



International Networking of the Belgian Federal Scientific Institutions

CALL FOR PROPOSALS 2020

SUPPORT FOR LARGE INTERNATIONAL SCIENTIFIC EVENTS

INFORMATION FILE

DEADLINE: Friday 4 September 2020 at 3 p.m.

Please read this document carefully before submitting a proposal

CALL FOR PROPOSALS IN SUPPORT OF LARGE SCIENTIFIC EVENTS OF THE BELGIAN FEDERAL SCIENTIFIC INSTITUTIONS (FSI)

1. Introduction

In accordance with the decision taken by the Board of Directors of Belgian Science Policy Office (BELSPO) on 24.11.2011, this call has the purpose of providing support for the international networking of the Federal Scientific Institutions (FSI¹). The call invites the FSI to submit proposals for the organisation of large international scientific events (hereafter referred to as 'Action'), with partners from countries of their choice (please see detailed conditions under item 3) and contributing to the development and valorisation of the expertise and/or scientific collections and/or research infrastructures of the FSI concerned.

The proposed Actions have to take place no later than September 2021. However, the selected proposals will be able to start from the very beginning of 2021 to allow good preparation for the events.

This call is limited to networking activities. No funding will be provided for research activities.

2. Objectives of the call

Proposals submitted under this call should contribute to the following two major objectives:

- To strengthen the international cooperation with the partners of the FSI;
- To maximise the impact and visibility of the FSI.

This call therefore offers the possibility of enhancing the access to and the use of the infrastructure and collections of the FSI, of engaging in interdisciplinary actions with different stakeholders who can contribute to support and to reinforce the scientific excellence of the FSI.

The expected added value of the proposed Actions should be clearly defined in the applications and be measurable. Proposals should also include information on the capacity for maintaining cooperation with the partners beyond the Action, once the BELSPO funding has ended.

3. Eligible partners and Actions

In order to be eligible, proposals must include at least:

- One partner from an FSI and;
- Two non-Belgian partners, including at least one from outside Europe.

The coordinator must be affiliated to an FSI.

Each proposal must be submitted by an FSI and each FSI may submit several proposals.

¹ For the purpose of this call, the acronym FSI covers the institutions as defined in the Royal Decree of 30 October 1996 and their possible legal successors. The full list of the eligible institutions is provided as an attachment.

The proposed Actions must be large international scientific events, such as conferences, big international meetings or big citizen science campaigns. Those large collaborative events can be virtual, in-person or a combination of both.

The Actions may engage different communities, be it the scientific and academic world, cultural operators (like museums), the decision-making sector (policy-makers), civil society, international organisations, SMEs, etc. from all over the world. However, as there will not be any financial support for partners other than FSI, every Action coordinator is encouraged to sign an agreement between all partners prior to the proposal's submission. Letters of intent from partners other than the FSI, stating their interest to be actively engaged in the Action and network and referring to cost coverage, need to be provided in an annex to the Application Form.

The activities proposed should start between late December 2020 and early February 2021. The Actions need to take place no later than September 2021.

Please consult the [full list of admission criteria](#) for this call.

4. Duration of projects and funding

Proposals selected via this call will receive funding for a duration of maximum 1,5 year.

Only the FSI will be funded. All the other partners must be supported by other funding sources (to be mentioned in the submission file). In order to be eligible, the proposed Actions must be supported by at least one other funding source (which would complement the funding by BELSPO).

The total budget for the call is 250,000 EUR. Requests for funding from BELSPO should be between 40,000 EUR and 80,000 EUR/proposal.

The breakdown of the networking budget includes the following categories of expenses:

- Staff (if a person is recruited specifically for the Action): the staff cost can be maximum 15% of the total budget requested to BELSPO
- Operational costs (costs for setting up the event, travel and accommodation expenses and per diem, for the involved FSIs participants, etc.)
- Subcontracting (e.g. engaging the services of a company to take care of parts of the logistics or of the IT support). The amount cannot exceed 25% of the total budget requested to BELSPO
- Overheads: maximum 5% of the staff and operational costs requested to BELSPO.

For the Actions selected, a cooperation agreement will be drawn up between BELSPO and the institution of the coordinator. The agreement will comprise a description of the project, administrative obligations and funding terms.

5. Submission of proposals

Proposals must be signed and submitted electronically to secr.coord@belspo.be by the coordinator (affiliated to an FSI) via the [Submission File](#) in English.

The final submission date is Friday **4 September 2020 at 3 p.m.**

The coordinator will receive a receipt within 48 working hours after the end of the call.

6. Admission and selection

Once the admission criteria (see Annex I) have been checked by BELSPO, the eligible proposals will be assessed by a panel of experts.

The assessment will rest upon the following criteria:

- Conformity with the objectives of the call
- Relevance of the Action (a clear justification of the Action, tools and approaches, the targeted participants, the expected impact of the Action and how it can be measured should be provided)
- Network proposed (the choice of partners)
- Feasibility (work plan, adequacy of the timing and of the estimated budget)
- Sustainability of the network after the end of the financial support from BELSPO

When assessing the relevance of the Action and the network proposed the gender dimension will be taken into account. Applicants are therefore invited to reflect on the following questions: *Is the proposed network gender-balanced? Is the gender dimension considered in the target participants, in the expected impact and in the communication concerning the Action? Does the proposed Action provide equal participation opportunities for men and women?*

The selection of the Actions will be organised by BELSPO on the basis of the assessment results and the available budget. The selection decision is made by the Minister of Science Policy.

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

7. Complaints

BELSPO attaches great importance to the quality of its services and to the improvement of these. A complaints form has been created to address any concerns. The complaints form can be found on the following page:

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

Anonymous or offensive complaints or complaints not related to BELSPO will not be processed.

8. Contact

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

Annex I

The Belgian Federal Scientific Institutions

Institution	Website
Royal Belgian Institute of Natural Sciences (KBIN-IRSNB)	www.naturalsciences.be
Royal Institute for Cultural Heritage (KIK-IRPA)	www.kikirpa.be
Royal Belgian Institute for Space Aeronomy (BIRA-IASB)	www.aeronomie.be
Royal Observatory of Belgium (KSB-ORB)	www.astro.oma.be
Royal Meteorological Institute of Belgium (KMI-IRM)	www.meteo.be
Royal Museums of Art and History (KMKG-MRAH)	www.kmkg-mrah.be
Royal Museums of Fine Arts of Belgium (KMSKB-MRBAB)	www.fine-arts-museum.be
Royal Museum for Central Africa (KMMA-MRAC)	www.africamuseum.be
Royal Library of Belgium (KBR)	www.kbr.be
National Archives and State Archives in the Provinces (ARA-AGR)	www.arch.be
Sciensano	www.sciensano.be
National Institute of Criminalistics and Criminology (NICC-INCC)	www.incc.fgov.be
War Heritage Institute (WHI)	www.warheritage.be