

foundation of public utility



HERCULES

CALL 2009

LARGE-SCALE RESEARCH INFRASTRUCTURE

CALL and SELECTION PROCEDURE

**Applications have to be submitted in
English!**

Final submission date:

Thursday, 1 October 2009 at 5 pm

Submit applications to:

Hercules Foundation
Koloniënstraat 56 (8th floor)
1000 Brussels

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What has changed since the first call for large-scale infrastructure?

The document has been simplified and several of the questions have been merged.

It has also been rearranged into a small number of content-cohesive blocks.

Guidelines on completing the various sections of the application form have been given in chapter 6 and are no longer given on the application form.

This document includes answers to requests for further information put by researchers during the first call.

1 Background

1.1 Introduction to the Hercules initiative

With the Hercules initiative, Flanders has since 2007 a *structural* funding mechanism for (medium) large-scale *research infrastructure* for *fundamental* and *strategic basic research*.

In this context, the definition of “infrastructure” is very broad. It stretches to *all* facilities and sources designed to promote cross-border and strategic basic research in *all* scientific disciplines. Besides scientific infrastructure, this includes collections, natural habitats, corpora and databases (and opening them up digitally).

There are three ways in which a Hercules grant can be requested for databases:

- An applicant may apply for a subsidy to construct his own database.
- An applicant may apply for a subsidy to buy a database and upgrades.
- An applicant may apply for a licence or subscription to access and use a database.

Structurally, this means that every year a sum will be set aside in the Flemish budget to finance the Hercules Initiative and that with this the Hercules Foundation will announce a call to submit proposals every year or possibly every two years.

Title IV of the decree of 19 March 2003 regulating the legal position of students, participation in higher education, the integration of certain departments of higher education for social promotion in the university colleges, and supervising the restructuring of higher education in Flanders, hereinafter the “*Supplementary Decree*”, and the Regulatory Decision of 26 October 2007 on the financing of research and innovation infrastructure in Flanders, hereinafter the “*Hercules Regulatory Decree*”, form the *regulatory framework* for this financing channel. The agency *Hercules Foundation*, set up by the Flemish Government, has the task of managing this initiative.

1.2 Strategic objectives

The Hercules Initiative fits within the Flemish Government’s general objective of strengthening the system of research and innovation in Flanders by improving cooperation between the various players. The concrete objectives of the Hercules Initiative are to:

- Encourage *cooperation* between universities, university colleges (at both the inter-association and intra-association level), institutions for post-initial education, strategic research centres, research institutions and the private sector. In the main this cooperation will be stimulated by means of a progressive subsidy percentage based on the level of co-financing by several parties.
- Guarantee optimal opportunities for use and availability over a significant length of the infrastructure’s life cycle. To this end, when the proposal is submitted account must be taken not only of the investment cost but of other costs as well, such as maintenance costs and the costs of technical personnel brought in specifically to keep the apparatus running.

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1.3 Division into categories and available resources

The Hercules Initiative draws a line between *medium large-scale* and large-scale research infrastructure. **Medium large-scale** research infrastructure is further divided into **Hercules 1** initiatives (initiatives between EUR 150,000 and EUR 600,000) and **Hercules 2** initiatives (initiatives between EUR 600,000 and EUR 1,500,000), whereas **large-scale** research infrastructure relates to **Hercules 3** initiatives (initiatives in excess of EUR 1,500,000). Applications for Hercules 1 and Hercules 2 categories are made within in each association. When it comes to large-scale research infrastructure (Hercules 3 initiative category), the Hercules Foundation will organise the calls itself.

Of the resources set aside by the Flemish Government (currently EUR 15,000,000 per annum), 2/3 are earmarked to fund medium large-scale equipment (Hercules 1 initiatives and Hercules 2 initiatives) and 1/3 to fund large-scale equipment (Hercules 3 initiatives). Each year, the Flemish Government may decide to depart from this formula where it finds this necessary and its reasons are objectively defined.

1.3.1 Medium large-scale research infrastructure

Medium large-scale research infrastructure is defined as research infrastructure with a *total* financing cost of at least EUR 150,000 and at most EUR 1,500,000 (including VAT). Total financing cost includes all subsidisable costs requested in the proposal. This implies that some of the financing can or must come from other authorities, or from the organisation's own resources.

This call does not extend to proposals for medium large-scale research infrastructure (Hercules 1 initiatives and Hercules 2 initiatives). A separate call, only open to Flemish university and university college research groups, is organised in that context.

For information on the call for medium large-scale research infrastructure, please see the websites of the associations in question. An overview of these websites can be found on the webpage of the Hercules Foundation's website devoted to the call for medium large-scale research infrastructure (<http://www.herculesstichting.be/middelzware.php>).

1.3.2 Large-scale research infrastructure

Large-scale research infrastructure (**Hercules 3** initiatives) is defined as research infrastructure with a *total* financing cost of at least EUR 1,500,000 (including the non-refundable portion of VAT). Total financing cost involves all subsidisable costs requested in the proposal (for subsidisable costs see 4.2). This implies that some of the financing can or must come from other authorities, or from the organisation's own resources.

The 'artificial **upgrading**' of a proposal to a large-scale Hercules 3 application by joining together several instruments which have little or no structural cohesion is to be avoided. An application may propose the purchase of several instruments but these must form a whole and it must be demonstrated that the proposed research programme or programmes cannot be carried out if one of them is not available.

1.4 Scope of the present document

Under this call, *only* applications for *large-scale research infrastructure* can be submitted.

For this call for large-scale infrastructure we have combined the 2009 and 2010 budgets. This implies an overall budget of EUR 10,000,000 at unaltered policy.

In 2010 or 2011, a *new call for large-scale infrastructure* will be published for which new applications can be submitted.

This document provides general information on the call and selection procedure for large-scale research infrastructure.

For more information on this call, please see the Hercules Foundation website at <http://www.herculesstichting.be>. This website offers electronic versions of this document and the application form in Dutch as well as in English, and the regulations. In case of any linguistic disparity between the Dutch and English versions the Dutch version is considered to be the authoritative one.

The website also publishes responses to requests for information made in the period between the opening and close of the call.

2 Applications

2.1 Subsidy applicants

Under this call for large-scale research infrastructure, applications can be made by a research group or research groups at a Flemish university, a Flemish university college, a strategic research centre (IBBT, IMEC, VIB, VITO), an institution for post-initial education (Institute of Tropical Medicine, Vlerick Leuven Gent Management School), a partnership agreement between the above bodies or a partnership agreement between at least one of the aforementioned bodies and one or more third parties.

The Hercules Foundation views institutions formally as applicants; promoters cannot therefore make direct applications to the Hercules Foundation.

The term third party carries a broad definition and is *not limited* to companies and research centres based in Flanders. In the context of the Hercules Regulatory Decree federal scientific and cultural institutions are viewed as third parties.

Third parties, in the first instance companies, can make use of infrastructure provided they make a financially assessable contribution (see 4.1). In other words, third parties cannot receive subsidies under the Hercules Initiative.

Public entities which depend on, or were set up by, or (partially) funded by the Flemish government, other Belgian authorities, foreign authorities and international or supranational organisations, may act as third parties.

Academic hospitals that have a legal personality may not submit applications, but may act as third parties.

In order to encourage cooperation with Flemish business and industry the Hercules Foundation will give business federations information on the call and give the names of contacts in each of the associations.

2.2 Type of application

A subsidy application under the call for large-scale research infrastructure can take many forms:

- institution application: the application is made by one or more research groups from one and the same university, university college, strategic research centre or institution of post-initial education;
- consortium application: the application is collectively made by research groups from at least two universities, university colleges, strategic research centres or institutions of post-initial education;
- institution application with third parties: the application is an institution application in which one or more third parties are involved in the project;
- consortium application with third parties: the application is a consortium application in which one or more third parties are involved in the project.

A consortium of research groups from **a single institution** does not qualify as “cooperation” in this context.

2.3 Procedure for submitting an application

2.3.1 Promoter-spokesperson and co-promoter(s)

If a proposal is submitted by research groups from several of the bodies listed under 2.1, the applicants will designate one promoter who will act as spokesperson for the application. This promoter is appointed under the name promoter-spokesperson. If subsidies are awarded, this person will act as the budget keeper.

If within three years of the application being granted the promoter-spokesperson is granted emeritus status or retires, another person besides this promoter-spokesperson, associated with the same institution, shall act as co-promoter. When the first reaches emeritus status or retires, the second will take over responsibility for the infrastructure as the new promoter-spokesperson.

Each research group involved in the application other than that to which the promoter-spokesperson belongs will appoint at least one co-promoter. These co-promoters are not budget keepers. They must make a real, financially assessable contribution to the project via their research group or institution.

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If third parties are involved in submitting a proposal, each third party will designate a person from their own organisation to take responsibility for the project. Third parties are not considered applicants. They cannot receive subsidies in any shape or form, directly or indirectly. They can make a real, financially assessable contribution to the project.

2.3.2 Application form

In order to qualify for Hercules financing, an organisation must compile a **complete dossier**. In so doing it must make use of the relevant available application form.

The application form can be found at www.herculesstichting.be.

Guidelines for completing the fields in the application form are given in chapter 6 of this document.

2.3.3 Language

The application must be submitted in English. This is due to the fact that most of the applications' scientific assessors are international experts. However, call and application form are available both in English and in Dutch.

2.3.4 Submission

Under the call for large-scale research infrastructure, five copies of the application on paper, accompanied by a CD-ROM containing the electronic version of the application, must be submitted hand-delivered to the Hercules Foundation, Koloniënstraat 56, 1000 Brussels.

Applications must be received by 5 pm Thursday, 1 October 2009 at the latest.

Applications submitted by e-mail, post or fax will not be accepted.

2.4 Further information

Further information can be obtained from the Hercules Foundation:

- either by e-mail at the following address: info@herculesstichting.be;
- or by telephone on weekdays between 9 am and 5 pm on 02/2129404, and before or after these hours on 0478/887102.

The website www.herculesstichting.be also provides details of contact persons for this call in the various institutions.

3 Selection procedure, selection criteria and time schedule

3.1 Admissibility

The admissibility of applications will be assessed on the basis of the following criteria:

- the application is submitted by the promoter-spokesperson at the latest by the final submission date;

- the application is submitted by carrier. Applications submitted by fax, post or e-mail are NOT admissible;
- the application is complete. Separate pieces or exhibits are not admitted;
- when submitted electronically the application form will be take the form of one file and any appendices will take the form of one or more additional files (i.e. applications submitted as a single file will NOT be accepted);
- the application must be made in English;
- the total financing cost must be at least EUR 1,500,000 (cf. point 1.3.2);
- in the proposal, subsidies can only be requested by a research group or research groups at a Flemish university, a Flemish university college, a strategic research centre (IBBT, IMEC, VIB, VITO) or an institution of post-initial education (Institute of Tropical Medicine, Vlerick Leuven Gent Management School);
- the application was signed and dated by the promoter-spokesperson and all other co-promoters (third parties must not date and sign the application because they do not qualify for subsidies);
- the application contains a statement by the institution's management or, in the case of a partnership agreement, all institution managements involved, to the effect that the promoter-spokesperson and co-promoters are appropriately authorised to submit the application; and
- the application designates a receiving institution for the placement of the requested research infrastructure.

3.2 Selection procedure

The Hercules Regulatory Decision establishes the method used to assess large-scale research infrastructure applications.

The Flemish minister in charge of science and innovation policy sets up two committees for the purpose of assessments: the Hercules-Science Committee and the Hercules-Invest Committee.

3.2.1 The Hercules-Science Committee and the Hercules-Invest Committee: composition and remit

The Hercules Regulatory Decree stipulates that the Hercules-Science Committee must consist of at least six acting and six replacement members nominated by the Hercules Foundation. These members are known internationally in their areas of research and have a broader view than solely the (sub)discipline(s) in which they are active. As a whole they span all areas of science and at least one acting member and one replacement member is from the industrial sector. The Committee must also have expertise in the areas of science and innovation policy and large research facility management. At most one third of members were active in Belgium when the Committee was appointed.

The Hercules-Science Committee evaluates the scientific quality of applications and ranks those deemed to have met the standard of excellence.

The Hercules-Invest Committee consists of one acting member and one replacement member appointed by the department of Economy, Science and Innovation of the Ministry of the Flemish Community, the Participatiemaatschappij Vlaanderen and the Hercules Foundation respectively. The Hercules Regulatory Decree stipulates that

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members of the Board of Directors of the Hercules Foundation or members of its staff can not sit on the Hercules-Invest Committee.

The Hercules-Invest Committee assesses the quality of the investment plan on the one hand and, on the other, looks into whether possibilities for cooperation exist other than those already mentioned in the proposal.

Pursuant to the requirements of the Hercules Regulatory Decree the Flemish Minister for Science and Innovation has, following a proposal by the board of directors of the Hercules Foundation, appointed the members of these Committees for a renewable term of six years.

For the composition of the Hercules-Science Committee and Hercules-Invest Committee please see the Hercules Foundation website: www.herculesstichting.be.

3.2.2 The assessment and decision-making process

The assessment and decision-making process takes place in several phases:

i) Scientific assessment

For each application, at least three foreign referees are asked to give an assessment in accordance with the criteria listed in point 3.3. The Hercules-Science Committee appoints these referees once the applications have been received. Applicants are free to suggest the people they find suitable to referee their application. In addition, when making their application, they have the opportunity to object to a maximum of three referees or institutions from which referees might be selected, provided they give their reasons.

Each referee will receive the complete application dossier that he/she is required to assess. In other words, the referees know the identities of the applicants.

Applicants are given access to the anonymous referee reports and are entitled to respond. In other words, the applicants do not know the identities of the referees.

Members of the Hercules-Science Committee are given access to the referee reports and the responses of the applicants, if any.

On this basis, the Hercules-Science Committee assesses all applications at its first meeting and draws up a list of applications for which a hearing is to be arranged. At this meeting the Committee also makes the preparations for this hearing. When assessing and drawing up the list the Committee makes use of the selection criteria summed up in the Hercules Regulatory Decision. Assessment and list composition are motivated in an explicit, substantial and written manner.

At the hearing, applicants are given an opportunity to explain their application and answer questions from the members of the Hercules-Science Committee.

Once all the hearings have taken place, the Hercules-Science Committee formulates its recommendations and ranks the applications it considers to have met the standard of

excellence. It does this on the basis of the selection criteria summed up in the Hercules Regulatory Decision. Recommendations and ranking are motivated in an explicit, substantial and written manner.

ii) Assessment of the investment plan and investigation of cooperation potential

The Hercules-Invest Committee investigates the investment plans of those proposals deemed to have met the standard of excellence by the Hercules-Science Committee, in accordance with the criteria listed in point 3.3.

The Hercules-Invest Committee then investigates whether any needs or opportunities exist other than those identified in the application, in the areas of inter-institutional or inter-association cooperation, or cooperation with domestic or foreign research centres, scientific associations, or companies.

On the basis of these two assessments the Hercules-Invest Committee formulates a recommendation, which is added to the Hercules-Science Committee's recommendations. This recommendation is motivated in an explicit, substantial and written manner.

iii) Decision of the Board of Directors of the Hercules Foundation

The Board of Directors of the Hercules Foundation makes a final decision in line with the following principles.

The list of applications deemed excellent by the Hercules-Science Committee can only be ratified or rejected. If rejected, the Hercules-Science Committee and Hercules-Invest Committee are questioned again, this time with an express statement of those elements which the Board of Directors believes require further investigation.

If the Hercules-Invest Committee formulates a recommendation on an application dossier, the Board of Directors of the Hercules Foundation will proceed as follows:

- 1° either the recommendation will be rejected and the dossier approved;
- 2° or the recommendation will be accepted in part or in full, and the dossier approved, on the understanding that the financing or investment conditions imposed by the Board of Directors will serve as the terms and conditions for obtaining subsidies;
- 3° or the recommendation will be accepted in part or in full, and the dossier only approved if the Board of Directors is shown the necessary remediation within the period it stipulates, to be no less than ten calendar days and no more than sixty calendar days.

If the global amount of subsidies for proposals deemed to have met the standard of excellence is higher than the sum available, the proposals will be subsidised in order of excellence until a proposal is reached which cannot be fully funded. Proposals which are not funded but deemed excellent will derive no rights from this in the next call.

After the Board of Directors has reached a final decision all the documents that have been made up in the course of the procedure become public for all persons involved on

the basis of the freedom of information legislation. Among other things this means that the content of the referee reports, the motivated recommendations of the Hercules-Science Committee and the Hercules-Invest Committee, and the motivated final decisions of the Board of Directors can be consulted by all applicants.

3.3 Selection criteria

The subsidy application assessment criteria are set forth in the Hercules Regulatory Decision.

The Hercules-Science Committee evaluates the scientific quality of the applications and ranks applications deemed excellent in order of excellence in accordance with the following selection criteria:

- 1° the scientific quality and relevance of the research programme to be carried out via the research infrastructure;
- 2° the importance of the research infrastructure to research in the scientific discipline involved;
- 3° the innovative character of the research programme to be carried out via the research infrastructure;
- 4° the extent to which the research infrastructure (as a logistic interchange) can generate a large series of new projects;
- 5° the technologically innovative character of the research infrastructure;
- 6° if the research infrastructure is to be built: the technical feasibility of that research infrastructure;
- 7° the quality and competence of the research group or groups involved, the scientific position of the research group or groups in the international context, as well as its/their involvement in the policy of international research infrastructures;
- 8° the extent to which the proposal fits in with the strategic research policy of the institution or institutions involved;
- 9° the extent to which investment in the research infrastructure contributes towards reinforcing the Flemish or regional position in the research area in question;
- 10° the extent to which the proposal aligns with domestic and foreign initiatives and infrastructures in the research area in question;
- 11° the accessibility of the research infrastructure to researchers outside the receiving institution, as well as the quality of the access regulations.

The Hercules Regulatory Decision does not lay down weighting factors for these selection criteria. The Hercules-Science Committee can decide autonomously on this issue. However, before it assesses the applications that will be submitted in the framework of this call it will lay down the weighting factors that it will be using in an explicit and written manner. These weighting factors will be made public together with the recommendations of the Committee.

The Hercules-Invest Committee investigates the applications deemed excellent by the Hercules-Science Committee in order to assess whether the investment plans are sufficiently realistic and objective.

The investment plans will therefore include at least the following elements:

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- 1° a description of the intended investment;
- 2° a description of the way in which the infrastructure will be achieved;
- 3° an utilisation plan;
- 4° a description of the quality of the infrastructure in which the research infrastructure will be housed;
- 5° an estimate of the financial, personal and material costs, and;
- 6° a definitive budget.

In addition, the Hercules-Invest Committee will investigate whether possibilities for cooperation exist which are not included in the application.

3.4 Indicative time schedule for evaluation and decision making

The following indicative time schedule applies to the second call for large-scale research infrastructure:

- issuing of call to submit applications: April 2, 2009;
- end of call: October 1, 2009;
- opportunity to respond to referee reports: December 2009 (in an indicative manner);
- hearings are set up in February 2010;
- decision of the Board of Directors: end of March 2010.

4 Financial provisions

4.1 Subsidy percentages

The subsidising of selected proposals for large-scale research infrastructure (Hercules 3 initiatives) amounts to **70%** of the subsidisable costs (see point 4.2 for subsidisable costs). In order to stimulate cooperation between centres of knowledge and between centres of knowledge and third parties, this percentage can increase to:

- o **90%** of the subsidisable costs if the proposal is made by research groups from *more than one* subsidy-eligible body (cf. point 2.1) and it is demonstrated in the application dossier that all applicants account for at least half of the amount they would have to pay if the remaining 10% of the subsidisable costs were proportionately distributed. This is to emphasise that there must be a real contribution and commitment from all applicants, and that it is *not* simply a formal construct. For example, if two partners cooperate, the share to be co-financed must be proportionally divided between the two partners (each 1/2 of 10%), whereby one partner contributes at least half of the half (1/4 of 10%) and the other no more than the remaining 3/4. If, for example, 3 partners cooperate, the share to be co-financed must be proportionally divided between the 3 partners (each 1/3 of 10%), whereby two partners must contribute at least 1/6 of 10%, and other no more than the remaining 2/3;
- o **100%** of the portion of the subsidisable costs to be funded by the university or university college itself if at least 25% of the qualifying costs are borne by a body other than a university or university college.

In tables 1 and 2 we illustrate the subsidy percentages for Hercules 3 initiatives through fictitious figures for a number of situations which may occur in practice. For each situation we also refer to the applicable provision of the Hercules Regulatory Decision.

4.2 Cost categories eligible for subsidy

- Costs for research investments, i.e. the costs of purchasing the research infrastructure itself or purchasing the construction components for the foreseen research infrastructure, including the non-refundable portion of VAT. Also the costs of upgrading, i.e. substantially improving, existing research infrastructure are included;
- Personnel costs for the development and construction of the research infrastructure. This also includes the personnel costs for upgrading existing research infrastructure; i.e. this does NOT include operational or maintenance personnel once the infrastructure is up and running;
- Maintenance costs over the entire depreciation period, i.e. the costs arising from maintenance agreements or research infrastructure upgrades;
- Since when installing large-scale equipment institutions often need to modify the buildings, and the efficient use of research equipment calls for specialised personnel in some cases, it has been provided that, spread over the five-year depreciation period for the initial investment, a **maximum of 15%** of the subsidy per dossier *allocated to the application* can go towards:
 - costs of modifying buildings and connection costs relating to the research-infrastructure;
 - equipment repair costs;
 - personnel costs for the permanent maintenance and operation of the research infrastructure. These may be the costs for personnel already in service on a permanent or contractual basis at the receiving institution and already in possession of the competencies needed to ensure the permanent maintenance and operation of the research infrastructure, or personnel to be trained specifically for this purpose. However, they can also relate to costs for personnel to be recruited by the receiving institution.

The so-called 15% rule described above does not mean that “no more than 15% of the total sum requested as a subsidy” can be spent on the costs above. For Hercules 3 initiatives, the 15% rule means that 15% of the subsidy to the tune of 70% of the subsidisable costs (may be increased to 90% under the conditions given in art. 17, par. 2 of the Hercules Regulatory Decision or to 100% under the conditions given in art. 17, par. 3 of the Hercules Regulatory Decision) can be spent on the cost items mentioned above (i.e. 15% of 70%, 90% or 100% of the subsidisable costs respectively).

Shifts within the depreciation period do not present a problem; the 15% rule is designed as an average rule applied across the depreciation period as a whole.

In the table 3 we illustrate the 15% rule using the example figures from table 1.

Table 1: Illustration of the subsidy percentages for Hercules 3 initiatives from the perspective of universities/university colleges based on fictitious figures for a number of situations which may occur in practice, along with a reference to the applicable provision(s) of the Hercules Regulatory Decision

e.g.	Applicable article	Total cost eligible for subsidy	Body	% cost	% subsidy	Cost to be borne
1	Art. 17, 1 st par.	EUR 2,000,000	university/university college A	100%	70% (= EUR 1,400,000)	EUR 600,000
2	Art. 17, 2 nd par.	EUR 2,000,000	university/university college A	50%	90% (= EUR 900,000)	EUR 100,000
			university/university college B	50%	90% (= EUR 900,000)	EUR 100,000
3	Art. 17, 2 nd par.	EUR 2,000,000	university/university college A	50%	90% (= EUR 900,000)	EUR 100,000
			strategic research centre/institution for post-initial education A	50%	90% (= EUR 900,000)	EUR 100,000
4	Art. 17, 3 rd par.	EUR 2,000,000	university/university college A	50%	100% (= EUR 1,000,000)	EUR 0
			third party	50%	0%	EUR 1,000,000
5	Art. 17, 2 nd and 3 rd par.	EUR 2,000,000	university/university college A	35%	100% (= EUR 700,000)	EUR 0
			strategic research centre/institution for post-initial education A	35%	90% (= EUR 630,000)	EUR 70,000
			third party	30%	0%	EUR 600,000
6	Art. 17, 1 st and 3 rd par.	EUR 2,000,000	university/university college A	80%	70% (= EUR 1,120,000)	EUR 480,000
			third party	20%	0%	EUR 400,000
7	Art. 17, 2 nd and 3 rd par.	EUR 2,000,000	university/university college A	40%	90% (= EUR 720,000)	EUR 80,000
			strategic research centre/institution for post-initial education A	40%	90% (= EUR 720,000)	EUR 80,000
			third party	20%	0%	EUR 400,000

Table 2: Illustration of the subsidy percentages for Hercules 3 initiatives from the perspective of strategic research centres/institutions for post-initial research by means of fictitious figures for a number of situations which may occur in practice, with reference to the applicable provision(s) of the Hercules Regulatory Decision

e.g.	applicable article	total cost eligible for subsidy	Body	% cost	% subsidy	cost to be borne
1	Art. 17, 1 st par.	EUR 2,000,000	strategic research centre/institution for post-initial education A	100%	70% (= EUR 1,400,000)	EUR 600,000
2	Art. 17, 2 nd par.	EUR 2,000,000	strategic research centre/institution for post-initial education A	50%	90% (= EUR 900,000)	EUR 100,000
			university/university college A	50%	90% (= EUR 900,000)	EUR 100,000
3	Art. 17, 2 nd par.	EUR 2,000,000	strategic research centre/institution for post-initial education A	50%	90% (= EUR 900,000)	EUR 100,000
			strategic research centre/institution for post-initial education B	50%	90% (= EUR 900,000)	EUR 100,000
4	Art. 17, 1 st and 3 rd par.	EUR 2,000,000	strategic research centre/institution for post-initial education A	50%	70% (= EUR 700,000)	EUR 300,000
			third party	50%	0%	EUR 1,000,000
5	art. 17, 2 nd and 3 rd par.	EUR 2,000,000	strategic research centre/institution for post-initial education A	35%	90% (= EUR 630,000)	EUR 70,000
			university/university college A	35%	100% (= EUR 700,000)	EUR 0
			third party	30%	0%	EUR 600,000
6	art. 17, 2 nd and 3 rd par.	EUR 2,000,000	strategic research centre/institution for post-initial education A	40%	90% (= EUR 720,000)	EUR 80,000
			university/university college A	40%	90% (= EUR 720,000)	EUR 80,000
			third party	20%	0%	EUR 400,000

4.3 Costs not eligible for subsidy

- Operating costs relating to the research infrastructure. These costs are normally borne by research projects using the infrastructure;
- Costs for infrastructure facilities, such as costs for buildings, facilities chargeable to normal housing, with the exception of costs for modifying buildings, and connection costs specifically related to the research infrastructure in question.

4.4 Rules for calculating personnel costs

To simplify infrastructure project management as much as possible for the institution's central services and researchers, personnel costs are estimated on the basis of the real wage costs for personnel already in service. If this is not the case the FWO's rules for estimating personnel costs will be followed.

The wages for personnel recruited for FWO projects is established annually on a fixed basis. The following amounts are provided for personnel in 2009: for **one, full-time, scientific or research assistant: EUR 56,800** and for **one, full-time, technical assistant: EUR 47,600**. For **part-time** personnel this amount comes to **EUR 28,400 for scientific personnel and EUR 23,800 for technical personnel**. The following amounts are provided for personnel in 2010: for **one full-time scientific or research assistant: EUR 60,000** and for **one full-time technical assistant: EUR 50,000**. For **part-time** members of personnel this comes to **EUR 30,000 for scientific personnel and EUR 25,000 for technical personnel**. This is the maximum allowable individual personnel expenditure per annum. With this the promoter-spokesperson and/or co-promoters can recruit personnel under an employment contract or (in the case of a scientific worker) under a doctoral grant. When carrying out a subsidised project the maximum amounts must be respected, but not necessarily the number of subsidised items. Promoters can recruit full-time as well as part-time personnel (scientific or technical, depending on the appointment, but always full-time in the case of doctoral grants), as long as they remain within the budget allocated.

The amounts above in the FWO rules do not apply to personnel in service. If with respect to personnel costs for the permanent maintenance and operation of the research infrastructure (see 4.3) account is made of **the costs for personnel already in service at the receiving institution on a permanent or contractual basis, the current wage bill** for that personnel will be included in the budget in part or in full as a subsidisable cost (based on the total monthly hours spent on permanent maintenance and operation by that personnel).

The costs associated with educating, training and retraining personnel in the use of the research infrastructure are subsidisable under the Hercules initiative. These costs are covered by the maintenance costs referred to in article VI.9.13, 3° of the Supplemental Decree, and more particularly the personnel costs associated with the permanent maintenance and operation of the research infrastructure referred to in article 15, 3° of the Hercules Decree. To ensure the proper operation of the research infrastructure it is essential that competent personnel be recruited or that existing personnel be trained or retrained.

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There are two points to bear in mind here:

- Firstly the costs of educating, training and retraining personnel are subsidisable during the depreciation period applicable to the research infrastructure. On the one hand this means that:

not only the initial training costs, but also the costs of retraining “on the job” (after an upgrade, for example) are subsidisable. And, on the other, that these retraining costs are only subsidisable until the depreciation period expires. Thereafter the institution must carry the costs itself.

- Secondly, no more than 15% of the subsidy granted can be used to cover the costs of educating, training or retraining personnel over the research infrastructure depreciation period.

Table 3: Illustration of the 15% rule by applying it to the situations in table 1

e.g.	Total cost eligible for subsidy	Body	% cost	% subsidy	Cost to be borne	15% rule
1	EUR 2,000,000	university/university college A	100%	70% (= EUR 1,400,000)	EUR 600,000	15% of 70% (= EUR 210,000)
2	EUR 2,000,000	university/university college A	50%	90% (= EUR 900,000)	EUR 100,000	15% of 90% (= EUR 135,000)
		university/university college B	50%	90% (= EUR 900,000)	EUR 100,000	15% of 90% (= EUR 135,000)
3	EUR 2,000,000	university/university college A	50%	90% (= EUR 900,000)	EUR 100,000	15% of 90% (= EUR 135,000)
		strategic research centre/institution for post-initial education A	50%	90% (= EUR 900,000)	EUR 100,000	15% of 90% (= EUR 135,000)
4	EUR 2,000,000	university/university college A	50%	100% (= EUR 1,000,000)	EUR 0	15% of 100% (= EUR 150,000)
		third party	50%	0%	EUR 1,000,000	NT
5	EUR 2,000,000	university/university college A	35%	100% (= EUR 700,000)	EUR 0	15% of 100% (= EUR 105,000)
		strategic research centre/institution for post-initial education A	35%	90% (= EUR 630,000)	EUR 70,000	15% of 90% (= EUR 94,500)
		third party	30%	0%	EUR 600,000	NT
6	EUR 2,000,000	university/university college A	80%	70% (= EUR 1,120,000)	EUR 480,000	15% of 70% (= EUR 168,000)
		third party	20%	0%	EUR 400,000	NT
7	EUR 2,000,000	university/university college A	40%	90% (= EUR 720,000)	EUR 80,000	15% of 90% (= EUR 108,000)
		strategic research centre/institution for post-initial education A	40%	90% (= EUR 720,000)	EUR 80,000	15% of 90% (= EUR 108,000)
		third party	20%	0%	EUR 400,000	NT

4.5 Duration of large-scale investment projects

4.5.1 Definition

By the duration of a large-scale investment project is meant the duration of the contract between the Hercules Foundation on the one and the receiving institution and the promoter-spokesperson on the other hand. (see 5.1.) The contract starts running on the day it is signed and it includes:

- the term over which the costs can be justified;
- the depreciation period.

A term of 18 months is foreseen for administrative closure of the purchase and practicalities (price quotes, terms of delivery, modification of buildings, getting the infrastructure up and running). This period of time lies between signature and starting to build the infrastructure, or between signature and starting to use the infrastructure.

In principle a fixed depreciation period of 5 years is assumed, with the exception of ICT equipment (hardware and software) where the depreciation period is set at 3 years. The calculation of the depreciation period is done in conformance with the rules of the institution of the promoter-spokesperson.

Because of practical reasons the duration is defined as the period of time starting at the point of signature and ending 18 months after the end of the depreciation period.

In practice several scenarios can occur that modulate the duration of a large-scale investment project. These scenarios are dealt with hereafter.

4.5.2 Investment projects without a construction phase or upgrades

In the case of large-scale investment projects consisting exclusively of financing costs for research investments, i.e. the costs of purchasing the research infrastructure itself or purchasing the components to construct the research infrastructure in question, i.e. *without construction phase or upgrades*, the contract commences at the point of signature and ends 18 months after the depreciation period.

4.5.3 Investment projects with a construction phase

In the case of a large-scale investment project with a construction phase the application form must clearly state the number of months this phase will take. The contract commences at the point of signature and ends 18 months after a period equivalent to the period foreseen for construction, plus the depreciation period.

4.5.4 Investment projects with an upgrade

In the case of a large-scale investment project the application of which foresees an upgrade, the application form must clearly indicate for when this is planned. The contract commences at the point of signature and ends 18 months after the period over which the initial investment is depreciated, plus the portion of the upgrade depreciation period by which the initial investment depreciation period is exceeded.

4.5.5 Investment projects with a construction phase and upgrade

In the case of a large-scale investment project the application of which foresees both a construction phase and an upgrade, the above methods are cumulated. The application form

must clearly state the number of months the construction phase will take, and for when the upgrade is planned.

The contract commences at the point of signature and ends 18 months after a period equivalent to the period foreseen for construction, plus the period over which the initial investment is depreciated, plus the portion of the upgrade depreciation period by which the initial investment depreciation period is exceeded.

4.5.6 Exceptions

Should it transpire that the required procedures and stages cannot be completed within 18 months, this period may be extended by mutual agreement provided the Hercules Foundation is given detailed reasons for this beforehand.

When the subsidy agreements for approved applications are being finalised, any changes in the schedule proposed in the application will be discussed with the promoter-spokesperson and a subsidy payment schedule will be agreed.

4.5.7. Cost of concluding the subsidy agreement

Once the subsidization of an investment initiative has been approved the Hercules Foundation concludes a subsidy agreement with the parties receiving the subsidy. This agreement relates to the implementation of a well-described infrastructure project, the differentiation of subsidisable costs, and the method of paying the subsidies. Only those costs which are incurred after the subsidy agreement is concluded can be subsidised. This is the logic behind the subsidy agreement.

It relates to a valuable, future project for which the applicants did not have the necessary resources at the time of application. This rule helps prevent misuse. However, this does not prevent applicants from making investments beforehand in relation to investment initiatives which later receive Hercules funding. In this case these prior investments are carried entirely by the applicants.

5 Additional provisions

5.1 Receiving institution

The subsidised research infrastructure is contractually managed by a demonstrable receiving institution with a right in rem (ownership, co-ownership, usufruct, etc.) in respect of the infrastructure, and the responsibility to ensure optimal usage of the infrastructure.

In the case of a large-scale research infrastructure, the receiving institution is:

- either an association, a university, a university, a strategic research centre or an institution for post-initial education;
- or a properly authorised body of the association, university, university college, strategic research centre or institution for post-initial education;
- or a partnership agreement between one or more associations, universities, university colleges, strategic research centres or institutions for post-initial education;
- or an association, foundation or company controlled by one or more associations, universities, university colleges, strategic research centres or institutions for post-initial education. Control of an association must coincide with possession of the majority of votes in the Board of Directors. Control of a company is interpreted in the sense intended by article 5 of the Companies Code.

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The Hercules Foundation will enter into a contract with the receiving institution and the promoter-spokesperson.

If the application is a consortium application, this contract will only be concluded once a partnership agreement concluded between the various research groups involved and their respective institutions has been put before the Hercules Foundation. This partnership agreement must set out the modalities of the cooperation between the various research groups and their respective institutions as regards implementation of the research infrastructure project. The partnership agreement would be expected to contain provisions relating, among other things, to the following subjects:

- the rights in rem which the various research groups or their respective institutions might exercise on the subsidised research infrastructure (ownership, co-ownership, usufruct, etc.);
- the financially assessable contribution of the various research groups, or their respective institutions, to the purchase, installation, construction, maintenance and/or operation of the subsidised research infrastructure;
- the repercussions of the Hercules Foundation's granting of subsidies on the various institutions' participation and their position in other research financing mechanisms (e.g. research section of the new financing model for operating subsidies for universities and colleges of higher education, BOF, IOF, etc.);
- the issue if and how VAT will be charged between different institutions;
- access to and use of the subsidised research infrastructure by the various research groups, with a possible prioritisation, and
- a mediation mechanism in case of disputes over the interpretation and performance of the partnership agreement or other matters relating to the fulfilment of the research infrastructure project subsidised by the Hercules Foundation.

If the application is one involving a third party or parties, the contract between the Hercules Foundation and the receiving institution and the promoter-spokesperson will only be concluded once the agreement(s) relating to the implementation of the research infrastructure project concluded between the relevant research group(s) or its/their (respective) institution(s) and the third party/parties involved is/are put before the Hercules Foundation.

Under no circumstance may third parties receive subsidies. Subsidies are never paid to third parties, or to legal entities in which third parties and parties entitled to subsidies participate.

Third parties may at all times participate in a subsidised investment initiative. In return for a given financial, personal or material contribution to the investment initiative they may acquire a limited right of use in respect of the research infrastructure. Contributions by third parties must be estimated as accurately as possible as a value in euros.

5.2 Use of the research infrastructure

Once the infrastructure becomes operational and until the end of the depreciation period, the receiving institution will keep a logbook indicating the following elements:

- the users of the research infrastructure;
- the use to which the research infrastructure is put;
- the duration of use of the research infrastructure;

- user comments regarding the efficiency and effectiveness of the research infrastructure.

These logbooks are one of the elements used to evaluate cooperative links. They may be kept in an electronic manner.

5.3 Cooperation with foreign organisations¹

5.3.1 Cooperation with foreign organisations if the research infrastructure to be subsidised is located in Flanders

Foreign organisations (public and private education and/or research institutions, companies, etc.) may be involved in Hercules investment initiatives for large-scale research infrastructure. From a legal viewpoint, they are treated as third parties in this case. This means that (1) in return for their financially assessable contribution they receive only a limited right to use the research infrastructure (2) they can never be the beneficiary of Hercules financing, so that subsidies can never be paid to them or to a legal entity in which they participate alongside parties entitled to subsidies.

From the above it follows that:

- foreign organisations may at all times be involved in the co-financing of research infrastructure;
- foreign organisations can be involved in the collective construction of research infrastructure provided the provisions of the Supplementary Decree and Hercules Regulatory Decision are adhered to, and
- foreign researchers can be invited to work on or with subsidised research infrastructure.

Where the co-financing of collective construction is concerned special care must be taken with regard to the (repercussions of the) legal form of the partnership agreement between the Flemish university or universities and/or university college(s) and the foreign organisations. It is recommended that an international not-for-profit association be set up in which the Flemish university or universities and/or university college(s) possess the majority of votes on the Board of Directors.

For the invitation of foreign researchers to work on or with subsidised research infrastructure the set-up of a separate legal entity is not required. Use can be made of simple cooperation agreements between for instance the receiving institution and the organisation with which the foreign researcher is affiliated.

5.3.2 Cooperation with foreign organisations if the research infrastructure to be subsidised is located outside Flanders

Hercules financing can be used for the purchase and installation as well as the development and construction of large-scale research infrastructure to be used in foreign organisations, i.e. the “big science” institutions, such as CERN in Geneva and ERSF in Grenoble. From a legal standpoint these organisations are also treated as third parties. To make use of research infrastructure financed by the Hercules Foundation in foreign organisations, the condition is that the receiving institution must be an international not-for-profit association set up by the Flemish education or research institution(s) and the foreign organisation(s)

¹ On the issue of cooperation with foreign organisations, the Hercules Foundation can provide a memo which addresses a number of concrete questions and difficult areas in greater detail.

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involved. This international not-for-profit association must have as its company object the purchase and installation, or development and construction, and the management of the research infrastructure subsidised by Hercules financing. The Flemish education or research institution(s) must possess the majority of votes in the Board of Directors of this international not-for-profit association. However, in this case the international not-for-profit association cannot be the formal recipient of (part of) the Hercules financing because under no circumstance may a third party directly or indirectly receive Hercules financing.

6. Guidelines for filling in the application form

PLEASE USE THE ENGLISH APPLICATION FORM AND FILL IT OUT IN ENGLISH

DO NOT CHANGE THE LAYOUT OR TITLES

Please complete everything in Arial, size 11, single line spacing

Please do not exceed the maximum number of pages allowable for your answer. Exceeding this amount could have a negative influence on the application's review.

In this chapter the numbering of the sections in the application form is used.

Front Page

Give the name of the promoter-spokesperson on the front page of the application form along with the institution (university, university college, strategic research centre or institution for post-initial education) with which he/she is associated and for which he/she is submitting the application. If a person is associated with several institutions please state to which of these the application relates.

There may be only one promoter-spokesperson per application.

On this page please also give the title of the application and/or name of the requested infrastructure.

You should also state the amount you are requesting as a subsidy from the Hercules Foundation along with the (total) co-financing figure and/or amount contributed by third parties, and, finally, the total subsidisable cost. Please also take the (non-refundable portion of the) VAT into account.

The summary

Please summarise the application in no more than one page and in a language which can be easily understood by a scientist/scholar who is not a specialist in the subject.

I. Scientific Section

1.1 Introduction (max. 2p. A4)

Give the international context of the research field or fields to which the application relates, the 'state of the art' research infrastructure available for this research, and recent breakthroughs and 'hot topics', including, where relevant, technological applications.

1.2 Description of the requested infrastructure (max. 2 p. A4)

Describe the requested infrastructure (including planned upgrades).

State whether the application relates to the purchase of new infrastructure or the extension/replacement of existing infrastructure. If it relates to an expansion and/or replacement of existing infrastructure, indicate the year in which the existing apparatus was purchased / installed and the means by which the purchase was financed.

State whether the infrastructure is already commercially available or at an experimental stage and if the application relates to the purchase of components to build the infrastructure. If the infrastructure is still at an experimental stage state whether the applicant is collaborating in its development.

Explain the relevance, scientific and technological added value and innovative character of the requested infrastructure in developing the research field(s) involved. Give the Flemish, Belgian, European and international context.

1.3 Information relating to the added value which the infrastructure will bring to the research (max. 2 p. A4)

In this section describe the proposed research programme or proposed research programmes for which the requested infrastructure is required.

Do(es) the proposed research programme(s) tie in with the applicants' long term research? Do(es) the proposed research programme(s) represent a new research direction for the applicants? Explain.

Explain the relevance, scientific and technological added value and innovative character of the proposed research programme(s) for the research field(s) in question.

1.4 Information relating to the scientific context of the requested infrastructure (max. 2 p. A4)

How closely does the application fit in with the strategic research policy operated by the requesting institutions and their component parts (e.g. group, faculty, department).

Give also any known similar equipment/infrastructures at your own institutions, in Flanders, in Belgium and/or in other countries. Clarify the necessity for your access to this infrastructure to carry out the research work, given that the infrastructure is already present in your own institution(s) or elsewhere.

Give your reasons for submitting or not submitting your application as part of a consortium and/or in collaboration with third parties.

If you are requesting several items of equipment at the same time explain why these constitute a whole and demonstrate how the research programmes cannot be carried out if one of them is not available.

To what extent does the requested infrastructure contribute to the strengthening of the Flemish or regional position in the research field in question, and, in the case of strategic basic research, to the strengthening of innovative capacity in Flanders?

To what extent might the infrastructure function as a locus to generate new projects and partnership agreements other than those already described in the proposal?

To what extent do the requested infrastructure and associated research programme(s) fit in with initiatives and infrastructure in the research field in question in Flanders, Belgium, or the European Union, or at supranational or international level?

1. 5 Qualifications of the research groups involved

1.5.1 Scientific position of the research groups (max. 2 p. A4)

Describe and place in an international context the scientific position of the research group(s) submitting the application, and show their involvement in managing and setting policy in relation to (international) research infrastructures.

Show to what extent the research groups possess the scientific and technological competency and management experience needed to carry out the proposed research programme(s) using the requested infrastructure and, where necessary, the extra competencies in need of development.

1.5.2 Curricula Vitae of the promoter-spokesperson and co-promoter(s)

- Scientific output: to demonstrate the scientific excellence of the promoter-spokesperson or all members of the consortium as a whole, please give the ten most relevant publications (articles, books, chapters in books, the proceedings of scientific congresses and patents). If the publications relate to the application this should be indicated by means of an asterisk.

Add as an appendix submitted by the promoter-spokesperson and (each of) the co-promoter(s) a brief scientific CV – max. 10 A4 per person – divided into at least the following categories:

- Academic titles and diplomas
- Where relevant for the partner(s): (co-)promotership of defended doctoral degrees and doctoral degrees under preparation in the last 5 years
- Research funding granted in the last 5 years: (co-)promotership of research projects (give also: financing body, project title, budget, duration)
- Publications (confine these to the 10 most relevant, demonstrating the relevance of the request for apparatus or scientific excellence). There is no restriction in time or in form here (articles, books, chapters in books, the proceedings of scientific congresses and patents)
- Experience in research with and management of large-scale research infrastructure, possibly as part of a consortium or in an international context
- Contribution to the valorisation of research results (patents, licences, spin-offs, etc.)
- If relevant to the application or the partner(s): other applicable information

PLEASE NOTE

In the electronic format, CVs should be added as **one or more separate files**. An application may not be submitted as a single (PDF) file.

1.6 Proposed (forbidden) referees

1.6.1 Referees proposed by applicants

In order to support the work of the Hercules-Science Committee, scientific recommendations are obtained for each application from at least three experts. The Hercules-Science Committee draws up the list of experts per application.

Applicants have the possibility of proposing a maximum of five people whom they consider suitable to assess the application. Applicants must not contact these referees themselves.

1.6.2 Forbidden referees

Applicants can list a maximum of three people or institutions whom they do not want as a referee, or do not want referees to be chosen from.

II. Investment Plan

2.1 Description of how the infrastructure will be obtained and the legislation regarding installation and exploitation (max. 2 p. A4, except for construction, max. 6 p. A4)

Give a description of how the infrastructure or parts of the infrastructure to be built will be obtained (purchase, leasing, public-private partnership, etc.).

If the infrastructure is to be purchased, state how many suppliers there are on the market and the expected lead time after placement of the order.

If the infrastructure is to be constructed explain the technological feasibility of the proposal and explain in a project plan the construction and operation of the infrastructure (staff, schedule, work, benchmarking, etc.). Drawings and other relevant material can be added as a separate appendix to the application.

Describe the licences needed for the installation and use of the infrastructure (e.g. building permit, environmental licence, insurance, etc.) and state whether these have already been granted, or applications submitted, giving the likely date of issue, or applications are in preparation, giving the likely dates of submission and issue.

2.2 Housing (max. 2 p. A4)

Give a detailed description of any housing required for the requested research infrastructure. Pay attention to needs specific to installation, alterations, and, where applicable, the work schedule for these works. State the technical standards to be satisfied and how this will be achieved. If necessary, plans and other technical documents can be given in an appendix.

2.3 Exploitation plan (max. 3.p. A4)

Give an exploitation plan relating to the infrastructure for the first three years after purchase, or, in the case of construction, after commissioning by the applicants.

Give information on the following:

- + The planned date on which the research infrastructure can be used for research purposes
- + The exploitation of the research infrastructure, paying attention to quality care and safety aspects
- + The estimated time available to users (stating estimated maintenance time), how the available user time will be managed and how priorities will be set within the research groups that submit an application
- + The financing of the exploitation costs
- + If there is a surplus of user time, how other users (research groups in and outside of own institution(s), the Flemish business world or other) will be attracted, and under what conditions (e.g. rules for use and application of a reasonable fee) they will have 'open access' to the infrastructure.

III. Financing

3.1 Depreciation period

A fixed depreciation period of 5 years is assumed, with the exception of ICT equipment (hardware and software, including databanks) where the depreciation period is set at 3 years. In the case of a licence acquired for a database the depreciation period shall be equivalent to that for ICT equipment.

Check with the institution or promoter-spokesperson responsible for research coordination to ascertain the depreciation period for the requested infrastructure.

3.2 Total amount of subsidisable costs

Subsidisable costs

In the case of an application for large-scale research infrastructure (Hercules type 3) the total subsidisable costs are at least EUR 1,500,000.

Subsidisable costs are those costs which can be ascribed to one of the headings referred to in the first table of this section – see notes in this section.

Give the total subsidisable costs for the requested infrastructure. If possible give a breakdown between equipment and possible expansion modules or options. If several institutions are likely to receive the subsidies under the call for large-scale research infrastructure (Flemish universities, university colleges, strategic research centres and/or institutions for post-initial education) and/or one or more third parties are involved in this application, give a breakdown of total subsidisable costs over the various institutions and/or third parties.

The Hercules subsidy is exempt from overheads. All sums are inclusive of (the non-refundable portion of the) VAT².

Append at least one price quote for the (components of the) infrastructure to be purchased. The price quotes must be structured in such a way that the following cost types can be identified separately.

Subsidisable costs are:

a) costs of research investments. These break down into the following cost types:

- a1) costs for the purchase of the infrastructure
- a2) costs for components for the construction of the planned research infrastructure
- a3) repair costs
- a4) costs for modifying buildings and connection costs for the research infrastructure

² This is 21% for all Flemish universities; except the University of Ghent, which is 17%.

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b) personnel costs for the development and construction of the research infrastructure

c) maintenance costs during the depreciation period as a whole. These break down into the following cost types:

c1) costs arising from maintenance contracts

c2) research infrastructure upgrades

c3) personnel costs for the permanent maintenance and servicing of the research infrastructure

Subsidies can only be requested for the three cost items above.

The so-called 15% rule applies to the costs in a3), a4) and c3).

This rule does not mean that “no more than 15% of the total sum requested as a subsidy” can be spent on these costs. For Hercules 3 investment initiatives: it means that 15% of the subsidy to the tune of 70% of the subsidisable costs (may be increased to 90% under the conditions given in article 17, paragraph two of the Hercules Regulatory Decree, or up to 100% under the conditions referred to in article 17, paragraph three of the Hercules Regulatory Decree) can be spent on the cost items referred to in a3), a4) and c3) (i.e. 15% of 70%, 90% or 100% of the subsidisable costs respectively).

Shifts within the depreciation period do not present a problem; the 15% rule is designed as an average rule, applied across the depreciation period as a whole.

Co-financing by the institutions and contributions by third parties

The Hercules Programme funds a percentage of the subsidisable cost of the infrastructure :

- 70% of the subsidisable costs if the application is submitted by a single applicant
- 90% of the subsidisable costs if the application is submitted by more than one applicant
- 100% of the subsidisable costs if at least 25% of the eligible costs are carried by a third party.

Third parties do not qualify for subsidies.

In the table below we illustrate the subsidy percentages for large-scale research infrastructure applications by means of an example for each situation likely to occur in practice. In each case we also show the amount available on the grounds of the so-called 15% rule for subsidisable costs in point 2.8 referred to under a3), a4) and c3).

In the table in point 3.2. give the total amount of subsidisable costs, along with a breakdown of the various cost types, the institutions which qualify to apply for subsidies, and any third parties making a contribution of financial value.

Wages and costs should be given as figures for 2009.

3.3 Co-financing by the institutions (Flemish universities, university colleges, strategic research centres or institutions for post-initial education) and contributions of financial value by third parties

Subsidisable costs will be funded to the tune of 70% and 100% based on the rules set forth in the Hercules Regulatory Decree and explained in point 3.2. In cases where not all subsidisable costs are funded, show in the table in point 3.2. how the sum breaks down between institutions submitting an application and/or third parties making a contribution of financial value to the application.

The number of institutions and/or third parties has not been limited. The number of boxes for institutions/third parties provided in the application form is purely indicative and can be completed.

3.4 Origin of co-financing from institutions submitting an application

If the institutions are co-financing the application a description should be given, per institution, of how this is to take place and of the origin of these funds.

It should be assumed that the subsidy provided by the Hercules Foundation is not indexed linked.

Indicate for each of the sums how extra expenditure resulting from wage and price rises will be funded during the life of the agreement via co-financing or the third party contribution of financial value (point 3.5).

The number of institutions has not been limited. The number of boxes for institutions provided in the application form is purely indicative and can be completed.

3.5 Contribution of financial value by third parties

In cases where third parties are involved in an application please give the financial, material, and/or personal contribution of each third party. A third party contribution need not necessarily be financial. It can also be personal or material. One example of a personal contribution is the provision of specialist construction personnel. One example of a material contribution is the free supply of building materials or technical components. In other words a contribution of this kind must have a financial value.

Every contribution of financial value by a third party, however small, must be listed in the application form (see 3.3. of the application form).

The financial value of a material contribution must be assessed at the time of contribution. For example, if the contribution consists of raw materials the value shall be sought from the price on the raw materials market; if it consists of special materials the value shall be sought from the third party's selling price, given that the transaction is a normal market transaction, and so on. This estimate shall rest on the necessary documentary proofs, such as a sales

price summary provided by the contributing third party, an oath by the contributing third party, and so on.

A written commitment by the third party involved need not be produced at the time of the application. If the applicant already has such a letter of intent, this may be appended to the application.

The number of third parties has not been limited. The number of boxes for third parties provided in the application form is purely indicative and can be completed.

Table 1: Illustration of the subsidy percentages for type 3 Hercules applications and the so-called 15% rule by means of an example for each situation that is likely to occur in practice

vb .	total cost qualifying for a subsidy	Institution	% cost	% subsidy	cost to be carried	15% rule
1	EUR 1,000,000	Institution A	100%	70% (= EUR 700,000)	EUR 300,000	15% of 70% (= EUR 105,000)
2	EUR 1,000,000	Institution A	50%	90% (= EUR 450,000)	EUR 50,000	15% of 90% (= EUR 67,500)
		Institution B	50%	90% (= EUR 450,000)	EUR 50,000	15% of 90% (= EUR 67,500)
3	EUR 1,000,000	Institution A	50%	100% (= EUR 500,000)	EUR 0	15% of 100% (= EUR 75,000)
		Third party	50%	0%	EUR 500,000	N/A
4	EUR 1,000,000	Institution A	80%	70% (= EUR 560,000)	EUR 240,000	15% of 70% (= EUR 84,000)
		Third party	20%	0%	EUR 200,000	N/A
5	EUR 1,000,000	Institution A	35%	100% (= EUR 350,000)	EUR 0	15% of 100% (= EUR 52,500)
		Institution B	35%	100% (= EUR 350,000)	EUR 0	15% of 100% (= EUR 52,500)
		Third party	30%	0%	EUR 300,000	N/A
6	EUR 1,000,000	Institution A	40%	90% (= EUR 360,000)	EUR 40,000	15% of 90% (= EUR 54,000)
		Institution B	40%	90% (= EUR 360,000)	EUR 40,000	15% of 90% (= EUR 54,000)
		Third party	20%	0%	EUR 200,000	N/A

Hercules Foundation – Call for 2009–
Large-scale research Infrastructure (category 3 – with a minimum value of EUR 1,500,000, including non-refundable portion of VAT)

IV. General Information

4.1 Application Type

An application can be submitted by:

- a research group or groups from one of the following bodies: a university, a university college, an institution for post-initial education (Institute of Tropical Medicine, Vlerick Leuven Gent Management School), and a strategic research centre (IBBT, IMEC, VIB, VITO), referred to as an institution application;
- a partnership agreement between two or more of the following bodies: a university, a university college, an institution for post-initial education (Institute of Tropical Medicine, Vlerick Leuven Gent Management School), and a strategic research centre (IBBT, IMEC, VIB, VITO), referred to as a consortium application;
- a partnership agreement between one of the following bodies: a university, a university college, an institution for post-initial education (Institute of Tropical Medicine, Vlerick Leuven Gent Management School), and a strategic research centre (IBBT, IMEC, VIB, VITO) *AND* one or more third parties, referred to as an institution application with third parties.
- a partnership agreement between two or more of the following bodies: a university, a university college, an institution for post-initial education (Institute of Tropical Medicine, Vlerick Leuven Gent Management School), and a strategic research centre (IBBT, IMEC, VIB, VITO) *AND* one or more third parties, referred to as a consortium application with third parties.

4.2 Research Type

State whether the requested infrastructure will be used for fundamental and/or strategic basic research.

4.3 Possible ethical and/or biosafety implications

State also any possible ethical and/or biosafety implications and add the necessary certification.

4.4 Possible confidentiality implications

In some cases the infrastructure involved in research projects falls under a confidentiality clause, e.g. in the case of application procedures for patents or other forms of valorisation. If this is the case, it must be stated. The people involved in evaluation and selection, including the referees, will need to sign a Non Disclosure Agreement.

4.5 Scientific communication

Describe in no more than 250 characters (including spaces) what the requested infrastructure is and why it is being acquired in the first instance. If the application is approved, some or all of these elements may be used to communicate the science (press communiqués or non-professional publications).

V. Administrative Information

5.1 Details of promoter-spokesperson

Applications are initiated by researchers active in one or more research groups at one or more Flemish universities, university colleges, strategic research centres or institutions for post-initial education. These researchers appoint one from among them to act as application spokesperson and budget keeper. This promoter is referred to as promoter-spokesperson.

Give here the name and contact information for the person acting as the application promoter-spokesperson. He / she is required to date and sign the designated section of the application.

If within three years of the application being granted the promoter-spokesperson is granted emeritus status or retires, the name of a co-promoter besides this promoter-spokesperson, associated with the same institution, to take over responsibility for the infrastructure from the former, shall be given. Give here the name and contact details of this co-promoter. Give also his / her status (including the nature and start of his / her appointment). He / she is required to date and sign the designated section of the application.

5.2 Name and address of the receiving institution

The receiving institution is the institution at which the infrastructure will be installed.

5.3 Information on participating researchers at Flemish universities, university colleges, strategic research centres and institutions for post-initial educations

Researchers associated with the institution with which the promoter spokesperson himself is associated and from which he/she submits the application, and researchers at another Flemish institution which qualifies for subsidies (university, university college,

strategic research centre and or institution for post-initial education) may act as co-promoter.

In the application form please group the information on co-promoters by the institution with which they are associated, starting with the promoter-spokesperson's institution. Co-promoters associated with several institutions must decide against which of these they wish to be listed.

There is no limit to the number of promoters per institution; however the number of institutions is of course limited to the number of Flemish universities and university colleges. The number of boxes set aside for co-promoters in the application form is purely indicative.

Give the name and contact information for each co-promoter.

These co-promoters are not budget keepers. They must make a real financial contribution via their research group or institution to the application, as shown in the exploitation plan (see 2.3 of the application form).

Please give the status of each co-promoter (including the nature and start of their appointment). Each co-promoter is required to date and sign the designated section of the application.

5.4 Information on third parties

Third parties may participate in an application at any time. They are entitled to a limited right to use the research infrastructure in return for a given financial, personal or material contribution. However they may never be the beneficiary of any subsidy granted by the Hercules Foundation.

In applications for large-scale research infrastructure third parties are bodies other than a Flemish University, university college, Flemish strategic research centre or Flemish institution for post-initial education, i.e.:

- non-Flemish educational and/or research institutions, including federal scientific institutions; and
- domestic and foreign companies.

Give the third party or parties involved and the name, function, and contact information of the person responsible for the application. Please give the main activity of each third party (public or private research institutions, company, etc.).

The third party is not required to date and sign the application, because he/she cannot receive the subsidy.

There is no restriction to the number of third parties. The number of boxes set aside for third parties in the application form is purely indicative.

VI. Authorisation by the Institution's Management

The Hercules Regulatory Decree stipulates that when research groups apply for subsidies they must demonstrate that they have proper authorisation from the management of the institution involved.

The head of the institution or an authorised member of staff must therefore sign the application. In the case of universities this is the rector, and of university colleges the (general) directors.