

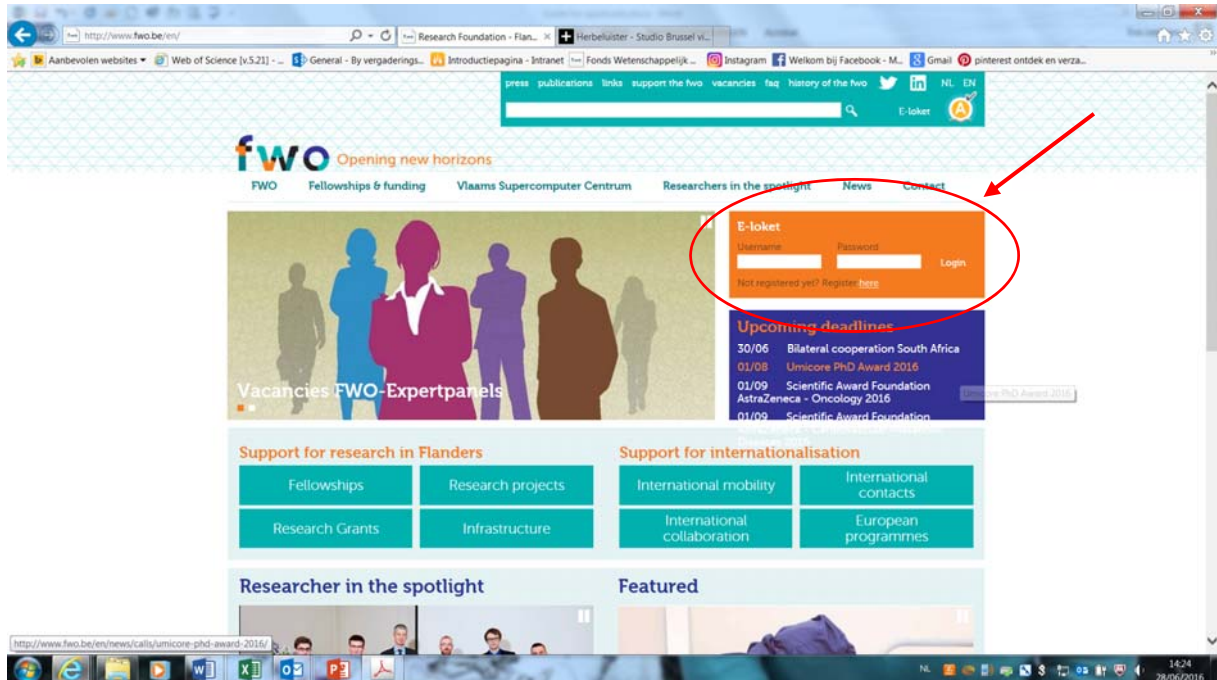
# Guide for applicants – vacancies FWO-Expertpanels

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## Receiving login and password

Applicants first have to register in order to receive a login name and password, which gives access to the web-based FWO e-portal for preparing and submitting a proposal. The registration tool can be found in the upper right corner of the FWO home page (<http://www.fwo.be/en/>).



Click 'Register' if you do not have a login and password yet ; you will see the following screen:

A screenshot of the FWO registration form. The form is titled 'Register' and is set against a dark blue background with the FWO logo and 'Opening new horizons' text. The form contains several input fields: 'Firstname', 'Surname', 'E-mail', 'Confirm e-mail', 'Date of birth' (with dropdown menus for day, month, and year), 'Field', 'Field 2', and 'Field 3'. A 'more about' link is next to the 'Field' dropdown. Below the form is a blue 'Register' button and a smaller 'Log in' link. A note at the bottom of the form states: 'When you click on "Register", a member of FWO staff will deal with your request.'

Fill out all necessary fields and press the 'Register' button. Please make sure you use a valid email address as the login and the password will be sent to you by email. FWO validates these data before providing access to the web-based FWO e-portal, so make sure to register **at least 48 hours** before you plan to submit an application.

## Complete personal data

See page 5

The screenshot shows the FWO e-portal interface. At the top, there is a navigation bar with the FWO logo and the tagline 'Opening new horizons'. Below the logo, there are menu items: Home, Edit profile, Applications, Reports, Reviews, and Help. A user profile box in the top right corner shows 'log out NL ENG' and the email 'eva.leemans@fwo.be'. The main content area displays a welcome message: 'Welcome, Mrs. Eva Leemans (11/15/1985) to the FWO e-desk.' Below this, there are several teal buttons arranged in a grid. The first row contains three buttons: 'Edit your personal details.' (circled in red), 'Start a new application or complete an unfinished application.', and 'Reviews'. The second row contains three buttons: 'Apply for expertpanel(s)', 'Reports', and 'Help'. The third row contains one button: 'Communicate conflict of interests'. The Windows taskbar at the bottom shows the time as 14:35 on 28/06/2016.

In order to eliminate redundant requests for information, we ask you to fill in your personal data just this once in the FWO e-portal by clicking on 'edit your personal details'.

## Apply for expertpanels

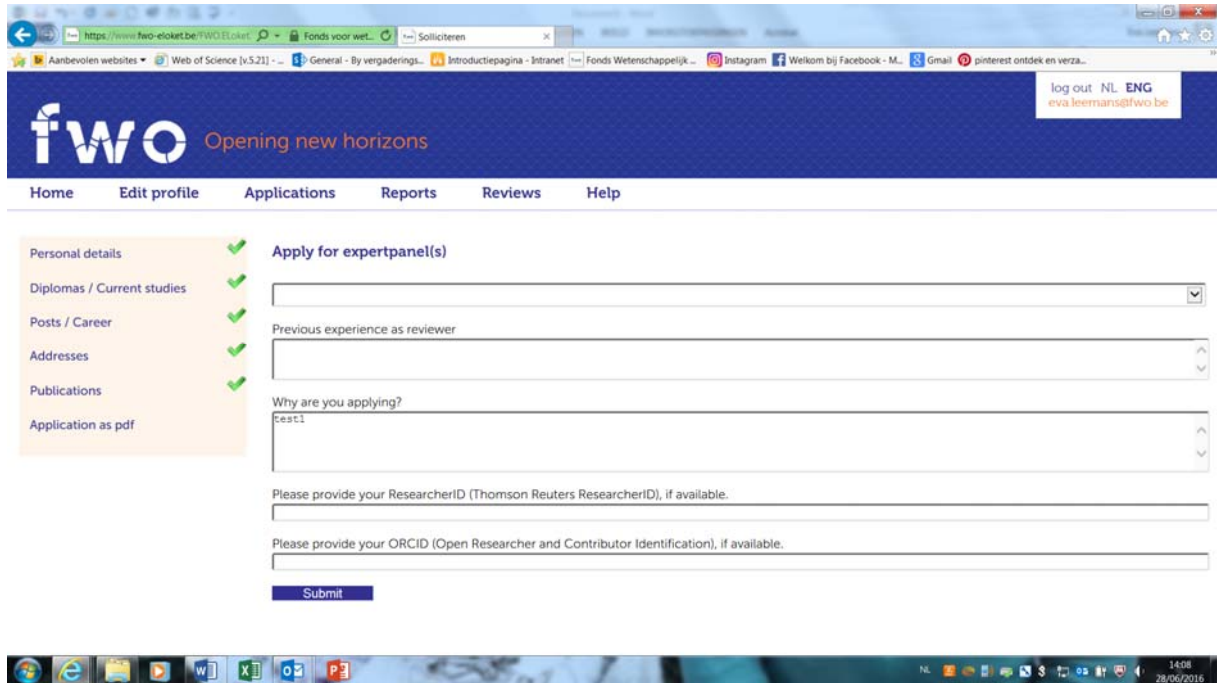
After completing your personal data, you can click on 'apply for expertpanel(s)' to complete your application:

This screenshot is identical to the one above, showing the FWO e-portal home page. The user is logged in as Mrs. Eva Leemans. In this view, the 'Apply for expertpanel(s)' button in the second row of the teal button grid is circled in red. The rest of the interface, including the navigation bar, welcome message, and taskbar, remains the same.

## How to complete your application

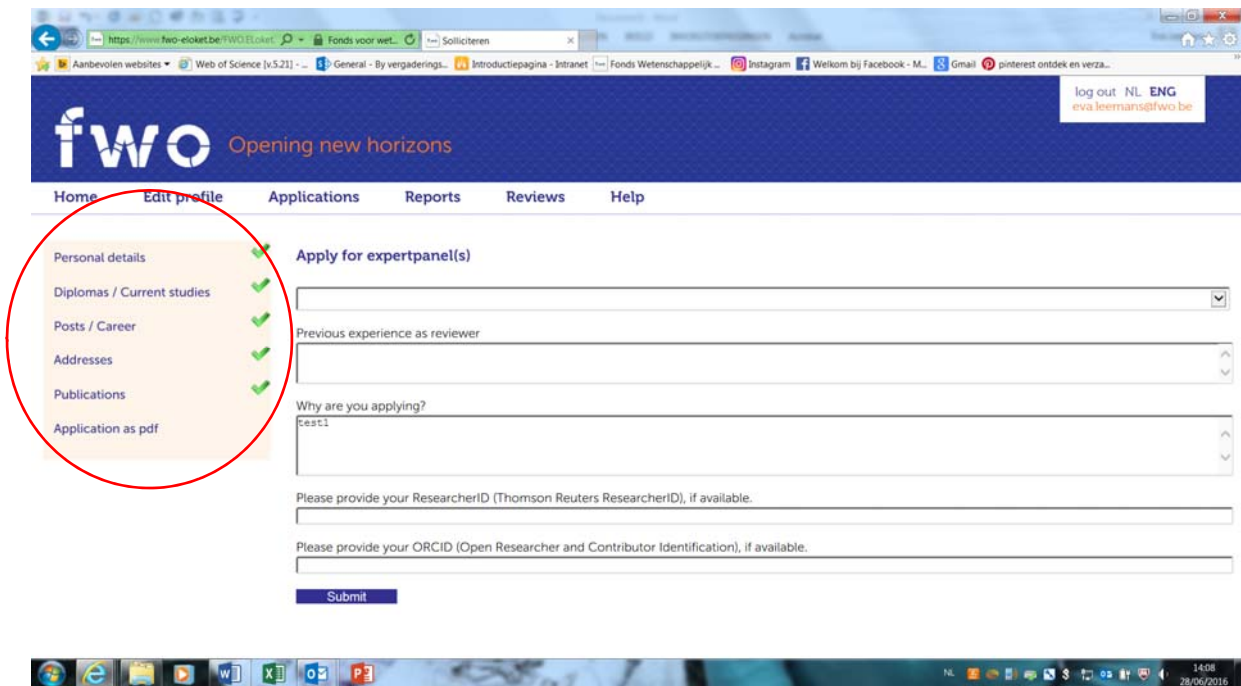
To complete your application, you will always start from this point.

When all the items in the left corner have a green check mark, as you can see below, you will be able to choose the expertpanel(s) and profiles you would like to apply for:



The screenshot shows the FWO application form. The left sidebar contains a list of sections, each with a green checkmark indicating completion: Personal details, Diplomas / Current studies, Posts / Career, Addresses, Publications, and Application as pdf. The main form area is titled "Apply for expertpanel(s)" and includes a dropdown menu for selecting an expert panel, a text field for "Previous experience as reviewer", a text area for "Why are you applying?" (containing "test1"), and two text fields for "Please provide your ResearcherID (Thomson Reuters ResearcherID), if available." and "Please provide your ORCID (Open Researcher and Contributor Identification), if available.". A "Submit" button is located at the bottom of the form.

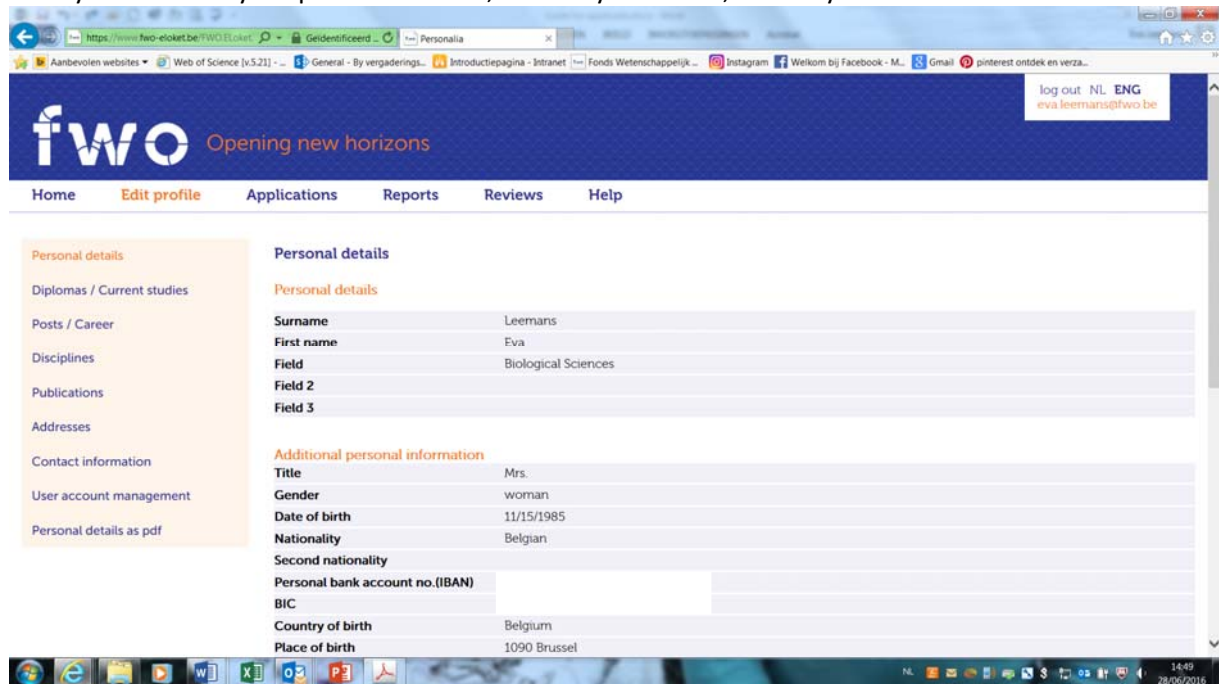
You can complete your application, by clicking on each item in the left corner:



This screenshot is identical to the one above, but the left sidebar is circled in red to highlight the completion status of each section. The sections are: Personal details, Diplomas / Current studies, Posts / Career, Addresses, Publications, and Application as pdf, all marked with green checkmarks.

## Personal details

Here you can fill in your personal details, such as your name, birthday and e-mail address.

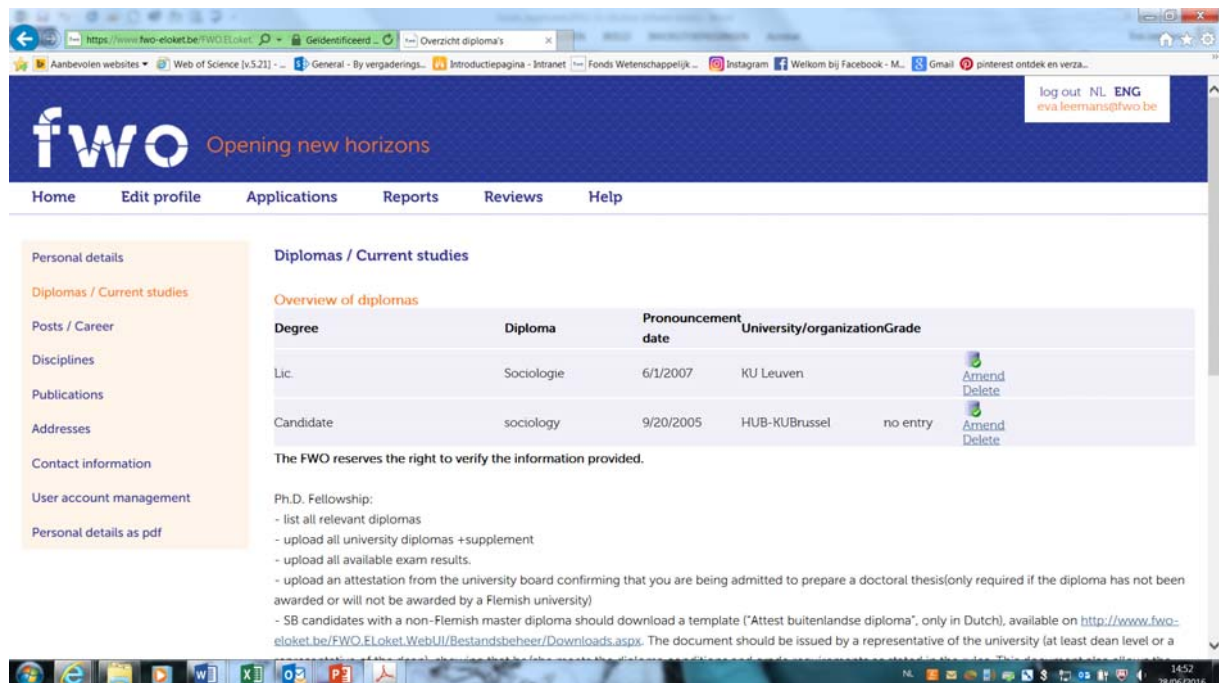


When you go back to the starting point, there should be a green checkmark next to 'personal data'.

**TO GO BACK TO THE STARTING POINT FOR THE VACANCIES IN THE EXPERTPANELS, YOU NEED TO CLICK ON HOME AND CHOOSE 'APPLY FOR EXPERTPANEL(S)'**

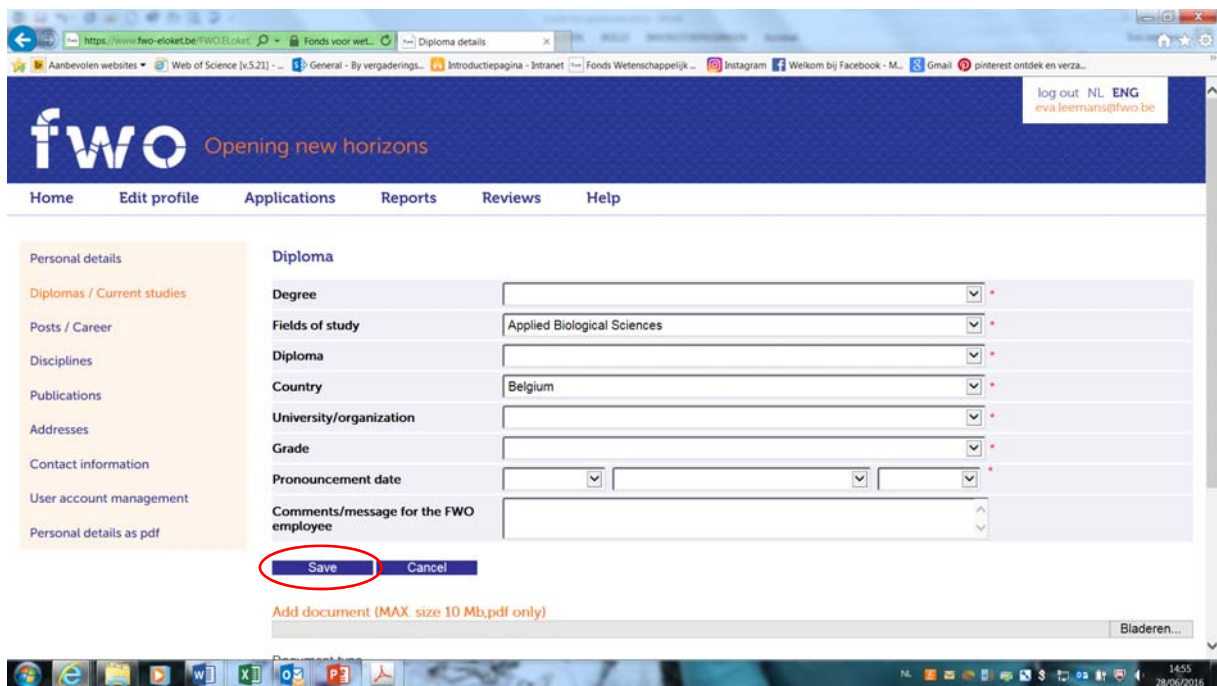
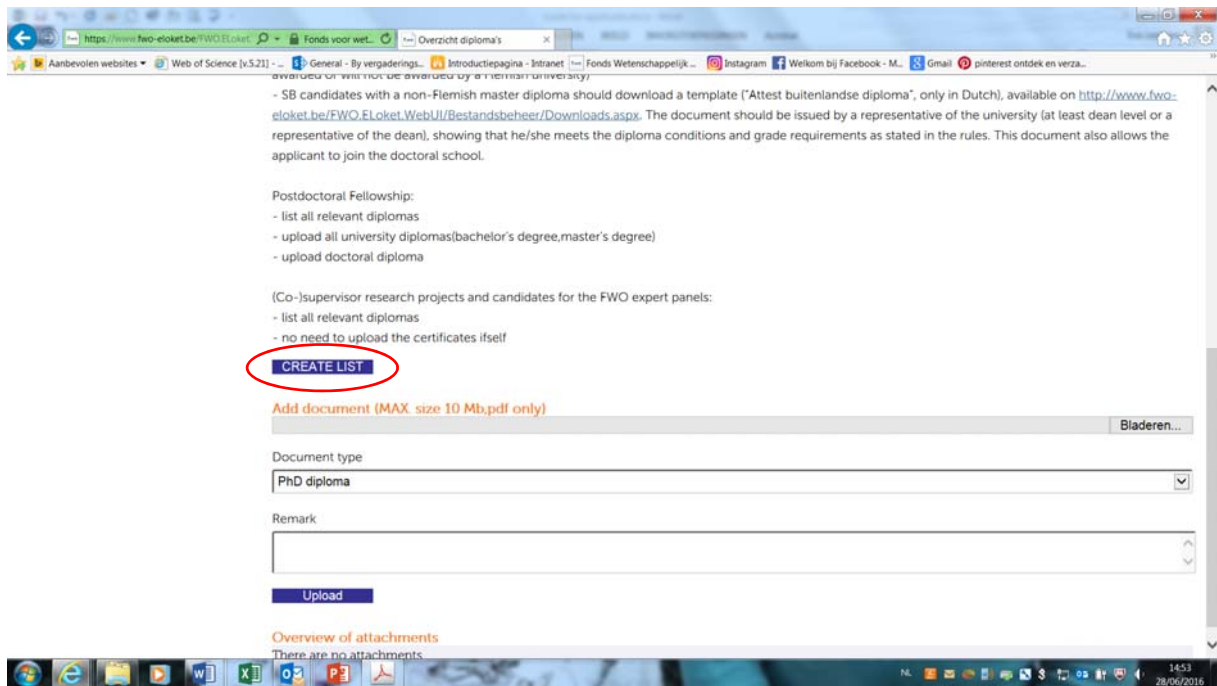
## Diploma's / current studies

When you click on 'diploma's/current studies' you will see this website:





When you scroll down, you will find the button 'create list'. There you can include your diploma's and current studies:



Here you need to fill out (type) the diploma's you have. You don't need to upload any documents. When you have completed all the necessary fields (marked), you click on 'save'. When you want to include several diploma's, you can repeat this step.

When you go back to the starting point, there should be a green checkmark next to 'diploma's/current studies'.

## Posts/career

When you click on 'posts/career' you will see this website. To include your current and previous posts, you need to click on 'add':

The screenshot shows the FWO website interface. The top navigation bar includes 'Home', 'Edit profile', 'Applications', 'Reports', 'Reviews', and 'Help'. The left sidebar lists various profile sections, with 'Posts / Career' highlighted. The main content area is titled 'Posts / Career' and contains the following text: 'You must register at least one post or occupation (except for Ph.D. fellowship and sb). Overview of all current and past positions (except FWO Fellowships)'. Below this is a table with columns: 'Post', 'Employment (%)', 'University/organization', 'Country', 'Start date', and 'End date'. The table contains one entry: 'Fonds Wetensch. Onderzoek - Vlaanderen', 'Belgium', and '5/13/2008'. A red circle highlights the 'Add' button below the table. Below the table, there is a section for 'Add document (MAX. size 10 Mb.pdf only)' with a 'Bladeren...' button and a 'Document type' dropdown menu set to 'Other'. A 'Remark' field is also visible.

Then you will see this page, where you can include all necessary information, and save it. If you would like to include several posts, you can repeat this step:

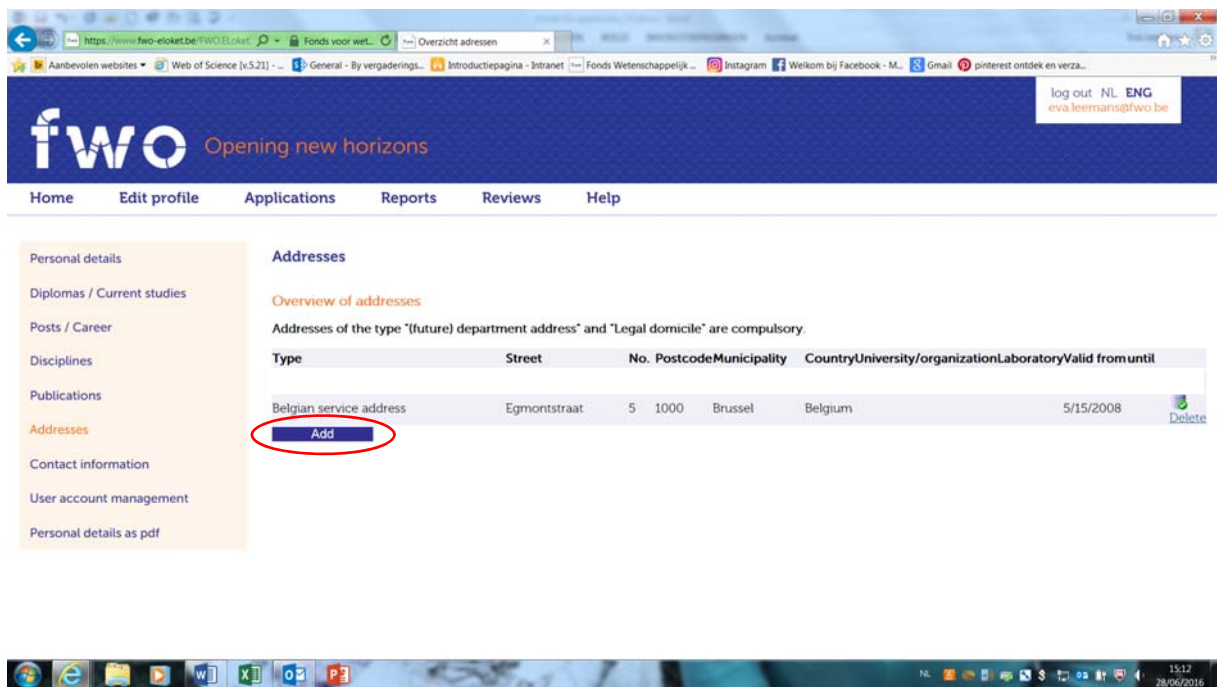
The screenshot shows the FWO website interface for adding a new post. The top navigation bar includes 'Home', 'Edit profile', 'Applications', 'Reports', 'Reviews', and 'Help'. The left sidebar lists various profile sections, with 'Posts / Career' highlighted. The main content area is titled 'Post / Career details' and contains the following text: 'All FWO-related functions (mandates, promotorship ...) should NOT be included here.'. Below this is a form with the following fields: 'Post', 'Employment(%)', 'University/organization', 'Country', 'Start date', and 'End date'. A red circle highlights the 'Save' button at the bottom of the form.

To complete 'posts/career' you only need to include (type) your current and previous posts. You don't need to upload any documents.

When you go back to the starting point, there should be a green checkmark next to 'posts/career'.

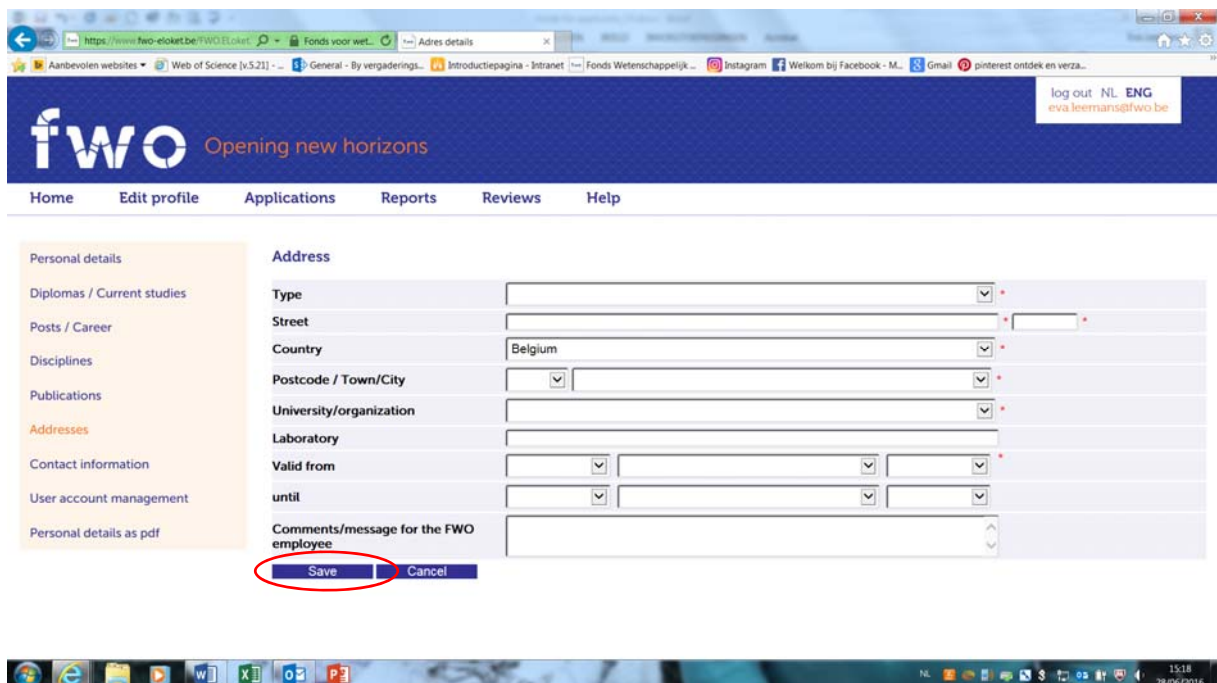
## Addresses

When you click on 'addresses' you will see this website. To include your addresses, you need to click on 'add'. After you included your address(es), you need to click on 'save'.



The screenshot shows the FWO website interface. The top navigation bar includes 'Home', 'Edit profile', 'Applications', 'Reports', 'Reviews', and 'Help'. A left sidebar lists various profile sections, with 'Addresses' highlighted in orange. The main content area is titled 'Addresses' and contains an 'Overview of addresses' section. Below this, a table lists existing addresses. The 'Add' button at the bottom of the table is circled in red.

Type	Street	No.	Postcode	Municipality	Country	University/organization	Laboratory	Valid from until	
Belgian service address	Egmontstraat	5	1000	Brussel	Belgium			5/15/2008	Delete



The screenshot shows the 'Address details' form on the FWO website. The form includes fields for 'Type', 'Street', 'Country', 'Postcode / Town / City', 'University/organization', 'Laboratory', 'Valid from', and 'until'. A 'Comments/message for the FWO employee' field is also present. The 'Save' button is circled in red.

When you go back to the starting point, there should be a green checkmark next to 'addresses'.



## Publications

When you click on 'publications' you will see this website. Here you will find some important information, you need to know, before you upload your publication.

Home Edit profile Applications Reports Reviews Help

Personal details  
Diplomas / Current studies  
Posts / Career  
Disciplines  
Publications  
Addresses  
Contact information  
User account management  
Personal details as pdf

### Publications

Some important things you need to know before you start:

1. As a researcher, you are yourself responsible for the completeness of your publication list. You should therefore always check the added and/or uploaded references of your publications.
2. You can at any time generate a pdf of your publication list in the FWO e-portal.  
[Personal details as pdf](#)
3. Before you start entering or uploading references, you can delete those already uploaded for previous FWO-applications.  
[Delete ALL bibliographic references](#)
4. A detailed overview of the FWO-publication categories can be found [hier](#).

To upload and/or add the references of your publications in the FWO e-portal, you have the following options:

1. Add:
  - You can enter the references of your publications one by one per FWO publication type (A1.1, A1.2... up to C4).
  - You can enter several references per FWO publication type at a time by copying and pasting from a text document.  
[Add bibliographic reference\(s\)](#)
2. Import from the academic bibliography of your university:
  - Only for researchers associated with KU Leuven, UGent, UAntwerpen, VUB and UHasselt.
  - Only for FWO publication types A1.1, A1.2, A2, B1, B2, B3 and C1
  - FWO publication types C2, C3 and C4 can only be added (see first option)  
[Import bibliographic reference\(s\)](#)

To upload your publications, you can:

Enter the references of your publications, one by one, per FWO publication type. Or you can enter several references, per FWO publication type, at once by copying and pasting from a text document. When you do this, you need to make sure there is a 'enter' between each publication.

log out NL ENG  
eva.leemans@fwo.be

Home Edit profile Applications Reports Reviews Help

Personal details  
Diplomas / Current studies  
Posts / Career  
Disciplines  
Publications  
Addresses  
Contact information  
User account management  
Personal details as pdf

### Publication(s)

Type: A1.1 - Articles (a) included in Web of Science's (WoS) Science Citation Index Expanded, Social Science Cit...

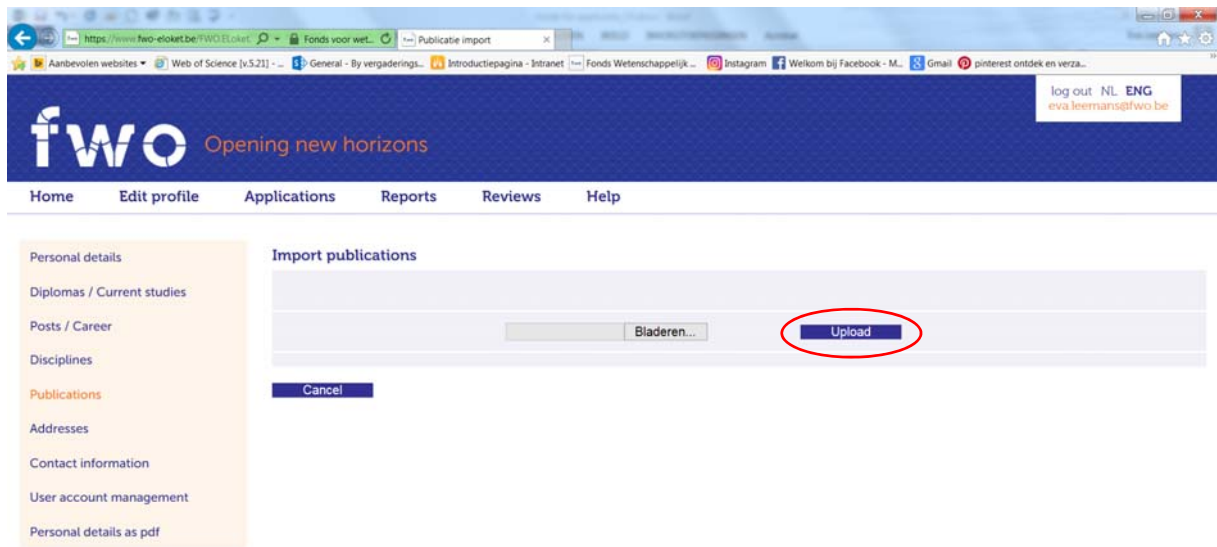
Details:

Publication(s)

Date of publication: 28 June 2016

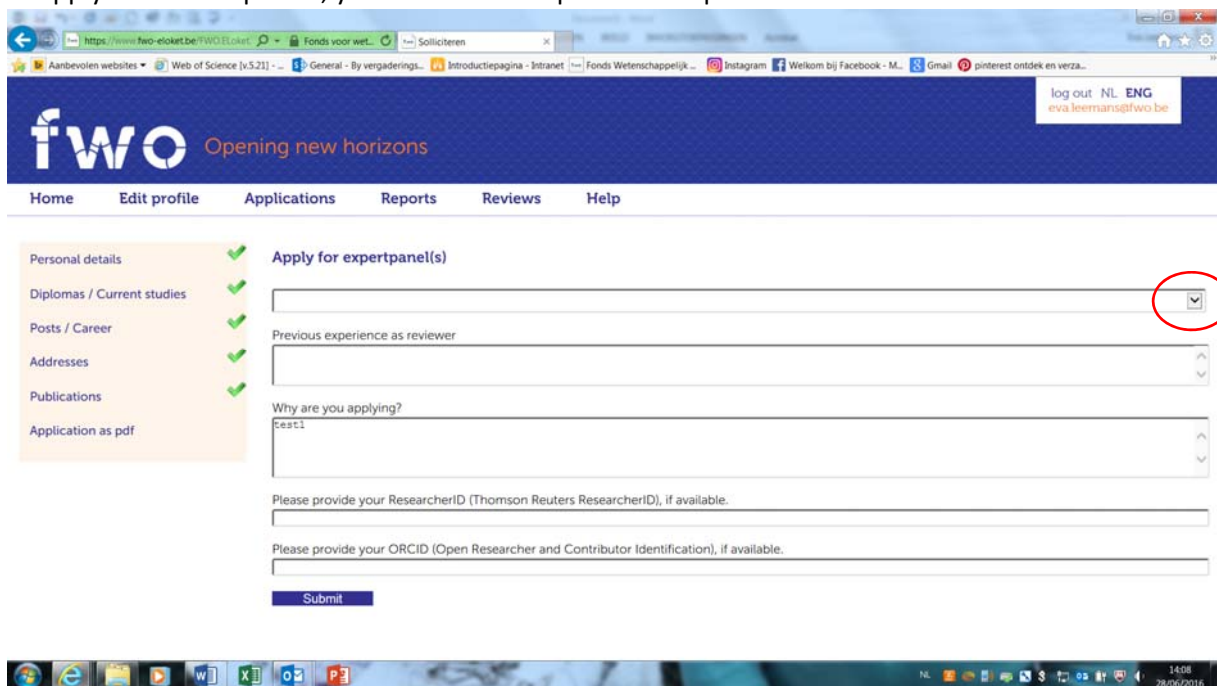
[Save](#) [Cancel](#)

Or you can import your publications from the academic bibliography of your university (only for experts associated with KU Leuven, UGent, UAantwerpen, VUB and UHasselt):



When you go back to the starting point, there should be a green checkmark next to 'publications'.

All the items should be completed now and you can indicate for which Expertpanel(s). Once you've indicated an Expertpanel, you will be able to indicate the profile(s) you would like to apply. If you want to apply for several profiles, of the same panel, you can indicate the at once. If you would like to apply for several panels, you will need to repeat this step.



Here you can also include your experience as a reviewer and a motivation for why you are applying for the Expertpanels, and that panel specific. If you have a ResearcherID and/or an ORCID, you can include them here.

## Important remarks

- Make sure you save the information, after each step!
- If you want to include several publications/posts/diploma's/... you can repeat that step, after saving!
- As long as you don't submit your application, you can change/adjust/complete all the included information.
- To complete your application, you need to click on 'submit'! afterwards you will receive an email of the FWO.
- When you need to change some information in your application, after submitting, please contact the FWO. ([vacatures@fwo.be](mailto:vacatures@fwo.be) – 02/550.15.47)