

'PROPOSAL DESCRIPTION – CALL 2022-2023'

BRAIN-BE 2.0 – BELGIAN RESEARCH ACTION THROUGH INTERDISCIPLINARY NETWORKS (2018 -2023)

(Compulsory document – must be completed)

*Before completing, please carefully read the **Information File Call 2022-2023**, the **Submission and Evaluation Guidelines and the Budget rules**.*

*Do not forget to use the **Gender Checklist** to consider all the gender aspects throughout the proposal.*

PILLAR, TYPE OF PROJECT AND RESEARCH PRIORITY	
Choose one Pillar:	<input type="checkbox"/> Pillar 1 <input type="checkbox"/> Pillar 2 <input type="checkbox"/> Pillar 3
Choose one type of project:	<input type="checkbox"/> National Thematic <input type="checkbox"/> Bottom-up <input type="checkbox"/> Co-funded
If your project is 'National Thematic' or 'Co-funded' project, provide the research priority:	Click here to enter text.

PROPOSAL'S ID	
Project Acronym	
Project Title	

Please note that the font used to complete the documents must be Calibri, size 11, with 1.15 line spacing.

1. SCOPE

COMPLIANCE WITH THE SCOPE OF THE CALL (max. 0.5 pages)

2. IMPACT OVERVIEW

2.1. Position of the project in terms of impact

TABLE I: POSITION OF THE PROJECT REGARDING THE STATE OF THE ART

Position of the project regarding the state of the art...	Within	Beyond / Innovative
... in terms of topic	<input type="checkbox"/>	<input type="checkbox"/>

... in terms of methodology	<input type="checkbox"/>	<input type="checkbox"/>
Position of the project regarding...	Within	Beyond / Innovative
...Strategic scientific objectives of the FSI(s)	<input type="checkbox"/>	<input type="checkbox"/>

TABLE II: POSITION OF THE PROJECT IN TERMS OF ITS FORESEEN IMPACT

Targeted impact in the domain(s) of...	Not relevant	Minor	Moderate	Strong	Major
Scientific knowledge, future capacities and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Civil society	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Culture and Heritage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy and public services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment, Health and quality of life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection management and conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.2. Motivation of the project position with respect to its impact (max. 0.5 pages)

3. RESEARCH DESCRIPTION

3.1. Objectives and state of the art (max. 3 pages without references)

3.1.1. RESEARCH OBJECTIVES AND STATE OF THE ART

3.1.2. SCIENTIFIC RISK OF THE PROJECT IN RELATION TO ITS OBJECTIVES

3.2. METHODOLOGY (max. 10 pages)

3.2.1. METHODOLOGICAL APPROACH (check Gender checklist, fill out Ethics form)

3.2.2. TRANSLATION OF THE RESEARCH OBJECTIVES INTO APPROPRIATE AND WELL-DESCRIBED METHODOLOGY (check Gender checklist, fill out Ethics form)

3.2.3. GENDER ASPECTS (check Gender checklist)

3.2.4. ETHIC ASPECTS (fill out Ethics form)

Leave this section empty. Complete the **Ethics form** instead.

4. IMPLEMENTATION

4.1. Network

4.1.1. INDIVIDUAL QUALITY OF THE PARTNERS (max. 3 pages/partner)

4.1.2. ADEQUACY AND ADDED VALUE OF THE PARTNERSHIP IN ADDRESSING THE TOPIC – only if applicable (check Gender checklist) (max. 1.5 pages)

4.1.3. GENDER (check  Gender checklist) (max. 0.5 pages)

4.2. Detailed description of the work plan

4.2.1. DETAILED DESCRIPTION OF THE WORK PLAN (max. 0.5 pages/WP)

4.2.2. WORK PLANNING AND TIME SCHEDULE: GANTT CHART (fill out the  GANTT Chart)

Leave this section empty. Complete the **Gantt chart**.

4.2.3. IMPLEMENTATION RISK MANAGEMENT

Number, identify and explain the main incurring risks and contingency plans (max. 1.5 pages)

Locate the numbers of each risk in Table III, according to their likelihood and impact.

Examples are provided in the Submission and Evaluation guidelines.

- Table III: Risk Likelihood vs. Impact

		IMPACT				
		Negligible	Minor	Moderate	Significant	Severe
LIKELIHOOD	Very likely					
	Likely					
	Possible					
	Unlikely					
	Very unlikely					1


COLOUR CODE: Low Low-Medium Medium Medium-High Severe

4.3. Budget

DETAILED BUDGET (fill out the  BUDGET TABLE online)

Please consult the  Budget rules file.

There is a specific  Antarctica form for budget related to Antarctica campaigns.

There is  Cash or in-kind commitment letter template, for institutions which are not partners of the project, who wish to provide cash or in-kind contributions (not mandatory, only if applicable).

Leave this section empty. Complete the **Budget table** online.

4.4. Data management plan

DATA MANAGEMENT PLAN (fill out the  Data Management Plan form)

Leave this section empty. Complete the **Data Management Plan form**.

5. IMPACT

5.1. Potential impact of the project (max 1.5 pages)

POTENTIAL IMPACT OF THE PROPOSAL IN LIGHT OF THE EXPECTED OUTCOMES

5.2. Follow-up committee (max. 2 pages)

FOLLOW-UP COMMITTEE (fill out the  Follow-up Committee Letter of intent, should you wish to join intention letters to the proposal)

5.3. Valorisation plans (max. 3 pages)

PLANS TO MAXIMISE THE IMPACT OF THE PROJECT (SCIENCE AND OTHER)



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ETHICS FORM

(Compulsory document – must be completed)

Researchers are kindly asked to check if their research involves activities mentioned below.

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.

All relevant authorisations from the specific ethics committee have to be obtained before the beginning of the project.

When conducting surveys, interviews, or focus groups where personal information is gathered and stored, data storage, protection, and other relevant issues have to be explained in the data management plan.

IDENTIFICATION OF THE PROPOSAL

Project Acronym	
Project Title	

ETHIC ASPECTS WITHIN THE PROPOSAL

Humans		YES	NO
*	Does the proposed research involve humans (children, patients, volunteers, vulnerable people)?	<input type="checkbox"/>	<input type="checkbox"/>
Human Embryo/Foetus		YES	NO
*	Does the proposed research involve human embryos?	<input type="checkbox"/>	<input type="checkbox"/>
*	Does the proposed research involve human foetal tissues/cells?	<input type="checkbox"/>	<input type="checkbox"/>
*	Does the proposed research involve human embryonic stem cells?	<input type="checkbox"/>	<input type="checkbox"/>
Human Cells and/or Tissues		YES	NO
	Does your research involve the use of human cells or tissues (other than from human embryos and/or foetuses)?	<input type="checkbox"/>	<input type="checkbox"/>
Privacy		YES	NO
	Does the proposed research involve collection and/or processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the proposed research involve tracking the location or observation of people?	<input type="checkbox"/>	<input type="checkbox"/>

Animals		YES	NO
	Does the proposed research involve research on animals?	<input type="checkbox"/>	<input type="checkbox"/>
*	Are those animals non-human primates?	<input type="checkbox"/>	<input type="checkbox"/>
Environment, Health and Safety		YES	NO
	Does your research involve any activities or the use of elements that may cause harm to the environment, animals, or plants (e.g., GMO plants, microorganisms, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
	Does your research involve the use of elements (toxic chemicals, explosives, radioactive material, etc.) that may cause harm to humans, including the research staff?	<input type="checkbox"/>	<input type="checkbox"/>
Other Ethical Issues		YES	NO
	Are there any other foreseen activities that may raise ethical issues or that should be taken in consideration?	<input type="checkbox"/>	<input type="checkbox"/>
	If yes please specify:		

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DATA MANAGEMENT PLAN FORM

(Compulsory document)

This template corresponds to section **4.4 Data Management Plan** of your research proposal.

FOREWORD

WHAT IS UNDERSTOOD AS RESEARCH DATA?

Research data are the evidence that underpin the answer to research questions and can be used to validate findings. Data can be quantitative information or qualitative statements collected by researchers in the course of their work by experimentation, observation, modelling, interview or other methods, or information derived from existing evidence.

For the purpose of BELSPO's data management policy, research data also includes digital information extracted from physical objects such as scientific and archaeological collections, physical arts works or biobanks.

Software is not included in the definition. BELSPO recognises that software (algorithms, scripts and codes developed by researchers in the course of their work) may be necessary to access and interpret data. In such cases, the data management plan needs to address how information about such items will be made available.

WHY IS A DATA MANAGEMENT PLAN NECESSARY?

Data Management Plans document and sustain your research project by explaining how it deals with copyright / open access requirements and ethical issues, and describe the plan for acquisition, long-term data preservation and sharing modes. They contribute to increasing the impact and visibility of your research data, and ensure that the way you are handling data complies with the Open Data principle applied by BELSPO.

WHAT IS EXPECTED FROM THE DATA MANAGEMENT PLAN?

The Data Management Plan (DMP) should describe how you as a researcher **deal with the collected data before, during and after the project**. It is a key element of a good data management.

As part of making research data findable, accessible, interoperable and re-usable (**FAIR**), the DMP shall include information on:

- how the data will be collected,
- the type, size and format of the generated data,
- when, where and in what format the data will be made accessible
- how the data will be curated and preserved for ulterior use (including after the end of the project).

It will clearly specify which categories of users are likely to benefit from access to the data.

The DPM must also contain information regarding the legal and ethical aspects of data.

In this respect, researchers shall use to the maximum existing platforms having the highest standard of preservation, curation, deposit and reuse.

IDENTIFICATION OF THE PROPOSAL

Project Acronym	
Project Title	

1. WILL DATA BE COLLECTED, REUSED AND/OR GENERATED?

Please select the adequate answer(s) taking into account the following concepts:

- *Data content:*
Refers to the type of data regarding what it contains. E.g. numeric (databases, spread sheets), textual (documents), image, audio, video, mixed media...
- *Data format:*
Refers to the technical format of data; to the way in which the data is encoded for storage, often reflected by the filename extension. For example: pdf, xls, doc, txt, rdf...
Whenever possible, give preference to open and standard formats as they facilitate sharing and long-term re-use of data.
- *Data volume:*
You may roughly estimate this using the following categories: From 0 – 10GB; From 10 – 100 GB; From 100 – 1000 GB; More than 1000 GB.

1.1. My proposal will...

- COLLECT DATA
 REUSE EXISTING DATA
 GENERATE NEW DATA

Please describe:

- Which data you will collect/reuse/generate
- How data will be collected / from which source it will be reused / how will it be generated
- Its content, technical format and estimated volume.
- Any existing constraints regarding its use.

Click here to enter text.

2. HOW WILL YOU HANDLE LEGAL ISSUES?

Please answer the following statements taking into account the following concepts:

*Legal issues: This includes personal data and intellectual property issues.
Regarding personal data, you must ensure when dealing with personal data that Data Protection Laws (i.e. GDPR) are complied with.*

2.1. My proposal will use / process / store personal data:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If your answer is 'YES': shortly describe the kind of personal data. Add the process and reference to your file in your host institution's privacy register.</i>	
Click here to enter text.	
2.2. The work undertaken in the project will possibly result in research data with potential for technology transfer and valorisation:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If your answer is 'YES', your proposal must take into account possible intellectual property issues. Explain who will be the owner of the data (who will have the rights to control access). Indicate whether there will be intellectual property rights/restrictions for the data you created, and if applicable, describe how these will be managed.</i>	
Click here to enter text.	
2.3. Will agreements with 3rd parties restrict the dissemination or exploitation of the data the project will (re)use:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If your answer is 'YES': explain which data are affected by this agreement State the restrictions that are in place.</i>	
Click here to enter text.	

3. HOW WILL YOU DOCUMENT YOUR DATA?

Please answer the questions/statements, taking into account the following information:

Data must comply, as much as possible with FAIR principles; it must be findable, accessible, interoperable and reusable. For this purpose, data must be accompanied by descriptive information in the form of metadata. Metadata is the information that describes, explains, locates, and /or makes the use of an information source easier to retrieve. Where metadata are in place, researchers are advised to use and mention metadata standards.

3.1. What documentation will be provided to enable understanding and reuse of the data collected / generated in this project?	
Click here to enter text.	
3.2. Metadata standards will be used:	<input type="checkbox"/> FOR ALL DATA <input type="checkbox"/> FOR SOME DATA <input type="checkbox"/> FOR NONE OF THE DATA
<ul style="list-style-type: none"> • if your answer is 'for all data' or 'for some data', please describe in detail which standards will be used. • if your answer is 'none of the data', please state in detail which metadata will be created to make the data easy/easier to find and reuse. 	
Click here to enter text.	

4. DATA STORAGE AND BACKUP DURING THE BRAIN-BE 2.0 PROJECT

Please answer the statements/questions, taking into account the following information. Note that you may choose one or more answers to statement 4.1.

Please give preference to the use of robust, managed storage with automatic backup, such as provided by IT support services of your home institution. Most research institutions have networked drives, which offer ample storage space and data security for most purposes. Consider data protection, particularly if your data is sensitive – for example, containing personal data, politically sensitive information or information relating to religion and health. If this is your case, enquire with your institution's research support staff whether your intended storage solution meets your institution's data security policy.

4.1. The data will be stored in...	<input type="checkbox"/> Institution Networked Research Storage <input type="checkbox"/> OTHER
<p>If your answer includes 'OTHER':</p> <ul style="list-style-type: none"> • Specify which storage solutions you will use during the project, in addition to / instead of the institutional networked research storage. • Explain the reasons for using these solutions. E.g. because you need more space than offered by your institution; to facilitate data sharing with collaborators; or because your data requires additional security. 	
Click here to enter text.	
4.2. How will the data be backed up?	
Click here to enter text.	

<p>4.3. How will data security and protection of sensitive data be taken care of during the research?</p>	<input type="checkbox"/> Not applicable (there are no sensitive data) <input type="checkbox"/> Default security of the institution networked research storage <input type="checkbox"/> Additional security measures
<p><i>If your answer is other than 'Not applicable': Describe the main risks and how these will be managed.</i></p>	
<p>Click here to enter text.</p>	
<p>4.4. What are the expected costs for data storage and backup during the project? How will these costs be covered?</p>	
<p><i>Costs related to data storage and backup during the project can be covered by the project budget providing these are fully justified and relate to the project.</i></p>	
<p>Click here to enter text.</p>	

5. DATA PRESERVATION IN THE LONG TERM - AFTER THE BRAIN-BE 2.0 PROJECT

Please answer the following questions/statements, taking into account the following information. Note that you may choose one or more answers to statement 5.2.

BELSPO expects the data generated during the project to be preserved (archived) in the long term, in as far as legal and contractual agreements allow. As rule of thumb, long-term storage is considered to be at least 10 years, unless legal provisions or discipline-specific guidelines dictate otherwise.

<p>5.1. All data will be preserved in the long term (at least 10 years)</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><i>If your answer is 'NO': clearly describe what data will be preserved long-term and what data will be destroyed for contractual, legal or regulatory purposes, or for physical preservation issues. Indicate how you will decide which data to keep.</i></p>	
<p>Click here to enter text.</p>	
<p>5.2. The data will be archived within...</p>	<input type="checkbox"/> Institution Networked Research Storage <input type="checkbox"/> OTHER
<p><i>If your answer includes 'OTHER': Specify which storage solutions you will use in the long term, in addition to/instead of the institutional networked research storage. Please explain the reasons for using these solutions.</i></p>	
<p>Click here to enter text.</p>	
<p>5.3. How will data security and protection of sensitive data be taken care in the long term?</p>	<input type="checkbox"/> Not applicable (there are no sensitive data) <input type="checkbox"/> Default security of the institution networked research storage <input type="checkbox"/> Additional security measures

If your answer is **other than 'Not applicable'**: Describe the main risks and how these will be managed. Inquire with your institution's research support staff whether your intended storage solution meets your institution's data security policy if your research involves sensitive data.

[Click here to enter text.](#)

5.4. What are the expected costs for data preservation in the long term? How will these costs be covered?

Costs related to data preservation in the long term can be covered by the project budget providing these are fully justified and relate to the project.

[Click here to enter text.](#)

6. DATA SHARING AND REUSE

Please answer the following questions taking into account the following information:

As stated before, data must comply, as much as possible with FAIR principles; it must be findable, accessible, interoperable and reusable. It is thus important that you provide information regarding data sharing and reuse.

Data sets will be linked to the scientific publication they underpin and which have either been deposited in, or linked to Orfeo, BELSPO's central Open Access Repository for publications.

Note that the data available for sharing and reuse may differ from the preserved data, since there may be legal, IP, privacy or security related reasons preventing or restricting the access to data, or lacking of space for large data volumes to deposit them in a repository in its entirety. This could be the case for part or the entirety of data; in the short, mid or long term. For data requiring protection, BELSPO therefore observes the "as open as possible, as closed as necessary" principle. A staged approach will provide access for communities of certified users, adapting the degree of certification of users to the sensitivity of the data.

6.1. Are there any factors restricting or preventing the sharing or reuse of the data (e.g. agreements with 3rd parties):

YES

NO

If your answer is **'YES'**: explain which data are affected by this agreement. State the restrictions that are in place.

[Click here to enter text.](#)

6.2. Which data will be made available to the public?

ALL

SOME PART

NONE

If your answer is **'SOME PART'** or **'NONE'**:

- Indicate the restrictions on the sharing of the data (why can't it be shared)
- Explain what data sharing agreement will be implemented
- Explain what actions will be taken to overcome or to minimise restrictions.

Click here to enter text.	
6.3. Where/how will data be made available to the public?	<input type="checkbox"/> Open Access repository <input type="checkbox"/> In a restricted access repository <input type="checkbox"/> Upon request by mail <input type="checkbox"/> Other (specify)
<i>If your answer is other than 'Open Access repository': Indicate where and how access will be provided.</i>	
Click here to enter text.	
6.4. When will data be made available to the public?	<input type="checkbox"/> As soon as corresponding communication(s) are published <input type="checkbox"/> After the project is finished <input type="checkbox"/> After the completion of the project (with embargo)
<i>If your answer is other than 'as soon as corresponding communication(s) are published': Indicate the reasons for the restrictions on the time release of data (embargo periods). For example, to publish, protect intellectual properties, or seek patents.</i>	
Click here to enter text.	
6.5. Who will be able to access the data and under which conditions?	
Click here to enter text.	
6.6. Which data will be made available for re-use?	<input type="checkbox"/> ALL <input type="checkbox"/> SOME PART <input type="checkbox"/> NONE
<i>If your answer is 'SOME PART' or 'NONE': Indicate the restrictions on the re-use of the data. Explain what actions could be taken to overcome or to minimise restrictions.</i>	
Click here to enter text.	
6.7. Under what license will be data shared for re-use?	<input type="checkbox"/> Creative Commons CCO <input type="checkbox"/> Creative Commons CC-BY <input type="checkbox"/> Other (specify)
<i>If your answer is 'OTHER' : Indicate which license will the data have for reuse, and why.</i>	
Click here to enter text.	
6.8. What are the expected costs for data sharing? How will these costs be covered?	
<i>Costs related to data sharing can be covered by the project budget providing these are fully justified and relate to the project.</i>	
Click here to enter text.	

7. RESPONSIBILITIES

Please answer the following questions/statements, taking into account the following information:

7.1. Who will be responsible for the data documentation & metadata?
<i>In case of the use of personal data, please note the name and contact data of the concerned data protection officers.</i>
Click here to enter text.
7.2. Who will be responsible for data storage & back up during the project?
Click here to enter text.
7.3. Who will be responsible for ensuring data preservation and sharing?
Click here to enter text.
7.4. Who bears the end responsibility for updating & implementing this DMP?
<i>Default response: The Principal Investigator (PI) bears the overall responsibility for updating & implementing this DMP.</i>
Click here to enter text.



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FOLLOW-UP COMMITTEE LETTER OF INTENT

(non-mandatory - duplicate as appropriate)

Follow-up committee members can confirm their interest and possible contribution to the committee via the completion of this letter of intent.

ATTENTION!

Please note that it is IMPOSSIBLE to upload SEVERAL LETTERS to the platform IN SUCCESSION. The second letter overwrites the first one (and so on); only the last letter is saved. Should you wish to upload several letters, you must MERGE them into ONE single PDF document with a format of max. 20MB.

See the document 'Platform submission guidelines': *'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'.*

1. INFORMATION REGARDING THE PROPOSAL

Project Acronym:	
Project Title:	

2. INFORMATION REGARDING THE CONTRIBUTION TO THE PROPOSAL

First and Last name:	
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Gender:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Other: [you may specify if you wish to do so here]
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Institution and unit:	
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Tel:		Email:	
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Website:	
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Describe what aspect(s) of the project is/are of interest to you and why:

Click here to enter text.

Describe with what information/data/support/... you could contribute to the project:
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Click here to enter text.

Electronic signature:	
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CASH OR IN-KIND COMMITMENT LETTER

(Only mandatory for Co-funded projects in Pillar 3 - duplicate as appropriate)

Stakeholders external to the project (other than funded and non-funded project partners) can confirm their interest and commitment to provide input to the project via cash or in-kind contributions by completing this commitment letter.

An in-kind contribution includes any means set at the disposal of the project to facilitate the operation and achievement of the project objectives (e.g. opening or facilitating access to data, allocating personnel to specific tasks that can support the project, provide material...).

A cash contribution consists of any additional budget that would allow the project to deliver extra tasks linked strictly to the project (e.g. to extend a survey, to enable the researchers to provide specific tools and valorisation activities during or after the completion of the project...).

This cash contribution will be formalised by means of a bilateral contract between the external stakeholder(s) and the project partner(s). The bilateral contract shall be in conformity with all the provisions contained in the BELSPO project contract and its annexes. The provisions of the bilateral contract shall always be subordinate to the provisions of the BELSPO contract. A copy of the bilateral contract must be handed over to BELSPO.

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1. INFORMATION REGARDING THE PROPOSAL

Project Acronym:	
Project Title:	

2. INFORMATION REGARDING THE DEPARTMENT/INSTITUTION

First and Last name:	
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Gender:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Other: [you may specify if you wish to do so here]
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Institution and department:	
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Tel:		Email:	
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Website:	
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3. INFORMATION REGARDING THE CONTRIBUTION TO THE PROPOSAL

3.1. Describe what aspect(s) of the project is/are of interest to you and how expected results could be of interest for your organisation:

Click here to enter text.

3.2. Specify how you will contribute to the project in case the project is financed:

- in-kind contribution(s) (provide free material, personnel, data...):

Click here to enter text.

- cash contribution(s) (how much budget and, if appropriate, for which project component and to which end):

Click here to enter text.

Electronic signature:

Not valid for submission