

BRAIN-BE 2.0

BELGIAN RESEARCH ACTION
THROUGH INTERDISCIPLINARY NETWORKS
PHASE 2 (2018 – 2023)

PLATFORM SUBMISSION GUIDELINES

for applicants

Call for proposals 2020-2021

PILLAR 1: Challenges and knowledge of
the living and non-living world

PILLAR 2: Heritage science

PILLAR 3: Federal societal challenges

SUBMISSION DEADLINES:

PILLAR 2:

Expressions of Interest (EoI): Tuesday 19 May 2020 at 14h00

Full proposals: Tuesday 30 June 2020 at 14h00

PILLAR 1 & 3:

Expressions of Interest (EoI): Tuesday 30 June 2020 at 14h00

Full proposals: Tuesday 08 September 2020 at 14h00

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1. INTRODUCTION

All **Expressions of Interest** and **Full Proposals** within the BRAIN-be 2.0 programme must be electronically created and **submitted via the BRAIN-be 2.0 online Submission Platform**:

<https://brain-be.belspo.be>

Welcome to the **Platform Submission Guidelines** of BRAIN-be 2.0. This document will guide you through the practical aspects of the online submission procedure. **Please read the instructions carefully and follow them STEP by STEP.**

Before you begin, be sure to consult the different documents concerning this call that are available on the **BRAIN-be 2.0 website**: https://www.belspo.be/belspo/brain2-be/call_open_en.stm

The **BRAIN-be 2.0 online Submission Platform** is accessible for potential applicants affiliated to:

- Belgian Federal Scientific Institutions (FSI)
- Belgian Universities
- Belgian Colleges of Higher Education
- Other public and non-profit Belgian research centres
- Research centres or institutions from a Least Developed African Country.

International partners other than those coming from Least Developed African Countries and subcontractors do not have access to the platform, but may be included in the proposal by the coordinator of the project.

The creation of a personal profile via the registration procedure is required in order to access the **BRAIN-be 2.0 online Submission Platform**. Each account is linked to a **unique email address**. The **same registered account** will be used for all the Expressions of Interest and Full Proposals in which the applicant is involved.

Coordinators and Partners have different rights within the platform:

	Expression of Interest					Full proposal				
	Access	Create	Edit	Delete	Submit	Access	Create	Edit	Delete	Submit
Coordinator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Partner	✗	✗	✗	✗	✗	✓	✗	✓	✗	✗

For further information regarding which Institution types can be Coordinators for a given proposal type and Pillar, please check the **Information File** on the BRAIN-be 2.0 website.

Expressions of Interest are exclusively **completed online** – there are no documents to download from / upload to the platform. **Full proposals**, on the other hand, are composed of **online fields** and **additional documents**. These additional documents are compulsory unless otherwise stated; the corresponding templates must be downloaded from the platform, filled out, and uploaded to the platform. No templates will be made available within the BRAIN-be 2.0 website, nor will they be sent by email to applicants. BELSPO will not accept Eols or Full proposals other than the ones submitted via the platform.

Note that **not all project types are available for all Pillars**:

	PILLAR 1	PILLAR 2	PILLAR 3
Thematic proposal	✓	✓	✓
Bottom-up Proposal	✓	✓	✗

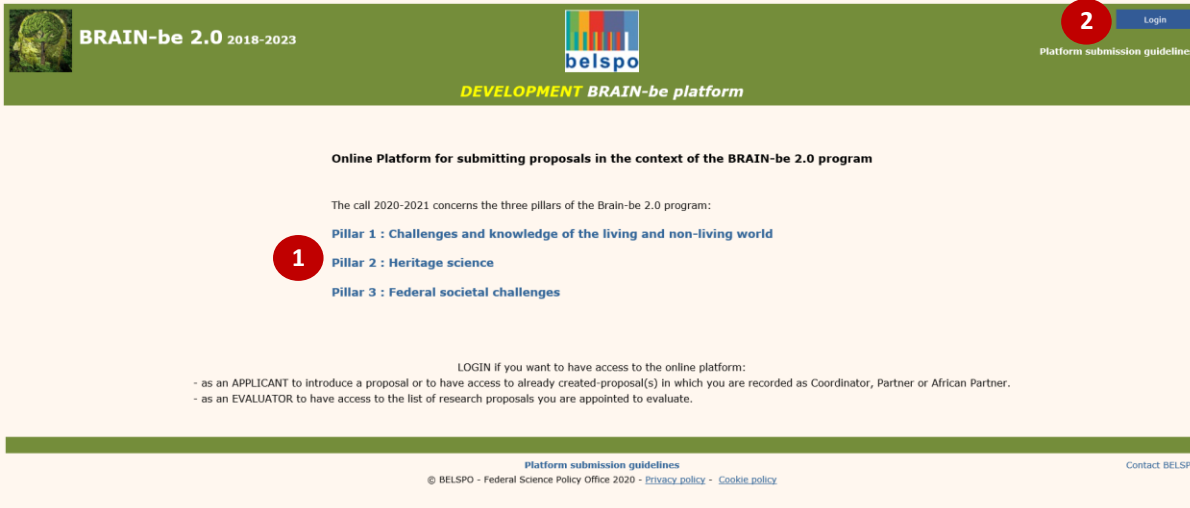
Expressions of Interest and Full proposals must be written in English and formulated concisely avoiding abbreviations. The font used for the uploaded documents must be Calibri, size 11, with 1.15 line spacing.

2. ACCESS, REGISTRATION AND LOGIN TO THE PLATFORM

2.1 ACCESS TO THE PLATFORM [Platform Homepage before Log In]

🖱️ Click on the following address or copy it in your internet browser (<https://brain-be.belspo.be>) to go to the Platform Homepage.

This is the **Platform Homepage**:



The screenshot shows the BRAIN-be 2.0 2018-2023 platform homepage. At the top, there is a green header with the BRAIN-be 2.0 logo, the BELSPO logo, and a 'Login' button with a red circle '2' next to it. Below the header, the text reads 'DEVELOPMENT BRAIN-be platform'. The main content area features the title 'Online Platform for submitting proposals in the context of the BRAIN-be 2.0 program' and a sub-header 'The call 2020-2021 concerns the three pillars of the Brain-be 2.0 program:'. A red circle '1' highlights the list of pillars: Pillar 1: Challenges and knowledge of the living and non-living world, Pillar 2: Heritage science, and Pillar 3: Federal societal challenges. Below this, there is a 'LOGIN' section with instructions for applicants and evaluators. At the bottom, there are links for 'Platform submission guidelines', 'Contact BELSPO', and copyright information.

Within the **Platform Homepage** there are:

- Links to the different Pillars, containing a basic description of the Pillars **1**
- 'Login' button **2**

🖱️ Click on the 'Login' button to proceed to the Log in Page.

2.2 REGISTRATION AND LOG IN TO THE PLATFORM [Log In Page]

ONE EMAIL ADDRESS = ONE ACCOUNT

- If you have previously used the FED-tWIN or the BRAIN-be 2.0 online Submission Platform, please **Log In using your existing account**.
- This account must be used **for all the Expressions of Interest and Full Proposals** you participate in.
- To access an already created proposal, Partners must use the email address encoded for them by the Coordinator in the proposal.
- Should your email address or institution have changed, please contact BELSPO: BRAIN-BE@belspo.be.

This is the **Log In** page:



BRAIN-be 2.0 2018-2023

belspo

Platform submission guidelines

BRAIN-be platform

1 Email:

1 Password:

Log In Cancel

If you already have a BELSPO account (for FED-tWIN or BRAIN-be) use it to log in.
Otherwise:
- as an APPLICANT: you can [create your account](#) 2
- as an EVALUATOR: you should use the email address through which BELSPO has contacted you and the provisional password given to you in the evaluation appointment email.

3 [Forgot you password ?](#)

Platform submission guidelines

Contact BELSPO

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Within the **Log In** page there are:

- Fields to log in with your existing account: 'email' and 'password' 1
- Link to create a new account: 'create your account' 2
- Link to recover the forgotten password: 'forgot your password?' 3

2.2.1. LOG IN (with an existing account)

🔑 Enter your email address and password ❶ and click on the 'Log In' button.


If you have forgotten your password, you can always retrieve it via the link 'forgot your password' ❸

Once the Log In is completed, you will be directed to the **Platform Homepage**. Your email will appear on the top right corner.

2.2.2. REGISTRATION (with a new account) [Registration Page]

🔑 Click on the 'Create your account' link ❷. You will be directed to the **Registration page** where you will be able to complete the registration form.

This is the **Registration page**:



The screenshot shows the registration page for BRAIN-be 2.0. The header includes the BRAIN-be 2.0 2018-2023 logo, the BELSPO logo, and a 'Login' button. The main heading is 'BRAIN-be platform - Pillar 2 : Heritage science'. The form is titled 'All fields required' and contains the following fields: 'Type of institution' (dropdown menu with 'Other public and non-profit research centre' selected), 'Institution' (dropdown menu), 'Email' (text input with a note: 'Give a professional email address. This will be your login name.'), 'Confirm email' (text input), 'Password' (text input with a note: 'A minimum of 8 characters including mixed upper and lowercase letters and at least one numeric digit.'), 'Confirm password' (text input), 'Lastname' (text input), 'Firstname' (text input), 'Department' (text input), and 'Function' (text input). There are 'Save' and 'Cancel' buttons at the bottom of the form. A 'BELSPO Privacy policy' link is also present. The footer contains 'Platform submission guidelines', '© BELSPO - Federal Science Policy Office 2020 - Privacy policy - Cookie policy', and 'Contact BELSPO'.

Please note that:

- The eligible institutions must be chosen from a dropdown menu, except for LDC African partners
- Should your institution not appear in the list, send an **Institution Request form** so that BELSPO can examine the eligibility of your institution
- The Institution Request form is available in the BRAIN-be 2.0 website (https://www.belspo.be/belspo/brain2-be/call_open_en.stm)
- The partner's email used for the **registration** and/or **Log In** must match the one encoded in the Full proposal by the coordinator, otherwise he/she will not be able to retrieve/edit said proposal.

🔑 Enter the required information and click 'Save'. You will be directed to the **Platform Homepage**, and your email will appear on the top right corner.

3. CREATE, EDIT, SUBMIT, PRINT AND DELETE AN EXPRESSION OF INTEREST (only for Coordinators)

Expressions of Interest are compulsory for the 3 Pillars and the first step towards introducing a Full proposal. You will not be able to create a Full Proposal unless you have created first its corresponding Expression of Interest, but you may work on the Eol and the Full proposal in parallel.
In order to submit the Full proposal, you must first submit the Eol.

3.1 CREATE AN EXPRESSION OF INTEREST (only for Coordinators)

3.1.1. THE PLATFORM HOMEPAGE – once you are logged in


Prior to creating a new Expression of Interest you will have [logged in](#) or [registered](#) within the platform. In doing so, you will be directed back to the **Platform Homepage**.

The **Platform Homepage** will now look like this:



You will notice that some changes will have occurred on the page:

- Your email will appear on the top right corner **1**
- The links for the different pillars will now take you to your **Personal Homepages** **2**
Note that there are 3 different **Personal Homepages**, one per Pillar.

 **Choose the Pillar for which you want to enter an Expression of Interest.** You will be directed to your **Personal Homepage** for that Pillar.

3.1.2. YOUR PERSONAL HOMEPAGE – before introducing a new EoI

This is your **Personal Homepage**: (as an example you see the specific page for Pillar 2)



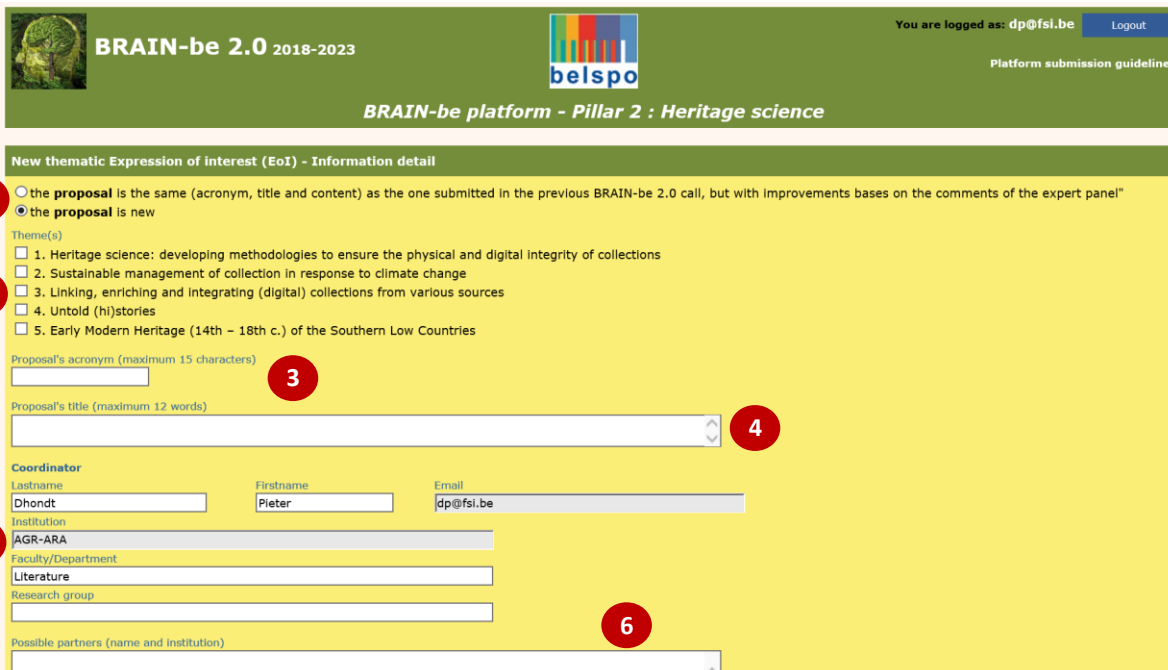
Within your **Personal Homepage** you will see one or the two following buttons depending on your institution type and the Pillar chosen:

- 'Add expression of interest for Thematic project' ①
- 'Add expression of interest for Bottom-up project' ②

Click on the appropriate button ① or ② to create an Expression of Interest. You will be directed to the **Expression of Interest page**.

3.1.3. THE EXPRESSION OF INTEREST PAGE

This is the Expression of Interest page:





The screenshot shows a web form for submitting an Expression of Interest. It includes a large text area for a short description (7), a section for keywords (8), and a checkbox for a confirmation statement (9). At the bottom, there are 'Save', 'Submit', and 'Back to list' buttons. The footer contains 'Platform submission guidelines', '© BELSPO - Federal Science Policy Office 2020 - Privacy policy - Cookie policy', and 'Contact BELSPO'.


Within the **Expression of Interest page** there are several fields that must be completed:

- Statement regarding whether the proposal has been or not previously submitted within the BRAIN-be 2.0 programme ①
- Theme(s) of the Call: Choose between the different thematic priorities of the Call ②
- Proposal's Acronym ③
- Proposal's Title ④
- Name, institution and contact details of the Coordinator ⑤
- Possible partners (names and institutions) ⑥
- Short description of the proposal ⑦
- Keywords ⑧
- Approval statement for submission ⑨

In order to be able to save the Eoi, at least the acronym and the title must be entered.

 **Complete the required information and click 'Save'.**

By saving the information a new expression of interest will be created and identified by the reference **Eoi-xxx**. The coordinator may update and save the content, check the input, and submit or delete the Eoi at any time using the **Expression of Interest page**.

 **Click on 'Back to List'.** You will be directed to your **Personal Homepage**.

3.1.4. YOUR PERSONAL HOMEPAGE – after saving a new Eol

Your **Personal Homepage** will change after saving an Eol. It will now look like this:



The screenshot shows the BRAIN-be 2.0 personal homepage. At the top, there is a header with the BRAIN-be 2.0 logo, the Belspo logo, and the text 'You are logged as: dp@fsi.be' with a 'Logout' button. Below the header, there are two buttons: 'Add Expression of Interest for thematic proposal' and 'Add expression of interest for bottom-up proposal'. The main content area displays 'EXPRESSIONS OF INTEREST ; Submission deadline to Belspo = 19/5/2020 14:00' and 'PROPOSALS ; Submission deadline to Belspo = 30/6/2020 14:00'. A table lists the user's expressions of interest. The first entry is 'Expression of interest (thematic)' with reference 'EoI-013' and acronym 'TEST'. A red circle '1' is placed over the entry. To the right of the table, there is a 'Submitted' column with a red circle '2' and a menu with options: 'Information detail', 'Experts', 'Print Eol', and 'Add Proposal'. Below the table is a 'Back to Homepage' button. At the bottom, there are links for 'Platform submission guidelines', 'Contact BELSPO', and copyright information.

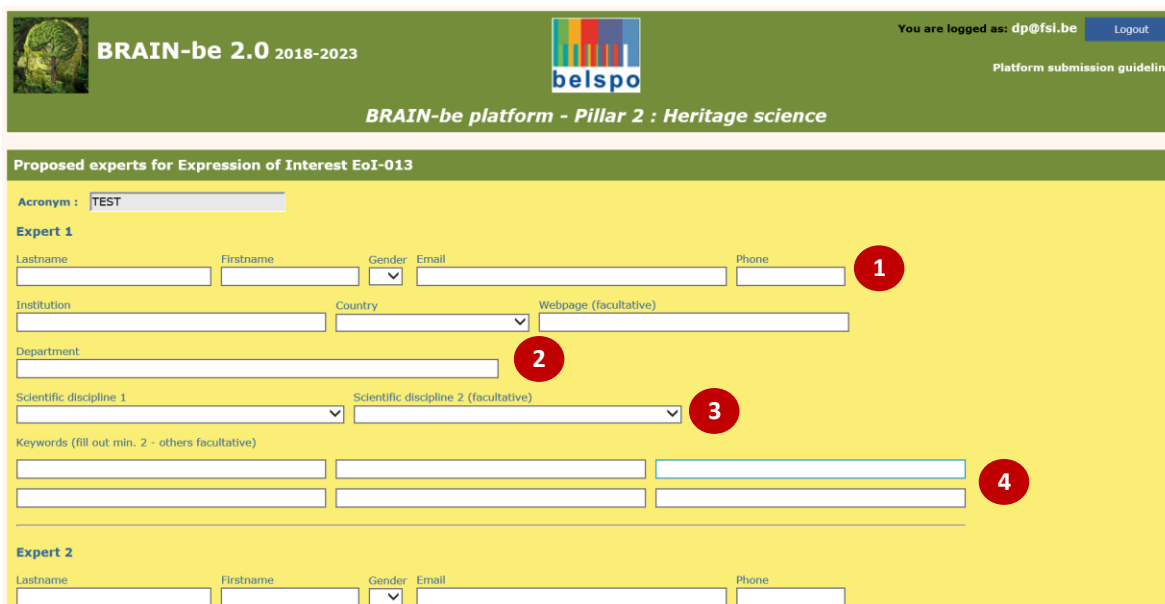
Now, you will see the Expression of Interest **1** you have created and a menu on the right side of the page **2**:

- Information detail : Displays the content of the Eol for **further editing**
- Experts : Allows introducing 6 proposed experts (of which 4 are compulsory) and 2 non-grata experts
- Print Eol: Preview.pdf file of the Eol
- Add proposal: Allows introducing the Full Proposal that corresponds to the Eol

Click on 'Experts'. You will be directed to the **Experts Page**. There, you will be able to introduce the names and contact details of the experts you propose for the evaluation of your Full proposal.

3.1.5. THE EXPERTS PAGE

This is the **Experts Page**:



The screenshot shows the 'Proposed experts for Expression of Interest EoI-013' form. At the top, there is a header with the BRAIN-be 2.0 logo, the Belspo logo, and the text 'You are logged as: dp@fsi.be' with a 'Logout' button. Below the header, there is a 'Platform submission guidelines' link. The main content area is a form with the following fields: 'Acronym : TEST', 'Expert 1' section with fields for 'Lastname', 'Firstname', 'Gender', 'Email', 'Phone', 'Institution', 'Country', 'Webpage (facultative)', 'Department', 'Scientific discipline 1', 'Scientific discipline 2 (facultative)', 'Keywords (fill out min. 2 - others facultative)', and 'Expert 2' section with fields for 'Lastname', 'Firstname', 'Gender', 'Email', 'Phone'. Red circles '1' through '4' are placed over the form fields to indicate specific areas of interest.

Within the **Experts page** there are several fields for 6 proposed experts and 2 non-grata experts:

- Name, gender, email, telephone ①
- Institution, Country, Webpage, Department ②
- Scientific disciplines ③
- Keywords ④

You need to provide the information for minimum 4 proposed evaluators with appropriate expertise in the research proposal, gender-balanced whenever possible and taking into account the criteria for experts mentioned in the Eligibility Evaluator document available at the BRAIN-be 2.0 website:

https://www.belspo.be/belspo/brain2-be/call_open_en.stm

Please ensure that you provide the right email and telephone number – otherwise BELSPO will exclude these experts from the evaluation of your proposal.

☞ **Fill out all the required fields, and click 'Save'.**

☞ **Click 'Back to list'.** You will be directed to your **Personal Homepage**. Note that after saving, the experts provided will appear in alphabetic order.

3.2 EDIT AN EXPRESSION OF INTEREST (only for Coordinators)

If you are in your **Personal Homepage**, you can edit an Expression of Interest in the following way:

☞ **Click on 'Information detail'.** You will be directed to the **Expression of Interest** page. There, you will be able to edit the information.

☞ **Edit the required information and click 'Save'.**

☞ **Then, click on 'Back to List'.** You will be directed to your **Personal Homepage**.

3.3 SUBMIT AN EXPRESSION OF INTEREST (only for Coordinators)

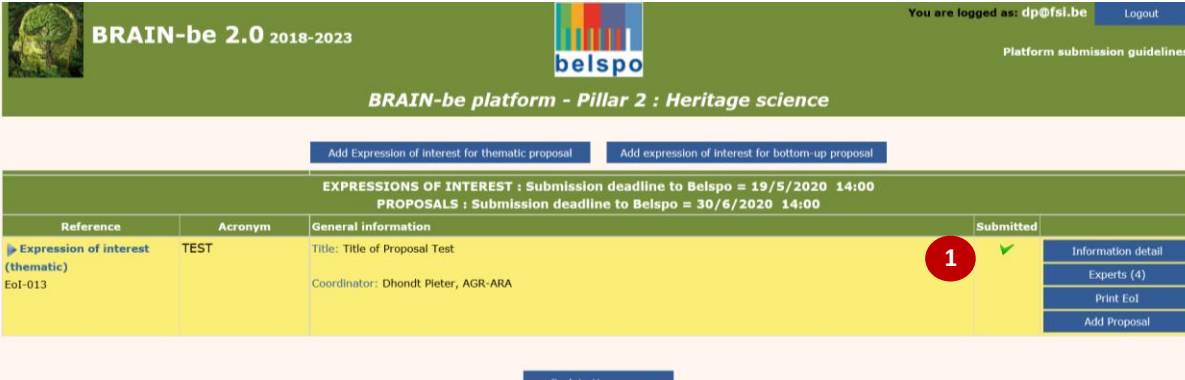
If you are in your **Personal Homepage**, you can submit an Expression of Interest in the following way:

☞ **Click on 'Information detail'.** You will be directed to the **Expression of Interest** page.

The following confirmation must be given prior to submitting the Eoi:

- ✓ *As the coordinator, I confirm to have read and to have asked all the natural persons involved...*

☞ **At the bottom of the page, click on 'Submit'.** The Eoi will be submitted to BELSPO and you will be directed to your **Personal Homepage**.



The screenshot shows the BRAIN-be 2.0 2018-2023 platform interface. At the top, it displays the Belspo logo and the text "BRAIN-be platform - Pillar 2 : Heritage science". Below this, there are two buttons: "Add Expression of interest for thematic proposal" and "Add expression of interest for bottom-up proposal". The main content area shows a table with the following data:

Reference	Acronym	General information	Submitted
Expression of interest (thematic) EoI-013	TEST	Title: Title of Proposal Test Coordinator: Dhondt Pieter, AGR-ARA	1 ✓

Below the table, there are buttons for "Information detail", "Experts (4)", "Print EoI", and "Add Proposal". At the bottom of the page, there is a "Back to Homepage" button.

After successful submission, only the Coordinator will receive an automatically generated confirmation of receipt, and a '✓' will appear on his/her **Personal Homepage** ①. No email will be sent to the partners; the Coordinator will be responsible of informing them.

3.4 PRINT / DOWNLOAD THE EXPRESSION OF INTEREST

If you are in your **Personal Homepage**, you can print / download an Expression of Interest in .pdf form, in the following way:

☞ **Click on 'Print EoI'**. A new tab will open in your internet browser containing a printable version of your EoI.

3.5 DELETE AN EXPRESSION OF INTEREST (only for Coordinators)

If you are in your **Personal Homepage**, you can delete an Expression of Interest in the following way:

☞ **Click on 'Information detail'**. You will be directed to the **Expression of Interest page**.

☞ **At the bottom of the page, click on 'Delete'**. The EoI will be deleted and you will be directed to your **Personal Homepage**.

Note : Should you want to delete a non-submitted EoI for which a proposal has already been added, you have to delete the proposal first (see [section 5.6](#))

4. WHICH OF THE EOI FIELDS CAN BE CHANGED IN THE FULL PROPOSAL?

	Expression of Interest		Which of the Eoi fields can be changed in the Full proposal?	
	Before submitting	After submitting		
'Reworked' proposal / New proposal	YES	NO	NO	The chosen option will appear by default and will be the same as in the Eoi.
Theme(s)	YES	NO	NO	The theme will appear by default and must be kept the same as in the Eoi.
Proposal's Acronym	YES	NO	NO	This acronym will appear by default and will be the same as in the Eoi. Once the Eoi is submitted you will not be able to change it in the Full proposal.
Proposal's Title	YES	NO	YES	The same title will appear by default, but it can be changed.
Coordinator	YES	NO	YES	The same coordinator will appear by default, but another person from an eligible institution may be given this role in the Full proposal.
Partners	YES	NO	YES	The partners mentioned in the Eoi will NOT appear by default in the Full proposal. You will have to introduce them (again) in the Full proposal.
Short description of the proposal	YES	NO	YES	The description of the project of the Eoi will appear by default in the Full proposal. You may edit the description to some extent. However, it cannot diverge to the point that the expertise mobilised for the evaluation of the proposal will become irrelevant.
Keywords	YES	NO	NO	The keywords will appear by default and must remain the same as in the Eoi. BELSPO searches for experts based on these keywords.
Experts	YES	NO	NO	BELSPO may contact the suggested experts as soon as the Eoi is submitted, which is why you will not be asked to provide experts for the Full proposal.

5. CREATE, EDIT, SUBMIT, PRINT AND DELETE A FULL PROPOSAL


Prior to submitting a Full proposal, applicants must first submit an Expression of Interest.


If you are the **Coordinator**, please follow [section 5.1. Create a Full proposal](#).

If you are a **Partner**, please follow [section 5.3. Edit a Full proposal](#).


5.1 CREATE A FULL PROPOSAL (only for Coordinators)

5.1.1. YOUR PERSONAL HOMEPAGE – before introducing a new Full proposal

Once you have created (saved) and Expression of Interest, your **Personal Homepage** will look as described in [section 3.1.4](#). Within the right side menu, you will see a new button appear: 'Add proposal' .


BRAIN-be 2.0 2018-2023

You are logged as: dp@fsi.be [Logout](#)


Platform submission guidelines

BRAIN-be platform - Pillar 2 : Heritage science

Add Expression of interest for thematic proposal
Add expression of interest for bottom-up proposal

EXPRESSIONS OF INTEREST : Submission deadline to Belspo = 19/5/2020 14:00			
PROPOSALS : Submission deadline to Belspo = 30/6/2020 14:00			
Reference	Acronym	General information	Submitted
▶ Expression of interest (thematic) EoI-013	TEST	Title: Title of Proposal Test Coordinator: Dhondt Pieter, AGR-ARA	<div style="background-color: #4F7942; color: white; padding: 2px; font-size: small;"> Information detail </div> <div style="background-color: #4F7942; color: white; padding: 2px; font-size: small;"> Experts </div> <div style="background-color: #4F7942; color: white; padding: 2px; font-size: small;"> Print Eoi </div> <div style="background-color: #4F7942; color: white; padding: 2px; font-size: small;"> Add Proposal </div>

Back to Homepage


Platform submission guidelines
Contact BELSPO

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🖱️ Click on 'Add Proposal' to introduce the Full proposal. You will be directed to the Information detail page.

5.1.2. THE INFORMATION DETAIL PAGE

This is the Information detail page:


BRAIN-be 2.0 2018-2023

You are logged as: dp@fsi.be [Logout](#)


Platform submission guidelines

BRAIN-be platform - Pillar 2 : Heritage science

New thematic Proposal (Prp) following Expression of interest EoI-022

the proposal is the same (acronym, title and content) as the one submitted in the previous BRAIN-be 2.0 call, but with improvements bases on the comments of the expert panel"
 the proposal is new

Theme(s)

- 1. Heritage science: developing methodologies to ensure the physical and digital integrity of collections
- 2. Sustainable management of collection in response to climate change
- 3. Linking, enriching and integrating (digital) collections from various sources
- 4. Untold (hi)stories
- 5. Early Modern Heritage (14th – 18th c.) of the Southern Low Countries

Acronym (maximum 15 characters)

Title (max. 255 characters)

Duration

Proposal summary (max. 500 words)

Keywords (fill out maximum 8 others facultative)

I assure that my hierarchical authority agrees with the submission of this proposal
 As the coordinator, I confirm to have read and to have asked all the natural persons involved and mentioned in this project proposal to read the [privacy statement](#) related to the BRAIN-be programme. Furthermore, I confirm to have obtained these persons' explicit consent to process their personal data in the context of this privacy statement. In addition, I give my consent to the Federal Public Planning Service Science Policy ('Belspo') to transfer the project proposal for evaluation purposes to experts established outside the European Union even though that transfer of personal data could not be covered by an adequacy decision or appropriate safeguards. I confirm to have obtained the explicit consent of the involved and mentioned natural persons in this regard.

Save
Back to list

Within the **Information detail page** you will see:

- Statement regarding whether the proposal has been or not previously submitted within the BRAIN-be 2.0 programme ①
- Theme(s) - (only for thematic proposal) ②
- Acronym ③
- Title ④
- Duration ⑤
- Proposal Summary ⑥
- Keywords ⑦
- Approval statements for submission ⑧

These fields correspond with the point 'Information Detail' of the **Submission and Evaluation Guidelines** (Part II: Criteria, section: Submission content for applicants vs. evaluation criteria). This document is available on the **BRAIN-be 2.0 website**: https://www.belspo.be/belspo/brain2-be/call_open_en.stm


You will see that most of the fields are automatically filled with the information completed in the EoI. In order to see which fields can be modified, please check [section 4](#).


 **Complete or update the required information and click 'Save'.**

By doing so, you will have created a new **Full proposal**, and new information will appear on the **Information detail page**.

This is the **Information detail page**, after saving the new Full proposal:

Underneath the keywords a new table will be displayed showing the **Partners Table 1**, which for the moment will only contain information regarding the Coordinator.


You are logged as: [dp@fsi.be](#) [Logout](#)



BRAIN-be platform - Pillar 2 : Heritage science

Thematic Proposal Prp-018 of Expression of interest EoI-022

the proposal is the same (acronym, title and content) as the one submitted in the previous BRAIN-be 2.0 call, but with improvements bases on the comments of the expert panel"
 the proposal is new

Theme(s)

1. Heritage science: developing methodologies to ensure the physical and digital integrity of collections
 2. Sustainable management of collection in response to climate change
 3. Linking, enriching and integrating (digital) collections from various sources
 4. Untold (hi)stories
 5. Early Modern Heritage (14th – 18th c.) of the Southern Low Countries

Acronym (maximum 15 characters)

Title (max. 255 characters)

Duration

Proposal summary (max. 500 words)

Keywords (fill out min. 2 - others facultative)

PARTNERS TABLE
(click on the name of the promoter to have access to the partner information)

PARTNERS				BUDGET (in €)						
Type Partner	Institution (Acronym)	Type inst.	Partner Name	TOTAL	Staff	General Operation	Specific operation	Overheads	Equipment	Sub contracting
Belgian Coordinator	AGR-ARA	Federal scientific institution	Dhondt Pieter							
TOTAL BUDGET:										

I assure that my hierarchical authority agrees with the submission of this proposal
 As the coordinator, I confirm to have read and to have asked all the natural persons involved and mentioned in this project proposal to read the [privacy statement](#) related to the BRAIN-be programme. Furthermore, I confirm to have obtained these persons' explicit consent to process their personal data in the context of this privacy statement. In addition, I give my consent to the Federal Public Planning Service Science Policy ('Belspo') to transfer the project proposal for evaluation purposes to experts established outside the European Union even though that transfer of personal data could not be covered by an adequacy decision or appropriate safeguards. I confirm to have obtained the explicit consent of the involved and mentioned natural persons in this regard.

Created by dp@fsi.be on 31/3/2020. Last updated by dp@fsi.be on 31/3/2020 10:37.

Save
Final check
Submit
Delete
Back to list

[Platform submission guidelines](#)
[Contact BELSPO](#)

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1

5.1.3. YOUR PERSONAL HOMEPAGE – after introducing a new Full proposal

Your **Personal Homepage** will have changed after adding a new Full Proposal. It will now look like this:



BRAIN-be 2.0 2018-2023

You are logged as: **dp@fsi.be** Logout

Platform submission guidelines

BRAIN-be platform - Pillar 2 : Heritage science

Add Expression of interest for thematic proposal Add expression of interest for bottom-up proposal

EXPRESSIONS OF INTEREST : Submission deadline to Belspo = 19/5/2020 14:00
 PROPOSALS : Submission deadline to Belspo = 30/6/2020 14:00

Reference	Acronym	General information	Submitted											
▶ Expression of interest (thematic) EoI-013	TEST	Title: Title of Proposal Test Coordinator: Dhondt Pieter, AGR-ARA	✓	Information detail Experts (4) Print EoI										
▶ ▶ Proposal (thematic) EoI-013/ Prp-011	TEST	Title: Title of Proposal Test Partners: <table border="1"> <thead> <tr> <th>Role</th> <th>Name</th> <th>Institution</th> <th>Type</th> <th>Country</th> </tr> </thead> <tbody> <tr> <td>Belgian Coordinator</td> <td>Dhondt Pieter</td> <td>AGR-ARA</td> <td>Federal scientific institution</td> <td></td> </tr> </tbody> </table>	Role	Name	Institution	Type	Country	Belgian Coordinator	Dhondt Pieter	AGR-ARA	Federal scientific institution		1	Information detail Add partner Documents Print Proposal
Role	Name	Institution	Type	Country										
Belgian Coordinator	Dhondt Pieter	AGR-ARA	Federal scientific institution											

1 Prp

Back to Homepage

Platform submission guidelines Contact BELSPO

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Next to the added proposal, your **Personal Homepage** will show a menu on the right hand menu, containing the following 1:

- Information detail: Displays the content of the Full proposal for **further editing**
- Add partner: Allows the Coordinator to add partners to the proposal
- Documents: Contains all the downloadable forms to be filled in, off-line, and subsequently uploaded to the platform
- Print Proposal: Preview.pdf file of the Full proposal

Underneath the title of the proposal, a **Recapitulative Partner Table 2** will appear, with information concerning:


- Role of the partner
- Name
- Institution
- Type (of institution)
- Country

For the moment, it will be filled only with the name and some institution details of the Coordinator.

In order for the Coordinator to add Partners, he/she must go to the **Add Partner page**.

5.1.4. THE ADD PARTNER PAGE

Each Partner has to be added separately. The Coordinator must visit the **Add Partner page** as many times as there are Partners in his/her proposal.

 **Click on Add Partner to introduce the partners in the platform.** You will be directed to the **Add Partner page**.

This is the **Add partner page**:



BRAIN-be 2.0 2018-2023  You are logged as: **dp@fsl.be** [Logout](#)
Platform submission guidelines

BRAIN-be platform - Pillar 2 : Heritage science

New Partner for Proposal PrP-011

Acronym : **1**

Partner type

2

Lastname Firstname Email

By saving this partner sheet, a notification will be automatically sent to the added promoter

Platform submission guidelines [Contact BELSPO](#)
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Within the **Add partner page**, you will see the following fields:

- Partner type: Belgian partner / African partner of LDC / Other international partner (scroll list) **1**
- Promoter: Name and email **2**

 **The Coordinator must choose the partner type and complete the required fields.**

Please note that in function of the partner type chosen, the page will display different fields. If the partner institution is not in the list of the 'Colleges of higher education' or the 'Other public and non-profit research centres', the concerned partner has to send an Institution Request form to BELSPO to examine the eligibility of said institution available on the BRAIN-be 2.0 website: https://www.belspo.be/belspo/brain2-be/call_open_en.stm




 **The Coordinator must click on 'Save'.**

By pressing **'Save'**, the partner will be added to the proposal. An email will be sent to the Partner (except in the case of 'Other international partner'), and the coordinator will be directed to his/her **Personal Homepage**.

Please note that partners will appear in alphabetic order and per partner type. The Partners will now have access to the platform, by Logging In using the same email address that the Coordinator has provided for them, and they can add information to the proposal (except 'Other international partners').

It is also possible for the coordinator to remove a Partner via the Partner profile and budget page ([see section 5.3.3](#)).

 **Click on the Partner name that needs to be deleted within the Recapitulative Partner Table.** You will be directed to the **Partner profile and budget page**.

 **Click 'Delete'.**

5.2 ACCESS THE FULL PROPOSAL (Coordinator and Partners)

Once a proposal is created by the Coordinator, and he/she has added the Partners, all the Partners with the exception of 'Other International Partners' may enter the platform using the same email address to which the notification email has been sent, which is the email address introduced by the coordinator in the proposal when adding the partner.

 **Log In to the platform following the instructions provided in [section 2](#).**

You will be directed to the **Platform Homepage**. The **Platform Homepage** will look as described in [section 3.1.1](#). Your email will appear on the top right corner, and the links within the Pillar's names will take you to your **Personal Homepage**.

 **Click on the Pillar within which your Full proposal has been introduced.**

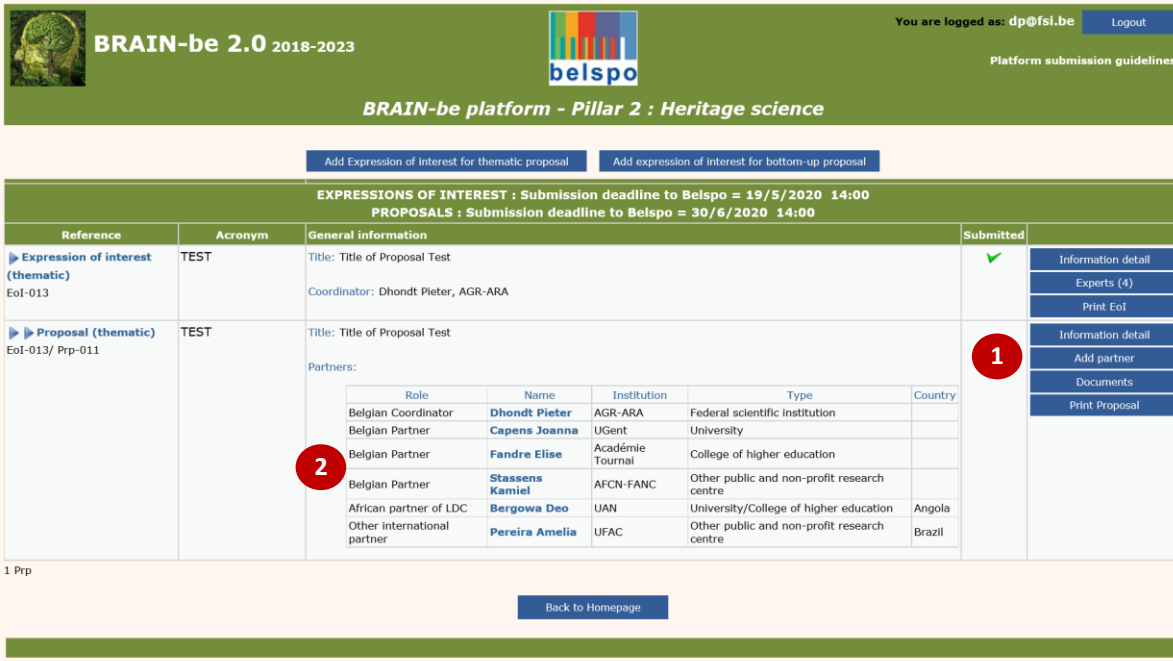
You will be directed to your **Personal Homepage**, from which you will be able to edit your Full proposal.

5.3 EDIT A FULL PROPOSAL (Coordinator and Partners)

Once a proposal is created by the Coordinator, and he/she has added the Partners, all the Partners with the exception of 'Other International Partners' may:

- Edit the **Information detail** fields within the platform pages ([see section 5.3.1](#))
- Have access to downloading the **documents** that are part of the Full proposal ([see section 5.3.2](#))
- Complete their **profiles and their required budget** within the proposal ([see section 5.3.3](#))

This is your **Personal Homepage**:



BRAIN-be 2.0 2018-2023 You are logged as: dp@fsi.be [Logout](#)

BRAIN-be platform - Pillar 2 : Heritage science

[Add Expression of Interest for thematic proposal](#) [Add expression of interest for bottom-up proposal](#)

EXPRESSIONS OF INTEREST ; Submission deadline to Belspo = 19/5/2020 14:00
PROPOSALS ; Submission deadline to Belspo = 30/6/2020 14:00

Reference	Acronym	General information	Submitted																																				
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▶ Proposal (thematic) EoI-013/ Prp-011	TEST	Title: Title of Proposal Test Partners: <table border="1" style="margin-top: 5px;"> <thead> <tr> <th>Role</th> <th>Name</th> <th>Institution</th> <th>Type</th> <th>Country</th> </tr> </thead> <tbody> <tr> <td>Belgian Coordinator</td> <td>Dhondt Pieter</td> <td>AGR-ARA</td> <td>Federal scientific institution</td> <td></td> </tr> <tr> <td>Belgian Partner</td> <td>Capens Joanna</td> <td>UGent</td> <td>University</td> <td></td> </tr> <tr> <td>Belgian Partner</td> <td>Fandre Elise</td> <td>Académie Tournai</td> <td>College of higher education</td> <td></td> </tr> <tr> <td>Belgian Partner</td> <td>Stassens Kamiel</td> <td>AFCN-FANC</td> <td>Other public and non-profit research centre</td> <td></td> </tr> <tr> <td>African partner of LDC</td> <td>Bergowa Deo</td> <td>UAN</td> <td>University/College of higher education</td> <td>Angola</td> </tr> <tr> <td>Other international partner</td> <td>Pereira Amelia</td> <td>UFAC</td> <td>Other public and non-profit research centre</td> <td>Brazil</td> </tr> </tbody> </table>	Role	Name	Institution	Type	Country	Belgian Coordinator	Dhondt Pieter	AGR-ARA	Federal scientific institution		Belgian Partner	Capens Joanna	UGent	University		Belgian Partner	Fandre Elise	Académie Tournai	College of higher education		Belgian Partner	Stassens Kamiel	AFCN-FANC	Other public and non-profit research centre		African partner of LDC	Bergowa Deo	UAN	University/College of higher education	Angola	Other international partner	Pereira Amelia	UFAC	Other public and non-profit research centre	Brazil	1	Information detail Add partner Documents Print Proposal
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1 Prp

[Back to Homepage](#)

[Platform submission guidelines](#) [Contact BELSPO](#)

For each added proposal, your **Personal Homepage** will show a menu on the right hand menu, containing the following 1:

- Information detail: Displays the **Information detail page** of the Full proposal for **further editing**
- [Add partner: Allows the Coordinator to add partners to the proposal –only visible for the Coordinator]
- Documents: Contains all the downloadable forms to be filled in, off-line, and subsequently uploaded to the platform
- Print Proposal : Preview .pdf file of the Full proposal


Underneath the title of the proposal, a **Recapitulative Partner Table 2** will appear, with information concerning:

- Role of the partner
- Name
- Institution
- Type (of Institution)
- Country



In order to edit the Full proposal, you must use the right hand menu on your **Personal Homepage** and the **Recapitulative Partner Table**.

5.3.1. THE INFORMATION DETAIL PAGE

Once in your **Personal Homepage**, in order to add the duration, adapt the title and/or proposal summary of the Full proposal, you need to go to the **Information detail page**.

 **Click on Information detail.** You will be directed to the **Information detail page**.

This is the **Information detail page**:


BRAIN-be 2.0 2018-2023

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Platform submission guidelines

BRAIN-be platform - Pillar 2 : Heritage science

Thematic Proposal Prp-011 of Expression of interest EoI-013

the proposal is the same (acronym, title and content) as the one submitted in the previous BRAIN-be 2.0 call, but with improvements based on the comments of the expert panel*
 the proposal is new

Theme(s)

1. Heritage science: developing methodologies to ensure the physical and digital integrity of collections
 2. Sustainable management of collection in response to climate change
 3. Linking, enriching and integrating (digital) collections from various sources
 4. Untold (hi)stories
 5. Early Modern Heritage (14th - 18th c.) of the Southern Low Countries

Acronym (maximum 15 characters)

TEST 1

Title (max. 255 characters)

Title of Proposal Test

Duration

Proposal summary (max. 500 words)

aaa

Keywords (fill out min. 2 - others facultative)

aa

aa

PARTNERS TABLE

(click on the name of the promoter to have access to the partner information)

PARTNERS				BUDGET (in €)						
Type Partner	Institution (Acronym)	Type inst.	Partner Name	TOTAL	Staff	General Operation	Specific operation	Overheads	Equipment	Sub contracting
Belgian Coordinator	AGR-ARA	Federal scientific institution	Dhondt Pieter							
Belgian Partner	UGent	University	Capens Joanna							
Belgian Partner	Académie Tournai	College of higher education	Fandre Elise							
Belgian Partner	AFCN-FANC	Other public and non-profit research centre	Stassens Kamiel							
African partner of LDC	UAN	University/College of higher education	Bergowa Deo							
Other international partner	UFAC	Other public and non-profit research centre	Pereira Amelia							
TOTAL BUDGET:										

I assure that my hierarchical authority agrees with the submission of this proposal
 As the coordinator, I confirm to have read and to have asked all the natural persons involved and mentioned in this project proposal to read the [privacy statement](#) related to the BRAIN-be programme. Furthermore, I confirm to have obtained these persons' explicit consent to process their personal data in the context of this privacy statement. In addition, I give my consent to the Federal Public Planning Service Science Policy ('Belspo') to transfer the project proposal for evaluation purposes to experts established outside the European Union even though that transfer of personal data could not be covered by an adequacy decision or appropriate safeguards. I confirm to have obtained the explicit consent of the involved and mentioned natural persons in this regard.


Created by dp@fsi.be on 26/3/2020. Last updated by dp@fsi.be on 26/3/2020 14:37.

Save
Final check
Submit
Delete
Back to list

Within the Information detail page, you will see:


- Fields corresponding with the general information of the Full proposal 1
- The Partners table 2

For a more detailed description of the page, please [see section 5.1.2.](#)

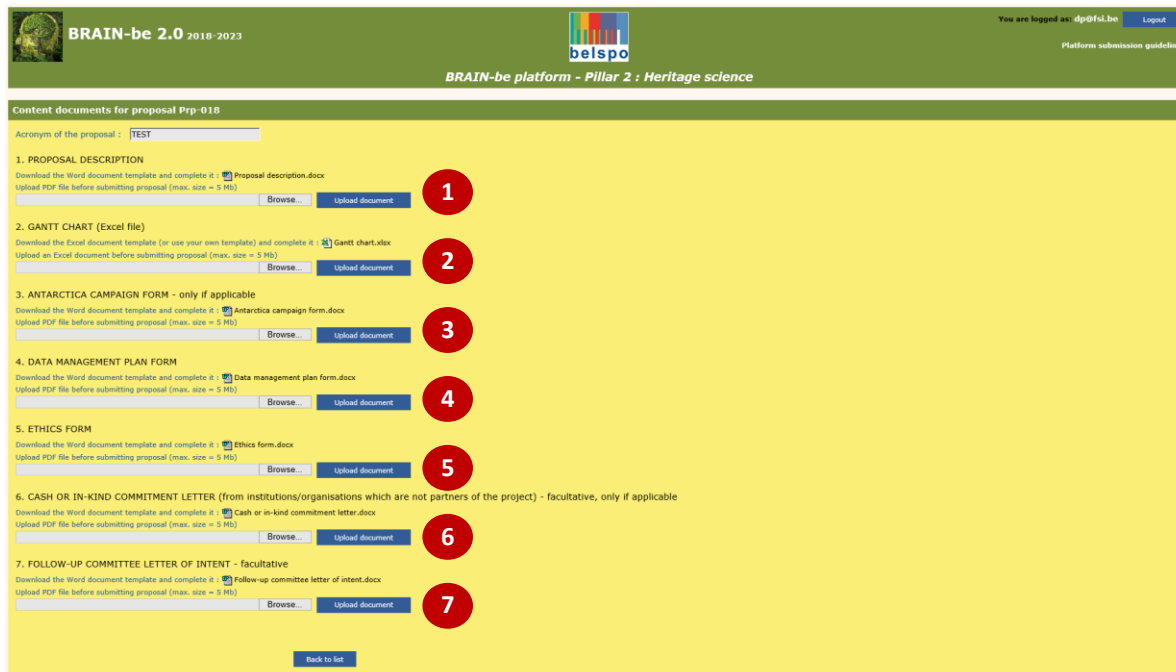
 **Edit the information and click on 'Save'. Then, click on 'Back to list'.** You will be directed back to your **Personal Homepage**.

5.3.2. THE DOCUMENTS PAGE

Once in your **Personal Homepage**, in order to download the different documents of the Full proposal, you need to go to the **Documents page**.

 Click on 'Documents'. You will be directed to the **Documents page**.

This is the **Documents Page**:



The screenshot shows the 'Documents Page' for proposal Prp-018. The page header includes 'BRAIN-be 2.0 2018-2023', the 'belspo' logo, and the text 'BRAIN-be platform - Pillar 2 : Heritage science'. The user is logged in as 'dp@nl.be'. The main content area is titled 'Content documents for proposal Prp-018' and lists seven document categories, each with a numbered red circle (1-7) to its right. Each category includes instructions on how to download templates and complete them, and an 'Upload document' button. The categories are: 1. PROPOSAL DESCRIPTION, 2. GANTT CHART (Excel file), 3. ANTARCTICA CAMPAIGN FORM - only if applicable, 4. DATA MANAGEMENT PLAN FORM, 5. ETHICS FORM, 6. CASH OR IN-KIND COMMITMENT LETTER (from institutions/organisations which are not partners of the project) - facultative, only if applicable, and 7. FOLLOW-UP COMMITTEE LETTER OF INTENT - facultative. A 'Back to list' button is located at the bottom of the list.

It contains all the downloadable templates necessary for the submission of the Full proposal:

- Proposal description ①
- Gantt chart ②
- Antarctica campaign form – only if applicable ③
- Data management plan form ④
- Ethics form ⑤
- Cash or in-kind commitment letter (from institutions/organisations which are not partners of the project) – non mandatory, only if applicable ⑥
- Follow-up committee letter of intent – non mandatory ⑦

For this part, the partners of the Full proposal must work off-line, following the instructions provided within the **Submission and Evaluation guidelines**, on the BRAIN-be 2.0 website:

https://www.belspo.be/belspo/brain2-be/call_open_en.stm.

Further documents that should be consulted to adequately fill out the forms are also available on the website:


- Information file
- Evaluators eligibility
- Submission and evaluation guidelines
- Evaluation matrix
- Gender checklist
- Budget rules
- Institution request form
- Strategic Committee members: Pillars 1, 2 and 3
- FAQ

 **Download the documents, complete them and upload them to the Documents page.**

When uploading the documents, the platform automatically assigns a reference number to the document:

- **Prpxxx_1** for Proposal Description
- **Prpxxx_2** for GANTT chart
- **Prpxxx_3** for Antarctica campaign form
- **Prpxxx_4** for Data management plan form
- **Prpxxx_4** for Ethics form
- **Prpxxx_6** for Cash or in-kind commitment letter
- **Prpxxx_7** for Follow-up committee letter of intent

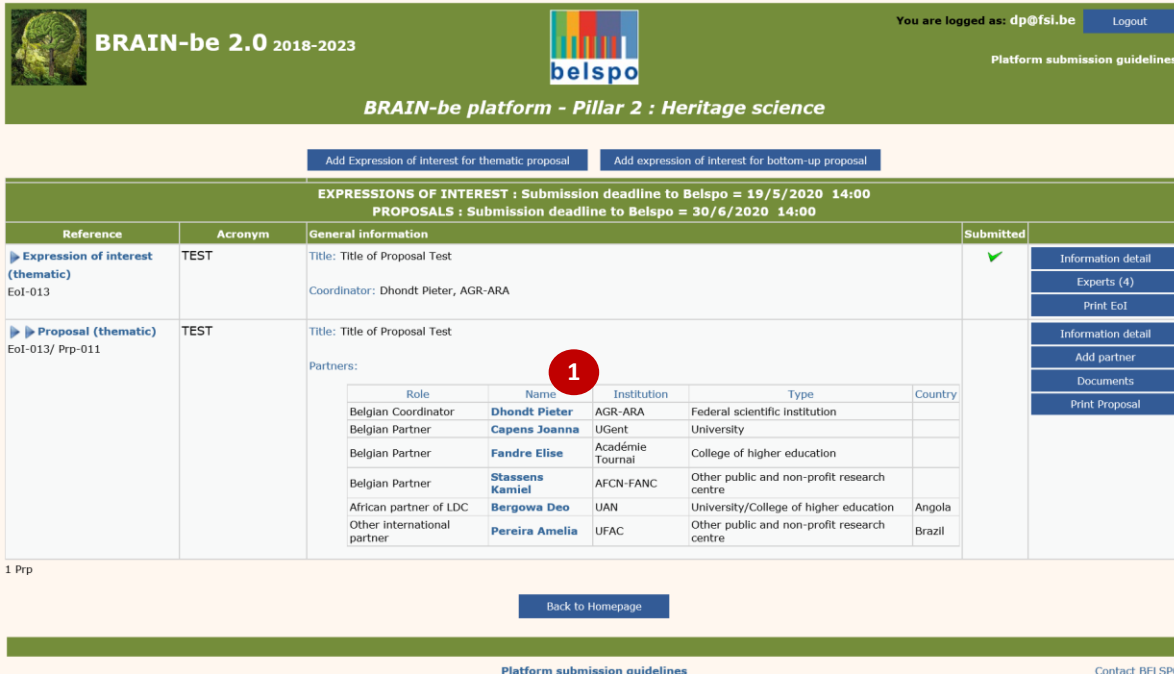
In case of updating (**new**-uploading) of the documents on the platform, the previous uploaded document will be removed. Beware of the fact that the new upload will receive the same reference (Prp-xxx_1) for the Research proposal, as the previous one.

 **Click on 'Back to list'.** You will be directed to your **Personal Homepage**.

5.3.3. THE PARTNER PROFILE AND BUDGET PAGE

As you will have seen on the **Submission and Evaluation Guidelines** (Part II: Criteria; Section Submission content for applicants vs. Evaluation criteria; Point 3.3. Budget; available at the BRAIN-be 2.0 website: https://www.belspo.be/belspo/brain2-be/call_open_en.stm), the Budget for the proposal must be filled online – excepting the Antarctica Form.

In order to fill out the Budget part, you must go to the **Partner profile and budget page**. This page can be reached from your **Personal Homepage**, by clicking on the **Recapitulative Partner Table** **1** :



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BRAIN-be platform - Pillar 2 : Heritage science

[Add Expression of interest for thematic proposal](#) [Add expression of interest for bottom-up proposal](#)


EXPRESSIONS OF INTEREST : Submission deadline to Belspo = 19/5/2020 14:00
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Role	Name	Institution	Type	Country																																		
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Belgian Partner	Fandre Elise	Académie Tournai	College of higher education																																			
Belgian Partner	Stassens Kamiel	AFCN-FANC	Other public and non-profit research centre																																			
African partner of LDC	Bergowa Deo	UAN	University/College of higher education	Angola																																		
Other international partner	Pereira Amelia	UFAC	Other public and non-profit research centre	Brazil																																		


1 Prp

[Back to Homepage](#)

Platform submission guidelines Contact BELSPO

 Click on your name within the Recapitulative Partner Table to complete your profile and budget. You will be directed to the **Partner profile and budget page**.

This is the **Partner profile and budget page**:


You are logged as: **dp@fsi.be** [Logout](#)

BRAIN-be platform - Pillar 2 : Heritage science

Partner Prt-041 of Proposal Prp-011

Acronym : 1

Partner type
 2

Institution type
 3

Institution
 4

Promoter

Lastname	Firstname	Email	Gender	Language	Phone
<input type="text" value="Dhondt"/>	<input type="text" value="Pieter"/>	<input type="text" value="dp@fsi.be"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

5

Collaborator (facultative - collaborator will have same access to proposal as the promoter with account = email)

Lastname	Firstname	Email	Gender	Language	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6

Faculty/Department
 7

Research group

Postal address

Website (facultative)

Budget (this table will be automatically completed with the information from the section Budget justification - see below) 8

Budget (in €)						
Total	Staff	General operation	Specific operation	Overheads	Equipment	Sub contracting
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Budget justification 9

Staff budget

Discipline	Degree	Expertise	Name of the researcher (if already known)	Estimated Full time monthly cost (in €)	Number of months to be financed	Total Staff cost (in €)
<input type="text" value="+1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals =						<input type="text"/>

Specific operation budget (in addition to the flat rate general operation budget)

Description of the expense	Cost (in €)
<input type="text" value="+1"/>	<input type="text"/>
Total =	

Equipment budget

Description of the equipment	Cost (in €)
<input type="text" value="+1"/>	<input type="text"/>
Total =	

Subcontracting budget

Description of the subcontracting : tasks - name of the subcontractor (if known)	Cost (in €)
<input type="text" value="+1"/>	<input type="text"/>
Total =	

Created by dp@fsi.be on 26/3/2020. Last updated by dp@fsi.be on 26/3/2020 14:37.

Save
Check
Delete
Back to list

Platform submission guidelines

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Within this page, fields regarding the profile of the partner will be displayed:

- Acronym: Cannot be modified ❶
- Partner type: Can be modified to make a Belgian partner the coordinator of the Full proposal and vice versa ❷ (see below for the procedure)
- Institution type: Cannot be modified ❸
- Institution: Cannot be modified ❹ (except for AF partners and other international partners)
- Promoter: name, email, gender, language, phone: Can be modified ❺
- Collaborator: name, email, gender, language, phone: Can be modified ❻
- Faculty/ Department, Research Group, Postal address, Website: Can be modified ❼

Followed by fields concerning the budget of the partner:


- Budget table: It is automatically completed by filling out the **Budget justification** ❽
- Budget justification: Can be modified ❾
 - Staff budget
 - Specific operation budget
 - Equipment budget
 - Subcontracting budget

Please note that concerning the profile of the Partner:

- The coordinator can be replaced during the elaboration process of the proposal. In case of modification, the coordinator has to first change the Partner Type from Coordinator to Partner in his/her Partner profile and, secondly, the newly appointed partner has to login in the platform and change the Partner type from Partner to Coordinator in his/her Partner profile. The proposal can only be submitted, providing that one partner has the status of coordinator.
- The name and email address can also be modified during the elaboration process. In case of modification, the previous email address loses access to the proposal, and another account has to be activated (registered) using the new email address.
- A given partner (except for 'Other International partners') can also add a *collaborator* who in order to provide information to the proposal must have a registered account.

Please note that regarding the budget:

- The figures in the **Budget table** are automatically completed with the information given in the section **Budget justification** for the different categories of expenses (Staff budget, specific operation, equipment and subcontracting).
- **Keep in mind that financial rules apply** (see document **Budget Rules** available at the BRAIN-be 2.0 website: https://www.belspo.be/belspo/brain2-be/call_open_en.stm).

 **Complete all your details and the budget you will require for the project. Click on 'Save' and 'Back to list'.** You will be directed to your **Personal Homepage**.

5.4 PRINT / DOWNLOAD THE FULL PROPOSAL (Coordinator and Partners)

If you are in your **Personal Homepage**, you can print / download the Full proposal in .pdf form, in the following way:

☞ **Click on 'Print proposal'**. A new tab will open in your internet browser containing a printable version of your Full proposal.

5.5 SUBMIT THE FULL PROPOSAL (only for Coordinators)

Once in the **Personal Homepage**, in order to submit a Full proposal, the coordinator must go to the **General Information page**.

☞ **Click on 'Information detail'**. You will be directed to the **General Information page**.

Note that the following confirmation must be given prior to submitting the Full proposal:

- ✓ *I assure that my hierarchical authority agrees with the submission of this proposal*
- ✓ *As the coordinator, I confirm to have read and to have asked all the natural persons involved...*

When your Full proposal is finalised, you may do a **Final check**. **If the Full proposal is ready for submission**, no comment will appear. Please note that the Final check only guarantees that all fields have been completed, it is the responsibility of the applicant to make sure that the correct information/files are encoded/uploaded.

☞ **Click on 'Submit'**. Full proposal will be submitted to BELSPO.

After successful submission, the coordinator and the partners (except for the 'Other international partners') will receive an automatically generated confirmation of receipt, and a '✓' will appear on his/her **Personal Homepage**.

5.6 DELETE THE FULL PROPOSAL (only for Coordinators)

Once in the **Personal Homepage**, in order to delete a Full proposal, the Coordinator must first delete the partners.

☞ **Click on 'Add Partner'**. You will be directed to go to the **Add Partner page**.

For each partner:

☞ **Click on 'Delete'**. The partner will be deleted. A notification is automatically sent to the concerned Partner.

☞ **Click on 'Back to list'**. You will be directed to your **Personal Homepage**.

Now, in order to delete the Full proposal, you must go to the **Information detail page**.

☞ **Click on 'Information detail'**. You will be directed to the **Information detail page**.

☞ **Click on 'Delete'**. By clicking on the **Delete** button, the Full proposal will be deleted.

If the deletion is successful, the Coordinator will receive an automatically generated confirmation of receipt.

6. CONTACT

If you have any questions, or require further information, please contact the **secretariat**:

BRAIN-BE@belspo.be

ANNEX 1: OTHER BUTTONS YOU WILL FIND IN THE PLATFORM

- **Save:** Saves the input of the form
- **Check:** Saves the content and checks if all necessary fields are completed / if the proposed budget for this partner respects the financial rules
- **Delete:** Deletes Eol/Partner/Full proposal (only by the coordinator)
- **Back to list:** Takes you back to your Personal Homepage

ANNEX 2: DESCRIPTION OF PLATFORM PAGES WITHIN THE GUIDELINES

- Platform Homepage:
 - Before Log In: [Section 2.1](#)
 - After Log In: [Section 3.1.1](#)
- Log In page: [Section 2.2](#)
- Registration page: [Section 2.2.2](#)
- Personal Homepage:
 - Before introducing an Eol: [Section 3.1.2](#)
 - After saving an Eol: [Section 3.1.4](#)
 - Before introducing a Full proposal: [Section 5.1.1](#)
 - After introducing a Full proposal: [Section 5.1.3](#)
 - After introducing the partners: [Section 5.3](#)
- Experts page: [Section 3.1.5](#)
- Information detail page:
 - Before saving the Full proposal: [Section 5.1.2](#), first image
 - After saving the Full proposal: [Section 5.1.2](#), second image
- Add partner page: [Section 5.1.4](#)
- Partner profile and budget table: [Section 5.3.3](#)