

## BRAIN-BE 2.0

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

# PLATFORM SUBMISSION GUIDELINES (II)

## *for Full Proposals*

### Call for proposals 2022-2023

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

PILLAR 2: Heritage science

PILLAR 3: Federal societal challenges

**Submission Deadline: 01 February 2022 @ 14h00**

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## 1. INTRODUCTION

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 for the **Full Proposals**. **Please read the instructions carefully and follow them STEP by STEP.**

Before you begin, please 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](https://www.belspo.be/belspo/brain2-be/call_open_en.stm)

### *How to complete and submit a FULL proposal*

All **Full proposals** must be electronically created and **submitted** via the **BRAIN-be 2.0 online Submission Platform**:

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

*BELSPO will not accept Full proposals other than the ones duly completed and submitted via the platform.*

**Full proposals** are composed of **sections that must be completed online** (information details from the coordinator and the partners, budget), and **documents**. The templates for the documents need to be downloaded from the platform, completed, and uploaded again. The content of the proposal must be written in **English** and **formulated concisely avoiding abbreviations**.

### *Who can access the platform and for what purpose?*

The BRAIN-be 2.0 online Submission Platform is **accessible for proposal coordinators and Belgian partners**:

- Whose **Expressions of Interest** have been **put forward by their institutions, OR**
- Whose **Pre-proposals** have undergone **evaluation with a positive result**.

Only coordinators will be able to '**Add a full proposal**' in the platform, '**submit**' it or '**delete**' it. Belgian partners, once included in the proposal by the coordinators, will have access to the platform and will be able to '**edit**' the proposal as well as the coordinator.

- If you are a Coordinator: Go to section 3. Guidelines for Coordinators
- If you are a Belgian Partner: Go to section 4. Guidelines for Belgian Partners.

Research partners from a **Least Developed African Country** or **other international research partners** may be included in the proposal according to the rules set in the **Information file** but will not have access to the platform.

	FULL PROPOSAL			
	Add	Edit	Submit	Delete
Coordinator	✓	✓	✓	✓
Belgian partner from FSI	✗	✓	✗	✗
Belgian partner from University	✗	✓	✗	✗
Belgian partner from College of Higher Education	✗	✓	✗	✗
Belgian partner from other public & non-profit Belgian research centre	✗	✓	✗	✗
African partner from LDCs	✗	✗	✗	✗
Other international partner	✗	✗	✗	✗

## 2. ACCESS, REGISTER AND LOGIN TO THE PLATFORM

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

- **Coordinators** may access the platform once they received an email stating that their Expression of Interest or Full proposal has been selected to become a Full proposal.
- **Belgian Partners**, on the other hand, will only have access to the platform (to edit the Full proposal) **once the Coordinator** has created the Full proposal and **added them as Partners**.

**BRAIN-be 2.0 online Submission Platform:**

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

 Click on the address here above or copy it in your internet browser to go to the Platform Homepage.

### 2.2 REGISTER / LOG IN TO THE PLATFORM [Log In Page]

#### ONE EMAIL ADDRESS = ONE ACCOUNT

- If you have previously used a BELSPO (FED-tWIN, BRAIN-be 2.0, Drugs, DEFRA or New RV Belgica) online Submission Platform, please **Log In using your existing BELSPO account**.
- This account must be used **for all the Full proposals** you participate in.
- Should your email address or institution have changed, please contact BELSPO: [BRAIN-BE@belspo.be](mailto:BRAIN-BE@belspo.be).

This is the **Platform Homepage**:



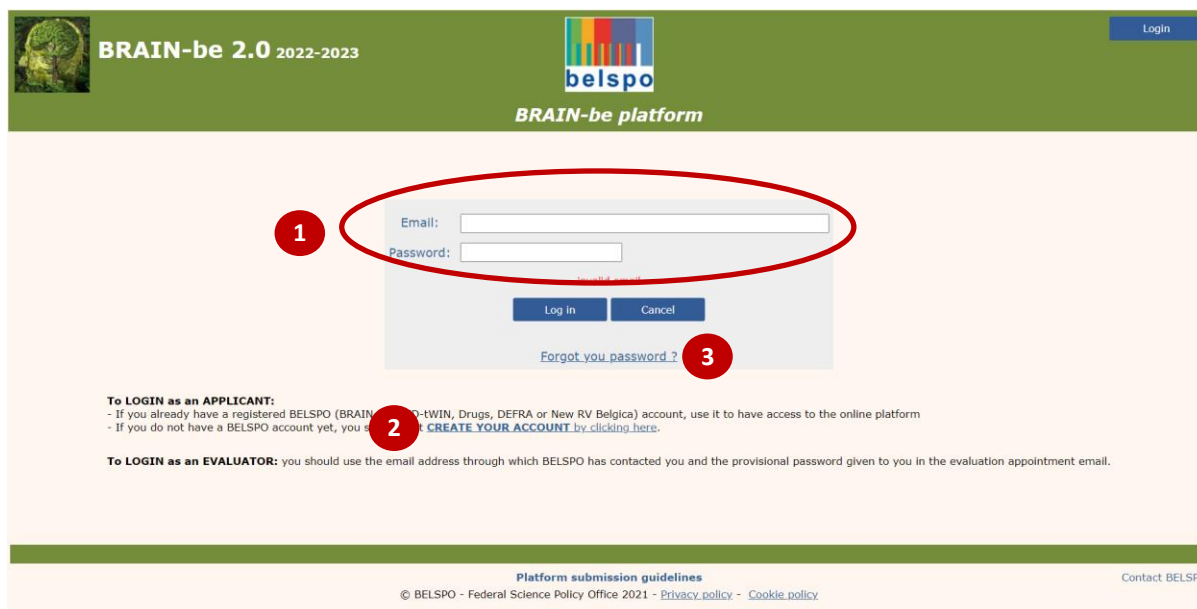
The screenshot shows the BRAIN-be 2.0 2022-2023 Platform Homepage. At the top, there is a green header with the BRAIN-be 2.0 2022-2023 logo on the left, the BELSPO logo in the center, and a 'Login' button on the right. Below the header, the text reads 'BRAIN-be platform' and 'Online Platform for submitting proposals in the context of the BRAIN-be 2.0 program'. The main content area lists the three pillars of the program: Pillar 1: Challenges and knowledge of the living and non-living world, Pillar 2: Heritage science, and Pillar 3: Federal societal challenges. At the bottom, there is a 'LOGIN if you want to have access to the online platform' button. The footer contains the text 'Platform submission guidelines', '© BELSPO - Federal Science Policy Office 2021 - Privacy policy - Cookie policy', and 'Contact BELSPO'.

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 **2** to proceed to the Log in Page.

This is the **Log In** page:



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

- Fields to log in with your existing account: 'email' and 'password' ❶
- Link to create a new account: 'create your account' ❷
- Link to recover the forgotten password: 'forgot your password?' ❸

### 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.

### 2.2.1. REGISTER (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**:



**BRAIN-be 2.0** 2022-2023

**belspo**

**BRAIN-be platform**

Login

All fields required

Type of institution:

Email:  Give a professional email address. This will be your login name.

Confirm email:

Password:  A minimum of 8 characters including mixed upper and lowercase letters and at least one numeric digit.

Confirm password:

Lastname:

Firstname:

Department:

Function:

invalid email

Save Cancel

[BELSPO Privacy policy](#)

Please note that:

- Once you pick the 'Type of institution', a list of institutions will appear in the form of a dropdown menu in the field 'Institution'.
- Should your institution not appear in the list, please 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](https://www.belspo.be/belspo/brain2-be/call_open_en.stm))

🔑 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. GUIDELINES FOR COORDINATORS

#### 3.1 ADD A FULL PROPOSAL

##### 3.1.1. THE PLATFORM HOMEPAGE – once you are logged in


Prior to creating a new Full proposal, you must [log in](#) or [register](#) 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 add a Full proposal.** You will be directed to your **Personal Homepage** for that Pillar.

##### 3.1.2. YOUR PERSONAL HOMEPAGE – before introducing a new Full proposal

This is your **Personal Homepage** for a chosen Pillar (example: Pillar 2):



Reference	Acronym	General information	Submitted
▶ Expression of interest (thematic) Eoi - 0XX	PROJECT	Title: Title of the Pre-proposal  Coordinator: Pierre Dupont	1 ✓

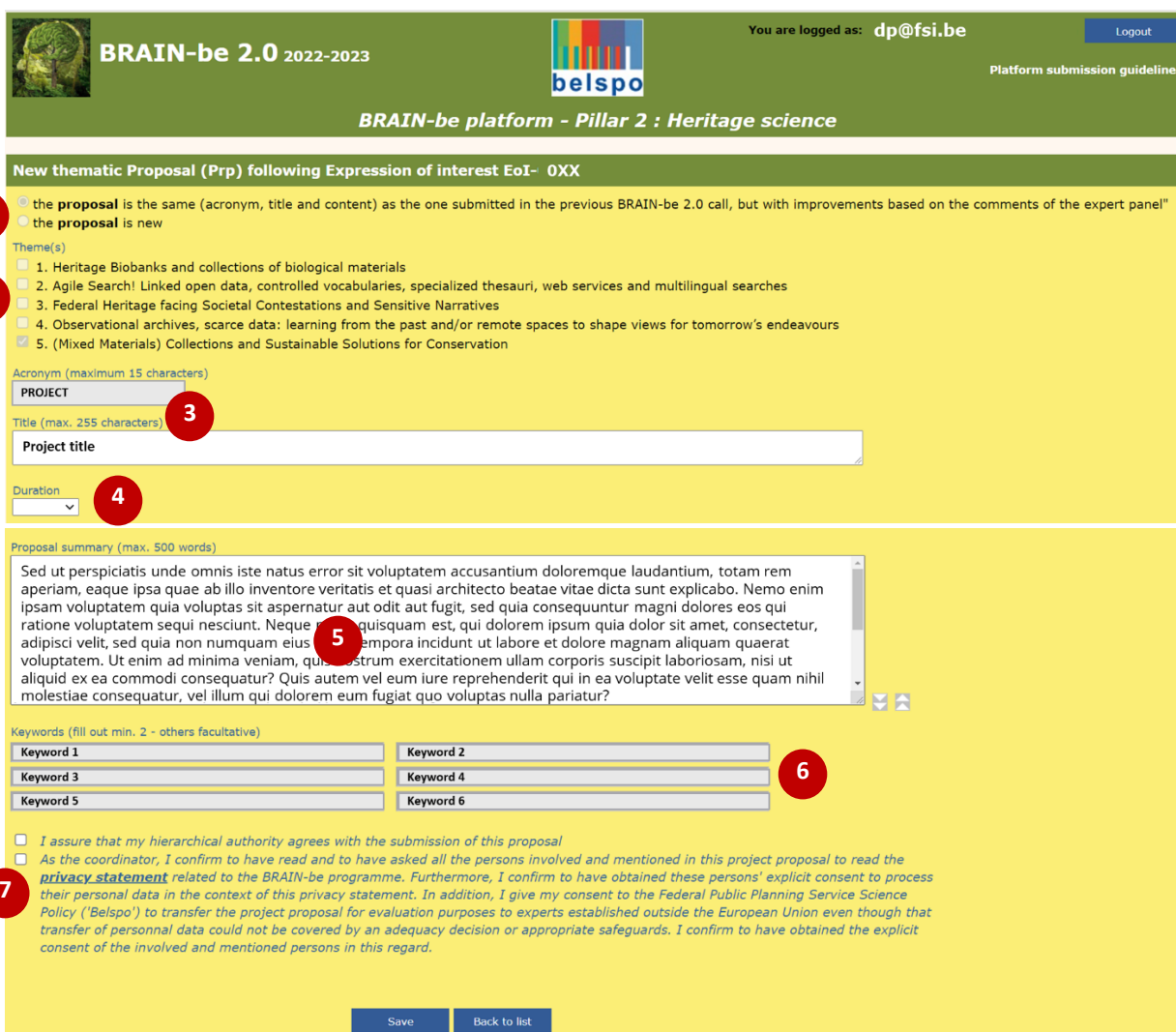
Within your **Personal Homepage** you will see your submitted Expression of Interests or Pre-proposals, marked with (✓) ❶. On the left-hand menu, the following buttons appear ❷:


- Information sheet
- Experts
- Print pre-proposal
- **Add proposal**

🔗 Click on '**Add proposal**' to create a new Full proposal. You will be directed to the **Full Proposal page**.

### 3.1.3. THE FULL PROPOSAL PAGE

This is your **Full proposal Page** for a chosen Pillar (example: Pillar 2):



**BRAIN-be 2.0 2022-2023**  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- OXX**

❶  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)

❷  1. Heritage Biobanks and collections of biological materials  
 2. Agile Search! Linked open data, controlled vocabularies, specialized thesauri, web services and multilingual searches  
 3. Federal Heritage facing Societal Contestations and Sensitive Narratives  
 4. Observational archives, scarce data: learning from the past and/or remote spaces to shape views for tomorrow's endeavours  
 5. (Mixed Materials) Collections and Sustainable Solutions for Conservation

Acronym (maximum 15 characters)

Title (max. 255 characters) ❸

Duration ❹

Proposal summary (max. 500 words) ❺

Keywords (fill out min. 2 - others facultative) ❻

<input type="text" value="Keyword 1"/>	<input type="text" value="Keyword 2"/>
<input type="text" value="Keyword 3"/>	<input type="text" value="Keyword 4"/>
<input type="text" value="Keyword 5"/>	<input type="text" value="Keyword 6"/>

❽  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 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 persons in this regard.

[Save](#) [Back to list](#)

Within the **Full proposal page** there are several fields:

- Statement regarding whether the proposal has been or not previously submitted within the BRAIN-be 2.0 programme ❶
- Theme(s) of the Call: Choose between the different thematic priorities of the Call (only for Thematic and Co-Funded proposals) ❷




- Proposal's Acronym, and Proposal's Title ③
- Duration of the project ④
- Summary of the project ⑤
- Keywords ⑥
- Approval statements for submission ⑦

Some of the fields which have already been completed can be edited, others not. This depends on the type of project and Pillar.

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

By saving the information, a new Full proposal will be created and identified by the reference **Prp-xxx**. The coordinator may update and save the content, check the input, and submit or delete the Full proposal at any time from the **Full proposal page**.

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

## 3.2 ADD A PARTNER

### 3.3.1. YOUR PERSONAL HOMEPAGE – after saving a new Full -proposal

Your **Personal Homepage** will change after saving a Full proposal. It will now look like this (example for Pillar 2):



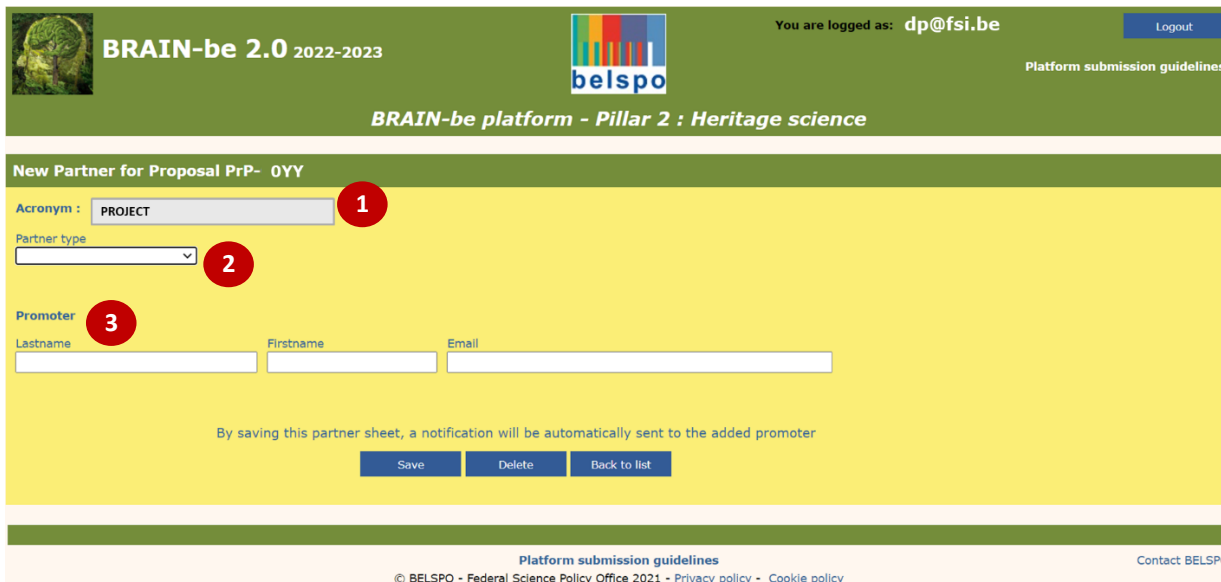
The screenshot shows the 'BRAIN-be 2.0 2022-2023' personal homepage. At the top, it says 'You are logged as: dp@fsi.be' and 'Logout'. Below the header, it says 'BRAIN-be platform - Pillar 2 : Heritage science'. The main content is a table titled 'SUBMISSION PROCEDURE: FULL PROPOSAL' with columns: Reference, Acronym, General information, Submitted, and a menu. The table has two rows. The first row is for an 'Expression of interest (thematic)' with reference 'Eol - OXX'. The second row is for a 'Proposal (thematic)' with reference 'Eol - OXX / Prp - OYY'. This second row is highlighted in yellow. Red circles 1, 2, and 3 are placed on the page: circle 1 is on the proposal entry, circle 2 is on the menu, and circle 3 is on the coordinator's name 'Pierre Dupont' in the 'Partners' table. Below the table, there is a 'Back to Homepage' button.

- The Full proposal appears underneath the submitted Expression of Interest or Pre-proposal ①
- The Full proposal's menu on the left ② contains the following buttons:
  - **Information detail:** Displays the content of the Full proposal for further editing.
  - **Add Partner:** Allows introducing partners (one at a time) in the proposal (only the coordinator can add partners)
  - **Content documents:** Contains the templates that need to be completed and uploaded as part of the Full proposal.
  - **Submit proposal:** Displays the Full proposal page for the final check and submission (only the coordinator can submit the proposal)
  - **Print proposal:** Preview .pdf file of the Full proposal
- The name of the Coordinator appears now in a table ③.

🔗 Click on 'Add partner' ❷. You will be directed to the **New partner Page**. There, you will be able to introduce the names and contact details of the partners of your Full proposal.

### 3.3.2. THE NEW PARTNER PAGE

This is the **New partner Page**:



Within the **New partner page** there are several fields:

- Acronym ❶
- Partner type ❷: Belgian partner / African partner of LDC / Other partner (scroll list)
- Promoter last name, first name, email ❸

🔗 **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](https://www.belspo.be/belspo/brain2-be/call_open_en.stm)

🔗 **Fill out all the required fields and click '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 'African Partner' or 'Other international partner'), and the coordinator will be directed to his/her **Personal Homepage**.

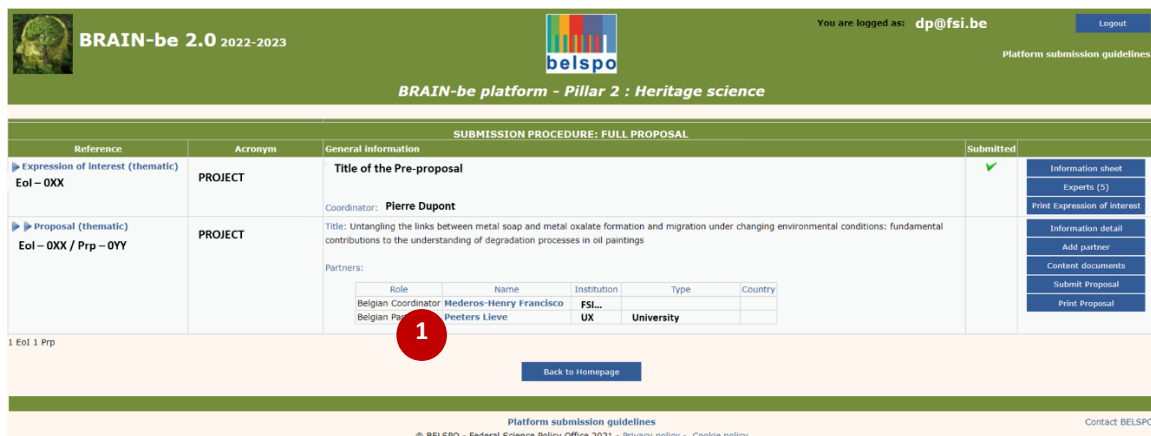
Please note that partners will appear in alphabetic order and per partner type in the **Personal Homepage**. The Partners will now have access to the platform, by Logging In using the same email address that the Coordinator has provided for them, and they can add information to the proposal (except 'African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

### 3.3 DELETE A PARTNER

Partners must be deleted one by one.

#### 3.3.1 YOUR PERSONAL HOMEPAGE – after saving a new Full -proposal

Your **Personal Homepage** looks like this (example for Pillar 2):



**BRAIN-be 2.0 2022-2023** You are logged as: **dp@fsi.be** [Logout](#)  
**BRAIN-be platform - Pillar 2 : Heritage science** [Platform submission guidelines](#)

**SUBMISSION PROCEDURE: FULL PROPOSAL**

Reference	Acronym	General Information	Submitted															
▶ Expression of Interest (thematic) Eol - OXX	PROJECT	<b>Title of the Pre-proposal</b>  Coordinator: <b>Pierre Dupont</b>	✓															
▶ Proposal (thematic) Eol - OXX / Prp - OYY	PROJECT	<b>Title:</b> Untangling the links between metal soap and metal oxalate formation and migration under changing environmental conditions: fundamental contributions to the understanding of degradation processes in oil paintings  <b>Partners:</b> <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>Mederos-Henry Francisco</td> <td>FSI...</td> <td></td> <td></td> </tr> <tr> <td>Belgian Partner</td> <td>Peeters Lieve</td> <td>UX</td> <td>University</td> <td></td> </tr> </tbody> </table>	Role	Name	Institution	Type	Country	Belgian Coordinator	Mederos-Henry Francisco	FSI...			Belgian Partner	Peeters Lieve	UX	University		
Role	Name	Institution	Type	Country														
Belgian Coordinator	Mederos-Henry Francisco	FSI...																
Belgian Partner	Peeters Lieve	UX	University															

1 Eol 1 Prp

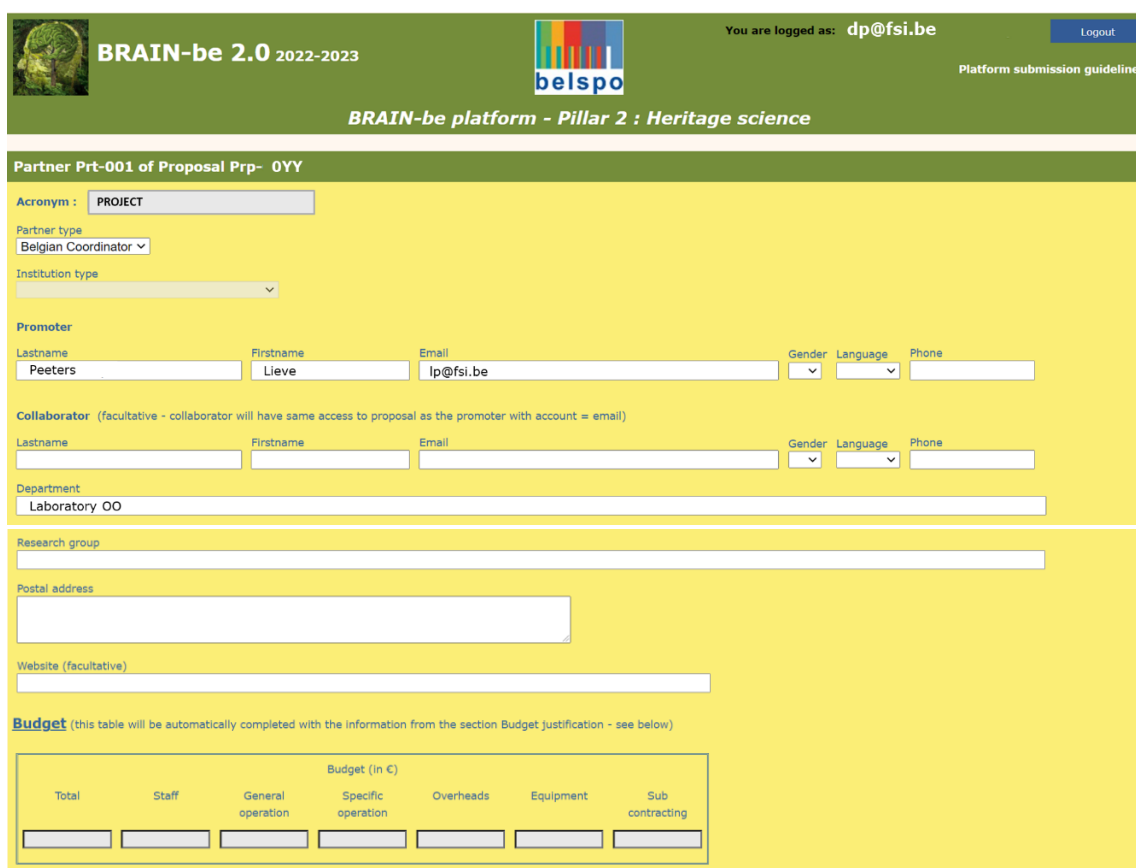
[Back to Homepage](#)

[Platform submission guidelines](#)  
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Click on the name of the partner **1**. You will be directed to the partner's Profile Page.

#### 3.3.2 YOUR PARTNER'S PROFILE PAGE

This is your partner's Profile Page:



**BRAIN-be 2.0 2022-2023** You are logged as: **dp@fsi.be** [Logout](#)  
**BRAIN-be platform - Pillar 2 : Heritage science** [Platform submission guidelines](#)

**Partner Prt-001 of Proposal Prp- OYY**

Acronym :

Partner type:

Institution type:

**Promoter**

Lastname	Firstname	Email	Gender	Language	Phone
Peeters	Lieve	lp@fsi.be			

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

Lastname	Firstname	Email	Gender	Language	Phone

Department:

Research group:

Postal address:

Website (facultative):

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

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**

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 €)	If applicable: number of months self financed
+1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals =						<input type="text"/>	<input type="text"/>

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

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

Equipment budget

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

Equipment budget

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

Subcontracting budget

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

Created by francisco.mederos@kikirpa.be on 10/12/2021. Last updated by francisco.mederos@kikirpa.be on 10/12/2021 11:52.

Save Check Delete Back to list



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👉 Click 'Delete' at the bottom of the page to delete your partner. You will be directed to your Personal Homepage.

### 3.4 COMPLETE YOUR PROFILE

#### 3.4.1 YOUR PERSONAL HOMEPAGE – after saving a new Full -proposal

Your **Personal Homepage** will change after saving a Full proposal. It will now look like this (example for Pillar 2):


BRAIN-be 2.0 2022-2023

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

BRAIN-be platform - Pillar 2 : Heritage science

SUBMISSION PROCEDURE: FULL PROPOSAL														
Reference	Acronym	General information	Submitted											
▶ Expression of interest (thematic) Eol - OXX	PROJECT	Title: Title of the Pre-proposal  Coordinator: Pierre Dupont	✔	<a href="#">Information sheet</a> <a href="#">Experts (5)</a> <a href="#">Print Expression of Interest</a>										
▶ Proposal (thematic) Eol - OXX / Prp - OYY	PROJECT	Title: Title of the Pre-proposal  Partners: <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <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>Pierre Dupont</td> <td>FSI</td> <td></td> <td></td> </tr> </tbody> </table>	Role	Name	Institution	Type	Country	Belgian Coordinator	Pierre Dupont	FSI				<span style="font-size: 1.5em; color: red; border: 2px solid red; border-radius: 50%; padding: 2px 5px; display: inline-block;">1</span> <a href="#">Information detail</a> <a href="#">Add partner</a> <a href="#">Content documents</a> <a href="#">Submit Proposal</a> <a href="#">Print Proposal</a>
Role	Name	Institution	Type	Country										
Belgian Coordinator	Pierre Dupont	FSI												


1 Eol 1 Prp [Back to Homepage](#)


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👉 Click on the name of the coordinator **1** appearing under the title of the full proposal. You will be directed to your **Partner profile and budget page**.

### 3.4.2 YOUR PROFILE PAGE

This is your **Profile Page** (example for Pillar 2):





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

Platform submission guidelines

BRAIN-be platform - Pillar 2 : Heritage science

**Partner Prt-001 of Proposal Prp- 0YY**

Acronym :

Partner type:

Institution type:

**Promoter** 1

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

**Collaborator** (facultative - collaborator will have same access to proposal as the promoter with account = email) 2

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

Department:  3

Research group:

Postal address:

Website (facultative):

**Budget** 4 (this section will be automatically completed with the information from the section Budget justification - see below)

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** 5

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 €)	If applicable: number of months self financed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals =						<input type="text"/>	<input type="text"/>

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

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

Equipment budget

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

Equipment budget

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

Subcontracting budget

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

Created by francisco.mederos@kikirpa.be on 10/12/2021. Last updated by francisco.mederos@kikirpa.be on 10/12/2021 11:52.

Save
Check
Delete
Back to list


Platform submission guidelines

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Contact BELSPO

It contains fields related to:

- The partner's contact details **1**
- The details of a facultative collaborator **2**
- The department, research group, postal address and website of the coordinator **3**
- Budget: A table with a summary of the budget required by the coordinator (not editable) **4**
- Budget justification: Several tables to enter the budget required **5**

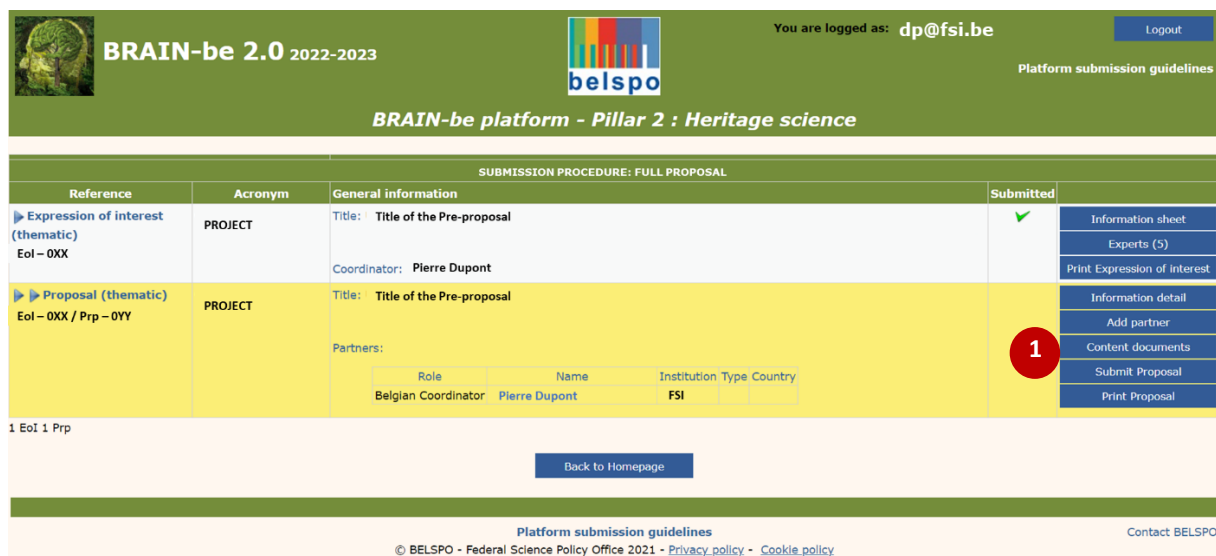
 **Fill out all the compulsory fields. Click on 'Save', and then on 'Check' to identify any missing / incorrect information given. Click 'Back to list'. You will be redirected to your personal homepage.**


### 3.5. ADD CONTENT DOCUMENTS

Attention: Only one set of documents must be uploaded per proposal. If you upload a file for a document that has already been uploaded, the new file will take the place of the old one.

#### 3.5.1 YOUR PERSONAL HOMEPAGE – after saving a new Full -proposal

Your **Personal Homepage** looks like this (example for Pillar 2):



**BRAIN-be 2.0 2022-2023**  You are logged as: **dp@fsi.be** [Logout](#)  
Platform submission guidelines

**BRAIN-be platform - Pillar 2 : Heritage science**


SUBMISSION PROCEDURE: FULL PROPOSAL													
Reference	Acronym	General information	Submitted										
▶ Expression of interest (thematic) Eol - 0XX	PROJECT	Title: Title of the Pre-proposal  Coordinator: Pierre Dupont	✓	<a href="#">Information sheet</a> <a href="#">Experts (5)</a> <a href="#">Print Expression of Interest</a>									
▶▶ Proposal (thematic) Eol - 0XX / Prp - 0YY	PROJECT	Title: Title of the Pre-proposal  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>Pierre Dupont</td> <td>FSI</td> <td></td> <td></td> </tr> </tbody> </table>	Role	Name	Institution	Type	Country	Belgian Coordinator	Pierre Dupont	FSI			<div style="border: 2px solid red; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div> <a href="#">Information detail</a> <a href="#">Add partner</a> <a href="#">Content documents</a> <a href="#">Submit Proposal</a> <a href="#">Print Proposal</a>
Role	Name	Institution	Type	Country									
Belgian Coordinator	Pierre Dupont	FSI											

1 Eol 1 Prp

[Back to Homepage](#)

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 **Click on 'Content documents' **1**. You will be directed to the **Content documents Page**. There, you will be able to download the different documents of your proposal.**

### 3.5.2 THE CONTENT DOCUMENTS PAGE

The Content documents Page looks like this (example for Pillar 2):



It contains the following templates:

- Proposal description (compulsory)
- Gantt chart (compulsory) - the instructions on how to fill out the Gantt chart are inside this file
- Data Management Plan form (compulsory)
- Ethics form (Compulsory)
- Cash or in-kind commitment letters (for institutions which are not partners of the project but want to participate in it by providing in-kind or cash contributions) (facultative)
- Follow-up committee letter of intent (facultative)

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](https://www.belspo.be/belspo/brain2-be/call_open_en.stm).

 **Download the files 1, complete them offline and then upload them again.**


**In order to upload them, you need to click on 'Choose file' 2, and then click on 'Upload document' 3.**

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.

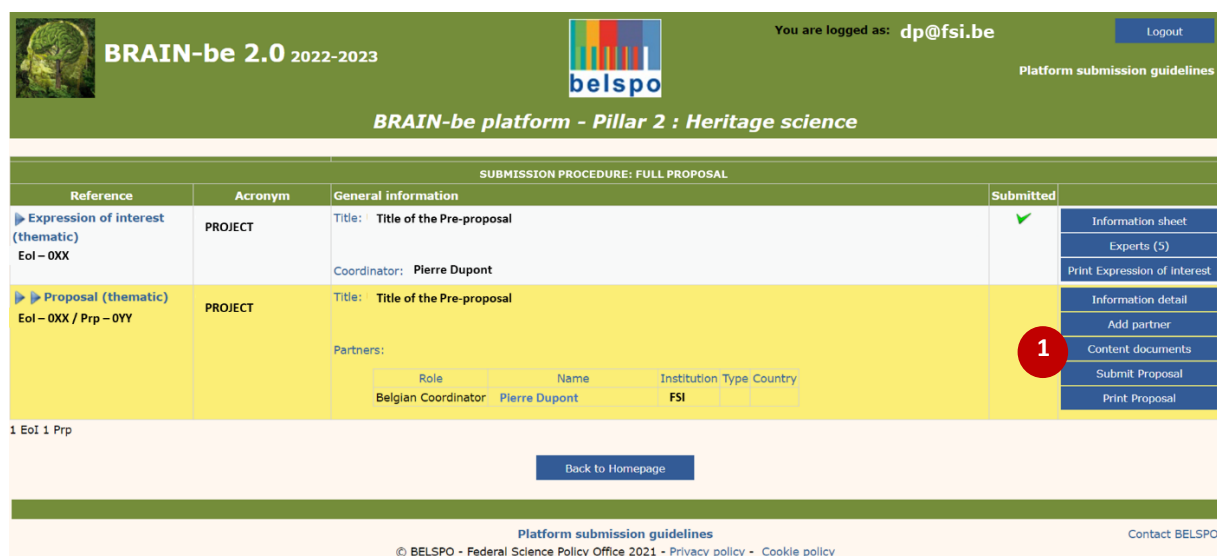
 **Once you have uploaded the files, to exit this page, click on 'Back to list'. You will be directed to your Personal Homepage.**


### 3.6. SUBMIT A FULL PROPOSAL

Do not proceed to submit the proposal until the partners of your proposal have completed their profiles and budget.

#### 3.6.1 YOUR PERSONAL HOMEPAGE – after saving a new Full -proposal

Your **Personal Homepage** looks like this (example for Pillar 2):




**BRAIN-be 2.0 2022-2023**  You are logged as: **dp@fsi.be** [Logout](#)  
Platform submission guidelines

**BRAIN-be platform - Pillar 2 : Heritage science**

SUBMISSION PROCEDURE: FULL PROPOSAL													
Reference	Acronym	General information	Submitted										
▶ Expression of interest (thematic) Eol - OXX	PROJECT	Title: Title of the Pre-proposal  Coordinator: Pierre Dupont	✓	<a href="#">Information sheet</a> <a href="#">Experts (5)</a> <a href="#">Print Expression of Interest</a>									
▶ Proposal (thematic) Eol - OXX / Prp - OYY	PROJECT	Title: Title of the Pre-proposal  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>Pierre Dupont</td> <td>FSI</td> <td></td> <td></td> </tr> </tbody> </table>	Role	Name	Institution	Type	Country	Belgian Coordinator	Pierre Dupont	FSI			<span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">1</span> <a href="#">Information detail</a> <a href="#">Add partner</a> <a href="#">Content documents</a> <a href="#">Submit Proposal</a> <a href="#">Print Proposal</a>
Role	Name	Institution	Type	Country									
Belgian Coordinator	Pierre Dupont	FSI											

1 Eol 1 Prp [Back to Homepage](#)

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 **Click on 'Submit proposal' 1. You will be directed to the Full proposal Page to proceed to submission.**

#### 3.6.2 THE FULL PROPOSAL PAGE – after saving a new Full -proposal

The Full proposal Page after adding the partners and completing all the fields now looks like this (example for Pillar 2 - the data regarding the budget will appear too, though it does not appear on the image):



**Thematic Proposal Prp-001 of Expression of interest EoI-018**

- 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 Biobanks and collections of biological materials
  - 2. Agile Search! Linked open data, controlled vocabularies, specialized thesauri, web services and multilingual searches
  - 3. Federal Heritage facing Societal Contestations and Sensitive Narratives
  - 4. Observational archives, scarce data: learning from the past and/or remote spaces to shape views for tomorrow's endeavours
  - 5. (Mixed Materials) Collections and Sustainable Solutions for Conservation

Acronym (maximum 15 characters)

Title (max. 255 characters)

Duration

Proposal summary (max. 500 words)

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?

Keywords (fill out min. 2 - others facultative)

<input type="text" value="Keyword 1"/>	<input type="text" value="Keyword 2"/>
<input type="text" value="Keyword 3"/>	<input type="text" value="Keyword 4"/>
<input type="text" value="Keyword 5"/>	<input type="text" value="Keyword 6"/>

**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	FSI...	Federal scientific institution	Pierre Dupont							
Belgian Partner	University of...	University	Lieve Peeters							
Belgian Partner	Academy of...	College of higher education	Rose Claes							
Belgian Partner	Research...	Other public and non-profit research centre	Chris Lambert							
African partner of LDC	University of...	University/College of higher education	Bergowa Deo							
Other international partner	University of...	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.

<a href="#">Save</a>	<a href="#">Final check</a>	<a href="#">Submit</a>	<a href="#">Delete</a>	<a href="#">Back to list</a>
----------------------	-----------------------------	------------------------	------------------------	------------------------------

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.

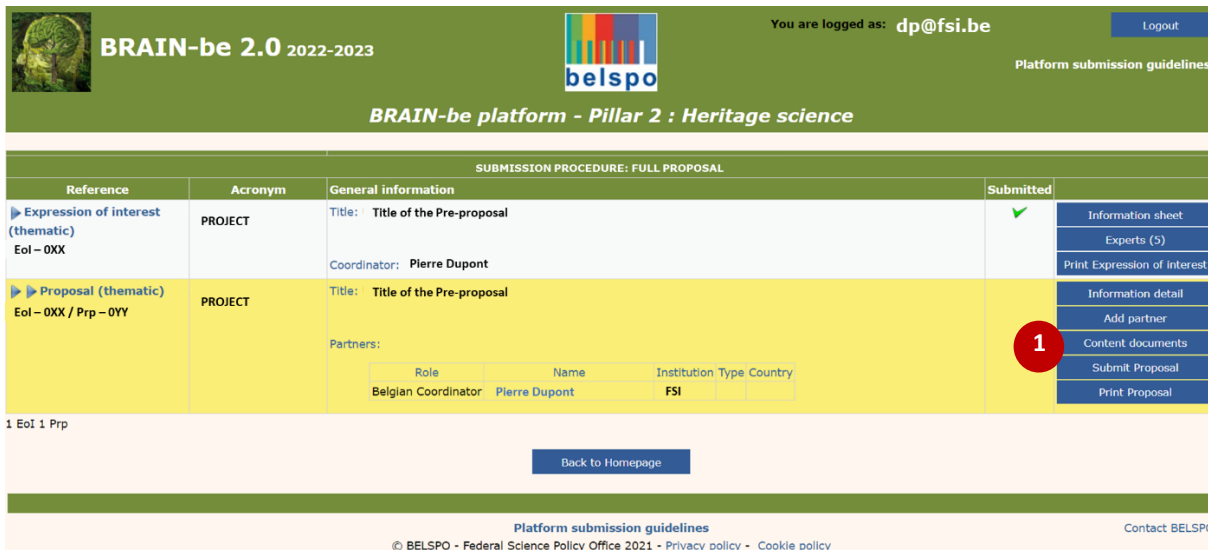
 **Click on 'Submit'**. Full proposal will be submitted to BELSPO.

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

### 3.7 PRINT / DOWNLOAD THE FULL PROPOSAL

#### 3.7.1 YOUR PERSONAL HOMEPAGE – after saving a new Full -proposal

Your **Personal Homepage** looks like this (example for Pillar 2):



**BRAIN-be 2.0 2022-2023** You are logged as: **dp@fsi.be** [Logout](#)  
**belspo** Platform submission guidelines  
**BRAIN-be platform - Pillar 2 : Heritage science**

Reference	Acronym	General information	Submitted											
▶ Expression of interest (thematic) Eol - OXX	PROJECT	Title: <b>Title of the Pre-proposal</b> Coordinator: <b>Pierre Dupont</b>	✓	Information sheet Experts (5) Print Expression of Interest										
▶ Proposal (thematic) Eol - OXX / Prp - OYY	PROJECT	Title: <b>Title of the Pre-proposal</b> 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><b>Pierre Dupont</b></td> <td><b>FSI</b></td> <td></td> <td></td> </tr> </tbody> </table>	Role	Name	Institution	Type	Country	Belgian Coordinator	<b>Pierre Dupont</b>	<b>FSI</b>				Information detail Add partner Content documents Submit Proposal Print Proposal
Role	Name	Institution	Type	Country										
Belgian Coordinator	<b>Pierre Dupont</b>	<b>FSI</b>												

1 Eol 1 Prp

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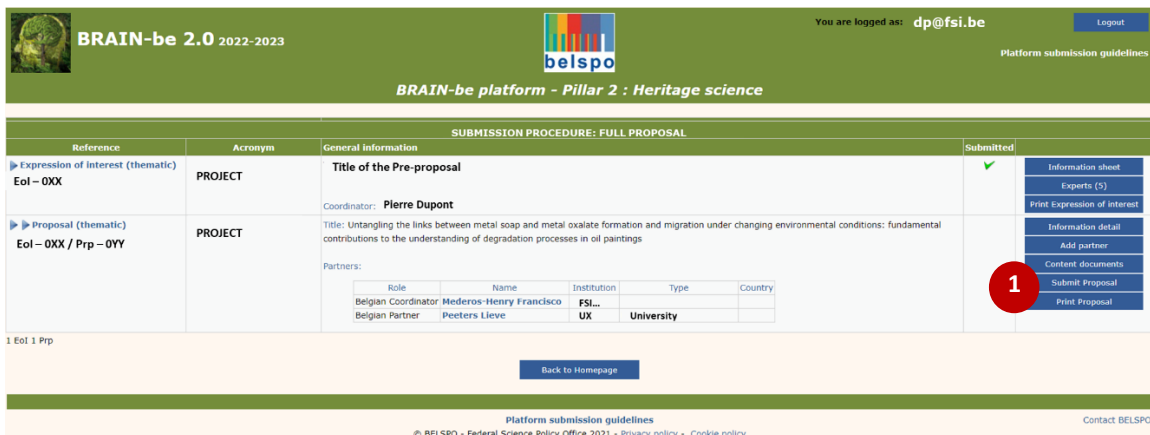
Click on **'Print proposal'** **1**. A new tab will open in your internet browser containing a printable version of your Full proposal.

### 3.8 DELETE A FULL PROPOSAL

To delete a Full proposal, you must first delete the profile pages of the partners (see point [3.3. Delete a partner](#)).

#### 3.7.2 YOUR PERSONAL HOMEPAGE – after saving a new Full -proposal

Your **Personal Homepage** looks like this (example for Pillar 2):



**BRAIN-be 2.0 2022-2023** You are logged as: **dp@fsi.be** [Logout](#)  
**belspo** Platform submission guidelines  
**BRAIN-be platform - Pillar 2 : Heritage science**

Reference	Acronym	General information	Submitted																
▶ Expression of Interest (thematic) Eol - OXX	PROJECT	Title of the Pre-proposal Coordinator: <b>Pierre Dupont</b>	✓	Information sheet Experts (5) Print Expression of Interest															
▶ Proposal (thematic) Eol - OXX / Prp - OYY	PROJECT	Title: <b>Untangling the links between metal soap and metal oxalate formation and migration under changing environmental conditions: fundamental contributions to the understanding of degradation processes in oil paintings</b> 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><b>Mederos-Henry Francisco</b></td> <td><b>FSI</b></td> <td></td> <td></td> </tr> <tr> <td>Belgian Partner</td> <td><b>Peeters Lieve</b></td> <td><b>UK</b></td> <td><b>University</b></td> <td></td> </tr> </tbody> </table>	Role	Name	Institution	Type	Country	Belgian Coordinator	<b>Mederos-Henry Francisco</b>	<b>FSI</b>			Belgian Partner	<b>Peeters Lieve</b>	<b>UK</b>	<b>University</b>			Information detail Add partner Content documents Submit Proposal Print Proposal
Role	Name	Institution	Type	Country															
Belgian Coordinator	<b>Mederos-Henry Francisco</b>	<b>FSI</b>																	
Belgian Partner	<b>Peeters Lieve</b>	<b>UK</b>	<b>University</b>																

1 Eol 1 Prp


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Click on **'Submit Proposal'** **1**. You will be directed to the Full Proposal page.

#### 3.7.3 FULL PROPOSAL PAGE – after saving a new Full -proposal

The Full proposal Page after adding the partners and completing all the fields now looks like this (example for Pillar 2 - the data regarding the budget will appear too, though it does not appear on the image):


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


  
**BRAIN-be platform - Pillar 2 : Heritage science**

**Thematic Proposal Prp-001 of Expression of interest EoI-018**

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 Biobanks and collections of biological materials
- 2. Agile Search! Linked open data, controlled vocabularies, specialized thesauri, web services and multilingual searches
- 3. Federal Heritage facing Societal Contestations and Sensitive Narratives
- 4. Observational archives, scarce data: learning from the past and/or remote spaces to shape views for tomorrow's endeavours
- 5. (Mixed Materials) Collections and Sustainable Solutions for Conservation

Acronym (maximum 15 characters)

Title (max. 255 characters)

Duration

Proposal summary (max. 500 words)

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?

Keywords (fill out min. 2 - others facultative)

<input style="width: 95%;" type="text" value="Keyword 1"/>	<input style="width: 95%;" type="text" value="Keyword 2"/>
<input style="width: 95%;" type="text" value="Keyword 3"/>	<input style="width: 95%;" type="text" value="Keyword 4"/>
<input style="width: 95%;" type="text" value="Keyword 5"/>	<input style="width: 95%;" type="text" value="Keyword 6"/>

**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	FSI...	Federal scientific institution	Pierre Dupont							
Belgian Partner	University of...	University	Lieve Peeters							
Belgian Partner	Academy of...	College of higher education	Rose Claes							
Belgian Partner	Research...	Other public and non-profit research centre	Chris Lambert							
African partner of LDC	University of...	University/College of higher education	Bergowa Deo							
Other international partner	University of...	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.

🗑️ At the bottom of the page, click on 'Delete'. The Full proposal will be deleted and you will be directed to your Personal Homepage.

## 4. GUIDELINES FOR BELGIAN PARTNERS

### 4.1 COMPLETE YOUR PROFILE

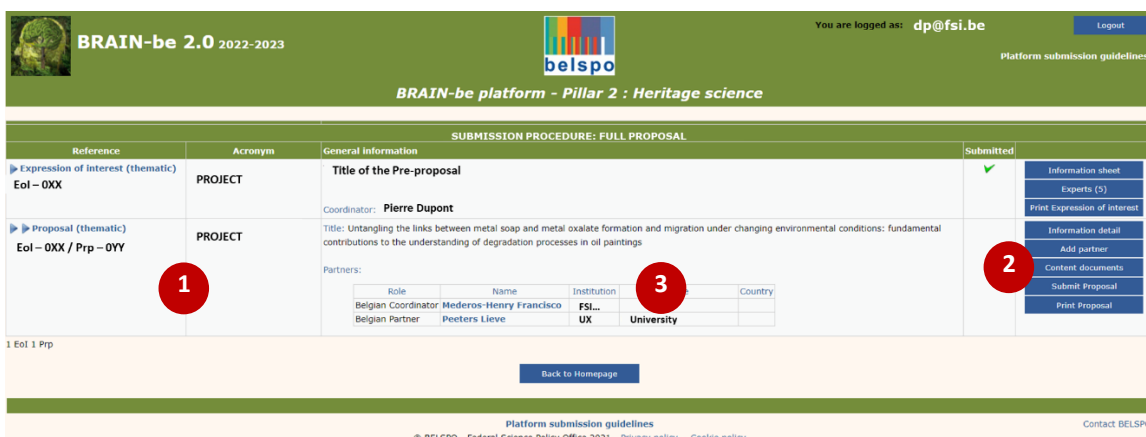
You will only have access to the platform once the Coordinator has created your profile in the Full Proposal. An email will be sent to you as soon as the Coordinator adds you as partner.

To log in to the platform you need to use the same address email that the Coordinator of the proposal has used to create your profile in the platform. Please note that partners will appear in alphabetic order and per partner type in the **Personal Homepage**.

Partners may edit the proposal by completing the online fields or drafting the documents that compose the proposals, but they cannot create, submit or delete a Full proposal.


#### 4.1.1 YOUR PERSONAL HOMEPAGE – once the Coordinator has added you as partner

Your **Personal Homepage** will look like this (example for Pillar 2):




The screenshot shows the 'BRAIN-be 2.0 2022-2023' personal homepage. At the top, it says 'You are logged as: dp@fsi.be' and 'Logout'. The main header is 'BRAIN-be platform - Pillar 2 : Heritage science'. Below this is a table titled 'SUBMISSION PROCEDURE: FULL PROPOSAL'. The table has columns for Reference, Acronym, General Information, Submitted, and a menu. The 'Submitted' column has a green checkmark. The 'General Information' column shows 'Title of the Pre-proposal' and 'Coordinator: Pierre Dupont'. Below this is a table for 'Partners' with columns for Role, Name, Institution, and Country. The 'Partners' table lists 'Belgian Coordinator Mederos-Henry Francisco FSI...' and 'Belgian Partner Peeters Lieve UX University'. A red circle '1' is next to the 'Proposal (thematic)' menu item. A red circle '2' is next to the 'Submitted' column. A red circle '3' is next to the 'Partners' table.


- The Full proposal appears underneath the submitted Expression of Interest or Pre-proposal **1**
- The Full proposal's menu on the left **2** contains the following buttons:
  - **Information detail:** Displays the content of the Full proposal for further editing.
  - **Add Partner:** Allows introducing partners (one at a time) in the proposal (only the coordinator can add partners)
  - **Content documents:** Contains the templates that need to be completed and uploaded as part of the Full proposal.
  - **Submit proposal:** Displays the Full proposal page for the final check and submission (only the coordinator can submit the proposal)
  - **Print proposal:** Preview .pdf file of the Full proposal
- The name of the Coordinator, and the name of the partners appear in a table **3**.

 **Click on your name in the table 3.** You will be directed to your **Profile Page**. There, you will be able to introduce the names and contact details of the partners of your Full proposal.

## 4.1.2 YOUR PROFILE PAGE

This is your **Profile Page** (example for Pillar 2):





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

Platform submission guidelines

BRAIN-be platform - Pillar 2 : Heritage science

**Partner Prt-001 of Proposal Prp- 0YY**

Acronym :

Partner type:

Institution type:

**Promoter** 1

Lastname	Firstname	Email	Gender	Language	Phone
<input type="text" value="Peeters"/>	<input type="text" value="Lieve"/>	<input type="text" value="lp@fsi.be"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Collaborator** (facultative) 2 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"/>

Department:  3

Research group:

Postal address:

Website (facultative):

**Budget** 4 (this section will be automatically completed with the information from the section Budget justification - see below)

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** 5

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 €)	If applicable: number of months self financed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals =						<input type="text"/>	<input type="text"/>

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

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

Equipment budget

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

Equipment budget

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

Subcontracting budget

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

Created by francisco.mederos@kikirpa.be on 10/12/2021. Last updated by francisco.mederos@kikirpa.be on 10/12/2021 11:52.

Save
Check
Delete
Back to list

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It contains fields related to:

- The partner's contact details **1**
- The details of a facultative collaborator **2**
- The department, research group, postal address and website of the partner **3**
- Budget: A table with a summary of the budget required by the coordinator (not editable) **4**
- Budget justification: Several tables to enter the budget required **5**

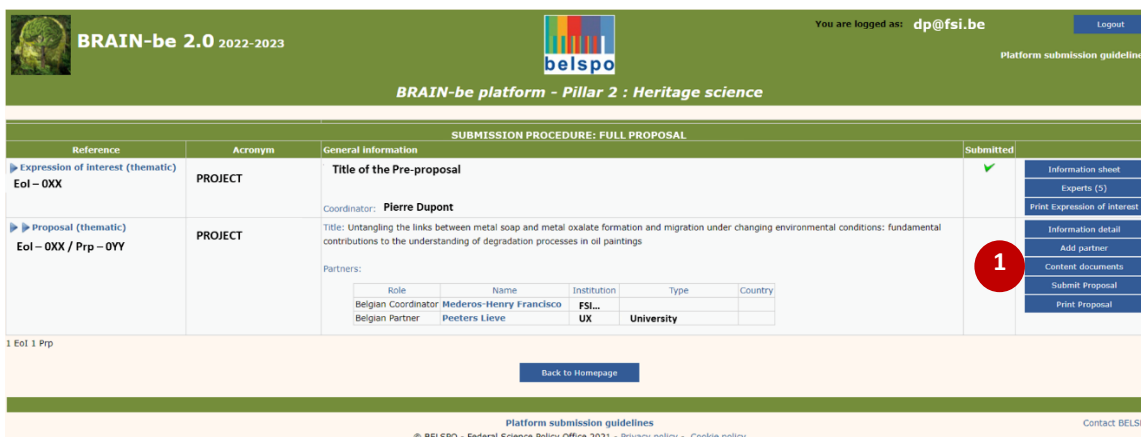
🔗 **Fill out all the compulsory fields. Click on 'Save', and then on 'Check' to identify any missing / incorrect information given. Click 'Back to list'. You will be redirected to your personal homepage.**

## 4.2. ADD CONTENT DOCUMENTS

Attention: Only one set of documents must be uploaded per proposal. If you upload a file for a document that has already been uploaded, the new file will take the place of the old one.

### 4.2.1 YOUR PERSONAL HOMEPAGE – after saving a new Full -proposal

Your **Personal Homepage** looks like this (example for Pillar 2):



The screenshot shows the 'BRAIN-be 2.0 2022-2023' personal homepage. The user is logged in as 'dp@fsi.be'. The main content area displays a table of submitted proposals under the heading 'SUBMISSION PROCEDURE: FULL PROPOSAL'. The table has columns for Reference, Acronym, General Information, and Submitted. The first row shows a proposal with the reference 'Eol - OXX' and the acronym 'PROJECT'. The 'Submitted' column for this row has a green checkmark. To the right of the table, there is a vertical menu with several buttons, including 'Content documents', which is highlighted with a red circle and the number '1'. Other buttons include 'Information sheet', 'Experts (5)', 'Print Expression of interest', 'Information detail', 'Add partner', 'Submit Proposal', and 'Print Proposal'. At the bottom of the page, there is a 'Back to Homepage' button and footer information including 'Platform submission guidelines', '© BELSPO - Federal Science Policy Office 2021 - Privacy policy - Cookie policy', and 'Contact BELSPO'.

🔗 **Click on 'Content documents' **1**. You will be directed to the Content documents Page. There, you will be able to download the different documents of your proposal.**

## 4.2.2 THE CONTENT DOCUMENTS PAGE

The Content documents Page looks like this (example for Pillar 2):



**BRAIN-be 2.0 2022-2023**  You are logged as: **dp@fsi.be** [Logout](#)  
Platform submission guidelines

**BRAIN-be platform - Pillar 2 : Heritage science**

Content documents for proposal Prp-001

Acronym of the proposal :  **1**

**1. PROPOSAL DESCRIPTION**  
Download the Word document template and complete it : [Proposal description.docx](#)  
Upload PDF file before submitting proposal (max. size = 5 Mb)  
**2** Choose File | No file chosen **3** Upload document

**2. GANTT CHART (Excel file)**  
Download the Excel document template and complete it : [Gantt chart.xlsx](#)  
Upload an Excel document before submitting proposal (max. size = 5 Mb)  
Choose File | No file chosen Upload document

**3. DATA MANAGEMENT PLAN FORM**  
Download the Word document template and complete it : [Data management plan form.docx](#)  
Upload PDF file before submitting proposal (max. size = 5 Mb)  
Choose File | No file chosen Upload document

**4. ETHICS FORM**  
Download the Word document template and complete it : [Ethics form.docx](#)  
Upload PDF file before submitting proposal (max. size = 5 Mb)  
Choose File | No file chosen Upload document

**5. CASH OR IN-KIND COMMITMENT LETTER (from institutions/organisations which are not partners of the project)**  
Should you wish to upload several letters, you must MERGE them into ONE single PDF document with a size of max. 5MB.  
Download the Word document template and complete it : [Cash or in-kind commitment letter.docx](#)  
Upload PDF file before submitting proposal (max. size = 5 Mb)  
Choose File | No file chosen Upload document

**6. FOLLOW-UP COMMITTEE LETTER OF INTENT - facultative**  
Should you wish to upload several letters, you must MERGE them into ONE single PDF document with a size of max. 5MB.  
Download the Word document template and complete it : [Follow-up committee letter of intent.docx](#)  
Upload PDF file before submitting proposal (max. size = 5 Mb)  
Choose File | No file chosen Upload document

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It contains the following templates:

- Proposal description (compulsory)
- Gantt chart (compulsory) - the instructions on how to fill out the Gantt chart are inside this file
- Data Management Plan form (compulsory)
- Ethics form (Compulsory)
- Cash or in-kind commitment letters (for institutions which are not partners of the project but want to participate in it by providing in-kind or cash contributions) (facultative)
- Follow-up committee letter of intent (facultative)

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](https://www.belspo.be/belspo/brain2-be/call_open_en.stm).

 **Download the files **1**, complete them offline and then upload them again.**

**In order to upload them, you need to click on 'Choose file' **2**, and then click on 'Upload document' **3**.**

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 (**re-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.

🔗 **Once you have uploaded the files, to exit this page, click on 'Back to list'. You will be directed to your Personal Homepage.**

## 5. CONTACT

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

[BRAIN-BE@belspo.be](mailto:BRAIN-BE@belspo.be)