*Please read the appendix with instructions first*

1. **Title PhD project:**

**2a. Name PhD candidate:**

**2b. Name Supervisor / Co-Promotor:**

**2c. Name Promotor:**

**2d. Research group:**

**2e. Other research groups involved (in- or outside members of PE&RC):**

**2f. At which university will the thesis be defended?:**

**3a. Fte (fulltime equivalent):**

**3b. Duration of the Project:** from: ................................. to: ...............................

**3c. Where will the research be conducted (country):**

**4. Composition of the research group**

List all staff members involved in the proposed research (including promotor and supervisor): provide name, initials, titles and type of involvement.

Name and title Specialization Institution Involvement Hours/week

**5. National and international collaborations (see appendix):**

Name of organisation Name + title of Collaborator

**6. Scientific summary** (in English, max. 250 words):

**7. Description of the research plan**

Max. 2500 words, excluding max. 1 page literature references, and should contain:

1. Introduction
2. Objectives
3. Hypotheses
4. Research methodology
5. Innovative aspects

**8. Timetable of the project (see appendix)**

Keep in mind that PhD track should be finished within 4 years.

*The PhD candidate should be able to finish the thesis work within 4 years. This means that the reading version of the PhD thesis has to be submitted within 4 years.*

**9a. Project financed by:**

**9b. RCO number:**

**9c. Financial assistance other sources:**

**9d. Budget**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5 (w.a.)** |
| Salary (months) |  |  |  |  |  |
|  |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Consumables |  |  |  |  |  |
| Fieldwork/Travel |  |  |  |  |  |
| Other (Specify) |  |  |  |  |  |

**9e. Specification of the requested funds:**

**10. Societal relevance:**

**11. Data management:**

**12a. Will vertebrates be used in animal experiments? Y/N**

**12b. Are there other ethical issues to be considered with respect to this? Y/N**

**12c. If Yes, please elaborate:**

**13. Potential reviewers (only for PE&RC members):**

Name and title Organisation Specialization Email address

1.

2.

3.

4.

5.

**14. Other relevant information:**

**15. Agreement and approval:**

|  |  |  |
| --- | --- | --- |
| PhD candidate | Principal Supervisor / Promotor | Supervisor 2 |
| Name: | Name: | Name: |
| Date: | Date: | Date: |
|  |  |  |
| Supervisor 3 | Supervisor 4 | Head of Research Group |
| Name: | Name: | Name: |
| Date: | Date: | Date: |
|  |  |  |

|  |
| --- |
| Naturalis Scientific Director responsible for Education |
| Name: |
| Date: |
|  |

**APPENDIX: EXPLANATION TO THE INDIVIDUAL QUESTIONS**

Q 5: Please mention the collaborating organisations in the context of this project. Only mention those collaborations which will result in joint activities such as joint publications.

Q 6: The short summary should be written as an explanation of the title of the research project.

Q 7: Elaborate your project proposal here. This should contain the following elements:

* Introduction, including history and background
* Objectives
* Hypotheses
* Research methodology
* Innovative aspects

Q 8: The PhD candidate should be able to finish the thesis work within 4 years. This means that the reading version of the PhD thesis has to be submitted within 4 years. Within the work programme the following issues should be dealt with:

* In what way is appropriate supervision guaranteed?
	+ - What is the role of each member of the supervision team?
		- In what way is progress evaluated?
		- If during the project period changes will occur in the project team, in what way will supervision be continued?
* In what way is execution arranged? Please specify:
	+ - Availability of technical equipment and facilities
		- Availability of assistance by technical personnel
		- Risks (e.g. weather, availability and willingness of third parties, ….).
* Agreements made with collaborating organisations (question 4) and/or other PE&RC groups, as far as important for the execution of the project.

For the timetable you could e.g. use the following formats:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 |
|  | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Activity 1 | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |

OR

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Year 1* | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Activity 1 | x | x |  |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  | x |  |  |  |  |  |  |  |  |

Q 10: What is the societal significance of the proposed research?

Q 11: This section outlines the data management plan and must encompass:

* Data storage (short term and long term storage),
* Data ownership (issues with respect to ownership of data produced in this project or external data used for this project)
* Data sharing (agreement on who will have access to and use your (un)published data)

This section may include references to a more comprehensive (i.e. 2 to 3 pages) data management plan in which elements are outlined in more detail and can also refer to a plan at the level of a research group. Note that the full data management plan does not need to be included in this proposal, and that data collection is also part of a data management plan but is specified in section 7 and 8 of this project proposal.

For more details, see <http://www.wageningenur.nl/en/Expertise-Services/Data-Management-Support-Hub/Browse-by-Subject/Data-Management-Planning-1.htm>.

Concept text:

*During and after the project, all acquired and produced project research data, as well as the resulting data and documents (including images, documents, coding etc.), will be preserved in the private research cloud environment of Naturalis Biodiversity Center, with the corresponding guaranteed and agreed facilities on backup and restore, support, sustainability and availability / and/or external platform.*

*Collected samples, including DNA extracts and tissues, will be stored in the collection depot / lab facilities of Naturalis ensuring appropriate storage conditions. They can be made available for third parties on the base of loan agreements, respecting access and benefit-sharing arrangements concluded with the country of origins of these specimens and samples.*

*The publishable and citable data will be shared in the open global research databases [(e.g. NBA, GenBank, GBIF, etc.)] ensuring compliance to the FAIR data management policies.*

Specify this text for your own project.

Q 12: In some projects animals (vertebrates) may be involved or biotechnological research may be involved. In that case ethical guidelines of the concerning university might be applicable.

Q 13: Only for PE&RC members: The proposal will be sent to 3 reviewers. Please provide the names and contact details of 4-5 potential reviewers who are in no way involved in this project. A balanced representation of men and women from inside and outside the main PE&RC affiliated institute is preferred. It is allowed, and even encouraged to verify the proposed reviewer’s willingness to provide an independent review of the proposal. This speeds up the review process.

Please submit the signed PDF of the PhD Project Proposal by email to RCO (RCO@naturalis.nl) and if applicable to the secretariat of the graduate school PE&RC (office.pe@wur.nl) no later than 3 months after the start of the PhD project.