

## Call for pre-proposals for Smart Separations

### **The challenge**

This STW Perspectief Program aims to establish the new separation principles/driving forces required for the *SmartSeparations* of the future as identified in the Innovation Roadmap Separation Technology.

Separation processes account for more than 40% of the energy consumption and up to 70% to the investments within the (chemical) process industry. The major contributions originate from separating so-called complex systems, which are extremely difficult to separate due to strong molecular similarities and/or complex composition. As such, separation technology is a key factor in the competitive and sustainable production of high value added products, both for leading multinationals and innovative Small and Medium sized Enterprises (SME's).

SMARTSEP focuses on four themes; (1) new principles/driving forces, (2) new materials, (3) new devices and (4) enabling sciences. The overall scientific challenge is to identify/discover those new principles/driving forces which can be applied in new materials and/or devices to open new routes for the complex mixture separation. As final result the SMARTSEP program will establish an integrated combination of new highly selective separation principles/driving forces, new materials and new devices for industrial scale separation processes. Additionally new methodologies will be established to support the targeting, development and design of technologies and/or processes employing the established new principles/driving forces by advanced modelling techniques.

Academic researchers are invited to submit pre-proposals. A direct link between public research centres and the industrial world is aimed at. Therefore, SmartSep projects should have at least one industrial partner that participates substantially (cash and/or in-kind) in the research. The contributions of the industrial partners should add up to 25% of the total project costs if expressed in financial means.

### **Research topics**

The program has a primary aim to develop separation technologies that are currently in an embryonic stage, towards applicability for large-scale industrial processing. The technology could for example be reported for use on analytical scale, or be reported within a context that is not related to industrial separation.

Many new separation principles require the development of a specific type of device or a specific

type of material. Their development is within the scope of the program, as long as they serve the purpose of development of the separation principle. Thus, the isolated development of a device or material cannot be part of this program.

The projects will have to demonstrate the fundamental effectiveness of the separation principle (proof of principle), and in addition should show (for example by founded estimations of theoretical specific requirements of energy, utilities and raw materials, and production of waste) that the separation technology will ultimately contribute significantly to a more sustainable production, and to better products.

### **Budget**

For this call a budget of 4.5 M€ is available which must be matched by the contributions of potential technology users (companies/institutes) to a total of at least 6.0 M€.

The maximum of project costs that can be requested from STW is € 750.000 per project.

A contribution of potential "users" of at least 25% of the total project budget is compulsory and adds up to the requested amount.

The users do not have to co-finance up-front in the program but may contribute in-kind (materials, equipment, facilities, etc.) and/or financially in the project wherein they will participate.

The Dutch Separation Technology Institute (DSTI) has committed a maximum contribution of 1.0 M€ in cash to the SmartSep program. Projects that request for DSTI matching funding should comply with the DSTI criteria (see also annex 1).

To realize the ambitions and cohesion of the program a budget of 70 k€ for conferences, workshops and events will be reserved on program level. This funding will be made available by the STW board upon advice of the program committee.

### **Who can apply**

Scientists employed by Dutch universities or institutes recognized by NWO are eligible to submit a (pre-) proposal (see OTP-guidelines of STW for eligibility criteria). Since SmartSep is a multidisciplinary program, projects where at least two of the four themes are addressed, are required.

### **Proposals and selection**

The selection of proposals will be done in two steps: a call for pre-proposals and an invitation to the applicants of pre-proposals to submit full proposals. The pre-

proposals will be evaluated by the program committee. The STW board will decide on the funding of the full proposals.

### **Program requirements**

The main criteria for assessment whether a specific project application falls within this program can be found below. The program *includes*:

- Separation technology
- Application of novel (embryonic) separation principles, or principles that come from other areas
- Development of new materials, devices or enabling expertise that is necessary for the development of the separation principle

The program should:

- Work on technologies that in principle are applicable on large scale
- Should have the potential to contribute to a significant improvement in sustainability and product quality
- Comply with the principles of green chemistry and technology
- Have broad application perspective that can be generalised

### **Not eligible for this program**

The program will *not* include projects that

- Are based on existing or known principles or driving forces
- Aim at improving existing materials or devices (or enabling technologies)
- Are solely device driven, or have no application in separation technology
- Are specific for one component or molecule
- Have primary focus on synthesis or reaction
- Are aimed at avoiding separation.

Further details about the SMARTSEP program and explanation about the key research topics can be found in the extensive program description.

### **Funding**

Project grants will cover:

- personnel costs (including PhD, PostDoc positions, positions for technical assistants)
- material costs (including national travel costs)
- international travel costs
- costs for equipment

The institution(s) of the applicant(s) ensure(s) the required infrastructure, the supervision and fitting into the research program of the research institute. STW may verify this with the dean or the executive board of the institute.

The expertise required for the research must be available at the requesting institute(s), so that external consultants will not be necessary. If one co-operates with institutes that cannot apply for SMARTSEP funds, for example TNO or a foreign university, these parties

take care of their own funding. This funding might be considered to be part of the required 25% "users" contribution.

### **How to submit?**

In order to minimize the time needed for writing and evaluating the proposals, it is compulsory to submit a preliminary proposal. All pre-proposals must be written in accordance with the formal guidelines that can be found in the call for pre-proposals. Only pre-proposals written in English and in accordance with the guidelines will be accepted for evaluation. Pre-proposals should be sent to STW via Iris (on-line electronic submission system of STW). **Pre-proposals should be submitted to STW before Wednesday March 31st, 2010, 11:59 AM.** Pre-proposals submitted after this deadline will not be accepted.

### **Pre-proposals**

Pre-proposals should contain a short description (3 A4) of the proposed research, utilization paragraph and estimated budget. The proposal should make clear which potential users will contribute to the project. Support letters are optional for the pre-proposals but can be included (letters of intent are accepted). The pre-proposals will be ranked by the program committee on the basis of how well they fit within the scope of the program. The members of the program committee will first assess the pre-proposals individually before being discussed plenary in the committee. The program committee will advise the applicants:

- 1) to submit a full proposal or
- 2) to adjust the proposal so that it would fit better into the program or
- 3) not to enter the subsequent selection procedure.

### **Full proposals**

Full proposals must consist of a detailed description of the expected results, planning of the research and a utilization section. The utilization section should include the important industrial challenges that will be solved, the time frame towards implementation and the expected bottle-necks during the implementation. Companies and institutes, which will potentially contribute, should be involved bottom-up during the preparation of the proposal.

### **A full proposal will be evaluated only if it is preceded by a pre-proposal.**

The scientific quality and the utilization perspective of the full proposals will be evaluated individually by peer review. An independent jury of about eight (inter)national experts of universities and industry (applicants will be excluded) will rank the full proposals. Each jury member will give 3 marks for each proposal: one for scientific quality, one for utilization potential and one for the strategic fit within the program. The marks will be averaged with equal weight to one final score for the proposal which determines the ranking. In addition to the ranking by the jury the program

committee will formulate an advice on the cohesion between the project proposals and their relevance for the program. The decision of the STW board will be based on the ranking by the jury and the advice of the program committee.

The guidelines for full proposals are based on the "Open Technology Program (OTP)" with a main difference that the potential technology users

(companies/institutes) should contribute for at least 25% of the total project costs. The proposals should therefore be accompanied by a 'letter of participation' in which the contribution has been made explicit and in which details are given on what, when and how these contributions will be made available. For further details see "richtlijnen voor het Open Technologieprogramma" ([www.stw.nl](http://www.stw.nl))

### **Time schedule SMARTSEP proposals**

|  |                       |                 |
|--|-----------------------|-----------------|
| Call for Pre-Proposals open  | Mon 1-3-2010          |                 |
| <b>Deadline pre-proposals</b>  | <b>Wed 31-3-2010</b>  | <b>11:59 AM</b> |
| Notification to applicants pre-proposal                                      | Wed 21-4-2010         |                 |
| <b>Call for full proposals</b>   | <b>Mon 03-05-2010</b> |                 |
| <b>Deadline full proposals (submission only for pre-proposal applicants)</b> | <b>Wed 28-7-2010</b>  | <b>11:59 AM</b> |
| Start experts review   | Thu 19-8-2010         |                 |
| Protocol sent to applicants  | Fri 17-09-2010        | at last         |
| Deadline protocol ready  | Fri 24-9-2010         | at last         |
| Ranking by expert Jury ready   | Mon 18-10-2010        |                 |
| Advice Program Committee to STW board ready                                  | Mon 8-11-2010         |                 |
| <b>Decision by STW board on funding + notification to applicants</b>         | <b>Mon 22-11-2010</b> |                 |

### **Program Committee**

- Prof. dr. ir. A.B. de Haan (program leader), Faculty Chemical Technology, University of Eindhoven
- Prof. dr. ir. R. Boom, Faculty of Food Process Engineering, Wageningen University
- Prof. dr. ir. H.J. Heeres, Faculty of Mathematics and Natural Sciences, University of Groningen
- Prof. dr. ir. A. Stankiewicz, Faculty of Process and Energy, Delft University of Technology
- Dr. D.F. Stamatialis, Faculty of Science and Technology, University of Twente
- Dr. ir. E.J.A.X. van de Sandt, DSM Anti Infechtives BV, Delft
- Dr. P.J.T. Bussmann, TNO Quality of Life, Zeist.
- Dr. J.W. Veldsink, FrieslandCampina, Deventer
- Ir. P. Alderliesten, ECN, Petten

*STW Program Committee secretary:*

Dr. M. Wiegel, MSc.

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## **Appendices**

Annex 1: The pre-proposal

### **For future reference only:**

Annex 2: The full proposal

Annex 3: Assessment and selection criteria

Annex 4: Assessment and selection procedure

Annex 5: Utilisation

Annex 6: Procedure after granting

### **Possibility of appeal**

The applicant may appeal against a decision of the STW board by sending an objection letter including a motivation and argumentation to the general board of NWO within six weeks after the date of the granting or the rejection letter.

Address: Algemeen Bestuur van NWO, Postbus 93138, 2509 AC Den Haag.

**Annex 1            The pre-proposal, deadline Wednesday March 31st, 2010, 11:59 AM.**  
**The project outline - which must not exceed 3 pages – should be written in English with minimum font size 10 point Arial.**

STW receives your proposal via Iris (on-line electronic submission system of STW) in pdf format.

The structure must be as follows:

- Mention on the front page 'Perspectief SmartSep' in the upper left corner
- Title
- Names and addresses of the applicants
- Present expertise of the applicants
- Fit within Key Application Fields and Essential Topics of the program
- Main goals of the project
- Concise description of the planned research. At least a description should be given of the expected results and the implementation thereof in industry
- Names and addresses of the industrial partners of the project, if possible the names of the contacts within the companies
- Support and involvement of the industrial project partners to this research project (qualitatively and quantitatively)  
For information about the criteria for contributions of partners see <http://www.stw.nl/Infobalie/Gebruikers.htm>.
- Preliminary budget (with a maximum STW contribution of € 750.000). The partner contribution is at least 25% of the total project cost. (In-kind contributions are an integral part of the research project and belong in the total project cost.)
- Indicate explicitly if DSTI matching funding is requested, see appendix B of the program description. Indicate clearly how the project plan complies with the listed DSTI criteria. Indicate the requested amount of DSTI matching funding.
- References, limited to five key publications of the applicants

Upon receiving a pre-proposal STW will decide on its admission (eligibility criteria). The program committee will assess the strategic fit within the research program. Each individual program committee member will give a mark for the strategic fit for each proposal on a scale from 1-9. Then, in a plenary session the program committee will discuss all pre-proposals and formulate an advice to the applicants. This advice can be:

- 1) to submit a full proposal or
- 2) to adjust the proposal so that it would better fit into the program or
- 3) not to enter the subsequent selection procedure.

The program committee will evaluate the fit of the pre-proposals within the framework of the program and will use the following considerations. The main criteria for assessment whether a specific project application fits within this program are that they must *include*:

- separation technology
- application of novel (embryonic) separation principles, or principles that come from other areas
- development of new materials, devices or enabling expertise that is necessary for the development of the separation principle

The program should

- work on technologies that in principle are applicable on large scale
- should have the potential to contribute to a significant improvement in sustainability and product quality.
- comply with the principles of green chemistry and technology
- have broad application perspective that can be generalised

Further explanation of the key research topics can be found in the program description, chapter 3.

**Not eligible for this program**

The program will *not* include projects that

- are based on existing or known principles or driving forces
- aim at improving existing materials or devices (or enabling technologies)
- are solely device driven, or have no application in separation technology
- are specific for one component or molecule
- have primary focus on synthesis or reaction
- are aimed at avoiding separation.

Furthermore, the program committee will compare projects to see whether project proposals overlap each other and if so, what advice can be given on cooperation between projects or about the research focus of projects?

## **Annex 2 Format of the full proposal**

# **The full proposal, deadline Wednesday July 28th, 2010, 11:59 AM.**

*( a full proposal will be evaluated only if it is preceded by a pre-proposal)*

STW receives your proposal in pdf format by Iris (on-line electronic submission system of STW).

- ◆ *Mention on the front page 'Perspectief SMARTSEP' in the upper left corner plus STW dossier number*
- ◆ *The maximum length is approximately 12 (twelve) pages of A4, with minimum font size 10 point Arial*
- ◆ *The proposal and support letters must be written in English.*

### **Administrative data**

On maximally half a page you should provide:

- ◆ Title. The title of the project has a maximum of 225 characters. For publicity purposes, a short, non-technical title or acronym is required as well.
- ◆ Name, address, phone number, fax number and e-mail address of the applicants and possible co-applicants and the telephone number of the secretary.
- ◆ STW sends the official correspondence to the main applicant. This is the first applicant mentioned. STW assumes the main applicant will have the supervision on the project. He or she becomes the project leader and bears the final responsibility for the execution of the research and the utilization plan.
- ◆ Applications elsewhere. If support has been applied for elsewhere, you should give the status of this application at the time of submission.

### **Project description**

#### **1. Summaries**

The summaries should be clear to those active in the field.

#### **Research summary**

Summarize in half a page the context, problem statement, research method and expected results.

#### **Utilization summary**

Summarize the utilization potential of the expected results in half a page. Provide everything the reviewers should know about the utilization: the chosen approach, the chosen partners and the way results will be brought into practice.

#### **2. Composition of the group**

##### **The current group**

Describe in half a page the composition of the team (academic and industrial) that will perform the research as well as the reason this team is fit for this research. Indicate the supervisors of the project, the proposed staff, and how the tasks will be divided.

##### **Available infrastructure**

This information includes available laboratory room and equipment.

##### **Candidate researchers**

In case candidates for the proposed staff positions are already known, you mention them here. Give a short explanation of their suitability.

#### **3. Scientific description**

In this section of maximally four pages an expert in the field should find all information to assess the quality of the proposed research. Treat the following subjects:

## **Contents of the research**

Provide the scientific objectives, the starting-points and the substance of the project. Describe the methods and techniques you will apply, the available knowledge in the team, the knowledge to be developed, and the instruments and models you will use for this. In-kind support of potential users must be an integral part of the research project.

## **Required personnel and equipment**

Provide motivations for staff and equipment and possible other requirements for the research.

## **Time schedule and allocation of tasks**

Describe the proposed course of the research over the years and how the different parts must interact. You give decision points (milestones) and moments research results are expected (deliverables). Further, you indicate which partner will perform which tasks.

STW will ask for a so-called "project plan" for all rewarded full proposals in case that the proposal is not sufficiently detailed. This should contain a more detailed planning and budget.

## **Connections with other research**

Mention similar research that is performed elsewhere, either in The Netherlands or in the rest of the world. Describe the relation with your own research and the contacts with these groups (or the plans to establish them).

### **4. Fit within the research topics of the program**

Describe explicitly the fit of the proposal within the Key Application Fields and Essential Topics of the program. This section will particularly be used for the assessment of the fit in the program.

### **5. Utilization plan**

The utilization plan must be clear to those with general knowledge of the application domain.

## **The challenge from the practice and the proposed solution**

Your research will address problems encountered in industry with not-yet-existing solutions. Indicate the industrial relevance of this problem and the impulse this research gives towards the solution. Indicate which steps you will take to bring the research results into actual practice. Provide details for assessment of the feasibility and the conditions for successful application.

## **The users committee**

All SMARTSEP projects will have "users committees". For further information on this you are referred to the STW website (see Open Technology Program). Mention the contact persons from companies and organisations that already accepted invitations to join the users committee, or that are willing to co-operate in another relevant way to realise utilization of results. Please identify at least three organisations (preferably companies).

## **Past performance in utilization**

Indicate the past successes that the academic team achieved in bringing academic research results into industrial practice, in relation with SMARTSEP related activities or otherwise.

### **6. Contracts and patents**

If there are any contracts relevant to the proposed research project, these should be mentioned here. Also provide patent search results, or the reason why such a search is not necessary for your proposal. Indicate if you have patents or running patent applications in the field of the research. Make clear that there is freedom to operate and that the project is not infringing or developing upon patent claims that are owned by other parties than the applicants. This section takes maximally half a page.

## 7. Budget

In the main document you find a general explanation on which costs are considered for financing by STW and which are not. All amounts are without BTW (VAT). The length of this section is at maximum one page.

- ◆ **Personnel**  
*You can apply for temporary staff: PhD-students, post-docs or technicians. Staff is appointed by the executive institution. The actual appointment is subject to prior written permission of STW. STW may withdraw a grant if vacancies are not filled within a year after granting. The rates for staff can be found at [www.stw.nl](http://www.stw.nl) → infobalie*
- ◆ **Materials**  
*The costs of office and laboratory goods, small instruments and appliances must be specified here. National travel expenses of the project are also part of this budget.*
- ◆ **Foreign travel expenses**  
*These are costs for foreign travel and subsistence for congress or working visits abroad for the project.*
- ◆ **Investments**  
*These are costs for necessary equipment and other investments for the project.*
- ◆ **Contributions of partners**  
*Provide financial and technical (staff and material) contributions that the partners bring to the project. After granting STW will invoice the financial contributions and add them to the corresponding credit of the project. Present details on the capitalization of in-kind contributions as well. For in-kind staff contributions the maximum rates are 116 €/hr for senior staff and 81 €/hr for staff up to HBO-level. For material contributions, please explain the capitalization. For information about the criteria for contributions of partners see <http://www.stw.nl/Infobalie/Gebruikers.htm>.*
- ◆ **Overview of the total project costs**  
*Present a table with the planning of the staff appointments and the budgets per project year. Use the above mentioned headers. The partner contributions must be specified separately. The total project costs are the costs for STW as well as the in-kind contributions of the partners. The contribution requested from STW is at most 750.000 €. The partner contributions are at least 25% of the total budget.*

## 8. Literature

In maximally two pages list all relevant and publicly available publications of the participating parties of the proposal, as well as relevant publications of others.

## 9. Key words, abbreviations and acronyms

Please give a list of Key words and an explanation of used abbreviations and acronyms.

### Appendix: Participation letters.

These participation confirmation letters written by competent partner authorities, officially state their technical and financial contributions and their interest in the project topic and its potential IP results. The participation letters should be written in English.

### Appendix: Potential referees.

(not to be included in the proposal; please submit on separate page)

**Before sending a full proposal to STW, it is obligatory to send a list of six potential, independent (international) referees (industry, knowledge institutes and scientific) to STW. The deadline for this is: June 1<sup>st</sup> 2010.**

STW presents the proposal to a number of experts in the field of the proposal. These referees are from the scientific community, knowledge institutes and relevant industry. The referees should be able to review the proposal objectively and therefore should - for instance - not have participated as co-author in publications of the applicants.

## **Annex 3**

## **Assessment and selection criteria**

Full proposals will be evaluated by peer review on scientific quality and utilization potential.

### **Scientific quality**

- Originality and innovative character of the proposal
- Contribution to the aims of the Perspectief program
- Expected impact on the scientific community
- Research method
- Time schedule
- Budget
- Infrastructure

### **Utilization**

- Potential economic impact
- Past performance in utilization by the applicants
- Contribution to the development of applied knowledge and aims of the program
- Impact on utilization if the project is carried out successfully
- Different steps needed (time path) to utilize the results
- Chance on patents and/or know how agreements
- Participation of users

Thereafter, the Jury will be asked to assess the proposals on these aspects and also on the strategic fit within the program, see annex 4.

## **Annex 4**

## **Assessment and selection procedure**

### **Check of the project proposal by STW**

The STW office confirms the receipt of every proposal. A general check is performed whether or not the proposal satisfies all requirements as mentioned in this document as well as the freedom to operate rule of STW. In case of doubt STW will contact the applicant and may ask for a revised version.

### **Peer review**

STW presents the proposal to a number of experts in the field of the proposal. These referees are from the scientific community, knowledge institutes and relevant industry. They will review the proposal on the basis of criteria for scientific quality and utilization potential. These criteria are stated in Annex 3. Per project the comments of at least four referees will be used

STW will combine the comments of the referees in a protocol. In this protocol the comments of the individual referees are made anonymous.

### **Reply by the applicants**

STW will send the protocol to the main applicant requesting to react to the comments of the referees. Applicants may add possible project changes to the protocol in such a way that it is clear which comments have resulted in which changes in the proposal.

### **Assessment by the Jury and Program Committee**

An independent Jury of about eight (inter)national experts of universities and industry (applicants will be excluded) will rank the full proposals. Each Jury member will individually give 3 marks for each proposal: one for scientific quality, one for utilization potential and one for the strategic fit within the program on a scale from 1-9. The marks will be averaged with equal weight to one final score for the proposal which determines the ranking. In addition to the ranking by the Jury the Program Committee will formulate an advice on the cohesion between the project proposals and their relevance for the program. The decision of the STW board will be based on the ranking by the Jury and the advice of the Program Committee.

### **Possibility of appeal**

The applicant may appeal against a decision of the STW board by sending an objection letter including a motivation and argumentation to the general board of NWO within six weeks after the date of the granting or the rejection letter.  
Address: Algemeen Bestuur van NWO, Postbus 93138, 2509 AC Den Haag.

## **Annex 5**

## **Utilization**

A very important aspect is the utilization of the project results in industrial practice. Two mechanisms exist here: partners and users.

### **Partners**

Partners are primarily companies that participate actively in the project execution by means of financial or technical (material and/or staff) support. The contributions of the project partners are an integral part of the project and are stated explicitly in the project proposal. Participation letters of the partners are attached to the project proposal. Partner contributions are the main indication for the importance of the research to the partners and for their intention to utilise the results. Therefore partners are seen as users by definition.

SMARTSEP projects should have at least one industrial partner that participates substantially (cash and/or in-kind) in the research. The contributions of the partners should add up to 25% of the total project costs if expressed in financial means.

### **Users**

Users are interested parties that can potentially use the project results. They are allowed to take knowledge of the progress and results of the research performed if they are members of the Users Committee of the project. They can be companies, authorities, research institutes, patient organisations but also consumers or end-users. Users help to make sure that the research is performed as should be and to justify grants from the public sector. For protection of the intellectual properties of the partners it may be necessary for the users to sign a non-disclosure agreement. The project proposal should identify at least three potential users (organisations preferably companies).

### **Users committee**

STW research is funded largely from public resources. Therefore, a proper inspection of the progress and the effectiveness of the research is required. Moreover, the knowledge from the research should be transferred to the community in an optimal way. Therefore, STW demands for all research projects a users committee. Apart from partner representatives, this committee will consist of the users mentioned before and –if possible- one representative of the Program Committee. The users committee is composed by the project leader in consultation with STW. Exclusion of users from the users committee is only possible on explicit, substantiated request of an (industrial) partner that delivers a significant contribution to the project.

### **Knowledge management**

Knowledge management is the regulation of the property, the protection and the exploitation of knowledge. Partners and members of the users committee are first in line for gaining knowledge from the results of the research, but they have no rights to exploit or commercialise this knowledge. To gain such rights a “reasonable compensation” has to be provided.

A well-known and generally accepted measure for knowledge protection is the request for a temporary ban on the publication of particular results. This may be required for e.g. the submission of a patent.

For the SMARTSEP program the STW rules apply, see for the main principles of IP policy on <http://www.stw.nl/Infobalie/Aanvragers.htm>.

## **Annex 6**

## **Procedure after granting**

During the course of a project the following procedures apply. Extensive information is available on: <http://www.stw.nl/Infobalie/Projectleiders.htm>.

### **Granting**

The main applicant becomes the project leader, unless otherwise indicated in the project proposal. After granting, the project leader obtains a number of documents in which the legal and financial conditions are stated. The grant is available only after these documents have been signed and returned to the STW office.

Initially, the credits for materials, travel and investments are granted only for the first two years and the staff is granted only for the first three years. STW reserves the remaining budget for the "Request for project continuation" after two years.

### **Project plan**

After granting, the project leader should write a project plan as an appendix to the proposal upon request of STW, containing a more elaborate planning and task scheduling, including the in-kind contribution of the partners. The project plan contains a rolling forecast: At least once a year and whenever necessary the project plan is adapted to the situation. The next year is planned with most detail. The project plan is written together with the partners and is presented to STW as well as the users committee.

The commitments of the project partners to the execution of the project as put forward in the project plan may form a project contract between the partners and STW. A detailed division of tasks is given.

### **Start of the project**

The budget is available from the moment that the abovementioned documents are received by STW. The start date of the project is the date of the appointment of the first staff member. Usually, this is not the date of granting.

### **Users committee en reporting**

Approximately six months after the start of the project the users committee will meet for the first time. Hereafter, the committee will meet once or twice a year to discuss the progress. The users committee will receive all scientific publications for approval prior to publication. They will also receive all progress reports.

The project leader reports semi-annually on the progress of the research to the STW office. The representative of the Program Committee reports to the Program Committee on the progress of the project in terms of issues and recommendations.

### **Contribution to the programme**

Each SMARTSEP project will contribute to the coordinating and cohesion stimulation activities as described in the program description and as will be developed by STW and the program committee during the course of the SMARTSEP program. Examples are the attendance and presentation of project results on the annual SMARTSEP program conference, input for the program website etc.

### **Continuation of projects**

For projects that last for three years or longer, the project leader must submit a continuation request one and a half year after the start of the project. To decide on the continuation STW will be advised by the users committee.

### **Termination**

Termination of projects before the official final date is possible if the commitments are not fulfilled (anymore) or if the scientific quality of the research or utilization is below the required level.