**ONE-YEAR PROJECT**

**Duration: maximum 12 months (September 2023 - September 2024)  
Budget: maximum €25.000**

**Deadline of submission**  **1 December 2022 at 12:00 pm (noon)**

**Way of submission Send your application for in Word & PDF per mail to**

**RAFA -** [**Els DE BRUYN**](mailto:els.debruyn@ap.be)– els.debruyn@ap.be

**RCA -** [**Kevin VOETS**](mailto:kevin.voets@ap.be)– kevin.voets@ap.be

Applications are required to be embedded in one (or more) research group(s) and to be supervised by a promotor.

To secure the approval of a research group and cooperation of a promotor, follow these steps:

1. Contact the chair(s) of the research group(s) you wish to join so that they are aware of your application and can inform in time you whether your application will get the research group’s support. It is advisable to do this well enough in advance, preferably before September.

2. As soon as your application receives the research group’s support, make sure that you have a meeting with the chair(s) of the research group(s) before October for feedback on your proposal. The chair(s) can also advise you on finding a promotor(s) and guide you through your application.

3. Send the research coordinator (Els De bruyn for RAFA - Kevin Voets for RCA) your detailed and supported research proposal no later than Monday 8 November 2022 so that they have time to offer feedback on your proposal.

4. Upon submission, a signature of the promotor is required for your application to be formally in order. It is also recommended that the chair(s) of the (primary and secondary) research groups that support your proposal sign the application (see last page).

If you have any questions about this form or the procedure, please contact the Heads of Research ([Els DE BRUYN](mailto:els.debruyn@ap.be) for RAFA - els.debruyn@ap.be / [Kevin VOETS](mailto:kevin.voets@ap.be) for RCA – kevin.voets@ap.be

**Identification of the research project**

|  |  |
| --- | --- |
| **Applicant (main executor)** *name, e-mail address* |  |
| **Research project title** *English & Dutch* |  |
| **Start date** |  |
| **End date** |  |
| **Requested budget** |  |
| **Three tags or keywords** |  |
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| **List of Flemish research disciplines**  *Max 3 relevant codes* |  |
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| **Promotor(s) School of Arts**  *name, e-mail address* |  |
| **Primary research group**  *Choose which research group is the most important in supporting your research. If you are proposing a collaborative project between the RCA and RAFA, indicate the primary research group from each School of Art.* | ***Koninklijk Conservatorium / Royal Conservatoire (RCA)***  [*CORPoREAL*](https://ap-arts.be/onderzoeksgroep/corporeal)  [*CREATIE*](https://ap-arts.be/onderzoeksgroep/creatie)  [*Labo XIX-XX*](https://ap-arts.be/onderzoeksgroep/labo-xixxx)  [*Uitvoeringspraktijk in perspectief*](https://ap-arts.be/onderzoeksgroep/uitvoeringspraktijk-perspectief)  ***Koninklijke Academie / Royal Academy (RAFA)***  [*ArchiVolt*](https://ap-arts.be/onderzoeksgroep/archivolt)  [*Body and Material Reinvented*](https://ap-arts.be/onderzoeksgroep/body-and-material-reinvented)  [*MAXLab*](https://ap-arts.be/onderzoeksgroep/maxlab)  [*Thinking Tools*](https://ap-arts.be/onderzoeksgroep/thinking-tools) |
| **Secondary research group(s) (OPTIONAL)**  *If, in addition to your primary research group, you have found a connection with another research group that also supports your project, please indicate this below. You can indicate a secondary research group from both the RCA and RAFA.* | ***Koninklijk Conservatorium / Royal Conservatoire (RCA)***  [*CORPoREAL*](https://ap-arts.be/onderzoeksgroep/corporeal)  [*CREATIE*](https://ap-arts.be/onderzoeksgroep/creatie)  [*Labo XIX-XX*](https://ap-arts.be/onderzoeksgroep/labo-xixxx)  [*Uitvoeringspraktijk in perspectief*](https://ap-arts.be/onderzoeksgroep/uitvoeringspraktijk-perspectief)  ***Koninklijke Academie / Royal Academy (RAFA)***  [*ArchiVolt*](https://ap-arts.be/onderzoeksgroep/archivolt)  [*Body and Material Reinvented*](https://ap-arts.be/onderzoeksgroep/body-and-material-reinvented)  [*MAXLab*](https://ap-arts.be/onderzoeksgroep/maxlab)  [*Thinking Tools*](https://ap-arts.be/onderzoeksgroep/thinking-tools) |

**Summary in layman’s terms**

**Summary in layman’s terms - ENGLISH**

*Maximum 1500 characters (spaces included)*

**Summary in layman’s terms - DUTCH**

*Maximum 1500 characters (spaces included)*

**Detailed description of the research project**

**Description of the research project**

*Maximum 10.000 characters (spaces included, sources and references excluded)*

*Contains at least: subject, theoretical and artistic framework, research questions, methodology, reporting / output, relevant sources and/or literature, next to situating the research project in the artistic and social field.*

**Research plan**

*Maximum 2500 characters (spaces included)*

*Briefly describe the research plan, including the phased research progress in relation to the research question and methodology, and including the main research actions and activities.*

**Relevance of the research project**

**Relevance of research project to the research at RAFA/RCA**

*Maximum 2500 characters (spaces included)*

*Provide an argument for the relevance of the research and its additional value for RAFA/RCA or vice versa, including its relevance and value for the education base (nexus) and research of RAFA/RCA. Be as specific as possible.*

**Situate the proposed research project within research conducted other research groups and institutions and international fora beyond the Schools of Arts**

*Maximum 2500 characters (spaces included). Be as specific as possible.*

**Project team**

**Composition of the project team**

*List all research collaborators involved in the research project, indicating their role/function and specifying the corresponding time investment in FTE. Also list all collaborations, both within and outside the educational field.*

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| --- | --- | --- | --- | --- |
| **Name promotor** | | |  | |
| **Schools of Arts (RAFA of RCA) and main subject of promotor** | | |  | |
| **Researchers RAFA/RCA/AP (who actively perform research activities)** | | | | |
| **Name and School of Arts** | **Function / assignment** | | **Workload (FTE)** | **Period** |
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|  |  | |  |  |
|  |  | |  |  |
| **Cooperation with other university colleges or universities** | | | | |
| **University college / university** | | **Name** | | **Function / assignment** |
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| **Cooperation with organisations from the field of action** | | | | |
| **Organisation** | | **Name** | | **Function / assignment** |
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**Relevant experience of the researchers involved***Maximum 7500 characters (spaces included)*

*Present arguments for the choice of the project team. Give an overview of the research experience that is relevant for this particular research project (among others conducted and/or current research projects) of the applicant, the researchers and the external partners. If the researchers or partners are not yet determined, indicate what kind of profiles are aimed at to fill in the vacant position(s).*

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**Budget**

**Staff costs**

*Each project provides a 50% contract as a research assistant. Check in advance whether you may be employed on a contractual basis with a Belgian employer (in particular the AP Hogeschool).*

*If otherwise, contact the research coordinator for approval, e.g.:*

1. *In the case of a collective project, this assignment can be divided among different researchers by dividing the available time (12 months) and/or the available appointment percentage (50%).*
2. *If you are a statutory employee, please inquire in advance about your salary at the HR anchor.*
3. *If you are not eligible to take up 50%, note that you can't shift between staff costs and operational costs.*

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| **General overview** | |
| **Total staff costs** | 24.000 EUR |

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| --- | --- | --- | --- |
| **Budget detail period September 2023 – December 2023** | | | |
| **Name/contract/statute** | **FTE** | **Role** | **Cost** |
|  | 0,5 |  | XXX EUR |
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| **TOTAL** | | |  |

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| --- | --- | --- | --- |
| **Budget detail period January 2024 – September 2024** | | | |
| **Name/contract/statute** | **FTE** | **Role** | **Cost** |
|  | 0,5 |  | XXX EUR |
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|  |  |  |  |
| **TOTAL** | | |  |

**Operational costs**

*Maximum 2500 characters (spaces included)*

*Each project includes an operating budget of €1.000 per year. The purpose of this budget is small expenses, necessary for the realization of the research (travel expenses, documentation, technical/logistical support, production costs, etc.).* *Briefly describe how the operational costs corresponds to the planning per year.*

*Substantial operational costs can be included in the budget after consultation with the research coordinator and approval. The maximum budget of a research project (€ 12.000) must be respected. In exceptional situations, fewer staff costs can be budgeted to provide more operational costs. This is only possible after consultation with the research coordinator and if well motivated, defined, and planned. These assignments or costs need to be output related, and the timing and scope must be accurately estimated and budgeted.*

**External funding**

*If for this research project funds have also been applied for or acquired through other sources, indicate this in the table below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funding source** | **Requested** | **Acquired** | **Spending year** | **Cost type\*** |
|  |  |  |  |  |
|  |  |  |  |  |
| **\***  *Cost type: Staff costs, Operational cost, Investments* | | | | |
|  | | | | |
| O projectsubsidies Kunstendecreet, stedelijke  O coproductiemiddelen samenwerkingen  O Andere: … | | | | |

**Declaration by the applicant**

☐ I confirm that I am in a position to be employed by the Royal Academy of Fine Arts of Antwerp/Royal Conservatoire of Antwerp (AP College) and to commit to contractual employment  
  
☐ I declare that I have read and will abide by the [deontological code of the Schools of Arts (Dutch only)](https://www.ap-arts.be/sites/default/files/Research/Call%20research%20proposals%202020/20190514%20Deontologische%20Code%20Onderzoek%20OZR.pdf) in the context of this research project.

☐ In line with the [ALLEA Code of Conduct for Research Integrity](https://www.allea.org/wp-content/uploads/2015/07/Code_Conduct_ResearchIntegrity.pdf), I see grounds to request for an ethics committee to review this research project.

**Attachment (optional)**

*Add an attachment (e.g. for portfolio, link website, artistic curriculum,…).*

*In 1 PDF-file, maximum 4 pages.*

**Signatures***If need should be, an emailed statement from the supervisor and the chair of a research group is also accepted by the research coordinator in substitution for hand signatures.*

**Chair research group:                                                           Promotor:**