TRAINING FOR OPPORTUNITIES AND GROWTH IN ACADEMIC SUSTAINABILITY

Research Proposal Cover page Template

Name of Applicant	
Title of the Research Proposal	
Acronym	
Research theme ID *Pick Theme 1 to 5*	Choose your theme

Abstract (*Text highlighted in grey should be deleted)*
The abstract (summary) should, at a glance, provide the reader with a clear understanding of the objectives of the research proposal and how they will be achieved. The abstract will be used as the short description of your research proposal in the evaluation process to identify independent peer reviewers. It must therefore be short and precise, and should not contain confidential information. *Please use plain typed text, avoiding formulae and other special characters. The abstract must be written in English. There is a limit of 2000 characters (spaces and line breaks included).*

Declaration on Use of AI tools (*Text highlighted in grey should be deleted)*
If generative AI is employed in the preparation of the proposal, applicants should disclose their use in this box, detailing which AI tool was used, for which purpose, and the specific sections of the proposal to which it was applied. There is a limit of 500 characters (spaces and line breaks included.

Research Proposal Template - TOGAS Call 2026

Instructions for drafting the Research proposal

Please note: This instructions page must be deleted from the submitted proposal.

The research proposal contains the details of the proposed research and will be used during the evaluation process to assess the quality of the proposed research and the integration within the academic environment. We therefore advise applicants to carefully address the corresponding evaluation criteria. Information regarding the evaluation criteria and process can be found in the Guide for Applicants.

Applicants must structure their proposal according to the sections and headings indicated in the TOGAS proposal template.

The TOGAS Research proposal **must not exceed 9 pages**, excluding cover page (instruction pages to be deleted). All tables, figures, references and any other element pertaining to the proposal must be included as an integral part of these sections and are thus counted towards this page limit.
At the end of this document you can see the structure of the actual proposal:

- Use this template to submit your proposal and do not change the (sub)section titles.
- Remove the instruction page and delete all instructions from the template before submitting.
- Applicants must ensure that their proposals conform to this template layout and to the instructions given.

Applications not using the template, or which do not comply with the specifications detailed below (format, order and length of the sections) will be considered ineligible and may be excluded from further review.

The following formatting conditions apply:

- The page size is A4, and all margins (top, bottom, left, right) should be 2 cm.
- Calibri font must be used.
- The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used. This applies to the body text, including text in tables.
- Text elements other than the body text, such as headers, foot/end notes, captions, formulas, etc. may deviate, but must be legible and not be less than 8 points.
- All pages should be numbered in a single series at the bottom of the page.
- Include the ACRONYM of your proposal in the header.
- Name the PDF file as: “Family name_Researchproposal’.

The research proposal must be submitted via the online TOGAS application portal available at the TOGAS website (https://www.uantwerpen.be/en/projects/togas/call/applyhere/).

This Research proposal must be submitted as a PDF document. The complete document must not be larger than 2 MB. It is the responsibility of the applicant to verify that the submitted PDF document is readable and is within the page and MB limits.

---------- *Start of page count (max 9 pages)* ----------

Please note: The instructions (highlighted in grey) must be deleted from the submitted proposal.

Section 1: Quality of the research project

*The page allocation for section 1 is a **maximum of 8 pages**, structured following the subsections below.*

1.1 Quality and pertinence of the project's research an innovation objectives (incl. ambition and progress beyond state of the art and interdisciplinary synergies)

At a minimum, address the following aspects

- *Describe the challenges and the overall research goal of your project*
- *Describe the quality and pertinence of the R&I objectives*
- *Describe how your project goes beyond the state-of-the-art, and the extent to which the proposed work is ambitious*
- *Explain the originality and innovative aspects of the proposed research*

1.2 Soundness of proposed methodology (incl. feasibility, timeline, infrastructure and quality of Open Science practices)

At a minimum, address the following aspects

- *Overall methodology: Describe and explain the overall methodology and envisioned steps (experiments/activities) and explain how this will enable you to deliver your project's objectives.*
- *Workplan, including deliverables and milestones and timing of the different work packages: Describe the set-up and cohesion of the work packages including expected outcomes (deliverables) and intermediate goals (milestones). A Gantt chart must be included and should indicate the proposed Work Packages (WP), major deliverables, milestones, secondments if applicable. This Gantt chart counts towards the 8-page limit.*
- *Capacity: Describe your track record of the proposed methodology and explain the facilities/infrastructure needed and its availability at the premises of UAntwerpen and – if relevant- of the proposed secondment organisation.*
- *Risk management: Describe the mechanisms in place to assess and mitigate risks*
- *Open science practices[1]: Describe the open science practices that will be implemented*

[1] *Open science practices include early and open sharing of research; research output management; measures to ensure reproducibility of research outputs; providing open access to research outputs (such as publications, data, software, models, algorithms, and workflows); participation in open peer-review. For more details see the relevant section of the HE Programme Guide. Proposals selected for funding will need to develop a detailed data management plan (DMP) for making their data/research outputs findable, accessible, interoperable and reusable (FAIR) as a deliverable by month 6 of each Phase. The DMP should describe how research outputs (especially research data) generated and/or collected during the project will be managed so as to ensure that they are findable, accessible, interoperable and reusable.*

1.3 International and/or intersectoral and/or interdisciplinary aspects (including mobility needs)

At a minimum, address the following aspects

- *Explain how expertise and methods from different disciplines will be brought together and integrated in pursuit of your objectives. If you consider that an inter-disciplinary[2] approach is unnecessary in the context of the proposed work, please provide a justification.*
- *If applicable, justify the proposed interdisciplinary, intersectoral and/or international secondment[3] needs for your project and detail its added value and organisation (optional)*

1.4 Contribution to economic and/or societal impact

At a minimum, address the following aspects:

- *Describe how the project's results are expected to make an economic and/or social medium to long-term, beyond the immediate scope and duration of the project. The relevance of the envisioned impact for the sustainability research agenda central in the programme should be made explicit. If possible provide indicators for the importance of the envisioned impact.*
  Examples of economic impact are e.g. bringing new products, services, business processes to the market, increasing efficiency, decreasing costs, increasing profits, contributing to standards' setting, etc..; examples of societal impact are e.g. decreasing CO2 emissions, decreasing avoidable mortality, improving policies and decision-making, raising consumer awareness.

Section 2: Integration within the academic environment

*The page allocation for section 2 is a **maximum of 1 pages**, structured following the subsections below.*

At a minimum, address the following aspects

- *Thematic fit: address how the research proposal fits with the profile of the supervisor and with the research lines of the UAntwerpen's academic environment[4].*
- *Academic fit: motivate how the academic profile of the candidate fits the proposed research proposal and the UAntwerpen's academic environment*
- *Two-way transfer of knowledge between the applicant and the research environment : describe what new knowledge and/or skills the applicant will gain during this project needed to reach their long-term career ambition and what benefit the applicant will bring to the research environment*

References

Give an overview of the bibliographical references that are relevant for your research proposal.

---------- *End of page count (max 9 pages)* ----------

[2] *Interdisciplinarity means the integration of information, data, techniques, tools, perspectives, concepts or theories from two or more scientific disciplines.*

[3] *Secondments (intersectoral, international or interdisciplinary) are periods of mobility up to max 3 months per Phase) to another academic or non-academic organisation (the host for secondment) if meaningful to achieve the objectives of the proposed research*

[4] *https://www.uantwerpen.be/en/projects/togas/research/environment/*