



ESFRI-FED PROGRAMME

IN SUPPORT OF THE VALORISATION OF
BELGIAN FEDERAL COMPONENTS IN ESFRI
DISTRIBUTED AND VIRTUAL
INFRASTRUCTURES
PHASE 1 – [2021-2025]

CALL FOR PROPOSALS | 2021-2022 SUBMISSION AND EVALUATION GUIDELINES For Applicants and Evaluators

Submission deadlines:

EXPRESSIONS OF INTEREST: 09 August 2021 @ 14:00

FULL PROPOSALS: 06 September 2021 @ 14:00

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FOREWORD

This guide is intended both for ESFRI-FED Applicants and Evaluators. TRANSPARENCY is the principle and philosophy behind it.

Expressions of Interest and project proposals must be submitted using the templates provided in the website to the following address: esfri-fed@belspo.be. No proposal or evaluation will be accepted if sent in any other format or by any other means (other email address, postal service, in hand...). For more information please see [point 1.1](#) & [point 1.2](#).

AVAILABLE DOCUMENTS

The following documents are available on the ESFRI-FED website:

EN: https://www.belspo.be/belspo/organisation/call/ESFRI-FED_2021_en.stm

FR: https://www.belspo.be/belspo/organisation/call/ESFRI-FED_2021_fr.stm

NL: https://www.belspo.be/belspo/organisation/call/ESFRI-FED_2021_nl.stm

DOCUMENTS WITH INFORMATION REGARDING THE PROGRAMME AND THE CALL:

- Information file: General Information on the Programme and the Call
- Submission-evaluation guidelines (the present document): Overview of the proposal content and corresponding evaluation criteria for applicants and evaluators.
- Budget rules: Budget rules that apply to the proposal and calculator for the project's budget.
- Evaluators eligibility: Eligibility rules for the evaluators employed in the programme.
- Terms of reference of the Programme Committee.

TEMPLATES:

- Template Expression of Interest (compulsory)
- Template 1 Full Proposal: Proposal description template (compulsory)
- Template 2 Full Proposal: Gantt chart (compulsory)
- Template 3 Full Proposal: Data Management Plan (compulsory)
- Template 4 Full Proposal: Contribution commitment letter (optional)
- Template 5 Full Proposal: Follow-up committee letter of intent (optional)

PART I:

SUBMISSION-EVALUATION PROCEDURE

1. SUBMISSION PROCEDURE

1.1. PHASE 1: EXPRESSION OF INTEREST

An **Expression of Interest** must be sent prior to the Full Proposal:

- Within the following deadline: 09 August 2021 @ 14:00
- Using the template on the [website](#)
- To this email address: esfri-fed@belspo.be
- By the coordinator of the EoI
- With the subject: **ESFRI-FED CALL 2021 EOI ACRONYM**

Expressions of Interest do not constitute a step in the evaluation process; they will be used to identify the key elements of the project, allowing BELSPO to prepare the evaluation.

The Expression of Interest contains:

- The title and acronym of the project.
- The institution coordinating the project and partner institutions.
- The ESFRI infrastructure concerned by the project.
- The maximum budget of the project.
- A brief description of the intended project, and 6 keywords.
- The name and contact details of the foreseen partner(s).

The title and description of the project is understood as an early stage of reflexion. The content of the description in the Full Proposal may vary from that of the EoI to some extent. However, it cannot diverge to the point that makes it irrelevant for the Full Proposal. Changes concerning the partners (including the coordinator) are accepted. Acronym and keywords must remain the same.

BELSPO will only correspond with the coordinator of the EoI. It is the responsibility of the coordinator to communicate with the partners.

1.2. PHASE 2: FULL PROPOSAL

Full Proposals must be submitted:

- Within the following deadline: 06/09/2021 @ 14:00
- Using the template in the [website](#)
- To this email address: esfri-fed@belspo.be
- By the coordinator of the proposal
- With the subject: **ESFRI-FED CALL 2021 PRP ACRONYM**
- And the attachments named as follows:
 - ACRONYM_Description.pdf
 - ACRONYM_Gantt.xlsx
 - ACRONYM_Data Management Plan.pdf
 - ACRONYM_Contribution_Commitment letter.pdf (optional)
 - ACRONYM_Follow-up_Committee letter.pdf (optional)

Full Proposals will follow the submission of an Expression of Interest. Full Proposals for which no Expression of Interest has been sent will not be considered eligible. Eligible full proposals will be evaluated based on their content against the evaluation criteria. If a Full Proposal does not comply with the submission rules or has not been submitted in time, it will not be considered for the evaluation.

Full Proposals will provide the scientific details, budgetary aspects, and operationalisation details. A Full Proposal consists of:

- **Template 1 Full Proposal: Proposal description template (compulsory)**
Contains the text of the proposal (word file)
- **Template 2 Full Proposal: Gantt chart (compulsory)**
Breakdown of the work plan, attribution of tasks and calendar (excel file)
- **Template 3 Full Proposal: Data Management Plan (compulsory)**
Description of the data use, management, back-up and storage (word file)
- **Template 4 Full Proposal: Contribution commitment letter (optional)**
For in-cash or in-kind contributions that come from institutions/persons that are not paid partners in the project (word file)
- **Template 5 Full Proposal: Follow-up Committee letter of intent (optional)**
For future members of the Follow-up Committee who wish to express their intention of joining the committee (word file).

2. EVALUATION & SELECTION PROCEDURE

The selection procedure is based on a national and international peer-review evaluation that guarantees the pertinence of the selected projects, their scientific/technical excellence, quality implementation, their impact and added value both at federal level and for the ESFRI infrastructure, as well as the long-term sustainable perspectives of the Belgian federal component within the ESFRI.

The evaluation is preceded by an eligibility check and runs in two phases: Written evaluation of Full Proposals and Panel interview with the applicants. It is followed by the selection of proposals.

2.1. ELIGIBILITY CHECK

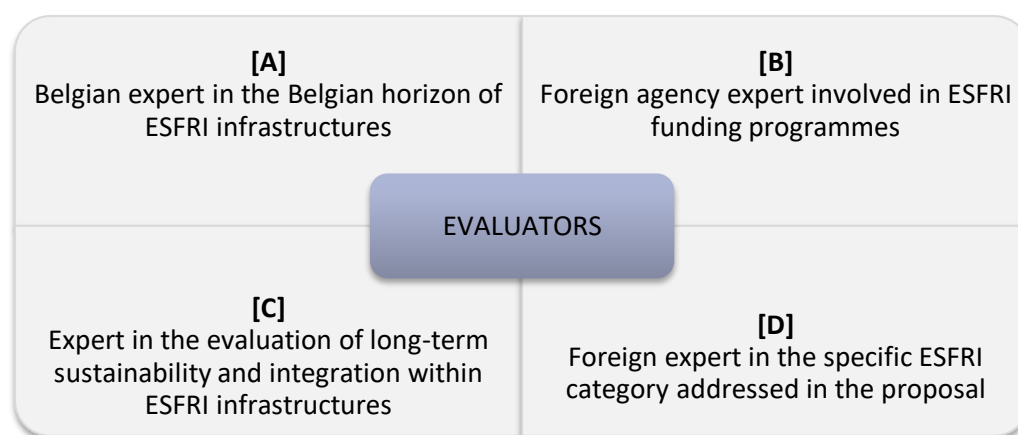
BELSPO will check that proposals are eligible before sending them to the evaluators. Non-compliant proposals will not be evaluated.

Eligible Full Proposals meet the following conditions:

1. They are sent by email, using, and adequately labelling the appropriated documents as explained in [point 1.1](#) & [point 1.2](#), within the deadline.
2. All the fields in the templates provided are adequately filled.
3. They are drafted concisely, respecting the length limitations, in comprehensible English.
4. They focus on the specific ESFRI(s) addressed by the call, provided in the Information File.
5. They have a FSI as coordinator, except in the case where no FSI participates in the ESFRI and the infrastructure is of federal interest.
6. They have a max. budget that is in accordance with the number of partners in the project (max. 400 k€ for single-partner proposals, max. 750 k€ for multi-partner proposals).

2.2. WRITTEN EVALUATION

For each proposal, an individual written evaluation is performed by a set of 4 independent experts having an adequate combined expertise to evaluate it. BELSPO is responsible for composing the evaluation team.



These experts will study the ensemble of proposals except expert [D], which will vary depending on the nature of the ESFRI concerned, based on the different categories: Environment, Food & Health, Social & Cultural Innovation, Physical sciences & Engineering, Digit, Energy...

The written evaluation will take place remotely, based on an evaluation form. During this assessment the experts will have access to the proposals they will evaluate. They will not know who the other 3 reviewers are, nor will they have access to each other's evaluation.

Each reviewer will assess the proposal, providing a **list of questions** aimed at clarifying aspects of the proposal or providing complementary information relative to the pertinence of the project, its

scientific excellence, the quality of its implementation, its impact and the added value both at federal level and for the ESFRI infrastructure, as well as the long-term sustainable perspectives of the Belgian federal component within the ESFRI.

BELSPO will compile these questions, anonymise them, and transmit them to the applicants in preparation of the panel interview evaluation.

2.3. PANEL INTERVIEW EVALUATION

If sanitary conditions allow, a physical panel interview will be organised at BELSPO. Otherwise, this interview will be held virtually. Whenever possible, the panel will be composed by the experts who have performed the written evaluation. The panel members will have access to the ensemble of questions posed to the applicants.

The coordinator of the project will receive the questions in advance. The coordinator will address these questions during the interview, supported (if desired) by another project partner.

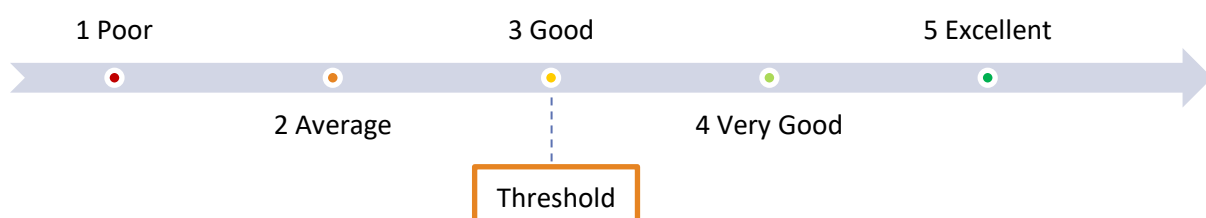
After all interviews have been conducted, the evaluation panel will discuss and agree on a **Ranking of Proposals**, based on the content of the applications and the answers provided by the applicants, following the evaluation criteria.

RANKING OF PROPOSALS

Each of the 3 criteria categories mentioned here below will be given a mark (scale from 1 to 5). The total score will determine the position of the proposal in the ranking. All criteria categories will have the same weight:

CRITERIA CATEGORIES	
(1)	Pertinence of the project. Relevance and scientific or technical excellence.
(2)	Quality of the implementation.
(3)	Impact and added value. Sustainability.

Successful proposals will have a general score of at least 9/15, with at least a '3 Good' mark on all 3 criteria categories to be fundable. Proposals scoring below a general score of 9/15, or below 3 on one of these categories will be considered not recommended for funding.



The proposals will then be labelled according to their position in the ranking as:

- Highly recommended for funding
- Recommended for funding
- Not recommended for funding

The panel evaluators will also produce a **Consensus Report** per proposal, that will serve as feedback for the Applicants. The Consensus Report will address the different evaluation criteria and provide suggestions for the improvement of the proposal wherever needed. The Consensus Report is final. It will be not modified in the subsequent steps of the evaluation-selection process.

2.4. SELECTION OF PROPOSALS

The **Ranking of Proposals** and the **Consensus Reports** resulting from the panel will be presented to the Programme Committee. The selection of proposals will be made following this ranking, from the highest scoring proposals to the lowest, within the available budget.

- In the exceptional case of *ex-aequo* proposals, a strategic choice will be made by the Programme Committee.
- Under no circumstances will the Programme Committee consider proposals labelled as 'not recommended for funding'.

BELSPO will present the motivated project selection from the Programme Committee to the State Secretary in charge of Science Policy for approval. For more information on the Programme Committee, please check the following documents: Information File and the Terms of Reference of the Programme Committee on the [website](#).

PART II: SUBMISSION-EVALUATION CRITERIA

1. GENERAL CONSIDERATIONS

There are four different parts in the Submission-Evaluation criteria:

Parts	Criteria Categories	Criteria
PART A: General Information	(Not evaluated)	General information Summary & keywords Details of the applicants
PART B: Compliance with the Scope of the Call & Scientific Case	Pertinence of the project. Relevance and scientific or technical excellence.	1. Compliance with the scope of the call 2. Objectives of the project 3. Justification of the project 4. Methodology
PART C: Implementation Case	Quality of the implementation.	5. Partnership 6. Workplan 7. Budget 8. Data Management Plan
PART D: Impact & Sustainability Case	Impact and added value. Sustainability.	9. Impact 10. Sustainability

All parts must be completed by the **applicants**. Only B, C, and D will be evaluated, consisting of several criteria. These criteria are explained in the next section (left side column of the table) and must be addressed by applicants by completing all the fields in the *Proposal description* template, the *Gantt chart* template, and the *Data Management Plan (DMP)* template. An extra document is available to help the applicants fill out the budgetary aspects: the *budget rules*.

Applicants are asked to be **concise** when filling out the templates.

Evaluators will assess the proposals based on the *Proposal description*, the *Gantt chart*, and the *DMP* using the same criteria addressed by the applicants. To do so, they will look at the right-side column of the table in the next section, which provides several questions to guide their examination of the proposals.

2. CRITERIA FOR THE WRITTEN EVALUATION AND THE PANEL INTERVIEW

These guidelines consist of two columns describing the required submission content (LEFT) and the criteria for the evaluation of project proposals (RIGHT).

SUBMISSION CONTENT GUIDELINES FOR THE APPLICANTS <div style="text-align: center; margin-top: 20px;">↓</div>	EVALUATION CRITERIA FOR THE EVALUATORS <div style="text-align: center; margin-top: 20px;">↓</div>
<ul style="list-style-type: none"> Applicants are required to fill in the corresponding sections of the proposal Text must be comprehensive, to the point, and focused on the specific criteria The different sections are found within the proposal description template and Gantt chart template, both downloadable from the website For the budget criterion, applicants must refer to and use the budget rules file, also downloadable from the website 	<ul style="list-style-type: none"> Evaluators are required to pose questions regarding the specified criteria Questions must refer to aspects requiring clarification and or complementary information Questions must be comprehensive and to the point, avoiding summarising the research proposal content, but providing enough background to be understood by the applicants A template will be provided by BELSPO for this part of the evaluation

PART A: GENERAL INFORMATION

General Information	
This section contains the general information of the project.	This section does not require an evaluation.
Summary	
(Max. 1/2 page) <ul style="list-style-type: none"> Context and motivation of the project Expected results and how these will impact science, economy, civil society, culture/heritage, public policy or services, environment and/or quality of life. Brief explanation concerning the implementation of the project. Provide 6 relevant keywords for the project. 	This section does not require an evaluation.

PART B: COMPLIANCE WITH THE SCOPE OF THE CALL & SCIENTIFIC CASE

1. Compliance with the scope of the call	
<p><i>(Max. 1/2 page)</i></p> <p>Explain how the proposal answers to the scope of the call. Scope of the call:</p> <ul style="list-style-type: none"> To develop, test, strengthen or improve Belgian federal components and/or services within an eligible ESFRI infrastructure. To anchor Belgian federal components and/or services within an eligible ESFRI infrastructure. Projects must valorise the Belgian federal component of the ESFRI through the development of services or specific modules, supporting the above-mentioned infrastructures. <p>Note: If your project concerns an ESFRI where there is no Belgian federal component involved, please comment on how the project will valorise the federal interests.</p>	<p>IN / OUT of scope evaluation</p> <ul style="list-style-type: none"> Proposals 'IN scope': Completely fulfil the criteria of scope. Proposals 'partially OUT of scope': Partially fulfil the criteria of proposals 'IN scope'. If you consider the proposal as 'partially OUT of scope', <u>you must complete the rest of the evaluation</u>. Note however that these proposals may be only financed based upon agreement of the Panel, who may impose necessary adjustments for it to be 'IN' scope. Proposals 'OUT of scope': Do not fulfil the criteria of proposals 'IN scope'. If you consider the proposal as 'OUT' of scope, your evaluation ends here.
2. Objectives of the project	
<ul style="list-style-type: none"> Provide the general aim of the project. <i>(Max. 1/2 page)</i> List the specific objectives of the project. 	<ul style="list-style-type: none"> Are the project objectives clear and coherent? Are the project objectives in line with the duration and budget of the project?
3. Justification of the project	
3.1. Position and motivation of the project	3.1. Position and motivation of the project
<p><i>(Max. 1 page + graphics)</i></p> <ul style="list-style-type: none"> Position of the project within the Belgian federal component and the chosen ESFRI, and the FSI involved (if any) - you may include graphic representations. Explain the role and contribution of the Belgian federal component of the ESFRI so far, mentioning the funding received. Explain how the project builds upon previous development and funding. Motivate what is the added value of the project within the chosen ESFRI. Explain how the project will contribute to valorise the FSI; position the FSI in the EU context (if applicable). 	<ul style="list-style-type: none"> Is the project clearly positioned within the Belgian federal component, the chosen ESFRI, and the FSI involved (if any)? Is the position optimal for the development of the activities/services foreseen in the project? Is the history of the role and the contribution of the Belgian federal component to the ESFRI clear? Is the funding history of the Belgian federal component clear and coherent with its objectives? Does the project provide an adequate explanation regarding the valorisation of the FSI within an EU context? Is this valorisation sufficient considering the ambitions of the project?

3.2. Risk of the non-implementation of the project

(Max. 1/2 page)

- List and explain the main risks of the non-implementation of the project from the perspective of:
 - A. The Belgian federal component of the ESFRI concerned.
 - B. The FSI / Federal Department involved in the Belgian federal component.
 - C. The ESFRI concerned.

Note: In the absence of a Belgian federal component and/or a FSI, please refer to the institutions that are at the core of the Belgian federal component or that hold an interest at the federal level.

Example:

For the Belgian federal component	A1	 Lorem ipsum dolor sit amet, consectetur adipiscing elit. <i>Aenean scelerisque lorem id commodo mollis. Aenean finibus velit at sollicitudin semper. Aliquam fermentum lectus in porttitor posuere. Etiam commodo eros in tempor venenatis.</i>
	A2	...
	A3	...
B. For the FSI / Federal Department	B1	...
	B2	...
	B3	...
C. For the ESFRI	C1	...
	C2	...
	C3	...

3.2. Risk of the non-implementation of the project

- Is the risk of non-implementation clearly explained from the perspective of?
 - A. The Belgian federal component of the ESFRI concerned.
 - B. The FSI / Federal Department involved in the Belgian federal component.
 - C. The ESFRI concerned.
- Based on the risks signalled, how essential is the realisation of the project from these three perspectives?

4. Methodology	
4.1. Methodological approach <i>(Max. 1/2 page)</i> <ul style="list-style-type: none"> Describe the overall methodological approach of your project. Describe how the services/activities issued from the project will be anchored in the ESFRI and the different steps needed to do so. (E.g. Labelling process, SLA). 	4.1. Methodological approach <ul style="list-style-type: none"> Is the methodological approach adequately described? Is the methodological approach pertinent for the project's objectives? Is the process of anchoring of the services/activities issued from the project well explained? Will the foreseen steps allow the project to anchor the services/activities of the project within the ESFRI?
4.2. Translation of the project objectives into appropriate and well-described methodology <i>(Max. 1 page)</i> <ul style="list-style-type: none"> Translate your research objectives into a methodology (used methods, techniques, systems and/or way of working) to achieve the results, considering the different disciplines and skills mobilised regarding the project approach as described above. Detail the results your approach will enable to gather (expected outcomes). 	4.2. Translation of the project objectives into appropriate and well-described methodology <ul style="list-style-type: none"> Does the chosen methodology adequately articulate the objectives with the expected outcomes? Are the different disciplines and skills mobilised and the technical aspects adequate to achieve the project's results? Are the expected outcomes of the project achievable by means of the methodology presented?
4.3. Gender <i>(Max. 1 page)</i> <ul style="list-style-type: none"> Cross the statements which better describe your project. Comment how gender is considered in the project. 	4.3. Gender <ul style="list-style-type: none"> Does the project consider all the gender aspects that could be linked to its objectives, methodology and outcomes? Have those aspects been adequately addressed?
4.4. Ethics <ul style="list-style-type: none"> Fill out the ethical issues check list. In absence of ethical issues, please provide a brief explanation of the reason why there are none. <i>(Max. 1/2 page)</i> <p>Note: Research involving activities marked with an asterisk (*) in the first column require the advice of the ad hoc Board at the level of their institution and an official agreement delivered by the Belgian competent authorities before the project start.</p>	4.4. Ethics <ul style="list-style-type: none"> Does the project consider all the ethical aspects that could be linked to its objectives, methodology and outcomes? Have those aspects been adequately addressed?

PART C: IMPLEMENTATION CASE

5. Partnership	
<p>5.1. Expertise of the Coordinator</p> <p>Provide a short description of expertise and skills of the coordinator:</p> <ul style="list-style-type: none"> • Number of years of management experience. • Describe professional background and experience working in ESFRI infrastructures. <i>(Max. 1/2 page).</i> • List max. 5 top achievements, milestones or peer-reviewed publications related to the project. • List the projects carried out over the past five years in the field(s) related to the project or the ESFRI (specify: duration, funding source, and role). • If possible, include web links for all the information above. 	<p>5.1 & 5.2. Quality of the individual partners</p> <ul style="list-style-type: none"> • Is the individual quality, expertise, and adequacy of the coordinator a good match for the project? • Does the coordinator have sufficient experience as a manager to coordinate the project? • If the project has multiple partners: Is the individual quality, expertise, and adequacy of the partner a good match for the project?
<p>5.2. Expertise of the Partner(s)</p> <p>Provide a short description of expertise and skills of the partner(s):</p> <ul style="list-style-type: none"> • Describe professional background and experience working in ESFRI infrastructures. <i>(Max. 1/2 page).</i> • List max. 5 top achievements, milestones or peer-reviewed publications related to the project. • List the projects carried out over the past five years in the field(s) related to the project or the ESFRI (specify: duration, funding source, and role). <p>Note: Please include here only (P) partners.</p> <ul style="list-style-type: none"> • (P) partners: These are the Belgian Partners that appear in the General Information part of the proposal description and point 5.2. Expertise of the partners. (P) partners are paid by the project and will sign the project's contract if the proposal is selected for funding. (P) partners may also carry out non-paid activities in the project, and therefore can also appear in the 'person-months other sources' of the Gantt chart. • (O) partners: These are partners that do NOT appear in the General Information part of the proposal description, nor in point 5.2. Expertise of the partners. (O) partners are not paid by the project and will not sign the project's contract if the proposal is selected for funding. However, they can formalise their contribution to the project using the Contribution Commitment letter (template available on the website). 	

<p>5.3. Combined expertise of the consortium <i>(Max. 1/2 page).</i></p> <p>Note: For single-partner projects, please write 'NA' and skip 5.3.</p> <p>Describe the adequacy and added value of the partnership in addressing the topic of the project and supporting the Belgian federal component of the ESFRI. Explain why this/these partner(s) are crucial to the achievement of the project:</p> <ul style="list-style-type: none"> • Complementary expertise, disciplines and/or way of working. • Integration of the contributions. • Development of new expertise (techniques, way of working) within the Belgian federal component of the ESFRI and the FSI involved. • In the case of non-FSI partners, demonstrate the pertinence of the selected partner. 	<p>5.3. Quality of the consortium</p> <p>Note: For single-partner projects only evaluate 5.4.</p> <ul style="list-style-type: none"> • Is the partnership essential and adequate for the project? • Are the contributions of the partners well integrated for the achievement of the project? • Will the partnership lead to the development of new expertise within the Belgian federal component of the ESFRI and the FSI / Federal department involved? <p>Note: If the Full Proposal contains a Contribution Commitment letter mentioning staff devoted to the project, please consider them in assessing the quality of the consortium. Note however, that this letter is not compulsory, therefore proposals that do not include shall not be ranked lower because of it.</p>
<p>5.4. Gender <i>(Max. 1/2 page).</i></p> <ul style="list-style-type: none"> • Cross the statements which better describe your project. • Comment how gender is considered in the project. 	<p>5.4. Gender</p> <ul style="list-style-type: none"> • Are there equal opportunities for people of different gender to participate in the project? • Are there mechanisms in place to ensure equal participation in terms of gender?
<p>6. Workplan</p>	
<p>6.1. Gantt chart</p> <p>Please fill out the Gantt chart. The template is available on the website and contains the instructions to complete it.</p> <p>Note: There are different three different types of partner in the GANTT chart:</p> <ul style="list-style-type: none"> • (P) partners: These are the Belgian Partners that appear in the General Information part of the proposal description and point 5.2. Expertise of the partners. (P) partners are paid by the project and will sign the project's contract if the proposal is selected for funding. (P) partners may also carry out non-paid activities in the project, and therefore can also appear in the 'person-months other sources' of the Gantt chart. • (O) partners: These are partners that do NOT appear in the General Information part of the proposal description, nor in point 5.2. Expertise of the partners. (O) partners are not paid by the project and will not sign the project's contract if 	<p>6.1. & 6.2 Workplan</p> <ul style="list-style-type: none"> • Is the Gantt chart adequately completed? • Is the description of the work plan coherent with the Gantt chart? • Are the work packages, tasks, and deliverables coherent with the objectives, methodology and expected results of the project? • Is the calendar for the tasks and deliverables adequate and feasible for the completion of the project? (in terms of when they are scheduled and the duration of the tasks) • Is the person-power effort for the tasks adequate? • Is the work plan well distributed among partners in function of their expertise?

the proposal is selected for funding. However, they can formalise their contribution to the project using the **Contribution Commitment letter (template available on the website)**.

- (S) subcontractors: These do not appear in the General Information part of the proposal description, nor in point 5.2. Expertise of the partners. (S) subcontractors are paid by the project but will not signed the project's contract if the proposal is selected for funding.

6.2. Detailed description of the work plan according to the Gantt chart

- Provide a graphic explanation of the workflow in the project (optional)
- Use the table provided to list the work packages, name and briefly describe the tasks, and list the deliverables that constitute the work plan of your project in accordance with the GANTT chart. Do not describe work packages or deliverables. Note that the definition of subtasks is not possible.
- There are 3 compulsory work packages:
 - Coordination, project management and reporting.
 - Data management.
 - Valorisation, diffusion, and exploitation of results.

Example:

WP 0: Title of the work package

<i>T.0.1.</i>	<i>Title of the task</i>	
	<i>Task leader</i>	
	<i>Brief description of the task</i>	
	<i>D.0.1.1</i>	<i>Name of the deliverable associated to the task</i>
	<i>D.0.1.2</i>	<i>Name of the deliverable associated to the task</i>
	<i>D.0.1.3</i>	<i>Name of the deliverable associated to the task</i>

Note: (P) partners must ensure the follow-up of outsourced tasks carried out by the (S) subcontractors and (O) partners which are included within their budgets.

6.3. Risk management	6.3. Risk management						
<p>(Max. 1/2 page).</p> <ul style="list-style-type: none"> Number and identify the main incurring risks that could delay or hinder the project and the contingency plans foreseen to deal with them, as concisely as possible. <p><i>Example:</i></p> <table border="1" data-bbox="212 491 1102 622"> <thead> <tr> <th>Risk</th> <th>Name of the Risk</th> <th>Contingency Plan</th> </tr> </thead> <tbody> <tr> <td>R.1.1.</td> <td>Online survey input insufficient</td> <td>Contact administration XXX to access data from the previous trimester from which the input could be extracted.</td> </tr> </tbody> </table>	Risk	Name of the Risk	Contingency Plan	R.1.1.	Online survey input insufficient	Contact administration XXX to access data from the previous trimester from which the input could be extracted.	<ul style="list-style-type: none"> Have the main incurring risks been identified? Are the contingency plans adequate?
Risk	Name of the Risk	Contingency Plan					
R.1.1.	Online survey input insufficient	Contact administration XXX to access data from the previous trimester from which the input could be extracted.					
7. Budget							
<p>Please check the budget rules, available on the website. The budget rules file also contains a calculator for the different budget categories, for the coordinator and the partners. Use it to fill out the budget tables.</p> <p>The budget is distributed into the following categories, which are described in the budget rules:</p> <ul style="list-style-type: none"> Staff Operation costs Overheads Equipment Subcontracting <p>Note:</p> <ul style="list-style-type: none"> (O) partners are considered under the in-kind category when listed in the budget under staff costs. They are under the responsibility of the (P) partner who lists them within their budget. It is possible to inform of the commitment of in-cash and in-kind contributions to the project from (O) partners, by filling out the Contribution Commitment letter (template available on the website). (S) subcontractors: Are not counted as staff but listed in the subcontracting category under the responsibility of a (P) partner, who lists them within their budget. 	<ul style="list-style-type: none"> Is the budget realistic for the project? Is the budget well-balanced among partners? Is the budget in line with the objectives and expected outcomes of the project? Is there any budget category that requires further adjustment? 						

8. Data Management Plan

Please fill out the **Data Management Plan**. The **template is available on the website** and contains the information required to complete it.

- What is the quality of the Data Management Plan in terms of?
 - Availability of the generated data
 - Compliance with fair principles
 - Description of data and metadata
 - Legal issues regarding data
 - Data storage and back-up

PART D: IMPACT & SUSTAINABILITY CASE

9. Impact

9.1. Impact of the project for the ESFRI

(Max. 1/2 page).

- Explain how the integration of the service/activities developed by the project will contribute to advance the agenda of the ESFRI in terms of its objectives, lifecycle, and readiness level.

9.1. Impact of the project for the ESFRI

- Is the impact for the ESFRI well explained?
- Is the description of the project's impact on the ESFRI realistic? Does it match the expectations in terms of advancing the agenda (objectives, lifecycle, readiness level)?

Note: ESFRI infrastructures featuring this call are either in implementation phase, or in operation phase. Each FSI must be considered within its state of development: A project featuring an ESFRI in operation phase shall not be better ranked than a project featuring an ESFRI in implementation phase, because of its position in the ESFRI's lifecycle.

9.2. Impact of the project for the Belgian federal component of the ESFRI

(Max. 1/2 page).

- Describe how the project will result in a gain of visibility, or will open the scope, or increase the potential of collaboration of the Belgian federal component within the ESFRI, and outside of it.
- Explain to what extent will the project contribute to the anchoring of the Belgian federal component in the ESFRI.

Note: If your project concerns a ESFRI where there is no Belgian federal component but a federal interest, please mention: NA, and skip this point.

9.2. Impact of the project for the Belgian federal component of the ESFRI

- Is the impact for the Belgian federal component well explained?
- Will the Belgian federal component be sufficiently developed within the project as to be effectively anchored within the infrastructure?

Note: If the project concerns a ESFRI where there is no Belgian federal component but a federal interest, the applicant will answer 'NA', and you shall skip this point.

<p>9.3. Impact of the project for the FSI</p> <ul style="list-style-type: none"> Describe the impact of the project for the FSI in terms of its own development, according to the FSI's research strategy. Describe the impact expected for the FSI in terms of its position within the international landscape. <p>Note: If your project concerns an ESFRI where there is no FSI involved, please comment on how the impact of the project will impact the federal interests.</p>	<p>9.3. Impact of the project for the FSI</p> <ul style="list-style-type: none"> Has the impact for the FSI been adequately estimated? Will the project allow the FSI to secure its position / position itself within the international community? <p>OR, if there is no FSI involved:</p> <ul style="list-style-type: none"> Will the project be an added value in terms of federal interests?
<p>9.4. Follow-up Committee</p> <p><i>(Max. 1/2 page).</i></p> <ul style="list-style-type: none"> Specify the functioning and role (informed, consulted, involved in research) of the follow-up committee. Provide a motivated list of possible committee members with their role and profiles. Members can confirm their interest and possible contribution to the committee via the completion of a Follow-up Committee letter of intent (template available on the website) - non-compulsory. Describe the gender balance in the composition of the committee. <p>Note:</p> <ul style="list-style-type: none"> Each project is accompanied by a Follow-up Committee. The objective of this committee is to provide an active follow-up, throughout the entirety of the project, via exchange and provision of data and information, giving advice, suggesting means of valorisation, etc. The follow-up committee is composed of potential stakeholders, such as representatives of public authorities at national, regional, European, or international level, social actors, scientists, industrial actors, end users, etc. The members of the follow-up committee are non-funded. The final composition of the follow-up committee will be defined in collaboration with BELSPO. 	<p>9.4. Follow-up Committee</p> <ul style="list-style-type: none"> Is the composition of the committee coherent? Is the description of their roles and functioning (information, consultation, involvement) as well as the means of functioning (number of meetings, method of information exchange, etc.) clear? Is the description of their roles and functioning in line with the foreseen impact of the project? If applicable: Are there non-scientific stakeholders involved in the early stages of the project (co-creation of results)? Is there a gender balanced representation in the committees? <p>Note: The set-up of a Follow-up Committee is compulsory. Check out if there are any Follow-up Committee Letters of intent included in the proposal. The role and the contributions from the committee expressed in these letters shall be evaluated as part of the Follow-up Committee description. However, bear in mind that these letters are not mandatory. A proposal providing letters of intent shall therefore not be ranked automatically 'higher' than one without them.</p>

10. Sustainability	10.1. Integration of the services/activities developed by the project																																		
<p>10.1. Integration of the services/activities developed by the project</p> <p><i>(Max. 1/2 page)</i></p> <ul style="list-style-type: none"> Explain how the services/activities developed by the project will be integrated and maintained within the missions (and recurrent activities) of the concerned FSI after the project has ended. 	<p>10.1. Integration of the services/activities developed by the project</p> <ul style="list-style-type: none"> Will the service/activities developed by the project be integrated and maintained among the missions of the concerned FSI after the project ends? Is the way they will be integrated pertinent? Will it allow for the services/activities to continue in the short, mid, and long term? 																																		
<p>10.2. Sustainability plan</p> <ul style="list-style-type: none"> Provide a list and % distribution of possible funding avenues, in view of making the service/activity sustainable during the 5 years after the project ends. <p><i>Example:</i> <i>(this example is hypothetical, fictional, not exhaustive)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d3d3d3;">Category</th> <th style="background-color: #d3d3d3;">Profile / Item</th> <th style="background-color: #d3d3d3;">Source of funding</th> <th style="background-color: #d3d3d3;">If other: Specify</th> <th style="background-color: #d3d3d3;">% funding</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d3d3d3;"> <ul style="list-style-type: none"> Staff Operation Equipment </td> <td style="background-color: #d3d3d3;"><i>Name the item, staff profile, specific service...</i></td> <td style="background-color: #d3d3d3;"> <ul style="list-style-type: none"> FSI Other </td> <td style="background-color: #d3d3d3;"> <ul style="list-style-type: none"> Public <ul style="list-style-type: none"> Federal EU Internat. ... Private <ul style="list-style-type: none"> ... </td> <td style="background-color: #d3d3d3;"><i>relative to the cost of maintenance of the service /activities</i></td> </tr> <tr> <td style="background-color: #d3d3d3;">1</td> <td style="background-color: #d3d3d3;"><i>Staff</i></td> <td style="background-color: #d3d3d3;"><i>IT developer</i></td> <td style="background-color: #d3d3d3;"><i>FSI</i></td> <td style="background-color: #d3d3d3;"><i>-</i></td> <td style="background-color: #d3d3d3;"><i>X%</i></td> </tr> <tr> <td style="background-color: #d3d3d3;">2</td> <td style="background-color: #d3d3d3;"><i>Staff-Operation</i></td> <td style="background-color: #d3d3d3;"><i>IT web admin</i></td> <td style="background-color: #d3d3d3;"><i>FSI + Other</i></td> <td style="background-color: #d3d3d3;"><i>EU – ERIC</i></td> <td style="background-color: #d3d3d3;"><i>X%</i></td> </tr> <tr> <td style="background-color: #d3d3d3;">3</td> <td style="background-color: #d3d3d3;"><i>Operation</i></td> <td style="background-color: #d3d3d3;"><i>Service provided to users - Consumables related to measurements</i></td> <td style="background-color: #d3d3d3;"><i>Other</i></td> <td style="background-color: #d3d3d3;"><i>EU – ERIC; EU funding XXX; Private</i></td> <td style="background-color: #d3d3d3;"><i>X%</i></td> </tr> <tr> <td style="background-color: #d3d3d3;">5</td> <td style="background-color: #d3d3d3;"><i>Equipment</i></td> <td style="background-color: #d3d3d3;"><i>Update and maintenance</i></td> <td style="background-color: #d3d3d3;"><i>FSI + Other</i></td> <td style="background-color: #d3d3d3;"><i>National funding via project XXX</i></td> <td style="background-color: #d3d3d3;"><i>X%</i></td> </tr> </tbody> </table>	Category	Profile / Item	Source of funding	If other: Specify	% funding	<ul style="list-style-type: none"> Staff Operation Equipment 	<i>Name the item, staff profile, specific service...</i>	<ul style="list-style-type: none"> FSI Other 	<ul style="list-style-type: none"> Public <ul style="list-style-type: none"> Federal EU Internat. ... Private <ul style="list-style-type: none"> ... 	<i>relative to the cost of maintenance of the service /activities</i>	1	<i>Staff</i>	<i>IT developer</i>	<i>FSI</i>	<i>-</i>	<i>X%</i>	2	<i>Staff-Operation</i>	<i>IT web admin</i>	<i>FSI + Other</i>	<i>EU – ERIC</i>	<i>X%</i>	3	<i>Operation</i>	<i>Service provided to users - Consumables related to measurements</i>	<i>Other</i>	<i>EU – ERIC; EU funding XXX; Private</i>	<i>X%</i>	5	<i>Equipment</i>	<i>Update and maintenance</i>	<i>FSI + Other</i>	<i>National funding via project XXX</i>	<i>X%</i>	<p>10.2. Sustainability plan</p> <ul style="list-style-type: none"> Are the avenues of revenue adequately described and reasonable? Is the plan feasible? Will the service be sustainable once the project has ended?
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<p>10.3. IT sustainability <i>(Max. 1/2 page)</i></p> <p>Describe the long-term sustainability of the IT components of the service/activities developed by the project:</p> <ul style="list-style-type: none"> • Refer to digital data, products (including software) and services. • Comment on how these will be made open and easily available in agreement with FAIR principles, having them be 'as open as possible as close as necessary'. • Mention their management, storage, and preservation solutions. • Explain if any synergy has been sought out with other FSI and/or Federal Departments in terms of IT sustainability. <p>Note: BELSPO encourages interoperability for the IT components of the projects in the programme. FSI and Federal Departments shall mutualise resources and develop common solutions as much as possible.</p>	<p>10.3. IT sustainability</p> <ul style="list-style-type: none"> • Does the project contemplate adequate and feasible solutions in terms of IT sustainability? • Does it describe well how the services/activities will be made available? • Are the storage and preservation solutions appropriated? • Does the project describe possible synergies with other FSI and/or Federal Departments in terms of IT solutions? • According to the description, and taking into account point 10.2, will the FSI be able to sustain the IT components of the service/activities developed by the project after the project has ended?
<p>10.4. Sustainability through use <i>(Max. 1/2 page)</i></p> <ul style="list-style-type: none"> • Explain how the service/activities provided by the project may be maintained/sustained after the project has ended through their use by the scientific and non-scientific community. • Describe possible foreseen updates that will keep the service/activities current, as to meet future user demands, both for the scientific and non-scientific community. 	<p>10.4. Sustainability through use</p> <ul style="list-style-type: none"> • Is the plan to make the service/activities sustainable through use adequate for the project? • Are the foreseen updates likely to meet user demands, in a way that the service/activities provided as a result of the project remain relevant?