

# Guidelines for the use of the e-portal

## Fundamental Research Projects

Classification 1

## Overview – use of the e-portal

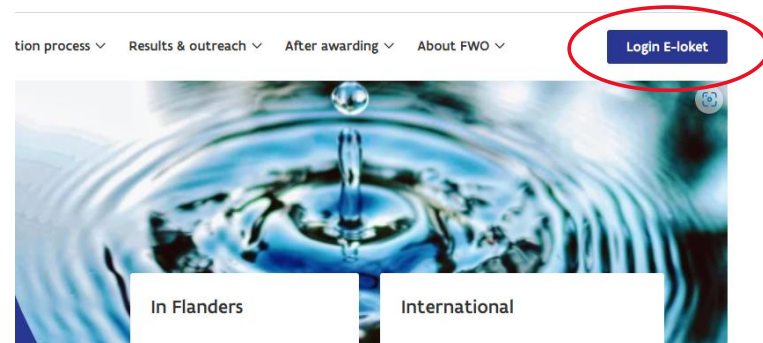
1. Access (+ registration)
2. Submitting COIs + confidence rates → separate instruction clip
3. Preparing internal evaluation reports
4. Preparing synthesis reports
5. Preparing panel meeting
6. Preparing feedback reports
7. Navigating the application files

# Step 1: Access to the e-portal

► Website: [www.fwo.be](http://www.fwo.be)

→ Login to the e-portal using

- × Your email address
- × Your password



fwo

Sign in

Email address

Password

Stay signed in

[Forgot your password?](#)

Sign in

Sign in with ORCID

Don't have an account? [Sign up!](#)

- Dashboard
- Personalia >
- Researcher >
- Panel member >
- Extranet

CONFLICT OF INTEREST

**1**  
Invited

INTERNAL REVIEW

**1**  
Invited

### Emails

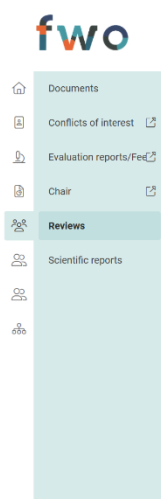
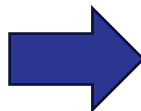
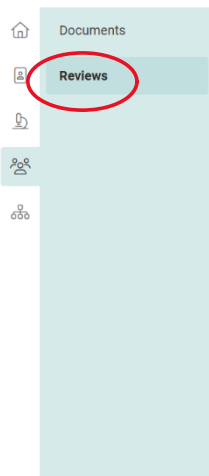
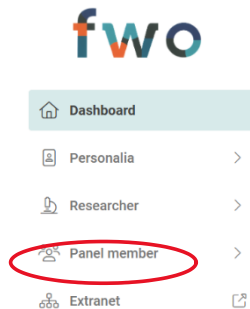
All - 114

Unread - 1

**FWO – Assignment of reviews**  
BIO@FWO.BE

28/02/2025 10:37

# Internal review reports



The screenshot shows the fwo 'Reviews' page. The 'My reviews' tab is circled in red. The table below shows three review entries.

Applicant	Application number	Deadline	Status	Review type
Full name applicant	Application number	Date deadline 23:59	Invited	Internal review
Full name applicant	Application number	Date deadline 23:59	On hold	Synthesis report
Full name applicant	Application number	Date deadline 23:59	On hold	Feedback report

Showing 1 - 3 of 3 entries



Documents



Conflicts of interest



Evaluation reports/Fed



Chair



**Reviews**



Scientific reports



Panelmeeting:

BIO1PROJECTS XX/1X/2025

Library

My expertise and conflicts of interest

My reviews

Applicant	Application number	Deadline	Status	<b>Review type </b>	
Full name applicant	Application number	Date deadline 23:59	<span style="background-color: #ADD8E6;">Invited</span>	Internal review	
Full name applicant	Application number	Date deadline 23:59	<span style="background-color: #D3D3D3;">On hold</span>	Synthesis report	
Full name applicant	Application number	Date deadline 23:59	<span style="background-color: #D3D3D3;">On hold</span>	Feedback report	

Showing 1 - 3 of 3 entries



1



20



Application title


INTERNAL REVIEW

Deadline: date 23:59

Save


Export PDF

Documents

Conflicts of interest Evaluation reports/Fee 

Reviews

Scientific reports

RESEARCH GROUP PROJECT INTERDISCIPLINARI... BUDGET  Score grid Application PDF Decline to review Submit

1. Please evaluate the scientific capacity, track record and collaboration of the research group, using the relevant scoring grid. A link to the scoring grid is available in the sidebar.

*This criterion assesses to what extent the applicants have the necessary competences and infrastructure to implement the proposed research project. This criterion also assesses to what extent the individual applicants, taking into account their scientific seniority, have made important contributions to the state-of-the-art in their respective domain as evidenced by a range of scientifically relevant activities and achievements, such as the **quality and impact** (rather than the quantity) of the **publication record**, as well as **other meaningful scientific output and achievements**. The latter may include education activities, supervision of pre- and postdoctoral researchers, institutional responsibilities (governance, administration, ...), membership of scientific organizations, societies, networks, R&D services provided to third parties, sabbaticals, relevant training, scientific awards and other relevant information. Consider a variety of scientific or other (societal, economic, ...) **impact** beyond publications and obtained research funding.*



#### STRENGTHS

0 / 2500

#### WEAKNESSES

# Synthesis report (rapporteur)



- Documents
- Reviews

## ← Reviews



Panelmeeting:

BIO1PROJECTS XX/XX/202X

Library My expertise and conflicts of interest **My reviews**

Applicant ↑↓	Application number ↑↓	Deadline ↑↓	Status ↑↓	Review type ↑↓	
Applicant 1	Application 1	date 23:59	Submitted	Internal review	
Applicant 2	Application 2	date 23:59	Inited	Synthesis report	
Applicant 2	Application 2	date 23:59	On hold	Feedback report	
Applicant 3	Application 3	date 23:59	Submitted	Internal review	
Applicant 4	Application 4	date 23:59	Inited	Synthesis report	
Applicant 4	Application 4	date 23:59	On hold	Feedback report	

Showing 1 - 6 of 6 entries



20

# Synthesis report (rapporteur)



← My reviews

Application title  
SYNTHESIS REPORT  
Deadline: date 23:59

Save Export PDF

Documents

Reviews

RESEARCH GROUP

PROJECT

INTERDISCIPLINARI...

BUDGET

Score grid

Application PDF

Download reviews and rebuttal

Decline to review

Submit

1. Please evaluate the scientific capacity, track record and collaboration of the research group, using the relevant scoring grid. A link to the scoring grid is available in the sidebar.

*This criterion assesses to what extent the applicants have the necessary competences and infrastructure to implement the proposed research project. This criterion also assesses to what extent the individual applicants, taking into account their scientific seniority, have made important contributions to the state-of-the-art in their respective domain as evidenced by a range of scientifically relevant activities and achievements, such as the **quality and impact** (rather than the quantity) of the **publication record**, as well as **other meaningful scientific output and achievements**. The latter may include education activities, supervision of pre- and postdoctoral researchers, institutional responsibilities (governance, administration, ...), membership of scientific organizations, societies, networks, R&D services provided to third parties, sabbaticals, relevant training, scientific awards and other relevant information. Consider a variety of scientific or other (societal, economic, ...) **impact** beyond publications and obtained research funding.*

STRENGTHS

0 / 2500

WEAKNESSES

0 / 2500

GENERAL REMARKS AND SUGGESTIONS FOR IMPROVEMENT REGARDING RESEARCH GROUP

# Preparing the panel meeting

The diagram illustrates the navigation path for preparing a panel meeting. It starts with the fwo dashboard, where the 'Panel member' option is highlighted. A blue arrow points to a vertical menu with 'Reviews' highlighted. A second blue arrow points to a screenshot of the 'Reviews' page, where the 'Library' tab is highlighted. The 'Library' tab displays a table of review entries.
















Applicant	Application number	Deadline	Status	Review type
Full name applicant	Application number	Date deadline 23:59	Invited	Internal review
Full name applicant	Application number	Date deadline 23:59	On hold	Synthesis report
Full name applicant	Application number	Date deadline 23:59	On hold	Feedback report

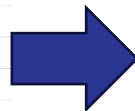
Showing 1 - 3 of 3 entries



# Bulk download

The screenshot shows the 'Reviews' page in the fwo system. The page title is 'Reviews' and the panel meeting is 'BIOTPROJECTS XX/XX/202X'. The table below lists various review entries with columns for Applicant, Application, Title, Document type, and Submitted by. A red circle highlights the bulk download icon (three overlapping document icons) in the top right corner of the table.

Applicant	Application	Title	Document type	Submitted by	
Applicant 1	Application 1	Application title	Application	Applicant 1	
Applicant 1	Application 1	Application title	Rebuttal	Applicant 1	
Applicant 1	Application 1	Application title	Internal	Panel member 1	
Applicant 1	Application 1	Application title	Internal	Panel member 2	
Applicant 1	Application 1	Application title	External	External reviewer 1	
Applicant 1	Application 1	Application title	External	External reviewer 2	
Applicant 1	Application 1	Application title	Synthesis	Panel member 3	
Applicant 2	Application 2	Application title	Application	Applicant 2	
Applicant 2	Application 2	Application title	Rebuttal	Applicant 2	
Applicant 2	Application 2	Application title	Internal	Panel member 4	
Applicant 2	Application 2	Application title	Internal	Panel member 5	
Applicant 2	Application 2	Application title	External	External reviewer 3	
Applicant 2	Application 2	Application title	External	External reviewer 4	
Applicant 2	Application 2	Application title	Synthesis	Panel member 6	
Applicant 3	Application 3	Application title	Application	Applicant 3	



- Alle documenten
- Aanvragen
- Interne reviews
- Externe reviews
- Rebuttals
- Syntheserapporten

# Feedback report



Documents



Reviews



← Reviews



Panelmeeting:

BIO1PROJECTS XX/XX/202X

Library My expertise and conflicts of interest

My reviews

Applicant ↑↓	Application number ↑↓	Deadline ↑↓	Status ↑↓	Review type ↑↓	
Applicant 1	Application 1	date 23:59	Submitted	Internal review	👁
Applicant 2	Application 2	date 23:59	Submitted	Synthesis report	👁
Applicant 2	Application 2	date 23:59	Invited	Feedback report	✎
Applicant 3	Application 3	date 23:59	Submitted	Internal review	👁
Applicant 4	Application 4	date 23:59	Submitted	Synthesis report	👁
Applicant 4	Application 4	date 23:59	Invited	Feedback report	✎

Showing 1 - 6 of 6 entries



1

20



Application title  
 FEEDBACK REPORT  
 Deadline: date 23:59

Last saved: Now

Save

Export PDF



Documents



Reviews

RESEARCH GROUP PROJECT INTERDISCIPLINARI... 

Score grid

Application PDF

Download reviews and rebuttal

Download synthesis report(s)

Submit

## STRENGTHS

Prefilled data from synthesis report.

Curabitur laoreet scelerisque pulvinar. In dictum nisi turpis, vel tristique lacus mattis sit amet. In hac habitasse platea dictumst. Mauris ullamcorper arcu a finibus pharetra. Vestibulum lorem sapien, scelerisque in bibendum sed, dictum vel sem. Curabitur finibus elementum porttitor. Etiam magna elit, dictum vel sem sodales, vehicula tempus nulla. Ut gravida, mauris et feugiat tristique, massa lacus malesuada metus, eu condimentum risus mauris ac urna. Nunc in urna lacinia, dictum est eu, semper erat. Curabitur dignissim vel enim vitae convallis. Aliquam est ex, lobortis in interdum in, fermentum eget turpis. Vivamus varius convallis venenatis. Nunc quam purus, vehicula congue mauris eu, dignissim efficitur ipsum. Suspendisse sit amet metus diam.

797 / 2500

## WEAKNESSES

Prefilled data from synthesis report.

Suspendisse ut nunc at sapien cursus pharetra consectetur porta mauris. Proin vel aliquet leo. Aenean at iaculis dolor. Nunc ante metus, efficitur quis rhoncus ut, ullamcorper non velit. Proin in justo pellentesque, volutpat leo eget, eleifend nisl. Maecenas ultrices, metus sit amet pellentesque tempus, mauris arcu mattis nulla, ac viverra quam negue et mi. Sed vestibulum eros tincidunt erat hendrerit laoreet. Quisque nec felis in nibh porta volutpat. Morbi a finibus sem. Praesent sit amet quam mattis, efficitur odio ut, pellentesque odio. Cras a hendrerit sem, vel suscipit nibh. Cras nec.

635 / 2500

## GENERAL REMARKS AND SUGGESTIONS FOR IMPROVEMENT REGARDING RESEARCH GROUP

Prefilled data from synthesis report.

Pellentesque porta dolor ac velit luctus molestie. Proin vehicula tempor diam, at hendrerit libero efficitur et. Nullam fermentum libero arcu, non congue ipsum vehicula et. Nunc varius nisi diam, ac pretium

# Navigating the application file (pdf)

## Junior research project fundamental research

### Table of Contents

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- Each heading is a link, allowing you to navigate the file easily
- The project text is highlighted

# Navigating the application file (pdf)

Table Of Contents ↑

## HOST INSTITUTION - REQUESTED FUNDING

### ***FWO supervisor-spokesperson and (co-)supervisor(s)***

1. **Supervisor-spokesperson:** the main applicant of the project, affiliated to a Flemish main host institution\* (mandatory for each project). For eligibility requirements see [regulations](#), art. 10.
2. **Supervisor:** the main applicant of (a) partner Flemish main host institution(s). \* For eligibility requirements see [regulations](#), art. 10.
3. **Co-supervisor:**
  - The co-applicant within (1) the Flemish main host institution of the supervisor-spokesperson and/or (2) (a) partner Flemish main host institution(s). \* For eligibility requirements see [regulations](#), art. 10 or 11 (postdoc-level).

OR

- The main applicant and potential co-applicant(s) within an eligible non-main host institution. For eligibility requirements see [regulations](#), art. 11.

\* Universities in the Flemish Community, the Evangelical Protestant Faculty in Leuven, the Faculty for Protestant Theology in Brussels, the Maritime Academy, the Vlerick Business School, the Antwerp Management School, and the Institute of Tropical Medicine.

**Short-cut:  
return to  
table of  
contents**

## Whom to contact

- ▶ **Your account administrator**
  - [Bio/cult/gm/med/wt@fwo.be](mailto:Bio/cult/gm/med/wt@fwo.be)
- ▶ **Our IT department (strictly technical questions)**
  - [fwohelpdesk@fwo.be](mailto:fwohelpdesk@fwo.be)
- ▶ **The administrative chair of your panel**