Comenius programme Senior Fellows 2023

Call for proposals

Nationaal Regieorgaan Onderwijsonderzoek (NRO)

2023
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1 Introduction

This Call for proposals provides an overview of the application procedure for the grant round Comenius programme Senior Fellows 2023. This Call for proposals falls under the responsibility of the programme committee Higher education of the Netherlands Initiative for Education Research (NRO).

NRO coordinates and finances education research and innovation, and improves the connection between scientific research and the practice of education. Thus NRO works on the renewal and improvement of education. NRO is part of the Dutch Research Council (NWO).

In this Call for proposals you will find information about the aim of this programme (Chapter 2), the conditions for the grant application (Chapter 3) and how your proposal will be assessed (Chapter 4). This is the information you need to submit a grant application. Chapter 5 states the obligations for grant recipients in the event you are awarded funding, Chapter 6 contains the contact details and Chapter 7 the appendix.

1.1 Background

On the 2nd of December 2019, the former 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 House of Representatives. The Strategic agenda sets out ambitions for the development of higher education in the Netherlands. 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. 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. By giving room to inspired and proven successful teachers, they are given the opportunity to identify opportunities to design good, innovative education.

The Comenius programme was set up in the autumn of 2016 by OCW and NRO 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 to implement educational innovations and improvements in their own teaching practice on a scale suited to their position and the duration of the project.

1.2 Available budget

The available budget for this Call for proposals is €2,200,000 in total. Within this Call for proposals a maximum of 22 applications will be granted, divided equally between universities of applied sciences (Dutch acronym: hbo) and research universities (Dutch acronym: wo).

The programme committee can, when applying the mandatory one-off indexing of the salary costs according to the Manual Tariffs Dutch Government (Handleiding Overheidstarieven (HOT)), decide to grant less applications.
Chapter 1: Introduction / Comenius programme Senior Fellows 2023

The grants are divided between three fixed themes and one free theme (see Section 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>
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<tbody>
<tr>
<td>Theme 1: Accessibility in higher education</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Theme 2: Well-being in higher education</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Theme 3: Working on the challenges of the future</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Free theme – <em>Fit for the future</em></td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>total</td>
<td>11</td>
<td>11</td>
<td>22</td>
</tr>
</tbody>
</table>

1.3 Submission deadlines

The deadline for submitting a letter of intent is **13 September 2022**, 14:00:00 CEST.

The deadline for submitting a preliminary application is **11 October 2022**, 14:00:00 CEST.

The deadline for submitting an application is **10 January 2023**, 14:00:00 CET.

Timely submission of a letter of intent is a prerequisite for submitting a preliminary application. Before submitting a full application, applicants must have submitted a letter of intent and a preliminary application.
Chapter 2: Aim / Comenius programme Senior Fellows 2023

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 Senior Fellow project. The thematic spearheads for the Comenius Senior Fellows 2023 round are described in Section 2.3.

2.1 Projects in the Comenius programme

The aim of the Comenius programme is twofold. First, the Comenius programme funds education innovation projects that contribute directly to the 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 recognizing 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. The tiers of the Comenius programme in which teachers can further develop, are based on the Career Framework for University Teaching by Ruth Graham.¹

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 where the project is implemented.² Projects can 1) implement an educational scientific, technological or didactic innovation in education, or 2) 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 both contexts a Comenius project reaches beyond a regular curriculum revision.

In their proposal, the applicant must clarify the distinctiveness and added value of the project compared to other projects with a similar 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 proven to be 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.³ The development of education (material) that will only be used or implemented in education after the end of the Comenius project cannot be financed with a Comenius grant. The innovation must be implemented in the student’s (online) educational environment. 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. 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.

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¹ See: https://www.teachingframework.com/
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.
Chapter 2: Aim / Comenius programme Senior Fellows 2023

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 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. Consequently, the applicant can demonstrate familiarity with the relevant development 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, in the proposal, 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.

In the professional statement of the proposal, the applicant should explain their vision on innovation in higher education. The applicant’s own teaching experience and the intended project should also be explicitly positioned within this broader vision. There are various activities that the applicants can describe to illustrate their teaching experience. You can think of a selection of taught courses, curriculum development, student counselling, the development of teaching materials – such as handbooks, toolkits, and literature reviews – peer-coaching, and examples of education innovation and/or project management. Participating in or the organisation of professionalisation activities such as workshops, seminars or conferences show that the applicants value personal and collegial development as a teacher. Participation in local and national committees, advice- or workgroups and networks that contribute to the teaching position are other ways to show this. Also, previously obtained forms of recognition such as local/national educational- and teaching prizes can prove their success as a teacher. Finally, the applicant should explain how a Comenius grant can contribute to their teaching career, and what membership of the Comenius Network may mean for themselves and for other teaching professionals.

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 circles 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 organises 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.

2.2 Profile and projects of the Senior Fellow

Senior Fellows

With the proposed project, the Senior Fellow must have an impact on education at a faculty, large educational programme or substantial department at an institution of higher education. The Senior Fellow must have a comprehensive view on education in their own research field based on their current position and experience in education. The Senior Fellow must have contact with lecturers or lecturer-researchers and preferably also teaches (some or all of) the students to whom the proposed innovation is directed on a regular basis.

The Senior Fellow must have at least five years of teaching experience in higher education and shows ambition in the field of educational leadership and/or in research and development of education for their own research field or area of interest. The aim of a Comenius grant, for the Senior Fellow, is to develop into a recognised educational innovator within their own institution in terms of organisational or educational content. The Senior Fellow will, for the duration of the project, be given the opportunity to lead a project team of teaching professionals and students to implement the envisaged innovation.

The Senior Fellow project

A Senior Fellow project should take place within the context of a faculty, a large educational programme or a substantial department at an institution of higher education. The project can be carried out with a grant of €100,000 and a duration of at least 24 months and at most 30 months. The aim of the project is to contribute to the knowledge base of education in the field of the intended innovation. The proposal should make clear how the project fits within recent developments in this field, and what the project can add to this. In the dissemination plan, the applicant should look ahead to possible publication channels within and outside their own institution.

The Senior Fellow’s project team must have (educational) leadership but also experience with (practical) education research. It should also be shown that the Senior Fellow and team members have previously contributed to innovations in education, either small-scale or otherwise. The composition of the team should make it possible to:

- contribute to the pedagogical-didactic knowledge of higher education in a particular field (e.g. an academic research field; a specific group of students; in line with societal and technological developments);
- implement the innovation across the entire breadth of where the project is implemented, and thus involve all the stakeholders in this, such as teachers, students, and so on.

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4 ‘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.
2.3 Comenius programme 2023 themes

Senior Fellow projects should align with one of the four thematic spearheads of the Comenius programme 2023. In the application, the envisaged innovation must be explicitly linked to the theme under which it is submitted.

Applications are submitted and assessed within one specific theme. The connection to 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 recommended to submit a proposal within the theme closest to the applicant’s main motivation for carrying out the project.

Theme 1: Accessibility in higher education

Students from diverse backgrounds enter higher education with varying degrees of success. They may have different needs and encounter a variety of obstacles in the process. Therefore, a key question is how different student groups can be better assisted in successfully navigating their way into and through higher education. The initial accessibility to higher education is an important issue here as students may encounter problems when transferring between educational institutions or programs. Furthermore, the question of how higher education institutions can cater to the (social) diversity in students from the moment of entry is an area of attention. Diversity within higher education requires teachers and students to learn how to deal with differences in order to make education more inclusive and – thus – accessible to all students who have the ambition and potential to study in higher education.

Projects within this theme strive to make higher education more accessible, to research the educational needs of students who encounter specific obstacles and to properly support and guide them during their studies.

Theme 2: Well-being in higher education

Various studies have shown that the mental vitality of students has been under pressure for quite some time, with loneliness and performance pressure being identified as major causes in particular. Before the COVID-19 pandemic there were already concerns about the mental health of students, but the corona virus crisis seems to have magnified the situation. Students feel less connected with each other and with the university of applied sciences or university. Furthermore, the brisk pace at which they sometimes finish their studies leaves little room for reflection and broad orientation. For example, the performance pressure which might be caused by exams and a possible lack of individual attention due to large student groups are points of attention. It is therefore important to research how we can increase the well-being of students.

Projects within this theme strive for the prevention, early identification and guidance of students who experience performance pressure and loneliness in order to increase their mental well-being and functioning. This could include changes in the design of the curriculum, didactics and testing, or attention to the connection of students among each other and with the program and educational institution.

Theme 3: Working on the challenges of the future

There are multiple global problems, such as the climate crisis and the gap between rich and poor, where young people are often the centre of hopeful attention when it comes to finding solutions. The United Nations has summarized these challenges in seventeen Sustainable Development Goals (SDGs). Both universities of applied sciences and universities aim to prepare students to participate in a changing society and labour market, in order to contribute positively to the solution of these challenges of the future. In curricula, knowledge development and gaining practical experience are increasingly intertwined, and the importance of learning and using skills for solving social issues is growing. Internships and other forms of workplace learning are important components of the study programmes at universities of applied sciences, and these are also becoming more important for universities.
Projects in this theme focus on the question of how students can be educated so that they can contribute to solving national and global challenges of the future. This may involve for example internships or other forms of education, but also how universities of applied sciences and universities can learn from each other or cooperate.

**Theme 4: Open theme – the entire scope of Fit for the future**

The open theme covers the entire breadth of ‘Fit for the Future’, the strategic agenda for higher education and research. Projects within this theme connect with the subjects and ambitions stated 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](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).
3 Guidelines for applicants

This chapter contains the conditions that are applicable to your grant application. First, it describes who can apply for funding (Section 3.1) and what you can request funding for (Section 3.2). Subsequently, you will find the conditions for preparing and submitting the application (Sections 3.3 and 3.4) and the specific funding conditions (Section 3.5).

3.1 Who can apply

Conditions for applicants

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).

A maximum of one application may be submitted by each faculty. The dean and/or head of the faculty endorses the preliminary application and the full application with a substantive recommendation and a statement that the project leader will be given sufficient scope to implement the project if the application is awarded.

An applicant for a Senior Fellow grant must also 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.
- 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.
- 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 dean/head of faculty (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.
- The applicant must have at least five years of experience in higher education at the start of the project.
- The applicant is responsible for the design and/or organisation of the education in the context in which the project will be implemented (this responsibility may be shared by the project members).

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

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5 In this Call for proposals, the word ‘faculty’ is used as the most common term for ‘organisational unit in an educational institution that provides education and comes directly under the Executive Board in the organisational chart’. Interdisciplinary education centres (like Centres of Expertise) that offer full education programmes and are not linked to one specific faculty but fall directly under the remit of the Executive Board of the institution can also submit a maximum of one application. Specific limits apply to a number of institutions with a non-standard organisational structure. See the Appendix to this Call for proposals.

6 The Comenius programme consists of three funding rounds: Teaching, Senior and Leadership Fellows.

7 It is not possible to register a co-applicant in ISAAC.
Chapter 3: Guidelines for applicants / Comenius programme Senior Fellows 2023

**Duo-application**

When the application arises from a shared vision from two teaching professionals that will contribute in equal matters to the project, it is possible to submit a duo-application. Duo-applicants can work at the same or different education institutions, in which case the project will also have to be carried out in equal manner at both institutions. In case funding is awarded, both duo-applicants will become members of the Comenius Network.

One main applicant must be appointed to submit the application through ISAAC and will be the contact person for NWO. The duo-applicant can be added in the application form. When duo-applicants are from different faculties or institutions, the application must be submitted from the institution of the main applicant. It is possible for teaching professionals from different sectors to submit a duo-application. In this case the institution of the main applicant will determine the sector in which the application is assessed.

**3.2 What can be applied for**

The available budget for each application is at least €90,000 and at most €100,000. You can submit applications for projects with a duration of at least 24 months and at most 30 months.

You can apply for a grant to cover the direct staff costs and material costs directly associated with the project. All costs must be substantiated.

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 institutions**

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):

- **Students** €41/328
- **Project support** €52/416
- **Junior/research assistant academic staff and non-academic staff/teaching staff** €72/576
- **Mid-level/university teaching staff/lecturer-researchers** €90/720
- **Senior/associate professor** €101/808
- **Director/professor/lecturer** €127/1,016

These rates are explained in further detail in the Manual Tariffs Dutch Government 2022 (Handleiding Overheidstarieven (HOT) 2022), which is available at www.nwo.nl/en/salary-tables (only available in Dutch).

NWO will apply a mandatory one-off indexing of the salary costs with respect to HOT rates for proposals submitted before 1 January that are awarded funding after 1 January. The mandatory one-off indexing has no influence on the level of the grant ceiling or on the maximum amount of the grant awarded per proposal. The level of the grant ceiling and the maximum amount of the grant awarded will remain unchanged during the assessment procedure. The mandatory one-off indexing will be applied after the decision-taking about awarding or rejecting proposals has been completed.

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 cofinancing/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:

- remuneration for professionals who are not affiliated with a publicly-funded institution of higher education seated in the Netherlands (for example: external advisers, software developers, designers, and so on);
- consumables
- travel and accommodation costs (e.g. to visit research institutions in the Netherlands and abroad that contribute substantively to the project);
- attending national and international conferences;
- work visits;
- training sessions or courses for the applicant and members of the project team, 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.

A budget can not be requested for:

- the costs of purchasing (licenses for) previously developed digital educational resources. The time spent on further development of these educational resources by the applicant or project staff, however, can be entered under staff costs;
- normal facilities of an educational institution (for example laptop, office equipment, etc.);
- maintenance and insurance costs.

Cofinancing and matching (own contribution)
NRO values cofinancing and/or matching (own contribution) in the form of personal and material contributions, in cash or in kind. You will need to illustrate the role and guarantee of this cofinancing/matching (own contribution) clearly in the application form or budget form. The applicant must also add a ‘letter of commitment’. You can find an example form underneath the finance page of this round on www.nwo.nl. This letter can be added to the application form as one merged PDF. The cofinancing/matching may not exceed the requested budget, as NRO must remain the main financier of the project.

3.3 Preparing and submitting the letter of intent, preliminary application and full application

It is mandatory to write your letter of intent, preliminary application and full application either in Dutch or English.

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. As the applicant, you are obliged to submit your letter of intent, preliminary application and full application through your own ISAAC account.

It is important to start with your application in ISAAC on time:
- if you do not yet have an ISAAC account, then you should create this on time to prevent any possible registration problems;
any new organisations must also be added to ISAAC by NOW;
- you also need to submit other details online.

Letters submitted after the deadline will not be admitted to the procedure by NWO.

In case NWO has made a template available, the attachment should be drafted conform the NWO-template. Attachments are to be uploaded along with the application as one merged PDF-file (without security) in ISAAC for submission. The budget needs to be submitted in ISAAC as Excel-file. Other attachments other than those mentioned in this Call are not allowed.

The applicant must inform the organisation where they work about the submission of the application, and the organisation must accept the granting conditions of this Call for proposals.

**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 **13 September 2022 14:00:00**.

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. 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, both the theme and faculty can no longer be changed.
- 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, a substantiation of the innovative nature and the expected output, and a professional statement from the applicant. 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 11 October 2022 14:00:00.

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 set out in Section 3.4 and the assessment criteria set out in Section 4.2.

**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 (dean/head of the faculty) demonstrating that the project is ‘supported’ within the institution and that the applicant will be given a sufficient opportunity to implement the project if the grant is awarded. 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.

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 an 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 and a project budget. The summary, description of the problem outline, innovative nature, expected output and professional statement 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.

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

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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.
Chapter 3: Guidelines for applicants / Comenius programme Senior Fellows 2023

Fully completed application forms must be submitted no later than **10 January 2023 14:00:00**.

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

### 3.4 Conditions for submission

NWO will assess your application against the conditions listed below. Your application will only be admitted to the assessment procedure if it meets these conditions. After submitting your application, NWO requests you to be available to implement any possible administrative corrections so that you can (still) meet the conditions for submission.

**Formal conditions for submission preliminary application**
- the main applicant meets the conditions stated in Section 3.1;
- the letter of intent has been submitted on time by the main applicant through ISAAC, after a possible request to make additions or changes, complete and filled out according to the instructions;
- the preliminary application form is, after a possible request to make additions or changes, complete and filled out according to the instructions;
- the theme for which the preliminary application is submitted matches the theme for which the letter of intent was submitted;
- the preliminary application must be accompanied by a signed statement of the dean or head of the faculty from which the preliminary application is being submitted and must satisfy the requirements of Section 3.3;
- the preliminary application is submitted via the main applicant’s ISAAC account;
- the preliminary application is received at or before the deadline set;
- the preliminary application is written in Dutch or English;
- the proposed project has a duration of at least 24 months and at most 30 months.

**Formal conditions for submission full application**
- the main applicant meets the conditions stated in Section 3.1;
- the main applicant submitted the preliminary application through ISAAC on time, after a possible request to make additions or changes, complete and filled out according to the instructions;
- the application form is, after a possible request to make additions or changes, complete and filled out according to the instructions;
- the theme in which the application is submitted matches the theme for which the preliminary application has been submitted;
- the application is accompanied by a signed statement of the dean or head of faculty from where the full application is being submitted, and must satisfy the requirements of Section 3.3;
- the application is submitted via the main applicant’s ISAAC account;
- the application is received at or before the deadline set;
- the application is written in Dutch or English;
- the application budget accompanying the full application is drawn up in accordance with the conditions for this Call for proposals, including any ‘letter of commitment’ in the event of cofinancing/matching;
- the proposed project has a duration of at least 24 months and at most 30 months;
- all of the required annexes are, after a possible request to make additions or changes, complete and filled out according to the instructions and requirements of this Call for proposals.

**Parental leave**

For instruments in which no co-applicants can be entered, NWO offers applicants who take parental leave during the assessment period due to the arrival of a child, the possibility to make use of the ‘Compensation scheme for parental leave’. This scheme applies to this Call for proposals. For more information, please see [www.nwo.nl/en/compensation-scheme-parental-leave](http://www.nwo.nl/en/compensation-scheme-parental-leave)
Chapter 3: Guidelines for applicants / Comenius programme Senior Fellows 2023

If an applicant wants to make use of this compensations scheme, then a written request for this, supported by reasons, should be submitted to NWO via the contact person for this funding round (see 6.1). With this request, the applicant should provide all information that NWO needs to take a decision, including information from which it is clear that the applicant is hindered from providing input due to childcare leave.

3.5 Conditions on granting

The NWO-Grant Rules 2017 and the Agreement on the Payment of Costs for Scientific Research is applicable to all applications.

Scientific integrity

In accordance with the NWO Grant Rules 2017, the project that NWO funds must be carried out in accordance with the nationally and internationally accepted standards for scientific conduct as stated in the Netherlands Code of Conduct for Research Integrity (2018). By submitting the proposal, the applicant commits to this code. In the case of a (possible) violation of these standards during a project funded by NWO, the applicant should immediately inform NWO of this and should submit all relevant documents to NWO. More information about the code of conduct and the policy regarding research integrity can be found on the website: www.nwo.nl/en/scientific-integrity.

Ethical statement or license

The applicant is responsible for determining whether an ethical statement or licence is needed for the realisation of the proposed project. The applicant should ensure that this is obtained from the relevant institution or ethics committee on time. If the project is awarded funding, then the grant is issued under the condition that the necessary ethical statement or licence is obtained before the latest start date for the project. The project cannot start until NWO has received a copy of the ethical statement or licence.

Nagoya Protocol

The Nagoya Protocol ensures an honest and reasonable distribution of benefits emerging from the use of genetic resources (Access and Benefit Sharing; ABS). Researchers who make use of genetic sources from the Netherlands or abroad for their research should familiarise themselves with the Nagoya Protocol (www.absfocalpoint.nl). NWO assumes that researchers will take all necessary actions with respect to the Nagoya Protocol.
Chapter 4: Assessment procedure

4 Assessment procedure

This chapter first of all describes the course of the assessment procedure (Section 4.1). It then states the criteria that the Assessment Committee will use to assess your application (Section 4.2).

The NWO Code for Dealing with Personal Interests applies to all persons and NWO employees involved in the assessment and/or decision-taking process (www.nwo.nl/en/code-dealing-personal-interests).

NWO strives to achieve an inclusive culture in which there is no place for conscious or unconscious barriers due to cultural, ethnic or religious background, gender, sexual orientation, health or age (www.nwo.nl/en/diversity-and-inclusion). NWO encourages referees and members of an Assessment Committee or jury to be actively aware of implicit associations and to try to minimise these. NWO will provide them with information about concrete ways of improving the assessment of an application.

4.1 Procedure

The application procedure consists of the following steps:
- Submission of the letter of intent
- Submission of the preliminary application
- Processing the preliminary application
- Assessment of the preliminary application
- Submission of the full application
- Processing the full application
- Preliminary assessment of the full application
- Rebuttal
- Assessment by the Assessment Committee
- Decision-making

Due to the small size of the grant, NWO has decided for the assessment of the applications to make use of the possibility given in Article 2.2.4, paragraph 2, of the NWO Grant Rules 2017, to realise the assessment procedure without involving referees.

Submission of the letter of intent
With a letter of intent, you indicate that you intend to submit an application for this Call for proposals. Submitting a statement of intent is compulsory if you want to submit an application in a later phase. The letter of intent allows NWO to establish the expected number of applications. You must submit your letter of intent before the deadline via ISAAC (see Section 1.3). After submitting the letter of intent, the applicant will receive a confirmation of receipt. You may also withdraw a letter of intent. If you have submitted the letter of intent through ISAAC, you are requested to withdraw your letter of intent in ISAAC.

Submission of the preliminary application
The submission of a preliminary application is compulsory for this Call for proposals. The preliminary application is a concise proposal. For the preliminary application submission, a standard form is available on the funding page of this Call for proposals on the NWO website. The preliminary application form completed by you must have been received before the deadline via ISAAC (see Section 1.3). After submitting the preliminary application, the main applicant will receive a confirmation of receipt.

Processing the preliminary application
As soon as possible after you have submitted your preliminary application, you will hear from NWO whether or not it will be taken into consideration. NWO will determine this based on several administrative-technical
Chapter 4: Assessment procedure / Comenius programme Senior Fellows 2023

criteria (see the formal conditions for submission, Section 3.4). NWO can only take your preliminary application into consideration if it meets these conditions. Please bear in mind that within two weeks after the submission deadline, NWO may approach you with any possible administrative corrections that need to be made so that your preliminary application can (still) meet the conditions for submission. You will be given one opportunity to make the corrections, and you will be given five working days to do this.

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 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 application.

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. The applicant receives a brief substantive explanation of the recommendation.

Submission of the full application

For the submission of the proposal, a standard form is available on the funding page of this Call for proposals on the NWO website. When you write your proposal, you must adhere to the questions stated on this form and the procedure given in the explanatory notes. You must also adhere to the conditions for the maximum number of words and pages. Your complete application form must have been received before the deadline via ISAAC (see Section 1.3). After this deadline, you can no longer submit a proposal. After submitting the proposal, the main applicant will receive a confirmation of receipt.

Processing the full application

As soon as possible after you have submitted your proposal, you will hear from NWO whether or not your proposal will be taken into consideration. NWO will determine this based on several administrative-technical criteria (see the formal conditions for submission, Section 3.4). NWO can only take your proposal into consideration if it meets these conditions. Please bear in mind that within two weeks after the submission deadline, NWO may approach you with any possible administrative corrections that need to be made so that your proposal can (still) meet the conditions for submission. You will be given one opportunity to make the corrections, and you will be given five working days to do this.

Preliminary assessment of the full application

All full applications are submitted for comments to some 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.

Rebuttal

The written preliminary assessments are then anonymised and presented to the applicant. The applicant only receives the substantive comments, not the provisional scores. NRO aims to send the preliminary assessments to the applicants at the end of February 2023. Applicants are advised to be available during this time to prepare a response.

The applicant has five working days to write a rebuttal of up to 1000 words by means of a standard form. This form can be sent to comenius@nro.nl. In the rebuttal, the applicant may specify any factual errors in the preliminary assessment and clarify possible ambiguities in the application as noted by the preliminary assessors. Submitting a rebuttal is not compulsory. Furthermore, an applicant may decide, based on the preliminary assessment, to withdraw the proposal from further assessment.
If you decide to withdraw the proposal, then you should do this as quickly as possible by sending an email stating this to the office and withdrawing the proposal in ISAAC. If NWO receives your rebuttal after the deadline, then it will not be included in the rest of the procedure.

**Assessment by the Assessment Committee**

The applications, preliminary assessments and rebuttal are the starting point for discussion by the Assessment Committee. Following this discussion, the Assessment Committee will provide the programme committee Higher education 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

The proposal must receive an overall qualification of at least ‘good’ to be eligible for the funding. The proposal must also receive at least the qualification ‘good’ for each of the separate assessment criteria. For more information about the qualifications, see: [www.nwo.nl/en/apply-funding-how-does-it-work](http://www.nwo.nl/en/apply-funding-how-does-it-work).

**Composition of the Assessment Committee**

In the Comenius Senior 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 represented in the committee.

If, after the discussion of the proposals, it transpires that two or more of the proposals based on their weighted total score cannot be distinguished from each other, then there is an ex aequo situation (see the section about ex aequo).
Ex aequo

NWO understands ex aequo to be a situation in which two or more proposals based on their weighted score cannot be distinguished from each other. An ex aequo situation is relevant with respect to the boundary of the available budget or the selection boundary. The existence of an ex aequo situation is determined as follows. The starting point is the ranking drawn up by the Assessment Committee, with the final scores rounded down to two decimal points. The reference score is the score of the lowest-ranked proposal within the boundary of the available budget or the selection boundary. All proposals with a score that is within 0.05 or less of the reference score will be considered. In this way, the proposals that are equal within a score of 0.1 will be selected. If an ex aequo situation occurs at the boundary of available budget or the selection boundary, then the proposal with a higher score pertaining to the criterion ‘Innovative nature of the project’ will end as the highest. If the ex aequo situation is not resolved with this, then the proposal with the highest score for the criterion ‘Educational profile of the applicant(s)’ will end highest. If the proposals subsequently end in a tie, the Assessment Committee, with the help of an (anonymous) majority vote, will determine the ranking (in accordance with Article 2.2.7, third paragraph, sub a, part iv of the NWO Grant Rules 2017). If this vote provides no resolution either, or is not desirable to vote, the ex aequo situation will be send on to the decision-making body.

Decision-making

Finally, the programme committee Higher education will assess the procedure followed and the advice from the Assessment Committee. It will subsequently determine the final qualifications and make a decision about awarding or rejecting the proposals.

If any budget remains for a theme within this Call for proposals, the programme committee Higher education 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.

Timetable

Below, you will find the timetable for this Call for proposals. During the current procedure, NWO might find it necessary to make further changes to the timetable for this Call for proposals. You will, of course, be informed about this in time.

| 13th of September 2022, 14:00:00 CEST | Deadline for submitting the letter of intent |
| 11th of October 2022, 14:00:00 CEST | Deadline for submitting the preliminary application |
| October / November 2022 | Processing of preliminary applications; assessment of preliminary applications, establishing the recommendations |
| End of November 2022 | Recommendation about elaborating the preliminary application sent to applicants |
| 10th of January 2023, 14:00:00 CET | Deadline for submitting applications |
| January / February 2023 | Processing applications; Assessment Committee prepares preliminary assessments |
| End of February 2023 (around the week of the 20th of February) | Applicants will receive the preliminary assessments before preparing a response (five working days before submitting the response) |
| March 2023 | Preparing Assessment Committees for the meetings |
| April 2023 | Assessment meetings; the Assessment Committee provides the programme committee Higher education with an advice on awarding/rejecting the proposals |
| Early May 2023 | Decision for awarding/rejecting the proposals by the programme committee Higher education |
| May 2023 | Applicants notified of whether their application has been awarded or rejected |
Chapter 4: Assessment procedure / Comenius programme Senior Fellows 2023

4.2 Criteria

The preliminary applications submitted within this Call for proposals will be substantially assessed on the basis of the following criteria. The quality of the project plan is not yet judged in this phase. All criteria have equal weight in the decision to issue a negative or positive advice.

1. Innovative nature of the project
2. Expected results of the project
4. Educational profile of the applicant(s)

1. Innovative nature of the project
   a. To what extent does the project seek to implement either an innovative solution, or an existing innovation in a new educational context that meets an ambitious improvement?
   b. To what extent does the proposed solution differ from initiatives in other institutions with a similar objective?

2. Expected results of the project
   a. Is it convincingly explained in the problem analysis that the project meets a need in higher education, and is it clearly stated 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? Are they of added value for students and possibly others?
   d. Is the scale and context of the project consistent with a Senior Fellow project as described in Chapter 2?
   e. To what extent is it made clear how the project aligns with the chosen theme, as described in Chapter 2? Does the applicant explain why the theme is relevant for its own educational context?
   f. Has the applicant convincingly substantiated how the project could be of value for other education professionals?

4. Educational profile of the applicant(s)
   a. Does the applicant, given their teaching experience and current role at the institution, match the profile of a Senior Fellow (as described in Chapter 2)? Does the applicant illustrate their teaching experience with relevant examples?
   b. To what extent does the professional statement testify to excellent teaching and an inspired vision of innovation in education?
   c. Does the applicant make it clear that the project stems from his/her educational vision?
   d. 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?

Substantive assessment criteria full applications

The full applications submitted within this Call for proposals will be substantially 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(s) (30%)

1. Innovative nature of the project (30%)
   a. To what extent does the project seek to implement either an innovative solution, or an existing innovation in a new educational context that meets an ambitious improvement?
b. To what extent does the proposed solution differ from initiatives in other institutions with a similar objective? Does the applicant show they have studied what is the current situation in higher education concerning the envisioned innovation?

2. Expected results of the project (20%)
   a. Is it convincingly explained in the problem analysis that the project meets a need in higher education, and is it clearly stated 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? Are they of added value for students and possibly others?
   d. Is the scale and context of the project consistent with a Senior Fellow project as described in Chapter 2?
   e. To what extent is it made clear how the project aligns with the chosen theme, as described in Chapter 2? Does the applicant explain why the theme is relevant for its own educational context?
   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, planning and budget 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 (the plans on distributing the results) suitable and sufficiently ambitious?

4. Educational profile of the applicant(s) (30%)
   a. Does the applicant, given their teaching experience and current role at the institution, match the profile of a Senior Fellow (as described in Chapter 2)? Does the applicant illustrate their teaching experience with relevant examples?
   b. To what extent does the professional statement testify to excellent teaching and an inspired vision of innovation in education? Is this demonstrated based on relevant literature and/or concrete examples?
   c. Does the applicant make it clear that the project stems from his/her educational vision?
   d. 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?
5 Obligations for grant recipients

This chapter details the various obligations that - in addition to the conditions stated in Section 3.5 - apply after funds have been awarded.

Latest start date
A project that has been awarded funding must start within four months after notice of award, else the grant decision may be revoked.

Before the start of the project, please send the following documents to NRO through ISAAC:
- A completed and signed project notification form (Dutch acronym: PMF);

Membership Comenius Network
After the grant has been awarded, the applicant(s) are appointed as Comenius Fellow and they will be part of the Comenius Network. Other project members will not be members of the Comenius Network, but can still participate in various activities and meetings. Applicants will receive more information on the membership from the Comenius Network after notification of the outcome. Comenius Fellows are expected to be active participants in the Comenius Network.

Reporting interim changes
The project leader whose project has been awarded is obliged, in accordance with the grant conditions, to immediately notify the NRO bureau in writing of any deviations in the planning or implementation of the research, stating the reasons.

In the case of budget shifts between staff and material costs and within staff costs must always be submitted in advance to NRO for approval. A shift within the budget for material costs need only be submitted for approval if:
- the shift has consequences for the content, schedule and/or intended research results;
- the budget shift exceeds 20% of the total material budget.

Progress research
Halfway through the term of the research the main applicant must submit a report of the research conducted so far.

NRO monitors progress and evaluates the results of the funded research based on the planning and intended research results specified in the application. If a deviation is found which was not immediately reported to and approved by NRO, and it is not a case of force majeure, NRO has the right to (temporarily) stop the payment of the tranches, partially or completely revoke the funding and reclaim it where necessary.

In addition, NRO requires that you register every publication or other form of output in ISAAC during the project and up to two years after the term of the project, following the Standard Evaluation Protocol (SEP). On www.isaac.nwo.nl you will find a detailed description of the steps you take to register products in ISAAC.

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.
Chapter 5: Obligations for grant recipients / Comenius programme Senior Fellows 2023

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 a member of cOAlition S (2018), NWO is committed to making the results of the research it funds openly accessible via the internet (Open Access). By doing this, NWO gives substance to the ambitions of the Dutch government to make all publicly funded research available in Open Access form. Scientific publications arising from projects awarded on the basis of this Call for proposals must therefore be made available in Open Access form in accordance with the Open Access Policy.

Scientific articles
Scientific articles must be made available in Open Access form immediately at the time of publication (without embargo) via one of the following routes:

- publication in a fully Open Access journal or platform registered in the Directory of Open Access Journals (DOAJ);
- publication in a subscription journal and the immediate deposition of at least the author accepted manuscript of the article in an Open Access repository registered in Open DOAR;
- publication in a journal for which a transformative Open Access agreement exists between UNL and a publisher. For further information, see www.openaccess.nl/en.

Books

CC BY licence
To ensure the widest possible dissemination of publications, at least a Creative Commons (CC BY) licence must be applied. Alternatively – in case of substantial interest – the author may request to publish under a CC BY-ND licence. For books, book chapters and collected volumes, all CC BY licence options are allowed.

Costs
Costs for publication in fully Open Access journals can be budgeted in the application using the budget module for “material costs”. Costs for publications in hybrid journals are not eligible for reimbursement by NWO. For Open Access books, a separate NWO Open Access Books Fund is available.

Other types of publications
NWO encourages to also make non-academic publications available as open access as early as possible and under an open license. These publications include, for example, reports, working papers, posters, protocols, prototypes, presentations and project websites. In order to guarantee findability, reuse and long-term availability the advice is to minimally:

- apply a DOI (Digital Object Identifier) or other persistent identifier,
- share under an open license, preferably a Creative Commons License,
- store the material in a trusted repository that guarantees long-term availability.

For more detailed information about NWO’s Open Access policy, see www.nwo.nl/en/open-access-publishing.
Project presentations
NRO will regularly hold meetings at which research projects that have been awarded funding are presented. With these meetings, NRO aims to contribute to improvements and innovations in education. Project researchers can be invited by NRO to contribute to these meetings. They will also be asked to present their research at other meetings on education innovation.

Final report
Within three months of completing the research, the main applicant must submit a final report through ISAAC.

The main applicant must register all output obtained thus far (in the context of the project and specified in the application) separately in ISAAC. After approval of the final report the grant period is closed and the final grant is determined.

Intellectual property
With respect to intellectual property (IP), the NWO IP policy applies. This can be found in Chapter 4 of the NWO Grant Rules 2017.

Applicants must carry out a project funded by NWO during the time that they work for the knowledge institution. If an applicant or a researcher funded by NWO is appointed by more than one employer, then the other employer should relinquish any possible IP rights that emerge from the project of the applicant.

Socially responsible licensing
The knowledge that emerges from the project could be suitable for use in society. When agreements about licensing and/or the transfer of research results developed under this Call for proposals are made, due consideration should be given to the ten principles for socially responsible licensing, as stated in the NFU factsheet “Socially Responsible Licensing Toolkit for knowledge institutions”.

Chapter 5: Obligations for grant recipients / Comenius programme Senior Fellows 2023
6 Contact details and other information

6.1 Contact

Specific questions
For specific questions on this Call for proposals, please contact:

Marcella van Schie MA (programme secretary)
Tel: 070 344 0928
E-mail: 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)20 344 06 00. You can also send your queries by email to isaac.helpdesk@nwo.nl. You will receive a response within two working days.

6.2 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.

NWO can approach applicants for an evaluation of the procedure and/or the research programme.
Chapter 7: Appendices / Comenius programme Senior Fellows 2023

7 Appendices

7.1 Summary of specific agreements for institutions of education with a non-standard organisational structure

For a couple of institutions with a non-standard organisational structure, specific limits have been set up in regards to a maximum number of applications that can be submitted. The limits shown below hold true for both preliminary applications as for full applications.

Research universities

Universities based on religious or philosophical principles
Universities based on religious or philosophical principles listed under Article I of the Annex to the Dutch Higher Education and Research Act may submit at most one application per institution.

Wageningen University & Research (WUR)
Each of the five departments (Agrotechnology & Nutrition Sciences, Animal Sciences, Environmental Sciences, Plant Sciences, Social Sciences) in which (formal) education is organised at WUR may submit one application at most.

Universities of applied sciences

Small-scale or specialised universities of applied sciences
Small-scale or specialised universities of applied sciences with fewer than 2000 enrolments a year, as published on the website of the Dutch Association for Universities of Applied Sciences (Vereniging Hogescholen), may only submit one application.

Universities of applied sciences with a different organisational structure
All universities of applied sciences that are organised in institutes, academies, domains or units other than faculties may submit a maximum of one application per organisational unit referred to above, subject to the maximum numbers indicated below:

Avans Hogeschool
Eight applications can be submitted by different institutions affiliated with Avans Hogeschool. Jetta Wille is responsible for coordinating applications from these institutions. Interested parties can contact her at ja.wille@avans.nl.

Hanzehogeschool Groningen
Eight applications can be submitted by different institutions affiliated with Hanzehogeschool Groningen. Sjoukje Kamphorst is responsible for coordinating applications from these institutions. Interested parties can contact her at s.m.kamphorst@pl.hanze.nl.

Fontys
Eight applications can be submitted by different institutions affiliated with Fontys Hogeschool. Jeanine van Geest is responsible for coordinating applications from these institutions. Interested parties can contact her at j.vangeest@fontys.nl.

HAN University of Applied Sciences
Eight applications can be submitted by different academies affiliated with HAN University of Applied Sciences. The Grants Advisory Office is responsible for coordinating applications from these academies. Interested parties can contact subsidies@han.nl.
Hogeschool Saxion
Eight applications can be submitted by different institutions affiliated with Hogeschool Saxion. Ilse Schreurs is responsible for coordinating applications from these institutions. Interested parties can contact her at i.schreurs.01@saxion.nl.

Hogeschool Utrecht
Eight applications can be submitted by different institutions affiliated with Hogeschool Utrecht. The HU Grant Office is responsible for coordinating applications from these institutions. Interested parties can contact Femke During at hugrantoffice@hu.nl.

Van Hall Larenstein
Each of the two domains of Delta Areas and Resources and Food and Dairy may submit one application at most.

Zuyd Hogeschool
Eight applications can be submitted by different academies affiliated with Zuyd Hogeschool. Marleen de Veen is responsible for coordinating applications from these institutions. Interested parties can contact her at marleen.vanderlaan@zuyd.nl.