Call for proposals

Nationaal Regieorgaan Onderwijsonderzoek (NRO)
Netherlands Initiative for Education Research (NRO)
1 Introduction

1.1 Background

On 2 December 2019, the Dutch Minister of Education, Culture and Science (OCW) presented the Strategic Agenda for Higher Education and Research, *Houdbaar voor de toekomst* (Fit for the Future), to the Lower House of Parliament. The Strategic agenda sets out ambitions for the development of higher education in the Netherlands.

One of the prerequisites for achieving these ambitions, according to the agenda, is the recognition and appreciation of teachers’ teaching performance in relation to their research and to collaborating in teams. The Strategic agenda builds on the Strategic Agenda of 2015, *De waarde(n) van weten* (The Value of Knowledge) – both in terms of themes and of emphasis on room for manoeuvre for professionals at Dutch institutions of higher education. Inspired teachers, leaders and directors in higher education who have proven to be successful are crucial in identifying opportunities for and designing good, innovative education.

With a view to giving these professionals the desired room for manoeuvre, the Comenius programme was set up in the autumn of 2016 with part of the resources freed up by the introduction of the Studievoorschot (student loan system). Johannes Amos Comenius (1592-1670) was a seventeenth-century pedagogue and education innovator; he is often called the founder of modern education. In his search for good quality education, Comenius combined education research with the development and implementation of innovative teaching methods. The Comenius programme allows teaching professionals to implement their vision of education in practice, in the spirit of the programme’s eponym.

The Comenius programme offers grants to Teaching Fellows (€50,000), Senior Fellows (€100,000) and Leadership Fellows (€500,000). These three categories of Fellows are distinguished on the basis of their experience and the extent of their impact on education. They can use the grant\(^1\) to implement education innovations and improvements in their own teaching practice on a scale suited to their position and the duration of the project.

The Comenius programme is financed by the Ministry of OCW. The Netherlands Initiative for Education Research (NRO) coordinates the programme and conducts the assessment procedure. NRO is a part of the Dutch Research Council (NWO).

This Call for proposals provides an overview of the application procedure for a Comenius grant for a Teaching Fellow as well as the assessment and selection of applications. You will find information below on the aim of this programme (Chapter 2), the guidelines for the grant application (Chapter 3) and how your application will be assessed (Chapter 4).

\(^1\) Although this is called a Comenius grant, it is formally an increase of the government grant. This grant will be awarded through modification of the higher education financing scheme (*Regeling financiën hoger onderwijs*) in connection with changes to the budget of the Dutch Ministry of Education, Science and Culture (*Ministerie van Onderwijs, Cultuur en Wetenschappen*, OCW) for the financial year concerned; as from then, it will be a legal obligation. The Comenius grant is therefore not a personal grant.
1.2 Available budget

The Dutch Ministry of Education, Culture and Science (OCW) will make a total of €6,200,000 available for grants in the 2022 round of the Comenius programme. The grants will be divided equally between universities of applied sciences (Dutch acronym: hbo) and research universities (Dutch acronym: wo).

The available budget for this ‘Comenius programme Teaching Fellows 2022’ funding round is €2,000,000 in total. The maximum amount of a grant for each project is €50,000.

The grants are divided between three fixed themes and one free theme (see 2.3) according to the following breakdown:

<table>
<thead>
<tr>
<th>Theme</th>
<th>Universities of applied sciences</th>
<th>Research universities</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theme 1: Studying together at the hybrid campus</td>
<td>4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Theme 2: Giving the student control over flexible education</td>
<td>4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Theme 3: Transdisciplinary collaboration</td>
<td>4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Free theme – Fit for the Future</td>
<td>8</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>Total</td>
<td>20</td>
<td>20</td>
<td>40</td>
</tr>
</tbody>
</table>

1.3 Validity of the Call for proposals

The deadline for submitting a letter of intent is **14 September 2021**, 14:00:00 CEST.

The deadline for submitting a preliminary application is **12 October 2021**, 14:00:00 CEST.

The deadline for submitting an application is **18 January 2022**, 14:00:00 CEST.

Timely submission of a letter of intent is a prerequisite for submitting a preliminary application. On the basis of the preliminary application, the applicant will receive a positive or negative recommendation to develop the preliminary application into a full application. Before submitting a full application, applicants must have submitted a letter of intent and a preliminary application in good time.

This Call for proposals is valid until the date of the Minister’s decision regarding the full applications (see 4.1 for the complete time table). For awarded projects within this Call, the formulated conditions remain applicable for the duration of the project.
2 Aim

Section 2.1 describes how Comenius projects contribute to the objectives of the Comenius programme. Section 2.2 describes the specifics of a Teaching Fellow project. The thematic spearheads for the Comenius Teaching Fellows 2022 round are described in 2.3.

2.1 Projects in the Comenius programme

The Comenius programme’s aim is twofold. First, the Comenius programme funds education innovation projects that contribute directly to innovation and improvement of higher education in the Netherlands for the benefit of students. Second, the Comenius programme facilitates varied career paths for lecturers and researchers at universities of applied sciences and research universities by visibly recognising excellent and inspired teaching. The projects of Teaching Fellows, Senior Fellows and Leadership Fellows are distinguished on the basis of their impact on education, which becomes broader at each ‘tier’ in the programme.

Improving education through evidence-informed innovation

The Comenius programme provides funding for innovation projects that are so innovative or entail such an ambitious improvement that they are also considered innovative outside the institution implementing the project. Projects can implement an educational scientific, technological or didactic innovation in education, or implement an existing innovation in a specific educational context, as long as the distinctive character of the project and how it can be beneficial to other educational professionals is convincingly substantiated.

In their proposal, the applicant must clarify the distinctiveness and added value of the project compared to other projects with the same objective. To do so, they must demonstrate that they have orientated themselves to what is already happening in higher education in the context of the project. If the applicant wishes to apply an existing innovation in the project that has proved successful elsewhere, they must show in the project proposal that the application requires a different, and therefore innovative, approach in their own teaching practice. If the project is building on a pilot, the applicant must demonstrate how further development and/or scaling up of the pilot requires an innovative, original approach and can produce new results.

The innovation must be aimed at improving education. The improvement must directly benefit students at a publicly-funded Dutch institution of higher education, within the duration of the project. The innovation must be implemented in the student’s (online) educational environment.

The motivation and inspiration for the project must be derived from the educational environment and the Comenius Fellow’s own vision of education. This need for improvement should be substantiated by a problem

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2 The proposed innovation must fall within the scope of the Dutch Higher Education and Research Act applicable at the time the application is submitted.
3 See Section 1.8 of the Dutch Higher Education and Research Act (only available in Dutch) for a complete list of publicly-funded institutions. Projects should focus on programmes in initial higher education or on pathways that improve access to initial higher education (e.g. transition programmes between intermediate vocational and higher professional education). This means that projects aimed at post-initial higher education, including pathways for PhD students, are excluded.
4 Projects whose primary objective is the professional development of teachers are therefore excluded. Of course, the professional development of teachers can be a component, even a necessary one, of successful implementation of an innovation in the student’s learning environment.
5 The development of educational resources that are not implemented or used in education until after the end of the Comenius project cannot be financed through a Comenius grant.
analysis and a professional statement. The specific context and scope of the project should be clearly defined in the proposal.

The innovation must be set up in an evidence-informed manner. This means that the proposal should clarify why the proposed innovation is likely to lead to an improvement. References to relevant specialist literature and any examples from practice must be used for this purpose. If the applicant makes reference to arguments derived from their own teaching experience, they should demonstrate familiarity with relevant developments within and outside their own institution.

The project plan in the proposal must show the feasibility of the envisaged innovation. It should explain how the project will be set up and implemented, what expertise is required and what the project team composition is. It should also describe how students will be involved in the project. Furthermore, the project plan should include a concise risk analysis identifying potential obstacles and a description of the project evaluation.

Because of the innovative nature of the projects, the results will also be relevant for other teachers and teaching professionals in the Netherlands. Evaluating and being able to share experiences and results is an essential aspect of a Comenius project. It should be clear from the proposal how the innovation and implementation will be evaluated so that the results of the project are visible. This increases the value of the outputs for teaching professionals who are not directly involved in the project. The applicant must also consider how the results and experiences will be shared with teaching professionals within and outside their own institution.

**Contributing to educational careers by appreciating excellent teaching**

A grant for innovation in education is an explicit recognition and appreciation of excellence in teaching and in providing inspired education. The grant will offer Comenius Fellows the opportunity to focus on improving their own teaching practice during the project period and for further development as a teaching professional.6

Comenius Fellows will also be admitted as members of the Comenius Network. This is a network of education innovators in higher education. Through the sharing of knowledge, discussion and the forming of opinions they attempt to stimulate and support educational innovation both at universities and universities of applied sciences. The nationally nominated Teachers of the Year, prize-winning teams of the Dutch Higher Education Award, and other motivated and experienced innovators also gain access to the network.

Within the network, education innovators exchange experiences and ideas during inspirational meetings, such as the annual Comenius Festival. They may also collaborate and learn through the tracés of the network. These are groups of members who learn and work together on different topics, such as a sustainable teacher profession, forming of students, anchoring change, transdisciplinary collaboration and inclusion. Together with partners the network also organizes other events, such as meetings with students, policy officers and researchers, on education quality or the sharing of knowledge through webinars about wide ranging topics. The network challenges itself to explore new and effective forms of knowledge utilization. Read more at www.comeniusnetwerk.nl.

In the professional statement of the proposal, the applicant should explain their vision on higher education and what the innovation is. The applicant’s own teaching experience and the intended project should also be explicitly positioned within this broader vision. Finally, the applicant should explain how a

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6 The tiers of the Comenius programme in which teachers can develop are based on Ruth Graham’s Career Framework for University Teaching. See: https://www.teachingframework.com/
Chapter 2: Aim / Comenius programme Teaching Fellows 2022

Comenius grant can contribute to their teaching career, and what membership of the Comenius Network may mean for themselves and for other teaching professionals.

2.2 Profile and projects of the Teaching Fellow

Teaching Fellows

The Teaching Fellow should have an impact on their own students and direct colleagues with the innovation project they are carrying out. In their daily work as a teacher, student adviser, internship coordinator, and so on, the Fellow has direct contact with the students following the educational programme the project aims to innovate.

The Teaching Fellow must have at least two years of teaching experience in higher education and demonstrate ambition in the area of personal development as a teaching professional. The Teaching Fellow will be given the opportunity to do so by implementing an innovation and gaining new insights on a project basis and thereby developing into a recognised education innovator in their own field.

The Teaching Fellow project

A Teaching Fellow project must take place within the context of a single, defined study programme (course/subject learning pathway/skills trajectory, and so on), for which the Fellow is responsible. The Teaching Fellow, supported by a team of colleagues, advisers and students, can use the €50,000 grant to implement an educational innovation project. The project has a minimum duration of 12 months and a maximum duration of 18 months. A Teaching Fellow project has the potential to serve as an example of best practice or to deliver a valuable lesson for education, both within and outside the institution. Given the limited scale and duration of the projects, the Teaching Fellows will not be expected to publish at a more abstract level than that of the specific project.  

2.3 Comenius programme 2022 themes

Teaching Fellow projects should align with one of the four thematic spearheads of the Comenius programme 2022. In the application, the envisaged innovation must be explicitly linked to the theme under which it is submitted.

Theme 1: Studying together at the hybrid campus

The COVID-19 crisis has led to a rapid shift to remote learning in higher education. The past period has ensured an acceleration of ideas and innovations that already stood on the back burner in many institutions, as a result of which opportunities arose for a more permanent shift to hybrid education. Although this shift opens new doors, it is also accompanied by challenges. How can you enable students on the campus and students online to collaborate well together and achieve equivalent learning objectives? How can you facilitate the personal development and well-being of students in a hybrid environment? Projects within this theme will contribute to an optimal balance between offline and online education to increase the quality of education provided.

*Publication* should be broadly understood to include public dissemination of information about the project, for example in a trade journal, on an online platform, through presentations at conferences or in a scientific journal.
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Theme 2: Giving the student control over flexible education

Increasing diversity within higher education requires a more flexible connection with the characteristics and needs of students. This means that educational institutions must be able to differ in the approach to and design of courses, and in the extent to which students, from the outset, can gain control over their own learning path. Students’ control can be increased by more flexibility between and within degree programmes or in courses and forms of assessment. For this, a good support system needs to be in place. How can students’ autonomy be strengthened so that they can figure out for themselves what they need to learn? How can we ensure that all students can benefit from this? How can students be helped to (learn to) make these choices? Projects within this theme focus on the student’s control over and (joint) responsibility for designing his or her degree programme course in higher education.

Theme 3: Transdisciplinary collaboration

Higher education institutions face a challenge in educating students for a changing society and employment market. Complex societal issues, in other words, wicked problems, require transdisciplinary or international collaboration with societal partners to realise innovative solutions. In this way, education can have added value for both society and the training of students. How can students taking part in a course work on questions and needs from society in collaboration with other education programmes, (education) institutions and civil society organisations? Projects in this theme contribute to the knowledge, skills, and insights needed to prepare students for society and the future employment market.

Theme 4: Free theme – the entire scope of Fit for the Future

Free theme across the full scope of the ‘Fit for the Future’ Strategic Agenda for Higher Education and Research. Projects within this theme should align with the topics and ambitions set out in the Strategic Agenda.

The full text of the Strategic Agenda ‘Fit for the Future’ can be found at: https://www.rijksoverheid.nl/documenten/rapporten/2019/12/02/bijlage-1-strategische-agenda-hoger-onderwijs-en-onderzoek-houdbaar-voor-de-toekomst (summary available in English).

**Selecting a theme**

Applications are submitted and assessed within one specific theme. Consistency with the theme is one of the assessment criteria on which the assessment committee assesses the application. A project may have areas of overlap with multiple themes. In that case, it is advisable to submit a proposal within the theme closest to the applicant’s main motivation for carrying out the project.
Chapter 3: Guidelines for applicants / Comenius programme Teaching Fellows 2022

3 Guidelines for applicants

This chapter provides an overview of the guidelines that apply to your grant application. First, it sets out who can apply for a grant (3.1), what kind of grant you can apply for (3.2) and the deadline for submitting your application (3.3). Subsequently, you will find the guidelines for preparing the application (3.4) and specific grant conditions (3.5).

3.1 Who can apply

Conditions for applicants in the Comenius programme

Applications can be submitted by teaching professionals working in publicly-funded institutions of higher education in the Netherlands (Article 1.8 of the Dutch Higher Education and Research Act; only available in Dutch).

An applicant will act as project leader and may, in their application, specify a team of colleagues, advisers and students (the ‘project members’). The applicant must submit the letter of intent, preliminary application and full application in ISAAC (the online application system of NRO) and will, during the assessment procedure, receive all relevant communication from NRO and OCW. After the grant is awarded, the applicant will be the contact person for NRO and OCW.

Applicants in the Comenius programme must satisfy the following conditions:

- An applicant can only submit one application per year in the Comenius programme.
- A Comenius Fellow who previously received a Comenius grant can ‘move up’ within the programme, but cannot apply again for the same grant, or for a grant at a lower tier. To ensure the continuity of projects, an application for a grant in the next-level tier may be submitted in the last year of the current Comenius project. The implementation phases of the projects cannot overlap.
- From the 2020 round onwards, an applicant may submit a maximum of two full applications in consecutive years in the same tier of the Comenius programme. This condition does not apply to preliminary applications in the same tier, or to full applications submitted in other tiers.

Conditions for applicants in the Comenius Teaching Fellows round

There are no limits on the number of applications for a Teaching Fellow grant from an institution, faculty or programme. However, additional procedures may apply for the selection and/or support of applicants within an institution of higher education. Applicants are advised to get in touch with the contact person of the institutions.

An applicant for a Teaching Fellow grant must satisfy the following conditions:

- The applicant must, at the time the grant is awarded, have a contract of employment with the institution where the project is intended to be implemented for at least the duration of the project and for at least 0.5 FTE. If the applicant has a contract of employment for less than the duration of the project and/or 0.5 FTE with the institution at the time of submitting the application, the statement of the supervisor (part of the preliminary application) must indicate that the contract will be extended for at least the duration of the project at the time the grant is awarded.

8 It is not possible to register a co-applicant in ISAAC.
9 The Comenius programme consists of three funding rounds: Teaching, Senior and Leadership Fellows.
• The applicant must have at least two years’ experience in higher education at the start of the project.
• The applicant will have full or partial responsibility for the project’s educational component and must have direct contact with students, for instance as a teacher or lecturer of a particular subject or course, or as a student adviser, internship coordinator or another role.
• The applicant must demonstrate, with a statement from their supervisor, that they will be given sufficient scope to implement the project if the grant is awarded.

The NWO Code for Dealing with Personal Interests applies to all persons, including NWO staff, who are involved in the assessment of applications submitted under this Call for proposals. This code lists personal interests that clearly exclude participation in the assessment procedure and personal interests that require consideration of whether and under what conditions the applicant may participate in the assessment procedure. Pursuant to Section 2:4 of the Dutch General Administrative Law Act, the appearance of bias must also be excluded. In terms of eligibility to submit an application, this means that members of the Assessment Committee cannot be applicants or a member of the project team in this funding round.¹⁰


3.2 What can be applied for

The budget available for the ‘Comenius programme Teaching Fellows 2022’ funding round is €2,000,000 in total. The available budget for each application is at least €45,000 and at most €50,000. You can submit applications with a duration of at least 12 months and at most 18 months. The start date of a project lies between 1st May 2022 and 1 September 2022. The end date is at the most 31st October 2023.

You can apply for a grant to cover the direct staff costs and material costs associated with the project. All costs must be substantiated. You can only apply for a grant to cover the costs of persons and institutions established in the Netherlands.

A separate form (Excel file) is available for processing the budget associated with your application. You must fill in this budget form and send it as an appendix to your full application when you submit it digitally. A budget need not be submitted with the preliminary application.

Staff at educational institutes

The following maximum rates (hour/day) are used to finance the wage costs of staff working at a publicly-funded institution of education (secondary education, vocational education or higher education), in accordance with the Guide to Government Fees for 2021.

Staff at publicly-funded institutions of education, including staff with a permanent employment contract, must be remunerated according to the following maximum rates (hour/day):

<table>
<thead>
<tr>
<th>Role</th>
<th>Maximum Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretariat/students</td>
<td>€53/424</td>
</tr>
<tr>
<td>Junior/research assistant academic staff</td>
<td>€72/576</td>
</tr>
<tr>
<td>Mid-level/university teaching staff/lecturer-researchers</td>
<td>€87/696</td>
</tr>
</tbody>
</table>

¹⁰ Members of the assessment committee are not excluded from submitting an application in the other tiers (Senior Fellows, Leadership Fellows) of the Comenius programme.
Chapter 3: Guidelines for applicants / Comenius programme Teaching Fellows 2022

Senior/associate professor €95/760
Director/professor/lecturer €119/952

These rates are explained in further detail in the Guide to Government Fees for 2021, which is available at www.nro.nl/projectbeheer (only available in Dutch).

Of the total number of hours for which a budget is requested, at least 30% must be for the applicant.

You should specify in the application how you wish to allocate the requested staff costs to the different members of the project team (where relevant), stating your considerations for this allocation. You should specify the day rates for each staff category in the budget. These may not exceed the above rates, but you may specify a lower rate.

Wage costs for project staff who are not employed by a Dutch publicly-funded institution of secondary or higher vocational education should be entered under material costs. When these costs are covered by matching, they should be specified as such on the budget under material costs.

**Material costs**

The requested budget for material costs may not exceed 20% of the total budget requested. All costs must be substantiated.

A budget can also be requested to cover material costs such as:

- training sessions or courses for the applicant and members of the project team, as needed for the project;
- remuneration for professionals who are not affiliated with a publicly-funded institution of higher education (for example: external advisers, software developers, designers, and so on);
- travel (e.g. to visit research institutions in the Netherlands and abroad that contribute substantively to the project);
- attending national and international conferences, as needed for the project;
- costs associated with the dissemination of project results, knowledge transfer and knowledge utilisation, including the costs associated with publishing academic publications about the project through open access.

Costs of purchasing previously developed digital educational resources and licences for such resources are not eligible for funding under the Comenius programme, even if they have to be purchased specifically for the project. The time spent on further development of these educational resources by the applicant or project staff, however, can be entered under staff costs.

The costs of equipment, consumables or administrative or technical assistance that must be considered part of the normal facilities package of an educational institution and the costs of using laboratories and computers in data centres are not eligible for funding, unless the research requires the use of facilities that demonstrably exceeds normal use.

Only costs relating directly to the research are eligible for funding, which means you cannot receive a grant for accommodation, overhead, maintenance or depreciation costs, for example.

**Matching**

It is possible to contribute matching, in cash or in kind, in the form of staff and material costs. Matching may not, however, exceed the requested budget (a maximum of €50,000) as OCW must remain the main financier of the project. Furthermore, the budget form must clearly indicate which staff costs or material costs are covered by matching. The applicant must add a letter of guarantee to the application form (as a single merged PDF file) in which Matching is guaranteed by the institution. No standard form
is available for a letter of guarantee. A letter of guarantee must, in any event, meet the following requirements:

- The letter of guarantee should not exceed 250 words.
- It should indicate that the institution in question commits itself to the specified matching.
- It should specify the total amount of matching.
- The letter of guarantee must be signed by an authorised member of the institution’s staff. If matching is in kind, this generally concerns the project member’s supervisor. If matching is in cash, this concerns the staff member responsible for the institution’s business operations.

### 3.3 When can applications be submitted

The deadline for submitting letters of intent is **14 September 2021, 14:00:00 CEST**.

The deadline for submitting preliminary applications is **12 October 2021, 14:00:00 CEST**.

The deadline for submitting full applications is **18 January 2022, 14:00:00 CET**.

When submitting your letter of intent, preliminary application and full application in ISAAC you will have to enter some additional details online. You should therefore start submitting at least one day before the deadline of this Call for proposals. Letters of intent, preliminary applications and full applications submitted after the deadline will not be admitted to the procedure.

### 3.4 Preparing and submitting the letter of intent, preliminary application and full application

Letter of intents, preliminary applications and full applications should always be submitted to NWO through ISAAC, our electronic application system. Applications not submitted in ISAAC will not be admitted to the procedure. The letter of intent, preliminary application and full application need to be submitted in either Dutch or English.

As the applicant, you are obliged to submit your letter of intent, preliminary application and full application through your own ISAAC account. If you do not have an ISAAC account, be sure to create this at least one week before submitting. This will ensure that any possible registration problems can be resolved in a timely manner. If you already have an ISAAC account, you do not need to create a new account to submit a new application.

If you work for an organisation that is not included in the ISAAC database, you can report this to relatiebeheer@nwo.nl. We will add the organisation to the database. As this takes several days, we ask that you report this no later than one week before the deadline.

Should you have any technical questions about ISAAC, contact an ISAAC helpdesk employee (see 5.1).

#### Submitting a letter of intent

The applicant indicates that they will submit an application in this round by means of a letter of intent. Timely submission of a letter of intent is a prerequisite for submitting a preliminary application and a full application.

Letters of intent must be submitted no later than **14 September 2021, 14:00:00 CEST**.
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The person who applies for funding cannot be changed after the submission of the letter of intent. The letter of intent must be completed directly in ISAAC; no standard form is available for this. A letter of intent consists of two input fields: the title and the summary. Enter the title of the application in the first input field. This can still be changed when submitting the preliminary application. In the summary input field, enter the following:

- Enter the following default text in the first line: This letter of intent is submitted under theme [theme number] from the faculty of [name of organisational unit].
- In the above text, you specify the theme under which the application is submitted and the faculty from which the application is submitted. After the letter of intent has been submitted, the theme can no longer be changed. The reason for specifying the faculty is related to the composition of the Assessment Committee.
- You should then provide a brief summary of the project proposal of up to 250 words. This can still be changed when submitting the preliminary application.

Letters of intent that do not specify the theme and faculty concerned in this standard text will not be taken into consideration.

After submitting the letter of intent, the applicant will receive a confirmation of receipt at the email address registered in their ISAAC account.

The purpose of the letters of intent is to provide an idea of the (maximum) number of applications. After the deadline for submission of letters of intent, the applicants will be notified of the total number of letters of intent submitted and the distribution over the different themes. The Assessment Committee does not assess the letters of intent.

If, after submission of the letter of intent, an applicant decides not to submit an application, for whatever reason, they are requested to withdraw their letter of intent in ISAAC. The applicant is not obliged to provide a reason for withdrawing the letter of intent; if the applicant nevertheless wishes to explain this, they can do so via comenius@nro.nl.

Submitting a preliminary application

The preliminary application is a concise application with a summary of the project proposal, a brief problem outline, and a substantiation of the innovative nature and the expected output. A budget need not be submitted with the preliminary application.

To submit a preliminary application, the applicant must use the application form available on the grant page of the NWO website. Applicants must adhere to the questions and associated explanatory notes in this form, as well as the guidelines for the maximum number of words and pages. No substantial changes may be made to the layout of the form.

You can convert your letter of intent in ISAAC to a preliminary application. You can do this by clicking on the button ‘Convert to pre-application’. It is therefore not necessary to create a new application.

Fully completed preliminary applications must be submitted no later than 12 October 2021 14:00:00 CEST.

After submitting the preliminary application, the applicant will receive a confirmation of receipt at the email address registered in their ISAAC account. The preliminary application will be reviewed against the admissibility criteria and assessment criteria set out in 4.2.
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Supervisor’s statement regarding tasks and budget management

Along with the preliminary application and the full application, the applicant must include a statement of the supervisor demonstrating that the applicant will be given sufficient scope to implement the project if the grant is awarded.\textsuperscript{11} There is no standard form for a supervisor’s statement. This statement must, in any event, satisfy the following requirements:

- The statement should not exceed 250 words.
- The signatory should indicate that they are in a position to decide on the applicant’s scope of tasks.
- The signatory declares that if the grant is awarded, the applicant and the project team are free to arrange their schedules in accordance with the project proposal submitted.
- The signatory declares to make the applicant the budget holder of the material budget.
- The statement should be written directly in the application form or submitted with the application as a single, merged PDF file.
- A substantive recommendation by the signatory on the relevance of the project for the educational programme and the commitment of the institutions involved is permitted, provided the maximum number of words is not exceeded.

Submitting a full application

After the preliminary application has been processed and assessed, the applicant will receive a recommendation to develop the preliminary application into a full application.

As a supplement to the preliminary application, the full application should also include a detailed project plan, a project budget and a professional statement by the applicant. The summary, description of the problem outline, innovative nature and expected output that were submitted in the preliminary application may still be modified at this stage. To submit a full application, the applicant must use the application form available on the grant page of the NWO website. Applicants must adhere to the questions and associated explanatory notes in this form, as well as the guidelines for the maximum number of words and pages.

Fully completed application forms must be submitted no later than \textbf{18 January 2022 14:00:00 CEST} through the online application system, ISAAC.

After submitting the full application, the applicant will receive a confirmation of receipt at the email address registered in their ISAAC account.

Research field codes

You must specify, in ISAAC, one or more research field codes that apply to the proposed research. You should enter these in the ‘General’ tab at ‘Research fields’ before submitting the application. You can only use the NWO research field codes for this. These are available at \url{www.nwo.nl/research_field_codes}. In any event, you should always specify the discipline code for ‘Educational Sciences’ (41.90.00). Below that, you should state the main research fields and sub-fields in order of importance. There are no requirements regarding the number of research field codes to be entered.

\textsuperscript{11} If the project members are from multiple organisational units, the statement of the applicant’s supervisor may state that other supervisors have been consulted. No additional statements are required.

\textsuperscript{12} If the supervisor is also the authorised staff member in the case of co-financing, the supervisor’s statement and letter of guarantee may be combined in a single letter.
3.5 Grant conditions

Paragraph 2.1 and 2.2 of the NWO Grant Rules 2017 apply to all applications.

Scientific integrity

Research funded by the Comenius programme must, in accordance with the NWO Grant Rules 2017, be carried out in conformity with nationally and internationally accepted standards of scientific research as laid down in the Dutch Code of Conduct for Scientific Integrity (2018). By submitting the application, the applicant commits to this code. In the event of a breach (or possible breach) of the aforementioned standards, the applicant must immediately inform NRO and submit all relevant documents to NRO. You can find more information about the code of conduct and the policy on scientific integrity on the following website: www.nwo.nl/integrity.

Deadlines for the start and end dates of a project

An awarded project must start at the latest in the academic year following award (1 September 2022). The start date of a project cannot be before the planned announcement of the decision, so not before 1 May 2022. The end date of a project is no later than 31 October 2023.

Developing educational resources

Developing educational resources and carrying out education research can be part of a project, but not the final aim. Any educational resources developed must be implemented in teaching practice within the duration of the project. Developing educational resources that can only be implemented in practice after project completion cannot be the main aim of a project within the Comenius programme.

Creative Commons

Educational resources developed within the framework of the projects must be made available under a Creative Commons Licence (at least ‘Attribution-NonCommercial-ShareAlike’ or less restrictive) at a publicly accessible location that is easy to find. Project leaders should in any event make the proceeds available via SURFsharekit, a storage environment provided by SURF, so that NRO can include them on the new national digital higher education knowledge hub onderwijskennis.nl.

Open access

As a signatory to the Berlin Declaration (2003) and member of cOAlitie S (2018) NWO is committed to making the results of academic research funded by NWO freely available on the internet (open access). In doing so, NWO is implementing the policy of the Dutch government to make all publicly funded research openly available. All academic publications of research funded on the basis of grants awarded through this Call for proposals should therefore be available open access in according with the NWO Open Access policy. References to these open access publications will be included on onderwijskennis.nl.

Scientific articles

Scientific articles must be available Open Access (no embargos) immediately at the time of publication via one of the following routes:

- publication in a full open access journal or platform that is registered in the Directory of Open Access Journals (DOAJ);
- publication in a subscription journal and the deposit of at least the authors’ version of the article in an Open Access repository registered in OpenDOAR;
- publication in a journal falling under the transformative Open Access agreements between the VSNU and publishers. See www.openaccess.nl.

For books, book chapters and volumes different conditions apply. See for more information on this the NWO’s open access policy, see www.nwo.nl/openscience.
Obligations after grant award

Whether the project will deliver the intended result cannot yet be determined at the start of the project, which is why the project leader explicitly assumes an obligation of effort after the grant has been awarded. There is, however, no obligation of result. The effort expected of the Comenius Fellow consists of the following elements:

- The Fellow should carry out the project plan proposed in the application to the best of their abilities.
- Fellows should report in the interim and no later than three months after the end date of the project on the progress and completion of the project. Project leaders will receive more information about this in due course.
- Part of this is an evaluation of the project (approx. 1 page), intended for the public. In this report a summary of the project, intended for the public, to be published on onderwijskennis.nl is asked for, in which is briefly explained what the purpose of the project was, what results were achieved and what lessons were learned.
- The Comenius Grant will be paid in the form of an increase in the governmental grant to the institution at which the project will take place. This means that the finances regarding the project will have to be accounted for in the annual report of the institution. At the end of the project, it must be possible for the directorate of Student Grants and Loans in Higher Education (H0&S) of the Ministry of OCW to request a project statement from the institution where the project has been implemented.
- Active membership of the Comenius Network. After the grant has been awarded, the main applicant – not the rest of the team – appointed as Comenius Fellow and he/she will be part of the Comenius Network. The Network is currently exploring alternative routes to membership, as to ensure that in the future the Network will be more accessible to join. At the moment, a lot of activities are already accessible to team members and a broader public.

Reporting interim changes

Any changes in the project team that affect the duration of the project or that concern the Comenius Fellow him/herself must be reported to NRO immediately by the applicant. NRO will advise OCW, on a case-by-case basis, of possible consequences of these changes for the grant award.
4 Assessment procedure

This chapter describes how the assessment procedure is carried out (4.1). Subsequently, in 4.2, you will see which criteria the Assessment Committee uses to assess your pre-proposal and full application.

4.1 Procedure

This section explains the funding round procedure on a step-by-step basis. The procedure consists of the following steps:

- Submitting letters of intent
- Submitting preliminary applications
- Processing of preliminary applications by NRO
- Assessment of the preliminary applications by the Assessment Committee
- Notification of the recommendation to submit a full application
- Submitting full applications
- Processing of full applications by NRO
- Assessment Committee’s preliminary assessments
- Assessment by the Assessment Committee
- Decision by the Minister

Submitting the letter of intent and preliminary application

The procedure starts with the submission of a letter of intent, after which a preliminary application can be submitted. See Chapter 3 of this Call for proposals for the guidelines for submitting a letter of intent and a preliminary application.

Processing the preliminary application

As soon as possible after submitting the pre-proposal, the applicant will be notified whether or not the preliminary application will be processed. The NRO secretariat determines this based on a number of administrative criteria (see the admissibility criteria in 4.2).

After the admissibility check, applicants are given a one-time period of five working days to correct any errors found by NRO (only). Applicants are advised to remain available in the week after the deadline for submitting the preliminary application so that they can make any corrections.

If a preliminary application does not meet any of the stated criteria after this period, the Minister will qualify it as ‘inadmissible’ and the application will not be processed.

Assessment of the preliminary application

Each admissible preliminary application is submitted to the Assessment Committee. The Assessment Committee assesses the preliminary applications based on assessment criteria 1 and 2 as set out in 4.2 of this Call for proposals. The Assessment Committee will issue a negative or positive recommendation about elaborating the preliminary application into a full in application. Preliminary applications will not be compared, scored or prioritised.

Notification of the recommendation to submit a full application

The NRO bureau will endeavour to notify applicants about the outcome of the assessment of the preliminary application in the week of 29 November 2021. This notification includes a positive or
negative recommendation to develop this preliminary application into a full application. The applicant receives a brief substantive explanation of the recommendation.

The applicants most likely to receive funding for the proposal will be advised to submit a full application. Applicants whose applications are least likely to succeed will be advised by the Assessment Committee not to write a full application. Since this concerns a recommendation, it is not open to objection or appeal.

**Submitting a full application**

Once applicants have received advice on whether or not to elaborate their preliminary application into a full application, they can submit a full application. See Chapter 3 of this Call for proposals for the guidelines on submitting a full application.

**Processing the full application**

As soon as possible after submitting the full proposal, the applicant is notified whether it will or will not be processed. The NRO secretariat determines this based on a number of administrative criteria (see the admissibility criteria in 4.2).

After the admissibility check, applicants are given a one-time period of five working days to correct any errors found by NRO (only). Applicants are advised to remain available in the week after the deadline for submitting the application so that they can make any corrections.

If a full application does not meet any of the stated criteria after this period, the Minister will qualify it as ‘inadmissible’ and the proposal will not be processed.

**Preliminary assessment of the full application**

All full applications are submitted for comments to at least two members of the Assessment Committee (the preliminary assessors). The preliminary assessors give substantive and substantiated written comments on the proposal. They formulate these comments on the basis of the assessment criteria (see 4.2). The preliminary assessors also assign a score for each major criterion. The preliminary application will no longer be included in the Assessment Committee’s considerations at this stage.

**Assessment by the Assessment Committee**

The applications and preliminary assessments are the starting point for discussion by the Assessment Committee. Following this discussion, the Assessment Committee will provide OCW with a written advice on the quality and prioritisation of the applications for each theme and education sector. The Assessment Committee will base this advice on the assessment criteria.

All applications are assigned a qualification based on the final score. The following scale is used:
- 1.0 up to 1.4: excellent
- 1.5 up to 3.4: very good
- 3.5 up to 5.4: good
- 5.5 up to 9.0: insufficient

To qualify for funding, an application as a whole must be assigned at least the qualification ‘good’. In addition, it must be assigned at least the qualification ‘good’ for all the main criteria. For more information about the qualifications, see: www.nwo.nl/qualification system.

If, after assessment, it occurs that two or more applications at the threshold of qualifying for a grant within the grant limit have the same weighted total score (within the range of one decimal place after the decimal point), then the assessment committee will discuss if there is a clear distinction between the
two proposals. If this is not the case, then this means it is *ex aequo*. In the case of *ex aequo*, the application that received the highest score on the criterion ‘Innovative nature of the project’ will be given the highest score. If applications also end up with equal scores after this step, the committee will determine the order of priority by means of an anonymous majority vote (Article 2.2.7., paragraph 3(a), sub iv of the NWO Grant Rules 2017). In the event of a tie, NRO will determine the priority by means of a drawing of lots by a civil-law notary.

**Composition of the Assessment Committee**

In the Comenius Teaching Fellows round, the Assessment Committee consists of four different divisions. Members of the Assessment Committee currently work, or have recently worked, in higher education.

Each division of the Assessment Committee must have at least the following expertise:
- Research expertise (researchers in educational sciences)
- Practical expertise (educational professionals with experience in designing and implementing educational innovation projects)
- Thematic expertise (education professionals who link research and practice on this theme)
- Student-related expertise (students with experience in educational evaluations and/or participation)

The different divisions of the Assessment Committee assess the applications submitted in the different themes. Each division assesses proposals from research universities as well as universities of applied sciences. If the number of applications within a theme is too large to be assessed by one division, NRO may decide to have applications by research universities separated from those by universities of applied sciences.

Applications will be assessed by the full 'science-wide' committee. When forming the Assessment Committee, NRO aims to achieve as wide a background in research fields as possible. However, it cannot guarantee that all research fields will be represented in the committee.

**Decision by the Dutch Minister of Education, Culture and Science**

The Minister makes the final decision on the submitted applications. Applications will be honoured on the basis of the criteria set out in 4.2, the prioritisation determined by the Assessment Committee and the available budget.

Applicants will be notified about the outcome as soon as possible, along with a summary setting out the reasons for the Assessment Committee’s review.

**Objection and appeal**

An interested party\(^{13}\) may object in writing to a decision relating to the ‘Comenius programme Teaching Fellows 2022’ round within six weeks of the date on which the decision was communicated to the interested party. The interested party should lodge their objection to OCW. More information on lodging an objection can be found at [www.bezwaarschriftenocw.nl](http://www.bezwaarschriftenocw.nl) (only available in Dutch).

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\(^{13}\) The Comenius grant is paid in the form of an increase in the government grant to the institution where the applicant is employed. This means that if the applicant wishes to lodge an objection, it is the institution that formally lodges the objection.
Chapter 4: Assessment procedure / Comenius programme Teaching Fellows 2022

Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event and Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 September 2021, 14:00:00 CEST</td>
<td>Deadline for submitting the letter of intent</td>
</tr>
<tr>
<td>12 October 2021, 14:00:00 CEST</td>
<td>Deadline for submitting a preliminary application</td>
</tr>
<tr>
<td>October/November 2021</td>
<td>Processing of preliminary applications; assessment of preliminary applications, establishing the recommendations</td>
</tr>
<tr>
<td>Early December 2021</td>
<td>Recommendation about elaborating the preliminary application sent to applicants</td>
</tr>
<tr>
<td>18 January 2022, 14:00:00 CET</td>
<td>Deadline for submitting full applications</td>
</tr>
<tr>
<td>January/February 2022</td>
<td>Processing full applications; Assessment Committee prepares preliminary assessments</td>
</tr>
<tr>
<td>March 2022</td>
<td>Assessment meetings; the Assessment Committee provides the Minister with an advice on awarding/rejecting the proposals</td>
</tr>
<tr>
<td>April 2022</td>
<td>Minister’s decision to award/reject the proposals</td>
</tr>
<tr>
<td>Late April 2022</td>
<td>Applicants notified of whether their application has been awarded or rejected</td>
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</tbody>
</table>

Amendments to the procedure

NRO or OCW may consider it necessary to adapt the timeline during the course of the ongoing procedure. Applicants will be informed of this as soon as possible.

4.2 Criteria

Formal admissibility criteria

NRO will only process your preliminary application if it meets a number of formal conditions, which are as follows:

- The preliminary application/full application has been submitted by a person who meets the requirements set out in 3.1.
- The letter of intent, preliminary application and full application have been submitted on time and by the same applicant.
- The letter of intent, preliminary application and full application have been submitted through the applicant’s ISAAC account.
- After any requests to supplement or amend the application form have been processed, the application form is correct, complete and has been filled in according to the instructions.
- The preliminary application/full application has been written in Dutch or English.
- The theme for which the preliminary application/full application was submitted matches the theme for which the letter of intent was submitted.
- The preliminary application/full application must be accompanied by a signed statement of the applicant’s supervisor and must satisfy the requirements of 3.4.
- The period for which a grant is requested is at least 12 months and at most 18 months. The planned start date of the project is between 1 May 2022 and 1 September 2022. The end date of the project is no later than 31 October 2022.
- The budget accompanying the full application has been drawn up in accordance with the guidelines in the Call for proposals, including any letter of guarantee in the event of matching.
- Apart from the budget, no appendices may be attached to the preliminary application or full application. The application form, the supervisor’s statement the letter of guarantee must be submitted as a single, merged PDF file.
Chapter 4: Assessment procedure / Comenius programme Teaching Fellows 2022

Assessment criteria

The preliminary applications will be assessed on the basis of main criteria 1 and 2. All criteria have equal weight in the decision to issue a negative or positive advice.

Full applications will be assessed on the basis of the following criteria.

1. Innovative nature of the project (30%)
2. Expected results of the project (20%)
3. Quality of the project plan (20%)
4. Educational profile of the applicant (30%)

1. Innovative nature of the project (30%)
   a. To what extent does the project seek to implement an innovative solution or ambitious improvement that meets a need in higher education?
   b. To what extent does the proposed solution differ from initiatives in other institutions with a similar objective?

2. Expected results of the project (20%)
   a. Is it convincingly explained in the problem analysis in which educational component an improvement is desirable and why?
   b. Does the applicant demonstrate that the proposed innovation can lead to an improvement (for instance on the basis of relevant literature and examples from practice)?
   c. Are the intended outputs, such as learning outcomes and specific products, clearly defined?
   d. Is the scale and context of the project consistent with a Teaching Fellow project as described in Chapter 2?
   e. Does the project align with the chosen theme as described in Chapter 2?
   f. Has the applicant convincingly substantiated how the project could be of value for other education professionals?

3. Quality of the project plan (20%)
   a. Are the activities, methods used and planning clearly defined in the project plan and are they appropriate for achieving the intended results?
   b. Do the project plan, planning and concise risk analysis convincingly demonstrate the feasibility of the project?
   c. Does the project team have the necessary expertise to carry out the project? Are the different roles and division of tasks clear and appropriate?
   d. Are the activities and outputs of the project evaluated in an appropriate manner, based on evaluation criteria and procedures?
   e. Is the dissemination plan suitable and sufficiently ambitious?

4. Educational profile of the applicant (30%)
   a. Does the applicant match the profile of a Teaching Fellow (as described in Chapter 2), also given their teaching experience and current role at the institution?
   b. To what extent does the professional statement testify to excellent teaching and an inspired vision of innovation in education? Does the project stem from this broader vision of education?
   c. Does the professional statement show how a Comenius grant and membership of the Comenius Network can contribute to the applicant’s ambitions and teaching career?

Policy considerations

When allocating the proposals, the Minister can also take budgetary considerations into account in addition to the quality criteria.
Chapter 4: Assessment procedure / Comenius programme Teaching Fellows 2022

If any budget remains for a theme within this Call for proposals, the Minister may decide to add the remaining budget to one of the other themes in the same education sector for which this budget was intended (research university or university of applied sciences) within this Call for proposals, or to add this budget to a concurrent Call for proposals within the Comenius programme.
5 Contact details and other information

5.1 Contact

Specific questions

For specific questions about the ‘Comenius programme Teaching Fellows 2022’ round and this Call for proposals, please contact:

Lars de Bruin MA (Comenius programme secretary)
Tel.: +31 (0)70 344 0928
Email: comenius@nro.nl

Technical questions about the electronic application system ISAAC

If you have any technical questions about ISAAC, please contact the ISAAC helpdesk. Please read the ISAAC manual before consulting the helpdesk. The ISAAC helpdesk can be contacted from Monday to Friday between 10:00 and 17:00 CEST on +31 (0)20 346 71 79. You can also send your queries by email to isaac.helpdesk@nwo.nl. You will receive a response within two working days.

5.2 Other information

NRO advises applicants to contact the institution’s grant adviser at an early stage if they are considering submitting an application for a grant under the Comenius programme.

NWO processes the data of applicants in accordance with the NWO privacy statement, www.nwo.nl/privacyverklaring.