

Application form

Cooperation Indonesia-The Netherlands
Call 2023



□ Expand for Explanatory Notes

How to fill out this application form

The instructions for filling in this form are indicated in the ⓘ icons or in the fold-out titles ⓘ with explanatory notes.

This application form consists of six sections. Each section contains further clarification and notes on how to fill out the related questions. When writing your proposal, please be specific, and provide only information that applies to the proposal and its objectives and take into account that it will be assessed by both expert referees as well as the assessment committee with a broad range of expertise. Please adhere to the following guidelines when filling out this application form:

- Use the Calibri font at font size 9.5 and do not change the margins (2,5 cm, all directions);
- You may use subheadings;

Instructions regarding attachments

The following compulsory attachments (budget form, CVs and letters of support) should be included as annexes and uploaded separately in ISAAC and BIMA. Appendices with supplementary information is not allowed, nor are annexes other than the ones specified here:

- **CVs:** For each main applicant, work package manager, co-applicant, and collaboration partner, a CV of max. 1 A4 should be provided. Only the CVs of the main applicants, workpackage managers, co-applicants and collaboration partners (i.e. those mentioned in sections 1b, 1d and 1e of the application form) should be included. CVs of project staff who are not a main applicant, work package manager, or official co-applicant or collaboration partner should not be included. Do not include photos.
- **Work breakdown structure chart:** please provide a schematic overview of how the project is organised, including how the work packages led by Indonesian work package managers fit within the project as a whole.
- **Letter(s) of commitment:** each consortium institution (i.e. the organisations of the main applicants, work package managers, and of the co-applicants and collaboration partners) should provide a letter in which the institution or organisation confirms that they agree to the conditions required for the execution of the project. The letter must be signed by the Dean of the faculty or director of the organisation and be printed on the letterhead of the institution or organisation. A format can be found in Annex 7.3 of the Call for Proposals. If the institution or organisation is contributing either in kind or in cash, the numeric amount should be specified in the Letter of Commitment.
- **Draft consortium agreement:** detailing agreements regarding rights (such as copyright, publications, intellectual property etc. of products or other developments in the project), knowledge utilisation, as well as affairs such as payments, progress- and final reports, and confidentiality. The agreement furthermore details agreements on governance of the consortium (to the extent that it gives sufficient guarantee for effective collaboration), finances, and if applicable, basic knowledge to be contributed, liability, disputes, and information sharing within the consortium. The agreement has to be drafted in a spirit of equity. If the proposal is awarded, the consortium will be asked for a final, signed version prior to the start of the project. A format can be found on the funding page on the NWO website.

- **Declaration of co-funding:** For each co-financing partner who is not part of the consortium, a declaration of co-funding should be submitted. In a declaration of co-funding, the co-financing partner expresses their support for the project and confirms the co-funding pledge and the agreements with respect to intellectual property and publications as stated in the proposal. Contributions, whether in cash or in kind, provided by consortium partners should be included in the letter of commitment of that organisation.

Submission

Please submit the full proposal including the compulsory annexes to NWO (PDF format is required!) via the online application system ISAAC, which can be accessed via the NWO website. The proposal must be submitted from the account of the Dutch main applicant. Please ensure the contact details entered for the main applicants in ISAAC are complete, meaning there is a current correspondence address, email address, and phone number.

For any technical questions regarding submission, please contact the ISAAC helpdesk (isaac.helpdesk@nwo.nl).

This joint proposal also needs to be submitted by the Indonesian main applicant and the Indonesian work package managers to KemendikbudRistek, along with their work packages. The Indonesian main applicant should furthermore submit a declaration of the Indonesian work package managers involved in the proposal. These documents need to be submitted via the BIMA system.

Deadline for submitting the full proposal: 9 May 2023, 14:00:00 CEST at NWO, and 9 May 2023, 19:00:00 WIB at KemendikbudRistek.

1. Registration Form (basic details)

1a. Title of research proposal

Insert project title here

1b. Details of the two main applicants:

Dutch main applicant	
Title:	
First name:	
Initials:	
Prefix:	
Surname:	
Gender:	
institution:	
Website (optional):	

Indonesian main applicant

Title:	
First name:	
Initials:	
Prefix:	
Surname:	
Gender:	
Institution:	
Website (optional):	

☐ Expand for Explanatory Notes

Type of organisation

Please specify: (A) Practitioners organisation or (B) Research organisation & (1) private for profit, (2) private non-profit or (3) public organisation, for example: a university is a public (3) research organisation (B) therefore it has code B3. A NGO is a private non-profit (2) practitioners (A) organisation, therefore the code is A2. A ministry is a public (3) practitioners organisation (A) therefore an A3.

1c. Work package managers (Indonesian side only)

Work package Manager		Work package Manager	
Family name:		Family name:	
First name:		First name:	
Gender:		Gender:	
Title(s):		Title(s):	
Profession:		Profession:	
Organisation:		Organisation:	
Type of organisation 	Choose an item	Type of organisation 	Choose an item

1d. Co-applicants

Indonesian side of the consortium:

Co-applicant		Co-applicant	
Family name:		Family name:	
First name:		First name:	
Gender:		Gender:	

Title(s):		Title(s):	
Profession:		Profession:	
Organisation:		Organisation:	
Type of organisation ⓘ:	Choose an item	Type of organisation ⓘ:	Choose an item
Collaboration partner		Collaboration partner	
Family name:		Family name:	
First name:		First name:	
Gender:		Gender:	
Title(s):		Title(s):	
Profession:		Profession:	
Organisation:		Organisation:	
Type of organisation ⓘ:	Choose an item	Type of organisation ⓘ:	Choose an item

Dutch side of the consortium

Co-applicant		Co-applicant	
Family name:		Family name:	
First name:		First name:	
Gender:		Gender:	
Title(s):		Title(s):	
Profession:		Profession:	
Organisation:		Organisation:	
Type of organisation ⓘ:	Choose an item	Type of organisation ⓘ:	Choose an item
Collaboration partner		Collaboration partner	
Family name:		Family name:	
First name:		First name:	
Gender:		Gender:	
Title(s):		Title(s):	
Profession:		Profession:	
Organisation:		Organisation:	
Type of organisation ⓘ:	Choose an item	Type of organisation ⓘ:	Choose an item

1e. Project staff ⓘ

Name ⓘ	Name of organisation	Type of organisation ⓘ	Time involvement	Engagement in the project ¹	Role in the project ²
--------	----------------------	------------------------	------------------	--	----------------------------------

¹ Eg senior, junior, postdoc, PhD, MA/MSc student etc.

² Eg project coördinator, researcher, financial management, etc.

			Months	FTE		
		Choose an item				
		Choose an item				
		Choose an item				
		Choose an item				
		Choose an item				
		Choose an item				

1f. Summary of research proposal ⓘ

(Maximum 300 words, plus maximum five keywords. Please ensure this is identical to the summary in ISAAC.)

Keywords:

☐ Expand for Explanatory Notes on 1h.

Field of Research

Please indicate the relevant scientific research fields, following the list on the NWO website (<https://www.nwo.nl/en/funding/funding+process+explained/research+fields>). Please include both the name and the code (so for example 22.80.00 Biotechnology), and ensure the research fields are the same as have been entered in ISAAC.

1g. Relevant research fields ⓘ

	Code:	Field of research:
Main field of research:		
Other field(s) of research (if applicable):		

1h. Public summary ⓘ

(Max 100 words. Please provide a layperson's summary. NWO and KemendikbudRistek will publish this public summary on the programme website if your proposal is awarded.)

2. Research Proposal

□ Expand for Explanatory Notes

Sections 2a-2d can be a maximum of 16 pages in total.

2a. Research project

Description of the research programme should include the following elements:

2a.1 Problem statement: What is the societal question or problem that your project addresses? What are the underlying causes? Which (part of) these cause(s) is related to a lack of knowledge? State the problem such that it relates clearly to the proposed research activities, and make any assumptions explicit.

2a.2 Intended societal impact: Also describe the desired societal impact: what is the desired societal impact (the dot on the horizon) that your project wants to contribute to? This needs to be more than just a general statement of a mission or goal – it needs to be a clear picture of what success would look like. Make assumptions explicit.

2a.3 Project description:

- Overall aim and scientific importance, including original and/or innovative elements of the topic and approach, and the complementarity to other research programmes or (inter)national agendas;
- Rigour of the research design: adequacy, feasibility and coherence of the research approach and the methodology in view of the problem addressed; the project's objectives should be written in a way that clearly link to your problem statement and intended societal impact;
- Research plan including practical timetable over the grant period, and
- How the project is Inter- or transdisciplinary and incorporates these scientific disciplines to address the problem, as well as knowledge from outside the scientific community.

Please include a Work Breakdown Structure Chart (no more than 1 A4) in Annex 2.

2b. Impact pathway

Please present schematically the expected contribution of the project to the intended societal impact (as described in section 2a) by completing the Impact Pathway diagram in Format A. Specify user groups/stakeholders and required changes in behaviour at the level of outcome; all partners and stakeholders as presented in section 2c should be included. Please note the lay-out of the diagram is indicative and that variations to this diagram are allowed, as long as the boxes output, outcome and impact remain included.

Include a narrative description of the consequent elements in the Impact Pathway, including how productive interactions (2c) and the efforts described in the Strategic Activity Planning (2d) are foreseen to support relevance of output, the flow from output (new insights) to outcome (who changes what), and how this is expected to contribute to the desired impact. State which assumptions are made by the various consortium partners underlying the problem statement and the Impact Pathway, as well as risks associated to these assumptions being tested. Elaborate on how false assumptions and resulting risks could stand in the way of the project's success and provide a brief description of an alternative plan in case such unforeseen events occur.

Please note: Both the narrative and the Impact Pathway diagram must align with your project description in section 2a.

2c. Productive interactions

Please state below the consortium partners and stakeholders, as well as their position with regard to the problem that is being addressed and the impact, and how productive interactions (see section 2.4.1 in the call) will be conducted. Conducting a stakeholder analysis could be useful to identify which consortium partners and other stakeholders are key and need to be engaged in the formulation and execution of the project. Stakeholder analysis should be a joint effort with all consortium partners.

Please take into account the criteria specified in § 4.3.1 of the Call text, such as ‘quality of Indonesian-Dutch collaboration, including fair and equitable partnership’.

2d. Strategic Activity Planning

Please provide a strategic activity plan, which contains descriptions of the activities undertaken to increase the likelihood of impact from inception through to the end stages of the proposed research. Include the following sections:

- i. **Stakeholder engagement**
Describe how productive interactions with stakeholders are strategically organised from inception onwards through co-creation and how stakeholder approaches will be adjusted throughout project execution. This should include the research process from joint identification of the problem to be tackled and joint formulation of the research questions up until the uptake of acquired knowledge, insights and innovations.
- ii. **Communication**
Describe how communication between consortium partners, with stakeholders and with wider audiences is embedded throughout the research process, the strategic objectives, which means of communication are used and how a reflective approach is embedded.
- iii. **Monitoring, Evaluation and Learning**
Describe how activities will be monitored throughout programme execution, how learning is documented and embedded, and how feedback loops will be facilitated throughout project execution. Elaborate on how this reflective approach is integrated in activities.
- iv. **Capacity strengthening**
Describe how capacities that are needed to enhance the potential for outcomes will be identified and strengthened, by which methods, and how a reflective approach is embedded in the planning and organisation of such activities.

2a. Research proposal ⓘ

2a.1 Problem statement

2a.2 Societal impact

2a.3 Project description

2b. Impact Pathway ⓘ

2c. Productive interactions ⓘ

2d. Strategic Activity Planning ⓘ

2d.1 Stakeholder engagement

2d.2 Communication

2d.3 Monitoring, Evaluation and Learning

2d.4 Capacity strengthening

2e. Literature references

-
-

Format A: Complete Impact Pathway diagram with indicators at output and outcome level (max. 1 page)

Research outputs:	Indicators:

Research outcomes:	Indicators:

Impact
1.
2.
3.

3. Consortium

□ Expand for Explanatory Notes

3a. Consortium roles and added value

Maximum 2 pages

- In this section, describe the consortium roles and the added value of the collaboration, including the following aspects:
- Describe with which consortium partners - research partners along the knowledge chain and societal partners that you bring together - you have developed the proposal and how the proposal is rooted in the needs of the consortium partners and stakeholders (co-design).
 - Describe why and how these consortium partners are involved and what their role and contribution is in the consortium. Describe the role and involvement of the societal partners.
 - Describe the complementarities in the (disciplinary) expertise of the consortium partners (along the knowledge chain, variety of disciplines) and how these specific disciplines contribute to tackle the problem.
 - Describe the respective roles each would have in research execution and the benefit of the collaboration (co-creation).
 - Please also carefully look at the criterion 'Quality of the consortium' mentioned in section 4.3.1 of the Call for proposals while completing this section. Address any new alliances, involvement of junior researchers, and interdisciplinary character specifically. If applicable, describe the consortium partners' past experience with joint activities..

3b. List of key output products

Please list five previous key output products per consortium member (main applicants, work package managers, co-applicants and collaboration partners) related to the proposed research. These should give evidence of the qualifications of the consortium members in the field of the proposed research. Output products may include, but are not limited to, previously published refereed articles, non-refereed articles, letters (to editors), books, book chapters, pre-prints, patents, working papers, proceedings, conference reports, software, code and open access databases. You may mention all types of output that occur in your field.

Please do not mention H-indexes, impact factors, or any type of metric that refers to the journal, publisher, or publication platform, rather than to the individual output product; the scientific content of a paper is much more important than publication metrics or the identity of the journal in which it was published. You may consider a broad range of impact measures directly related to the output product, including qualitative indicators of research impact, such as influence on policy and practice. You are encouraged to provide context for each motivation as support.

Consortium members may shortly motivate the selection of the output products (200 words per consortium member), and describe the research, its impact and the consortium member's individual contribution to the research/output product. Consortium members may, briefly, motivate why a particular output product is directly relevant to their academic profile and/or important to their scientific field and/or to the research idea and/or desired societal impact.

3c. CVs

Please include the CVs of the main applicants, work package managers, co-applicants and collaboration partners as annex to your application. Do not include photos, and do not include CVs of project staff who are not main applicants, co-applicants, work package managers or collaboration partners.

3a. Consortium roles and added value ⓘ

(Maximum 2 pages)

3b. List of key output products ⓘ

consortium member 1

- 1.
- 2.
- 3.
- 4.
- 5.

3c. CVs of main applicants, work package managers, co-applicants and collaboration partners (in annex) ⓘ

(Please include as an Annex to this application the CVs of the main applicants, work package managers, co-applicants, and collaboration partners. Each CV should be a maximum of one page. Please do not include the CVs of the other project staff and do not include photos.)

4. Cost Estimates

☐ Expand for Explanatory Notes

4a. Budget

Please consider § 3.2 and Annex 7.1 of the Call for Proposals when preparing your budget, including any restrictions in the modules for the budget requested from the NWO grant and the maximum amounts to be requested from KemendikbudRistek.

For the NWO budget:

Please only fill in the budget lines in the NWO budget, and specify your costs in the budget in the Excel budget format. The budget format should be uploaded as an attachment in ISAAC. If relevant, please insert any co-financing and what the co-financing will be used for. Please note that the co-financing party should provide a letter confirming the co-financing, and specifying the exact amount that will be co-financed. This letter should be included as an Annex to this application.)

For the KemendikbudRistek budget:

Please complete the budget table, taking into account the information in § 3.2 of the Call for proposals. If relevant, please insert any co-financing and what the co-financing will be used for. Please note that the co-financing party should provide a letter confirming the co-financing, and specifying the exact amount that will be co-financed. This letter should be included as an Annex to this application.

4b. Explanation of budget

Please give a brief explanation of the costs in your project budget (max 1 page). Please provide here only a justification of the project costs, both on the Dutch and the Indonesian side, and how the proposed expenditures in the various categories relate to the planned activities, as well as any justifications required by the NWO modules.

4a. Budget

Budget applied for from the NWO grant. Specified costs per module should be placed in the Excel budget:

Module	Amount from grant	% of budget (see next column)	Call requirements:	Co-financing	
				In kind	In cash
Personnel					
Material credit					

Investments					
Knowledge utilisation			<i>Max 20% of the requested NWO budget; total 4 categories</i>		
Internationalisation			<i>Max 20% of the requested NWO budget</i>		
Project management			<i>Max 5% of NWO budget requested</i>		
Total budget requested from NWO					

Funding requested from KemendikbudRistek (i.e. KemendikbudRistek project budget) ⓘ:

Project costs (Rupiah):	2024	2025	2026	Co-financing		TOTAL
				In kind	In cash	
WORK PACKAGE # ... Name Work Package Manager						
<i>Give a description of the project costs, specified per work package. Add additional rows as required.</i>						

4b. Explanation of budget ⓘ

(Max. 1 page)

4c. Intended starting date

[Click here to select a starting date](#)

4d. Additional grants

Have you requested any additional grants for this project either from NWO, KemendikbudRistek or from any other funding agency?

- ☐ NO
- ☐ YES

If yes, please specify

Datamanagement and ethics

5. Data management ⓘ

1. Will data be collected or generated that are suitable for reuse?

- ☐ YES: *Then answer questions 2 to 4.*
- ☐ NO: *Then explain why the research will not result in reusable data or in data that cannot be stored or data that for other reasons are not relevant for reuse.*

If no, please explain here

2. Where will the data be stored during the research?

Answer

3. After the project has been completed, how will the data be stored for the long-term and made available for the use by third parties? To whom will the data be accessible?

Answer

4. Which facilities (ICT, (secure) archive, refrigerators or legal expertise) do you expect will be needed for the storage of data during the research and after the research? Are these available?³

Answer

³ ICT facilities for data storage are considered to be resources such as data storage capacity, bandwidth for data transport and calculating power for data processing.

6. Ethics

☐ Expand for Explanatory Notes

Max. 1 page total

Please describe the ethical challenges in your research and how you will address these. Indicate where you will apply for ethical approval, including any recognised (medical) ethics review committees, animal experiments committees, or permission for research with the Population Screening Act. NWO and KemendikbudRistek will require proof that the indicated ethical approval or permission has been obtained before the start of the project.

In your response to 6a, do not only discuss ethical issues for which you need external ethical approval, but also reflect on how this research will adhere to good ethical and research fairness principles, such as responsiveness, benefit sharing etc. For inspiration, see for example the [Global Code of Conduct for Research in Resource-Poor Settings](#).

6a. Description of ethical issues and research fairness principles ⓘ

Description

6b. Please indicate which ethics committee(s) will be approached for ethical approval ⓘ:

Ethic committee(s)

Signatures

- ☐ By submitting this document I declare that I satisfy the nationally and internationally accepted standards for scientific conduct as stated in the Netherlands Code of Conduct for Scientific Practice (Association of Universities in the Netherlands).
- ☐ I endorse and follow the Code Openness Animal Experiments (if applicable)
- ☐ I endorse and follow the Code Biosecurity (if applicable)
- ☐ I have completed this form truthfully

Please ensure all main applicants, work package managers, co-applicants, and collaboration partners sign the application. Add more rows if necessary.

Dutch main applicant

Name:

Signature:

Indonesian main applicant

Name:

Signature:

Work Package Manager

Name:

Signature:

Work Package Manager

Name:

Signature:

Co-applicant

Name:

Signature:

Co-applicant

Name:

Signature:

Collaboration Partner

Name:

Signature:

Collaboration Partner

Name:

Signature:

Submit this application through ISAAC and through the BIMA system, in PDF format. Please note that the electronic application must be submitted through the ISAAC account of the Dutch main applicant, and to the BIMA system by the Indonesian main applicant, along with any additional documentation required by the respective funders.

Annex 1: CVs of main applicants, work package managers, co-applicants and collaboration partners

Annexes should be uploaded separately in ISAAC.

Annex 2: Work Breakdown Structure Chart

Max 1 page

Annexes should be uploaded separately in ISAAC.

Annex 3: Draft Consortium Agreement

Annexes should be uploaded separately in ISAAC.

Annex 4: Letters of Commitment of consortium organisations

Annexes should be uploaded separately in ISAAC.

Annex 5: declarations of co-funding (if applicable)

Annexes should be uploaded separately in ISAAC.