

Timeline for applicants at MED to NFR FRIPRO funding scheme

Timeline of 3 months to assist researchers writing a NFR FRIPRO research proposal:

RA: Research advisor / FO: Financial officer

Month 1 – Project Conceptualization		Responsible
Week 1	Initial Planning	Researcher, RA
	<ul style="list-style-type: none"> Review the grant opportunity and its guidelines and requirements (e.g. project description and CV templates) If necessary, discussions with the research advisor to explore potential research ideas and refine the research focus (reference to previous evaluation report (in case of resubmission), if accessible) Establish collaboration/support expectations with the research advisor Develop a (flexible) work plan with the research advisor 	
Week 2-3	Develop the project proposal outline	Researcher
	<ul style="list-style-type: none"> Identify gaps in research field/area (“gap analysis”) and define knowledge needs Define the research problem and formulate initial research questions. Specify research objectives and expected outcomes Formulate a clear and testable hypothesis that aligns with the research question and objectives Define the research objectives and establish the methodology for achieving those objectives Identify potential challenges and risks, and propose strategies for addressing them Identify potential team members (with the necessary skills and experience) and clearly define their roles and responsibilities in the project 	
Month 2 – Proposal Drafting and First Review		
Week 4-6	Draft 1 of the Research Proposal	Researcher
	<ul style="list-style-type: none"> Structure the proposal into distinct sections following the funder’s template and provided guidelines: <ul style="list-style-type: none"> Begin drafting the "Excellence" section focusing on the novelty and quality of the research Start outlining short-term and long-term impacts in the "Impact" section Detail the "Implementation" section, including project organization, management, and timeline Identify additional competence needed and bring relevant/potential project partners on board Develop an initial research framework and methodology: detailed work plan outlining the proposed research timeline and activities 	
		Researcher, FO

	<ul style="list-style-type: none"> • Contact the financial officer linked to the proposal and start outlining the budgetary considerations that accurately reflect the project's needs 	
Week 7-8	Review and Feedback from Research Advisor	
	<ul style="list-style-type: none"> • Agree with research advisor when to send the project description for the first review • Complete and share the initial draft of the proposal with the research advisor for the review • Review the advisor's feedback, address concerns wherever needed and incorporate suggested revisions. Update the research plan if necessary 	Researcher, RA

Month 3 – Refinement and Second Review		
Week 9-10	Refinement and Draft 2	
	<ul style="list-style-type: none"> • Incorporate the research advisor's feedback into the proposal and make any necessary revisions to ensure clarity and coherence, and adherence to the guidelines • Enhance the proposal's structure, argumentation, and overall presentation 	Researcher
Week 11-12	Second Review and Finalize Proposal	
	<ul style="list-style-type: none"> • Agree with research advisor when to submit the project description • Complete and share the revised draft of the proposal, including a concise project summary, with the research advisor for a second review • Address any remaining feedback and finalize the proposal for submission • If necessary, refine/finalize the project budget with financial officer • Create application online and give access to research advisor 	Researcher, RA Researcher, FO

Submission		
Finalization and Submission (when researcher is ready)		
<ul style="list-style-type: none"> • Prepare all required documentation (project description, CV,...) for proposal submission • Final editing/formatting – Optional: you may consult with research advisor if necessary • Ensure that the grant application is the best it can be and submit the final research proposal electronically (NFR: My RCN Web)* <p>* Note: There is no longer the possibility to “re-submit” the proposal as FRIPRO has now an open-ended deadline. <u>You may only click on “Submit” once!</u></p>	Researcher	