**PROJECT PROPOSAL FORM (PhD projects and Postdoctoral projects)**

**Graduate School VLAG**

*(Please read the instructions at the end of this form thoroughly before answering the questions. Fill in with a text processor.)*

MAIN RESEARCH GROUP :

OTHER GROUPS INVOLVED :

1. PROJECT LEADER(s):

 THESIS SUPERVISOR(s):

2. PROJECT TITLE (English):

3. VLAG core programme (A/B/C/D/E): A ⬜ B ⬜ C ⬜ D ⬜ E ⬜

4. Project funding by:

5a. The project will be (partly) executed outside The Netherlands, namely in:

5b. Does the project aim at co-operation with developing countries? YES / NO

6. ETHICAL ISSUES:

 6a. Does the project require action by the Medical Ethical Committee? YES / NO

 6b. Does the project require action by the Animal Experiments Committee? YES / NO

 6c. Describe potential ethical dilemmas regarding this research project *(for guidelines see Appendix)*

7. COMPOSITION OF THE PROJECT GROUP AND ESTIMATED TIME INVOLVED

Kind of Appointment: PhD student ⬜ Postdoctoral researcher ⬜ Name:

 NAME AND TITLE ORGANISATION Hours / Week

Thesis supervisor(s): ............................................... ............................................... ...............................................

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

Co-supervisor(s): ............................................... ............................................... ...............................................

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

Supervisor(s): ............................................... ............................................... ...............................................

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

Other scientific staff: ............................................... ............................................... ...............................................

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

Technicians: ............................................... ............................................... ...............................................

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

8. COLLABORATION: With which organisations outside the University will collaboration take place?

The Netherlands: Other universities:

 Research institutes, experimental stations:

 Ministries, other organisations:

International organisations such as FAO, WHO:

Foreign universities and organisations:

9.  SUMMARY - PROBLEM DESCRIPTION AND OBJECTIVES

10. OBJECTIVES

a. Background (Please list literature references in an appendix.)

b. Problem formulation

c. Methodology

11. FEASIBILITY

a. How is adequate supervision guaranteed?

b. How is implementation of the project guarantied?

c. Which agreements have been made regarding co-operation with others?

12. WORKPLAN

a. Detailed work plan for the first half of the research project (including preparation of publications and thesis).

b. A rough work plan for the second half of the project (including finishing and thesis defence).

13. Research Data Management Plan (project specific)

What type of research data will be produced?

Software choices to create, analyse and visualize data?

Sharing and ownership?

14. All requirements (personnel and equipment) are available and/or arranged

YES//NO If no, please explain

15. SIGNATURES

City: Date:

**Chairman of the leading Research Group** **Project leader**

Name: Name:

Signature: Signature:

Please return completed form to:

###### Vesna Pršić (vesna.prsic@wur.nl)

###### VLAG Graduate School

P.O. Box 17

6700 AA Wageningen

Internal WUR mail nr. 184

**INSTRUCTIONS FOR COMPLETING THE VLAG GRADUATE SCHOOL PhD/PostDoc FORM**

**General:** The space available for the content is limited. Please respect the guidelines. Do not change font, margins, etc.

**Question 1:** Please provide names of the project leader and of the professor(s) who will act as thesis supervisor.

The project leader bears the main responsibility for the project. Thesis supervisor is ‘promotor’ in Dutch.

**Question 2:** Formulate English title of the research project as concisely and specifically as possible.

**Question 3:** Please indicate relevant Research Theme

A - Sustainable Food & Biobased Production

B - Product & Ingredient Structuring and Functionality

C - Food Safety & Integrity

D - Nutrition, Metabolism and Health

E - Biomolecular Interactions

**Question 4:** Please specify 1st, 2nd, or 3rd flow of funding and name the funding source/agency.

**Question 5:** If (a part of) the project is carried out outside the Netherlands, please mention the country(s) involved.

The second part of the question refers to the development co-operation.

**Question 6a:** Does this project involve working with volunteers and/or patients? Does it require a Medical Ethical review?

**Question 6b:** In some cases experimental animals may be used. The ‘Law on Experimental Animals’ regulates use of animals in experiments. Animal Experiments Committee (DEC) is in charge of control of the execution of the Law within the University. In case vertebrates are used in the proposed project DEC will provide you with a questionnaire.

**Question 6c:** Other ethical dilemmas

Ethical dilemmas, considerations and decisions should play an important role in the programming of research proposals. Ethical dilemmas deal with potential harm to society, people, animals and ecosystems and with the potential use or misuse of research results.

Relevant aspects are:

o What are the funding organisations of the PhD research and what is their interest in the research results.

o Research methods: animal experiments; involving people in your experiments.

o Research location: research carried out in countries where human rights are violated.

Relevant questions may be:

o For whom is the research question relevant;

o Who can profit most of the research outcomes;

o Who could be harmed most by the research outcomes;

o Which development is supported by this research;

o Does the research support sustainable development; etc.

In general there are no good or wrong answers to ethical dilemmas, but it is very important to present your own considerations clearly and transparently.

See also: The Code of Conduct for Scientific Practice at <http://www.wageningenur.nl/en/About-Wageningen-UR/Integrity.htm>

**Question 7:** Please list the persons that are primarily involved in the execution of the research project including the research group / department / institute / other organisation at which they are employed. Please add an estimation of the input in hours per week per person. If it is a joint project of two (or more) research groups, note that clear appointments have to be made about capacity division.

**Question 8:** Please list the organisations collaborating in the context of this project. Mention only the collaboration partners whose involvement will result in concrete joint activities such as publications.

**Question 9:** This summary should explain the title of the research project in more detail. Adding a short summary of the problem definition and the objectives is deemed helpful.

**Question 10:** This question constitutes the core of the project proposal and it contains three elements:

10.a. Places the research against the background of available research results, knowledge and questions. Scientific and societal relevance should be described within this section.

10.b. Provides a concise description of the problem setting.

10.c. Provides a clear description of the methods and research techniques, which will be applied to fulfil the objectives.

**Question 11:** You are asked to elaborate on three feasibility aspects:

11.a. In what way is adequate supervision guaranteed?

 - Which members of the department(s) or institute(s) involved will supervise the PhD student?

 - What is their exact role?

 - If changes occur in the project team, in what way will supervision be continued?

11.b. In what way is the implementation of the project guaranteed? Please specify.

 - Available knowledge and know-how within the project group

 - Availability of apparatuses and laboratory accommodation

 - Availability of assistance by technical staff

 - Time-related risks (i.e. weather, availability and/or willingness of third parties).

11.c. The agreements made with collaborating organisations (question 8) and/or other WAU-departments, as far as important for the execution of the project, should be explained.

**Question 12:** Provide a detailed description of the proposed activities to be carried out in the first half of the subsidy period. A more summary description will suffice for activities to be carried out in the remainder of the subsidy period. The time required for education and preparation and approval of the thesis draft should be included.

**Question 13:** Research Data Management should be made explicit outlining how data are collected and stored, and whether there are plans to share the data with others. Within this project-specific data management plan reference should be made to the Data Management Plan of the research group/groups. The plan should be maintained over time to reflect changes in procedures while the research is on-going.

Description of Wageningen University policy and template for Data Management Plan can be found at:

<http://www.wageningenur.nl/en/Expertise-Services/Data-Management-Support-Hub.htm>

**Question 14:** In case that there are, as far as you can foresee, any problems regarding personnel or equipment availability, please explain here.

**Question 15:** The chair holder of the research group and the project leader should sign the printed version of this form.
For the electronic version of the proposal signature scan can be inserted.