …............................................................................................................................ Telephone: …............................................................................................................................. Email: ….............................................................................................................................. |

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| PROJECT TITLE |

*Indicate the title of the project.*

**Project Title:**

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**Acronym:** .............................

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|  PROJECT SUMMARY |

*(1.5 pages max)*

*All of the following elements should appear in the project summary. Their order may be modified for the sake of clarity and consistency of the description*

*Context of the project:*

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*Project objective:*

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*Research questions of the project:*

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*Brief presentation of the partner entity (activities and expertise of its Brussels site, number of FTEs (Full-Time Equivalents), team in which the researcher will be integrated):*

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*Innovation of the project (expected contribution to the state of the art):*

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*Main steps of the project (program):*

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*Perspective of valorisation of the results (academic and by the Partner Entity, impact for the region):*

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**Project keywords:**

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**Application Sector:** .........................................................................................

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| START DATE |

*Indicate the start date of the project and its duration.*

**Project Start Date:** ...............................................................................................................................

*(e.g. 01/10/2025, "Applied PhD" projects can start between October 1and December 1, 2025, see Program rules § 9).*

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|  EQUAL OPPORTUNITIES |

Do you consider that the theme and/or activities of the project may lead to discrimination against people directly or indirectly impacted, depending on gender, ethnic and cultural origin, sexual orientation, gender identity and expression, or origin and social situation?





If so,

* + What type of discrimination would be liked to the project?
	+ What would be the extent of its impact?
	+ How did you take this into account when setting up your project?
	+ How will you follow up on these aspects during the project?

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| Link with the competences of the Brussels-Capital Region |

*As the scientific research and innovation funding body for the Brussels-Capital Region, Innoviris is competent to grant subsidy to scientific research projects that are related to matters that explicitly fall within the competences of the Brussels-Capital Region.*

Indicate whether the topic of the project has a link (even indirect) with:

*Check the relevant box(es)*

[ ]  Spatial planning

Spatial planning, urban planning, urban renewal, the acquisition, planning and equipping of land for the use of industry, crafts and services, the revitalisation of disused sites of economic activity, land policy, the protection of monuments and sites.

[ ]  Environment and water policy

The environment and water policy, the protection of the environment against aggression and pollution, the fight against noise, waste policy, the policing of dangerous, unhealthy and inconvenient buildings, the production and distribution of water, including quality standards and the treatment of wastewater.

[ ]  Nature Conservation

Nature conservation, green spaces, parks, forests, hunting and fishing, waterways.

[ ]  Housing

Including specific rules concerning the rental of property or parts of property intended for residential use; social housing and medium-sized housing.

[ ]  Agriculture

[ ]  Economy

The economy, economic policy and foreign trade, commercial leases, tourism.

[ ]  Energy policy

Energy policy, regional aspects of local electricity and gas distribution, new sources and energy recovery, rational use of energy

[ ]  Employment policy

Employment policy, with the placement of workers and programs to put the unemployed back to work

[ ]  Public works

[ ]  Mobility, road safety and transport

Mobility, road safety and transport, with roads, waterways, ports and their dependencies, regional public transport

[ ]  Animal welfare

Clearly explain the link with the competence(s) you have checked *(max 1 page)*:

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# : Presentation of the team and the host structures

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|  PROFILE OF THE PROMOTOR AND HIS/HER RESEARCH UNIT  |

*(1.5 pages max)*

*Please also fill in this information for the co-promotor if a co-promotor is associated with the project.*

*Note: if you (the research organisation) are not a university, higher education institution or collective research center, please fill in the Applicant Qualification Form (Research Organisation Qualification Form available in French or Dutch at the bottom of the* [*Applied PHD page*](https://innoviris.brussels/program/applied-phd) *on the Innoviris website). This duly completed document must allow Innoviris to confirm your status as a research organisation. If this document has already been communicated to Innoviris in 2024, please simply refer to it (file reference or recipient if the document is not associated with a specific project).*

*In all cases (University, Higher Education Institution, Collective Research Centre or other research organisation), if there are any doubts about the qualification of the beneficiary as a Research Organisation, Innoviris reserves the right to investigate this point in more detail during the eligibility stage. This can be done by sending the requesting entity a qualification form for a research organisation to be returned to us completed.*

### Research activities

*Describe the research field of the promotor's unit and the team in which the candidate will be integrated.*

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*...........................................................................................................................................................................*

### Promotor's experiences in the research field of the project

*Describe the promotor's experience in relation to this PhD project.*

*Provide a list of current and/or previous research projects related to this project.*

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*...........................................................................................................................................................................*

###  Promotor's motivation

*Explain the promotor's interest in the project and his motivation to supervise and guide the researcher*

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*...........................................................................................................................................................................*

**Appendices to be provided**:

* *If applicable, Research Organisation Qualification sheet*
* *CV of the promotor (and co-promotor if applicable)*
* *List of the 5 most recent and relevant publications of the research unit in relation to this proposal.*

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|  CANDIDATE PROFILE |

*(0.5 pages max)*

###  Expertise in the field of research

*Describe and illustrate how the candidate is competent to implement the project program.*

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*...........................................................................................................................................................................*

**Appendices to be provided:**

* *CV of the candidate-researcher*
* *Candidate's cover letter*

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|  SUPERVISORS AND PARTNER ENTITY PROFILE |

###  Partner Entity Description

*(2 pages max)*

*Describe the activities of the entity, market and sectors covered (services, products, customers/beneficiaries, etc.)*

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*...........................................................................................................................................................................*

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*Specifically describe the Brussels operation site in which the researcher will be integrated 50% of his time: specific activities and expertise, structure, infrastructure,* ***team in which the researcher will be integrated****, link with the PhD project. Justify the relevance for the project to host the researcher for 50% of his time in this site.*

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*...........................................................................................................................................................................*

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*Please have the Partner Entity fill in the "Partner Entity Form" and attach it to this application. Please note that three versions are available depending on the type of partner (see the bottom of the* [*Applied PHD page*](https://innoviris.brussels/program/applied-phd)*):*

* + Public Institution : Annexe\_Entité\_Publique
	+ ASBL: Annexe\_Association
	+ Company: Annexe\_Entreprise

Note: these forms are only available in Dutch and French but can be filled in English

###  Description of the activities and skills of the 2 supervisors

*Describe the position of the supervisors within the partner entity (Brussels site) as well as their skills in relation to this project (0.5 page max)*

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*...........................................................................................................................................................................*

###  Role of supervisors

*Explain how the supervisors will supervise the candidate and the project (0.5 page max)*

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*...........................................................................................................................................................................*

###  Supervisors’ motivation

*Explain the supervisors' interest in the project and their motivation to supervise the researcher (0.5 pages max)*

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*...........................................................................................................................................................................*

**Appendices to be provided**:

* *Supervisors' CVs*
* *"Partner entity form” duly completed by the partner entity*

# : Presentation of the project

*(12 pages max)*

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|  CONTEXT, STATE OF THE ART AND PROJECT OBJECTIVES |

* *Describe the context in which the project takes place (including the origin of the collaboration between the "academic" partner and the partner entity),*
* *Describe the state of the art in the field of the project,*
* *Explain how the project is innovative in relation to the state of the art and what are the needs and challenges in terms of knowledge production.*
* *Describe the objectives of the project and the underlying research questions as well as working hypotheses*

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*Please summarize the above information in the following box:*

*In brief:*

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| *Objectives:** *…*
* *…*

*Underlying Research Questions:** *…*
* *…*

*Main innovations:** *…*
* *…*
 |

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|  PROJECT PROGRAM |

*Describe the work program over the total duration of the project (48 months).*

Note: We are aware that the work program may evolve during a doctoral project, with the agreement of all parties and Innoviris, due to certain results obtained, the deepening of the state of the art, obstacles encountered, etc. Uncertainties are indeed inherent in a research project. However, it is essential that we have a clear view of what is initially envisaged. The description of the work program must therefore be sufficiently rigorous and detailed for a jury composed of academic experts and representatives of Innoviris to assess whether the project is indeed a doctoral research and to position themselves on its quality and feasibility. This part is one of the essential elements of the document.

* *Please provide an introductory paragraph describing the structure of the work program (link between the workpackages, organisation of work between the two partners, etc.). Suggestion: Provide a block diagram.*
* *The work program must be subdivided into workpackages containing the following information:*

***WP X:***

|  |  |
| --- | --- |
| FTE: … | Duration: …… |

***Objectives:***

*Provide a description of the objective(s) of this workpackage*

 .........................................................................................................................................................................

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***Tasks & description of the method***

*Describe the actions, methods, protocols and techniques envisaged and justify these choices. Explain how the task is to be carried out, to what extent existing and/or to be developed methods/tools/techniques/software should be used.*

*Specify whether the task will be carried out within the research organisation or the Partner Entity (or both).*

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***Risks Identification:***

*Describe the obstacles that could prevent the successful completion of the Workpackage and possible mitigations strategies (plan B)*

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***Available:***

*Describe the deliverables expected at the end of the workpackage.*

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**Appendix to be provided:**

* *Gantt chart describing the planning of the program, specifying the location where the tasks will be carried out (periods spent within the research unit and/or the Partner Entity)*

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|  Necessary, central and specific role of the Partner Entity IN the implementation of the project |

*On the basis of the program, briefly explain why the project cannot be carried out without the partner entity (specificity of the partner for the project):*

* *reference to the partner's expertise,*
* *why is the presence of the researcher at >50% of his time within the Partner Entity necessary for the project?*
* *Are the activities of the Entity, the infrastructure, the team with which the researcher interacts relevant to the project?*

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*The researcher's immersion in the partner entity also aims to meet the objective of acquiring skills linked to the dynamics of the related sector ("professionalizing" training different from that which can be obtained within the research organisation – contact with the market/field).*

*Explain how the host environment within the partner entity makes it possible to meet this objective:*

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# : Project Budget

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|  BUDGET OF THE RESEARCH ORGANISATION |

*Provide the detailed budget per year over the entire duration of the project (maximum 4 years).*

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| *Reminder of eligible expenses (see* [*accounting guidelines*](https://innoviris.brussels/sites/default/files/documents/accounting_directives_2024.pdf) *for more information)*Personnel costs:*They include expenses related to the researcher's remuneration (salary or grant).**Please specify in the budget if the researcher is paid via a grant. This information is useful for us in processing the financial reports submitted to Innoviris during the project.*Operating costs:*These costs cover the current expenses directly related to the execution of the project within the research organisation, namely:*1. *Small scientific and technical equipment*
2. *Consumables (chemicals, materials, tools)*
3. *Logistics support for the execution of the project: rental of equipment, student workers, rental of infrastructure and equipment.*
4. *Costs related to the acquisition of technology, data, or the rental of data storage space from third parties*
5. *Publication Fees*
6. *Internal service fees (e.g. internal services: analyses, manufacture of parts, etc., carried out by another department of the research organisation)*
7. *Surveys/Tests: telephone costs, postal costs, compensation for participants*
8. *Costs of participation in research: volunteer and participant compensation*
9. *Costs for mission abroad: travel and accommodation expenses of the researcher*

*a) public transport costs (plane tickets, train tickets, etc.) or car travel expenses (excluding local travel)* *b) Actual accommodation costs (hotel and meals abroad)* *c) registration fees for congresses, symposia, seminars specifically necessary for the project**Similar expenses for missions in Belgium (congress, conference) may also be accepted with the prior agreement from Innoviris*1. *PhD registration fees when paid after the project submission*
2. *Costs of valorisation other than publication: dissemination other than through the publication of scientific articles, costs of organizing seminars/conferences if necessary for the project only...*

*Detail the planned costs for each category.*Instrument and equipment costs*These costs correspond to the depreciation of the equipment and material used in the project, whose value exceeds 999 euros.**When this equipment is not used throughout its full lifespan in the project, only the depreciation costs corresponding to the duration of the project, calculated in accordance with generally accepted accounting principles, are eligibility.* *Depreciation is calculated on a pro-rata basis of the duration of the project and the rates of use for:* * *Computer hardware (except standard PCs) over a period of 36 months,*
* *Scientific and technical equipment over a period of 60 months.*

*The formula to be used is as follows:* $$Purchase costs ×Utilisation rate×\frac{Depreciable utilisation period during the project (in month)}{Depreciation period (36 ou 60 month)}$$*The depreciable utilisation period during the project starts from the date of purchase of the equipment or the start of the agreement for purchases prior to the start of the project and ends either at the end of the period of the agreement, or at the end of the investment period if prior to the end of the agreement.*Subcontracting costs*These costs correspond to the costs of external services used exclusively for the purpose of the project (external analyses, manufacture of a mechanical part by a third party, etc.).*Overheads*A flat rate amount corresponding to 10% of the total of operating and personnel costs is calculated* *These are general costs incurred in supporting the execution of the research project, and that are part of the general operation of the research organisation, such as: use (rental and maintenance) of internal premises and parking spaces, meeting rooms and premises with standard office and IT (PC) equipment, the costs of heating, lighting, electricity, gas, water, insurance, telecommunications costs, secretariat costs, accounting and social secretariat costs, office supplies, copying, correspondence, postal charges, electronic and telecommunications equipment, the cost of developing and maintaining a website, the provision of rooms by the research organisation, representation costs, subscriptions, working clothes, catering costs and business gifts. This flat rate sum also includes the purchase of small IT equipment (keyboard, mouse, USB stick, standard software, etc.), books and subscriptions, the rental of a company vehicle for demonstration purposes, registration fees for training courses, costs for assignments in Belgium.* |

**Project budget (research organisation):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | Year 1 | Year 2 | Year 3 | Year 4 |
| **1.** | **Personnel costs** | **0 €** | **0 €** | **0 €** | **0 €** |
|   | ***Name*** | ***Degree*** | ***Affectation*** | ***€*** | ***€*** | ***€*** | ***€*** |
| 1.1 | Xxx |   | 100% |  |  |  |  |
|   |   |   |   |
| **2.** | **Operating costs**  | **0 €** | **0 €** | **0 €** | **0 €** |
|   |   | ***€*** | ***€*** | ***€*** | ***€*** |
| 2.1 | Small scientific and technical equipment |  |  |  |  |
| 2.2 | Consumables |  |  |  |  |
| 2.3 | Logistics support |  |  |  |  |
| 2.4 | Costs related to the acquisition of technology, data, etc. |  |  |  |  |
| 2.5 | Publication costs |  |  |  |  |
| 2.6 | Internal Service costs |  |  |  |  |
| 2.7 | Survey costs |  |  |  |  |
| 2.8 | Costs of participation in research |  |  |  |  |
| 2.9 | Expenses for missions abroad and possibly in Belgium |  |  |  |  |
| 2.10 | Doctoral registration fees |  |  |  |  |
| 2.11 | Valorisation costs other than publication |  |  |  |  |
|   |   |
| **3.** | **Instrument and equipment costs**  | **0 €** | **0 €** | **0 €** | **0 €** |
| 3.1 | e.g. specific PC (if non-standard only and to be justified) | 2.000 € \* (36/36) \* 100% |  |  |  |  |
| 3.2 | ex: Apparatus xxx | 20.000 € \* (15/60) \* 10% |  |  |  |  |
| 3.3 | e.g. specific XY software (if not standard: e.g. modelling software, ..., to be justified) | 4.500 € \* (20/36) \* 40% |  |  |  |  |
|   |  |  |  |  |  |  |  |
| **4.**  | **Subcontracting costs** |  |  | **0 €** | **0 €** | **0 €** | **0 €** |
| 4.1 | e.g. Analyses conducted by third party |  |  |  |  |
| 4.2 | e.g. Manufacture of a mechanical part by a third party  |  |  |  |  |
|   |   |  |  |
| **5.**  | **Overhead** | **0 €** | **0 €** | **0 €** | **0 €** |
|   | 10% (Personnel Costs + Operating Costs) | 0 € | 0 € | 0 € | 0 € |
|   |   |  |  |
| **6.** | **Total** | **0 €** | **0 €** | **0 €** | **0 €** |
|   |  |  |  |  |  |  |  |
|   | **Total for 4 years** | **0 €** |  |  |

**Appendix to be provided:**

* *4-year budget in Excel file (Template available at the bottom of the* [*Applied PHD page*](https://innoviris.brussels/program/applied-phd) *on the Innoviris website)*

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|  PARTNER ENTITY BUDGET  |

*Indicate the operating costs that will be borne by the Partner Entity (purchase of computer equipment, software, consumables, mission expenses, etc.). These costs are not covered by Innoviris.*



# : Perspective of results valorisation and impact for the Brussels-Capital Region

*(5 pages max)*

*Describe the perspectives for the valorisation of the project's results as well as the impact of this valorisation on the beneficiary, the Partner Entity, the Brussels Capital Region or other.*

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|  Perspective FOR THE Valorisation OF THE RESULTS BY THE PARTNER ENTITY  |

*Describe the perspectives for the valorisation of the results by the project Partner Entity:*

* *Interest and relevance of the project for the partner entity*
* *impact of this valorisation for the partner entity,*
* *perspective on the filing of a patent application or other intellectual property right,*
* *...*

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|  PERSPECTIVE FOR THE VALORISATION OF THE RESULTS BY THE RESEARCH ORGANISATION |

*Describe the perspective for the valorisation of the results by the project's research organisation:*

* *Publications (define the publication strategy), other disseminations, creation of partnerships, filing of patent applications or other intellectual property rights, etc.*
* *transfer of knowledge/technology to the Partner Entity or other*

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|  POTENTIAL IMPACT OF THIS VALORISATION FOR THE BRUSSELS-CAPITAL REGION |

*Describe the impact of the project and of the valorisation of the results on the society, the environment and the ecosystem of the Brussels Capital Region. Describe the potential positive and negative effects on these three areas. Precisely:*

*Explain how the project is exemplary[[4]](#footnote-4) from a social and environmental point of view, i.e. it contributes significantly to at least one of the following objectives and does not harm any of them:*

*Social exemplarity:*

* *an adequate standard of living for the most vulnerable categories of people or those with special needs, including:*

*(1) improved access to products and services that meet basic human needs, such as water, food, housing, health care, education,*

*(2) improved access to basic economic infrastructure, including sustainable transport, telecommunications and internet, electricity;*

* *the development of quality local employment;*
* *the development of social and democratic entrepreneurship;*
* *the establishment of a more inclusive society;*

*Environmental exemplarity:*

* *more efficient use of resources;*
* *the improvement of the environmental impact, for instance with respect to pollutant emissions, mobility, biodiversity, and ecosystems;*
* *the climate change adaptation.*

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*Describe the impact of the project on the regional ecosystem (e.g. collaboration with Brussels partners and the local ecosystem, development of a new sector with a positive impact, etc.)*

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*If applicable, describe other impacts (not covered by the descriptions above) on the Brussels-Capital Region:*

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# : Collaboration Agreement

*Please attach a copy of the signed collaboration agreement between the research organisation and the Partner Entity. This agreement contains, among other things, the modalities of intellectual property between the partners.*

*If the beneficiary organisation is not a university (higher education institutions or collective research centres, for example), the partner university must also be a signatory to this agreement.*

**Appendix to be provided**

* *Copy of the signed collaboration agreement between the partners*

# : Summary of the appendices to be provided

1. *If applicable, Research Organisation qualification sheet (Template available on the* [*Applied PhD web page*](https://innoviris.brussels/program/applied-phd)*)*
2. *CV of the promotor (and co-promotor if applicable),*
3. *list of the 5 most recent publications of the research unit relevant to this proposal,*
4. *CV of the candidate-researcher,*
5. *Candidate's cover letter,*
6. *CVs of the Supervisors*
7. *"Partner Entity form”, duly completed by the partner entity (Template available in French or Dutch on the Applied PhD web page),*
8. *Gantt chart describing the planning of the program specifying the location where the tasks will be carried out (periods spent within the research unit and/or the Partner Entity),*
9. *Budget in excel file (Template available on the Applied PhD web page)*
10. *Copy of the signed collaboration agreement between the partners.*
11. *If applicable, if the project has already been submitted to a previous edition of the Applied PhD program but not selected: an appendix explaining how this new version of the project addresses the shortcomings highlighted in the first evaluation.*

# : Signatures

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|  SIGNATURE AND DECLARATION OF THE CANDIDATE |

The researcher in charge of the project:

* declares that he/she has read the rules of the *Applied PhD* program and commits to comply with them,
* declares that he/she has read the accounting guidelines of the "Applied PhD" program and commits to comply with them,
* commits to make every effort to ensure the proper execution of the project program,
* declares that all information provided in this form (including attached appendices) is complete and correct.
* declares that she/he is not yet registered as a PhD student at the time of submission of the application

Name: .......................................................... Date: ...................................................

Signature:

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|  SIGNATURE AND DECLARATION OF THE PROMOTOR |

*Please duplicate this frame in case a co-promotor from another research organisation (non-beneficiary) is also associated with the project.*

The promotor of the project:

* declares that he/she has read the rules of the *Applied PhD* program and commits to comply with them,
* declares that he/she has read the accounting guidelines of the "Applied PhD" program and commits to comply with them,
* commits to provide the researcher with the conditions required for the execution of the project program,
* declares that all information provided in this form (including attached appendices) is complete and correct.

Name: .......................................................... Date: ...................................................

Signature:

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|  SIGNATURE AND DECLARATION OF THE PROMOTOR'S AUTHORITIES |

*Please duplicate this frame in case a co-promotor from another (non-beneficiary) research organisation is also associated with the project ("SIGNATURE AND DECLARATION OF THE CO-PROMOTOR'S AUTHORITIES"). This is namely the case when the beneficiary organisation is not a university (e.g. higher education institution or collective research centre).*

The authority of the research organisation, represented by:

…………………………………………………………………………………………………………

*(Rector, Executive Director, Authorized Person)*

* declares that he/she has read the rules of the *Applied PhD* program and commits to comply with them,
* commits to provide the researcher with the conditions required for the execution of the project program,
* declares the research organisation is independent from the partner entity
* declares that all information provided in this form (including attached appendices) is complete and correct.
* declares under oath that the Research Organisation complies with environmental, social, and labor law obligations and will remain compliant throughout the duration of the project.

Name: .......................................................... Date: ...................................................

Signature:

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|  SIGNATURE AND DECLARATION OF THE MAIN SUPERVISOR |

The main Supervisor of the project:

* declares that he/she has read the rules of the *Applied PhD* program and commits to comply with them,
* commits to provide the researcher with the conditions required for the execution of the project program,
* declares that all information provided in this form (including attached appendices) is complete and correct.

Name: .......................................................... Date: ...................................................

Signature:

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|  SIGNATURE AND DECLARATION OF THE SECOND SUPERVISOR |

The second supervisor of the project:

* declares that he/she has read the rules of the *Applied PhD* program and commits to comply with them,
* commits to provide the researcher with the conditions required for the execution of the project program,
* declares that all information provided in this form (including attached appendices) is complete and correct.

Name: ......................................................... Date: ...................................................

Signature:

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|  SIGNATURE AND DECLARATION OF THE PARTNER ENTITY |

The Project Partner Entity, represented by:

…………………………………………………………………………………………………………

*(person legally authorized to bind the partner entity: CEO, etc.)*

* declares that he/she has read the rules of the *Applied PhD* program and commits to comply with them,
* commits to provide the researcher with the conditions required for the execution of the project program,
* declares that the partner entity is independent from the research organisation
* declares that all information provided in this form (including attached appendices) is complete and correct.
* declares under oath that the Partner Entity complies with environmental, social, and labor law obligations and will remain compliant throughout the duration of the project.

Name .......................................................... Date: ..................................................

Function: ....................................................

Signature:

1. TTO/KTO: Technology Transfer Office/Expertise. [↑](#footnote-ref-1)
2. *Ordonnance du 27 juillet 2017 visant à promouvoir la recherche, le développement et l'innovation par l'octroi d'aides à finalité non économique en faveur des organisations non marchandes, des organismes de recherche et des entreprises, telle que modifiée par l’ordonnance du 4 avril 2024.* [↑](#footnote-ref-2)
3. *Arrêté du Gouvernement de la Région de Bruxelles-Capitale du 21 février 2019 portant exécution de l’ordonnance du 27 juillet 2017 visant à promouvoir la recherche, le développement et l’innovation par l’octroi d’aides à finalité non-économique en faveur des organisations non-marchandes, des organismes de recherche et des entreprises, notamment son article 2 §1er .* [↑](#footnote-ref-3)
4. Note: The exemplarity criterion is a necessary condition for the funding of an *Applied PHD* project. [↑](#footnote-ref-4)