Comenius programme Teaching Fellows
2025

Call for proposals

Netherlands Initiative for Education Research (NRO)
2025
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Chapter 1: Introduction / Comenius programme Teaching Fellows 2025

1 Introduction

In this Call for proposals information is provided about the application procedure for the grant round ‘Comenius programme Teaching Fellows 2025’. This Call for proposals falls under the responsibility of the Netherlands Initiative for Education Research (NRO). NRO is a unit of the Netherlands Organisation for Scientific Research (NWO), the Dutch research council. NRO coordinates and finances education research and promotes the connection between scientific research and the practice of education. By doing so, NRO stimulates educational innovation and improvements.

This grant round falls under responsibility of the NRO Programme Committee for Higher education. The programme committee has composed a programme of grant rounds for educational research and innovation for the period of 2023-2026. Financing is available through the Ministry of Education, Culture and Science (OCW). The full program for innovation of higher education consists of four rounds of grants: the Comenius programme, the Dutch Education Awards for secondary vocational and higher education, the Scale-up grant and Scholarship of Teaching and Learning (SoTL). More information about the full programme can be found on the NRO website.

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 and Chapter 6 contains the contact details.

1.1 Background

In 2015 the ministry of Education, Culture and Science (OCW) published the Strategic Agenda for Higher Education and Research of 2015-2025, “De waarde(n) van weten” (the Value of Knowledge). In the agenda emphasis is given on room for professionals at Dutch institutions of higher education and it was announced that a subsidy programme would be created for teachers in the higher education. Based on this, in the autumn of 2016 the Comenius programme was set up by the ministry of OCW and the NRO.

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 €2,000,000 in total. Within this Call for proposals it is expected that a maximum of 40 proposals will be awarded funding, divided equally between universities of applied sciences (Dutch acronym: hbo) and research universities (Dutch acronym: wo).
The grants are divided between higher professional education (hbo) and university education (wo), three fixed themes and one free theme (see Section 2.3) according to the following breakdown:

<table>
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<tr>
<th>Theme</th>
<th>hbo</th>
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<td>4</td>
<td>8</td>
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<td>Theme 2: Student wellbeing</td>
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<td>Theme 3: Societal issues</td>
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<td>Free theme</td>
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<td><strong>total</strong></td>
<td><strong>20</strong></td>
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### 1.3 Submission deadline(s)

The deadline for submitting statements of intent is **September 10th, 2024**, before 14:00:00 hours CEST.

The deadline for submitting pre-proposals is **October 8th, 2024**, before 14:00:00 hours CEST.

The deadline for submitting full proposals is **January 21st, 2025**, before 14:00:00 hours CET.

When you submit your application in ISAAC, you will also need to enter some details online. Therefore please start submitting your application at least one day before the deadline of this call for proposals. Applications that are submitted after the deadline will not be taken into consideration.

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 Teaching Fellows 2025

2 Aim

This chapter describes the aim of the programme. 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 themes for the Comenius Teaching Fellows 2025 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.

Aim of the innovation is to improve education. The innovation must be implemented in the student’s (online) educational environment. In the project’s aim, the following aspects should be taken into account:

- 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.
- 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.
- Projects whose primary objective is the professional development of teachers are 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.
In their proposal, applicants 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 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.

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 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.

Contribution 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 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, peer-coaching and examples of previous executed education innovation. 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 prices 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 the applicant and for other teaching professionals.
Chapter 2: Aim / Comenius programme Teaching Fellows 2025

Comenius Fellows will also be admitted as members of the Comenius Network. This is a network of education innovators in higher education and vocational 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 (higher education and vocational education), prize-winning teams of the Dutch Higher Education Award (higher education and vocational education), 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 learning communities in which members learn and work together on different topics, such as a sustainable teacher profession,形成 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 Teaching Fellow

The Teaching Fellow

The Teaching Fellow should have an impact on their own students and direct colleagues with the proposed innovation project. 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 demonstrates ambition in the area of 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 recognized 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, possibly supported by a team of colleagues, advisers and students, can use the minimum €45,000, maximum €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.  

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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, an online platform, through presentations at conferences or in a scientific journal.
Do you consider submitting an application? The quality of an application may be strengthened by working on the project with colleagues and by asking commitment from the institute in an early stadium. Therefore, during the writing process, applicants are encouraged to work with the grant agency of their institute, a Centre for Teaching and Learning or a lectorate.

2.3 Comenius programme 2025 themes

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

The themes are from the NRO Knowledge agenda for higher education 2023-2026. You can find the Knowledge agenda on the NRO-website for the full description of the themes below.

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: Education forms of the future**
Projects within this theme focus on the question how new education forms can be developed in a successful way and implemented into higher educational, so these will benefit the students. For instance, student-driven education, learning communities, challenge-based learning or technological innovations. For a full description see the Knowledge agenda.

**Theme 2: Student wellbeing**
Projects within this theme focus on improving the wellbeing of students, so their experiences during their student period are improved. For instance, projects that aim to improve students’ connection with education, energy sources or the resilience of students. For a full description see the Knowledge agenda.

**Theme 3: Societal issues**
Projects within this theme focus on the question how students can be prepared for and contribute to the larger societal issues of the future. For instance, projects that focus on teaching important competencies or projects in which students will work transdisciplinary with other students and societal partners. For a full description see the Knowledge agenda.

**Theme 4: Open theme**
Within the open theme, it is possible to choose from a wide range of topics. These are projects that contribute to the innovation and improvement of higher education for the benefit of students. Projects within this theme focus on topics that arise from the teacher’s curiosity in education design.
Chapter 3: Conditions for applicants / Comenius programme Teaching Fellows 2025

3 Conditions for applicants

This chapter contains the conditions that are applicable to your grant application. Firstly 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

Applications can be submitted by teaching professionals as main- or co-applicant if they are working in one of the following institutions:
- A university, as mentioned in article 1.8 paragraph 1 of the Dutch Higher Education and Research Act (only available in Dutch);
- A university medical centre as mentioned in article 1.13 paragraph 1 of the Dutch Higher Education and Research Act (only available in Dutch);
- A university of applied sciences as mentioned in article 1.8 paragraph 1 of the Dutch Higher Education and Research Act (only available in Dutch);

There is no limit to the number of applications that may be submitted for a Teaching Fellowship by each faculty or course. Within a higher educational institution there might be additional procedures for selection and/or support of its applicants. Applicants are recommended to inform themselves of these within their own institution.

An applicant for a Teaching 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 applicants have 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.
- The applicant must have at least two years of 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
- In the case of a duo-application, a maximum of one ‘co-applicant’ can be specified

The Comenius programme consists of three funding rounds: Teaching, Senior and Leadership Fellows.
Chapter 3: Conditions for applicants / Comenius programme Teaching Fellows 2025

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’). They may be project members within the applicant’s organisation, within another higher education institution or at a collaborative partner. Project members have an active role in realizing the project. The project leader and beneficiary(ies) are jointly responsible for realizing the entire project.

**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 are seen as applicants and 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 is specified as a ‘co-applicant’ in ISAAC and is 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.

**Cooperation partner**

A cooperation partner is a party that is closely involved in the implementation of the project but is not an applicant. This may include a funded vocational secondary school or other institutions. For project members at a cooperation partner, reimbursement for salary or research costs can only be claimed via the material budget in the grant application.

**3.2 What can be applied for**

The available budget for each application is at least €45,000 and at most €50,000. You can submit applications for projects with a duration of at least 12 months and at most 18 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.

**Personal costs**

Costs for the funding of personnel employed at a publicly-funded institution of higher education will be remunerated in accordance with Table 2.2, column ‘Hourly rate productive hours, excl. Dutch VAT’ from the Handleiding Overheidstarieven [HOT- Manual Dutch Government Rates]. The scale which is selected for staff is based on the actual salary expenses including the surcharges mentioned in the Manual Tariffs Dutch Government (HOT).
Chapter 3: Conditions for applicants / Comenius programme Teaching Fellows 2025

For the calculation you should use the number of productive hours stated in the valid volume of the Handleiding Overheidstarieven. Please note that, based on the current planning, the HOT 2025 is applicable. The tariffs are expected to be published in December 2024. NRO will also publish an updated budget format incorporating the 2025 rates. It is mandatory to use this format. 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.

A minimum of 30% of the requested hours must be reserved for the main applicant. In case of a duo-application, at least 50% of the requested hours must be reserved for the duo-applicants.

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 select the applicable HOT rates for each staff category in the budget. Further instruction can be found in the budget format.

Wage costs for project staff of a cooperation partner or hiring third parties should be entered under material costs.

Material costs

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

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

- remuneration for professionals of a cooperation partner or hiring of third parties (for example: external advisers, software developers, designers, teachers abroad, teachers in vocational education 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.
Chapter 3: Conditions for applicants / Comenius Programme Teaching Fellows 2025

Cofinancing

NRO values public and/or private co-financing and/or 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 public and/or private co-financing/own contribution clearly in the application form. The applicant must also add a 'Declaration of cofinancing'/letter of commitment'. You can find an example form underneath the finance page of this round on Homepagina | NWO. The cofinancing/own contribution may not exceed the requested budget, as NRO must remain the main financier of the project. You can read the further conditions for private co-financing in article 1.5 of the NWO Grant Rules 2017. The NWO policy on intellectual property applies to this Call whereby the project leader has the direction in the distribution of IP rights to the project results (art. 4.2.4. third paragraph NWO Grant Rules 2017).

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

Letters 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 NWO
- you also need to submit other details online.

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

Should you have any technical questions about ISAAC, please contact the ISAAC-helpdesk (see Chapter 6).

Does a main and/or co-applicant work at an organisation that is not included in the ISAAC database? You can report this via relatiebeheer@nwo.nl so that the organisation can be added. This will take several days. It is therefore important that you report this at least one week before the deadline.

It is compulsory to fill in at least one research field that corresponds to the subject of your project in ISAAC. You can only refer to the descriptions and codes from the NWO research field list, which you can find on NWO research fields | NWO. You fill in the codes under “general information” at “research field”. If applicable, you can also select other research fields in ISAAC. It is not compulsory to refer to additional research fields.

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

Applicants indicate 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 September 10th, 2024, 14:00:00 CEST.

The person who applies for funding cannot be changed after the submission of the letter of intent.
Chapter 3: Conditions for applicants / Comenius programme Teaching Fellows 2025

It is compulsory to submit your letter of intent written in Dutch or English. 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 organisational unit of [name of organisational unit].
- In the above text, you specify the theme under which the application is submitted and the organisational unit from which the application is submitted. After the letter of intent has been submitted, both the theme and organisational unit 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 organisational unit concerned in this standard text will not be taken into consideration.

After submitting the letter of intent, applicants 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.

**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 will not be submitted with the preliminary application.

It is mandatory to write your preliminary application either in Dutch or in English. 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 **October 8th, 2024, 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. After the deadline for submission, applicants will receive a letter about the total amount of submitted preliminary applications.

**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 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. 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 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, a project budget and a professional statement. 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.

Go through the following steps when submitting your application:

- Download the application form from the online application system ISAAC or from the grant page of the NWO website;
- Fill in the application form;
- Save the application form as a pdf and submit it with the annexes in ISAAC;
- Fill in the additional data in ISAAC.

**Compulsory annex:**
- budget

**Optional annex:**
- Letter of commitment and Declaration of Co-financing (in case of co-financing/matching)

In case NWO has made a template available, the attachment should be drafted conform the NWO-template. Annexes need to be attached in ISAAC separately. All annexes, except for the budget, need to be submitted as a pdf-file. The budget needs to be submitted in ISAAC as Excel-file. Other attachments other than those mentioned in this Call are not allowed.

It is mandatory to write your application in Dutch or English. 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. It is not allowed to make substantial changes to the layout of the application form.

Fully completed application forms must be submitted no later than **21 January 2025 14:00:00 CET.**
Chapter 3: Conditions for applicants / Comenius programme Teaching Fellows 2025

After submitting the full application, applicants will receive a confirmation of receipt at the email address registered in their ISAAC account. After the deadline for submission, applicants will receive a letter about the total amount of submitted applications.

3.4 Conditions for submission

NRO 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, NRO 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 filled out according to the instructions. The main applicant cannot be changed after submitting the preliminary application;
− the preliminary application form is, after a possible request to make additions or changes, complete and filled out according to the instructions. Usage of hyperlinks is only allowed at the section ‘references’;
− 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 applicant’s supervisor 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 12 months and at most 18 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. Usage of hyperlinks is only allowed at the section ‘references’;
− the theme for 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 the faculty from which the preliminary 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 preliminary application is received before the deadline set;
− the preliminary 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 ‘declaration of co-financing’/’letter of commitment’ in the event of cofinancing/personal contribution.
− the proposed project has a duration of at least 12 months and at most 18 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.
3.5 Conditions on granting

While the maximum amount subsidy money that can be requested is €50,000,- in deviation with what has been determined in the in the exordium of the NWO Grant Rules 2017 – the NWO Grant Rules 2017 are applicable to applications within this round, with an exception to paragraphs 2.2.4, 2.2.5, and 3.4.2. For all applications the Agreement on funding of scientific research is applied.

Compliance with the National Knowledge Security Guidelines

World-class science can benefit from international cooperation. The National Knowledge Security Guidelines (hereafter: the Guidelines) helps knowledge institutions to ensure that international cooperation can take place securely. Knowledge security concerns the undesirable transfer of sensitive knowledge and technology that compromises national security; the covert influence of state actors on education and research, which jeopardises academic freedom and social safety; and ethical issues that may arise in cooperation with countries that do not respect fundamental rights.

Applicants are responsible for ensuring that their project complies and will continue to comply with the Guidelines. By submitting an application, the applicant commits to the recommendations stipulated in these Guidelines. In the event of a suspected breach of the Guidelines in an application submitted to NWO for project funding, or in a project funded by NWO, NWO may ask the applicant to provide a risk assessment demonstrating that the recommendations in the Guidelines have been taken into consideration. If the applicant fails to comply with NWO’s request, or if the risk assessment is in apparent breach of the Guidelines, this may affect NWO’s grant award or decision-making process. NWO may also include further conditions in the award letter if appropriate.

The National Knowledge Security Guidelines can be found on the central government website at: Home | National Contact Point for Knowledge Security (loketkennisveiligheid.nl).

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. Having or not having an ethical statement at the start of the application procedure does not influence the assessment of the proposal. 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.
Chapter 4: Assessment procedure / Comeniusprogramme Teaching Fellows 2025

4 Assessment procedure

This chapter first describes the course of the assessment procedure (Section 4.1). Second, it 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 (Code for Dealing with Personal Interests | NWO).

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 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 by the preliminary application
- Submission of the full application
- Preliminary assessment of the full application
- Discussion of the Assessment Committee
- Decision-making

For this Call for proposals an external, independent Assessment Committee will be set for each theme. If the amount of preliminary applications/full applications within one theme is too big to be assessed by one Assessment Committee, NRO can decide to divide the higher professional education and university education applications over two Assessment Committees. The Assessment Committee will assess the submitted applications on its coherence and on its own merits based on the given assessment criteria from this Call for proposals (paragraph 4.2).

Members of the Assessment Committee currently work, or have recently worked, in higher education, such as researchers in educational sciences, educational professionals with experience in designing and implementing educational innovation projects, education professionals who link research and practice on this theme and students following higher education. 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.

4.1.1 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 (see Section 3.3). 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.
Chapter 4: Assessment procedure / Comenius programme Teaching Fellows 2025

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.

4.1.2 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. It is needed to comply to the instructions mentioned in this form and to the questions mentioned in this form. You must not exceed the maximum wordcount and pages.

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.

4.1.3 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 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.

4.1.4 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.

4.1.5 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.
4.1.6 **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.

4.1.7 **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.

4.1.8 **Assessment by the Assessment Committee**

Based on the provided materials, the Assessment Committee makes its consideration. The preliminary assessments are important guidance for the final assessment, but are not necessarily adopted in full by the Assessment Committee. The committee compares the arguments of the preliminary assessments (also between themselves) and assesses whether the rebuttal provided a well-formulated response to the critical remarks from the preliminary assessments.

The Assessment Committee will provide the programme committee Higher education with a written advice on the quality and prioritisation of the applications. 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:

- 1.5 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: NWO | Applying for funding, how does it work?

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 Section 4.1.10).

4.1.9 **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 borders of the available budget or the selection borders. 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-
Chapter 4: Assessment procedure / Comenius programme Teaching Fellows 2025

ranked proposal within the borders of the available budget or the selection borders. 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 borders of available budget or the selection borders, 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 still remain 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 if it is not desirable to vote, the ex aequo situation will be send on to the decision-making body.

4.1.10 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 take 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. Within this decision, the programme committee will consider the quality of the applications, possible ex aequo’s and the division over the themes.

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 be informed about this in time.

<table>
<thead>
<tr>
<th>Online information meeting</th>
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<tr>
<td>June 11 and June 13 2024</td>
<td>Online information meeting (not mandatory)</td>
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<tr>
<th>Letter of intent</th>
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<tr>
<td>10th of September 2024, 14:00:00 CEST</td>
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<tr>
<th>Preliminary applications</th>
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<table>
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<tr>
<th>October / November 2024</th>
<th>Processing of preliminary applications; Assessment Committee assesses preliminary applications.</th>
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<tbody>
<tr>
<td>December 2024</td>
<td>Recommendation about elaborating the preliminary application sent to applicants</td>
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<th>Full applications</th>
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<td>21st of January 2025, 14:00:00 CET</td>
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| January/February 2025 | Processing applications; consultation of preadvisors |
Chapter 4: Assessment procedure / Comenius programme Teaching Fellows 2025

<table>
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<th>March/April 2025</th>
<th>Decision-making by the Assessment Committees</th>
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<td>Early May 2025</td>
<td>Decision by the programme committee Higher education</td>
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<tr>
<td>May 2025</td>
<td>Notification about being awarded or rejected</td>
</tr>
</tbody>
</table>

4.2 Criteria

Substantive assessment criteria preliminary applications

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

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. Does the applicant demonstrate that the proposed innovation could lead to an improvement?
   b. Are the intended outputs, such as learning outcomes and specific products, clearly defined? Are they of added value for students and possibly others?
   c. Is the scale and context of the project consistent with a Teaching Fellow project as described in Chapter 2?
   d. 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?
   e. Has the applicant convincingly substantiated how the project could be of value for other education professionals?

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%)
Chapter 4: Assessment procedure / Comenius programme Teaching Fellows 2025

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. Does the applicant demonstrate that the proposed innovation can lead to an improvement?
   b. Are the intended outputs, such as learning outcomes and specific products, clearly defined? Are they of added value for students and possibly others?
   c. Is the scale and context of the project consistent with a Teaching Fellow project as described in Chapter 2?
   d. 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?
   e. 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, concise risk analysis and budget clearly defined in the project plan and are they appropriate for the intended project?
   b. Do the project plan 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 the teaching experience and current role at the institution, match the profile of a Teaching 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 a personal 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?

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.
Chapter 5: Obligations for grant recipients / Comenius programme Teaching Fellows 2025

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 startform.

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.

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;

Progress research
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.

Educational knowledge
In the framework of knowledge dissemination and utilisation, the researchers may be invited to contribute to a theme page on the national knowledge hub, onderwijskennis.nl, during the term of the project. This platform is powered by NRO and displays scientifically substantiated sources from various partners with the aim of making knowledge accessible and connecting education research and educational practice. The hub offers thematic pages on relevant educational topics, including thematic overviews, practical tools and in-depth resources.
Chapter 5: Obligations for grant recipients / Comenius programme Teaching Fellows 2025

A contribution can be requested in the form of provision of a suitable source, but also in the form of reviewing a thematic overview or sources relating to the research topic of the proposal that had already been selected. So regardless of the educational sector or the perspective of the research, a contribution is possible. If a contribution in relation to the theme of the proposal for Educational Knowledge is desired, the bureau will contact the research team member, via the main applicant, who is in charge of knowledge utilisation within the project.

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.

Process report
Within three months of completing the research, the main applicant must submit a process report through ISAAC. Separately the applicant shall register in ISAAC all the output which has been realized in the project and mentioned in the application.

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.

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”.
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


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.

NWO recommends using Zenodo which offers free storage and automated services in these three areas.

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.

For more detailed information about NWO’s Open Access policy, see www.nwo.nl/en/open-access-publishing.
6 Contact and other information

6.1 Contact

6.1.1 Specific questions

For specific questions about this Call for proposals, please contact:
Dr. Allison Luger (programme secretary)
Phone: 070 344 0551
E-mail: comenius@nro.nl

6.1.2 Technical questions about the web application ISAAC

For technical questions about the use of ISAAC, please contact the ISAAC helpdesk. Please read the manual first before consulting the helpdesk. The ISAAC helpdesk can be contacted from Monday to Friday between 10:00 and 17:00 hours on +31 70 34 40 600. However, you can also submit your question by email to isaac.helpdesk@nwo.nl. You will then receive an answer 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.
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Dutch Research Council

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Coverimage: shutterstock

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