****

**International Networking of the Belgian Federal Science Institutions**

**CALL FOR PROPOSALS 2018**

**cultural heritage**

**INFORMATION FILE**

*DEADLINE*: Thursday 14.06.2018 at 3 p.m.

Please read this document carefully before submitting your proposal

**CALL FOR International netwOrkING PROPOSALS FOR THE BELGIAN Federal SCIENTIFIC InstITUTIONs (FSI's)**

1. **Introduction**

In accordance with the decision of the Board of Directors of BELSPO of 24.11.2011, the present call has the purpose of providing support to the development of international networks with the Federal Scientific Institutions (FSI's). The call is an invitation to the FSI's to submit proposals for international networking in the domain of **cultural heritage**, including tangible, intangible and natural culture heritage, with partners of the countries of their choice.

2018 is the European Year of Cultural Heritage (web-link <https://europa.eu/cultural-heritage> ). Institutions and citizens are, under this celebration's year, encouraged to develop activities that support European heritage. The present call however proposes to go beyond European heritage and to respond to Europe's motto 'open to world' with regard to science and innovation cooperation by being open to participants from all the world.

This cooperation aims at enhancing intercultural dialogues and connecting people in a context of social diversity, while contributing to new ways of protecting, promoting and enjoying cultural heritage.

1. **Objectives of the call**

The call aims on one hand to develop the expertise of the FSI's by supporting their inclusion in networks with international partners and on the other hand to provide a first support for structural cooperation with the countries included in the selected proposals. The proposed activity must therefore be considered as a step along the road towards structured science cooperation between the involved institutions.

Support will be granted to networking; no research activities will be funded under the present call.

1. **Eligible partners and eligible networks under the framework of the call**

In order to be eligible, proposals must include at least one partner from a FSI and one partner from a non-profit research institution (university, college, research centre, museum carrying out research) from outside Belgium. Each network cannot have more than 5 fundable partners in total (coordinator included).

The proposed network can also include Belgian non-profit research institutes. Other partners not corresponding to this definition can also participate if they are self-funding. They should be indicated as optional partners in the submission file.

The coordinator must be affiliated to a FSI. Each FSI may submit several projects.

Women and young researchers are encouraged to participate.

The call concerns as well new networks as the extension or strengthening (enlarging or deepening) of existing ones.

As the financial support to partners outside Belgium will be granted by BELSPO via the network coordinator, she or he is encouraged to sign an agreement between all partners prior to the proposal's submission.

1. **Duration of projects**

Networks selected under the present call will receive funding during 1,5 to 3 years. The activities should start between December 2018 and January 2019.

1. **Budget and contract**

The total call budget is €300 000. Proposals may request funding from BELSPO up to €35 000/proposal.

The budget quoted in the proposal must be entirely devoted to network activities. It must cover the normal expenses associated with networking (such as organisation of seminars or workshops or expert visits, *per diem*, travel and accommodation expenses in Belgium and abroad), as well as *overheads* to cover the costs of administration, telephone, post, maintenance, heating, lighting, electricity, insurance etc., provided these costs account for no more than 5% of the overall budget application.

1. **Submission of proposals**

Proposals must be submitted electronically by the coordinator (affiliated to a FSI) to secr.coord@belspo.be via the [submission form](http://www.belspo.be/belspo/organisation/Call/forms/ESF_Res_2018/Call2018_SubFile_en.doc) available in English. The form includes a part in Dutch or French that must also be filled-in.

The final submission date is Thursday **14 June 2018 at 3 p.m**. The coordinator will be sent a receipt within 48 working hours after the end of the call.

1. **Admissibility and selection**

Once the admissibility criteria have been checked (see attached list) the eligible proposals will be assessed by a panel of experts from BELSPO and/or designated by BELSPO.

The assessment will rest on the following criteria:

* Conformity with the content and objectives of the call;
* Relevance of the network (justification of the specific subject of the network, of the choice of partners and activities...);
* Feasibility of the work plan;
* Value for money (budget fitting with the work plan, potential - long term - impact).

Proposals will be selected on the basis of the assessment results and the budget available.

BELSPO will inform the coordinators about the results of the evaluation of their proposals.

1. **Complaints**

BELSPO attaches a great deal of importance to service quality. A complaints' processing form has been created to address these concerns. That form, together with all the information in relation to complaints' processing, can be found on the following page:

<http://www.belspo.be/belspo/organisation/complaints_en.stm>

Complaints will not be processed if they are anonymous or offensive.

1. **Contact**

For more information please contact the secretariat of the Federal, Inter-federal and International Coordination service (secr.coord@belspo.be).



**Check list**

**Eligibility of proposals**

**International networking of the Belgian Federal Scientific Institutions (FSI's)**

**CALL FOR PROPOSALS 2018 'Cultural heritage'**

BELSPO checks if the proposals fulfil the eligibility criteria listed below. The eligibility of each proposal is verified on the basis of the information provided by the applicants in the application file.

Promoters of proposals that are not eligible are informed by BELSPO.

**List of criteria**

All proposals are checked on the following criteria. Only proposals fulfilling all criteria will be evaluated.

|  |  |
| --- | --- |
| * The application file is received at latest on Thursday **14 June 2018** at 3 PM CE time[[1]](#footnote-1)
 | [ ]  |
| * The application file is transmitted in electronic format (Word AND Pdf with signatures)
 | [ ]  |
| * The proposal responds to the thematic scope of the call (cultural heritage)
 | [ ]  |
| * The submission form includes the 2 requested correctly filled-in parts (English form + form regarding the budget in Dutch or French)
 | [ ]  |
| * The network is composed of at least one Belgian promoter from a FSI (coordinator) and one partner from a research organisation from outside Belgium, as indicated in chapter 3 of this file
 | [ ]  |
| * Optional partners, if included in the proposal, provide their own funding
 | [ ]  |
| * The funding requested is for networking activities
 | [ ]  |
| * The budget requested from BELSPO does not exceed 35.000 EUR
 | [ ]  |
| * The duration of the proposal is between 1,5 and 3 years
 | [ ]  |

1. An acknowledgement of receipt will be delivered. [↑](#footnote-ref-1)