Next Generation Combat Aircraft Technologies Research and Development – Call for proposals (2024)

Platform Submission Guidelines for applicants

SUBMISSION DEADLINES:

Expressions of Interest: Friday 7 June 2024 at 14h00
Full proposals: Wednesday 25 September 2024 at 14h00

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1. INTRODUCTION

> All **Expressions of Interest** and **Full Proposals** must be electronically created and
> **submitted via the online NGCAT online Submission Platform**: https://ngcat.belspo.be/

Welcome to the **Platform Submission Guidelines**. 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**.

AVAILABLE DOCUMENTS

Before you begin, be sure to consult the different documents concerning this call that are available on the **NGCAT website** : https://www.belspo.be/defra/NGCAT_call_2024_en.stm

POSSIBLE PARTNERS

The **NGCAT online Submission Platform** is accessible for potential applicants affiliated to the following types of organisations. **The eligibility criteria for project partners are set out in section 2.5.1. of the Information document.**

- Universities
- Colleges of Higher Education
- Federal Scientific Institutions
- Defence Research Institutes
- Other Public research institutes
- Private non-profit research centres
- Private companies (small – medium-size – large)

WHO CAN ACCESS THE PLATFORM?

Only the coordinator can create, edit and submit an Expression of Interest and Full proposal. Partners included in a proposal will not have access to the given Expression of Interest or Full proposal.

HOW TO ACCESS THE PLATFORM

The creation of a personal profile via the registration procedure is required in order to access the **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.

HOW TO COMPLETE AN EXPRESSION OF INTEREST OR FULL PROPOSAL

The information related to an **Expression of Interest** needs to be filled in **directly into the online platform.** In addition, companies, a(i)sbl and foundations must **upload the extract of the Ultimate Beneficial Owners Register** (UBO) on the platform.

Full proposals are composed of **fields to be completed online** and **additional documents to be downloaded**, **filled out**, and **uploaded** onto the platform. These templates are available on the NGCAT submission platform. BELSPO will not accept Expressions of Interest or Full proposals other than the ones submitted via the platform.

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://ngcat.belspo.be/ **to go to the Platform Homepage.**

Within the **Platform Homepage** there is the 'Login' button ❶:

🖱 **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, DRUGS, or the BRAIN-be 2.0 online Submission Platform, or if you have participated in one of the DEFRA calls, please **Log In using your existing account**.
> - This account must be used **for all the Expressions of Interest and Full Proposals** you participate in.
> - In case your email address or institution has changed, please contact BELSPO: ngcat@belspo.be

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.

2.2.2. 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:**

Please note that:

- For the Universities, Colleges of Higher Education, Federal Scientific Institutions and Defence Research Institutes, the eligible organisations must be chosen from a **dropdown menu**.
- For the Other Public research institutes, Private non-profit research centres and Private companies, **free fields** must be completed with the organisation's name and abbreviation.
  In case of uncertainty of your organisation's eligibility, please send an **email to BELSPO** (ngcat@belspo.be).

🖰 **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

> **An Expression of Interest is compulsory** and the first step towards introducing a Full proposal.
> If the Expression of Interest has not been submitted in time, it will be impossible to submit a full proposal.

3.1 CREATE AN EXPRESSION OF INTEREST

3.1.1. THE PERSONAL 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 your **personal Homepage**:

You will notice that your email will appear on the top right corner ❶

🖰 Click on the "Add Expression of Interest" ❷ button to create an Expression of Interest.

3.1.2. THE EXPRESSION OF INTEREST PAGE

This is the Expression of Interest page:

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

- Themes of the Call
- Proposal's Acronym
- Proposal's Title
- Name, institution and contact details of the Coordinator
- Partners (names and institutions)
- Summary, including a rough estimate of the overall proposal cost
- Keywords
- Approval statements for submission

Every partner must either already hold a **security clearance** or apply for one with the National Security Authority. Partners without security clearance can receive, upon a positive security verification by RHID, "a need to know" document required to initiate the security clearance application with the National Security Authority. For the partners requiring such "need to know" document the appropriate box in the online submission platform must be ticked. ❶

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

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

By saving the information your Expression of Interest will be created and identified by the reference **Pre-XXX**. You may update and save the content, check the input, and submit or delete the Expression of Interest at any time using the **Expression of Interest page**.

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

3.1.3. YOUR PERSONAL HOMEPAGE – AFTER SAVING A NEW EXPRESSION OF INTEREST

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

Now, you will see the Expression of Interest ❶ you have created and a menu on the right side of the page ❷:

- **Information sheet**: Displays the Expression of Interest page for **further editing**
- **UBO Register extracts:** Here the extracts of the UBO register must be uploaded
- **Print Expression of Interest**: Preview.pdf file of the Expression of Interest
- **Submit**: Display the Expression of Interest page for submitting the Expression of Interest

3.1.4. THE UBO REGISTER EXTRACTS

This is the page where you can upload the UBO register extracts:

❶ Click on UBO register documents

❶ Click "Choose file" and select the appropriate pdf file on your computer

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❷ Click "Upload document" to upload the file on the Platform.

When uploading the document(s), the platform automatically adds the reference PreXXX_yyyyyy to the file name (with yyyyyy a random number).

The list of uploaded UBO extracts can be found under Filename.

🖱 **Click on 'Back to content'.** You will be directed to you're the **Content Page** of your pre-proposal**.**

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

3.2 EDIT AN EXPRESSION OF INTEREST

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

🖱 **Click on 'Information sheet'**. 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

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

🖱 **Click on 'Submit'**. You will be directed to the **Expression of Interest page.**

The following confirmation must be given prior to submitting the Expression of Interest:

✓ *As the coordinator, I confirm to have read and to have asked all the natural persons involved and mentioned in this Expression of Interest to read the **privacy statement** related to the NGCAT programme. Furthermore, I confirm to have obtained these persons' explicit consent to process their personal data in the context of this privacy statement.*

🖱 **At the bottom of the page, click on 'Check'**. This "function" **ONLY** checks if all necessary fields are completed. The content of the Expression of Interest and the fulfilment of the eligibility conditions are your responsibility.

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

After successful submission, you will receive an automatically generated confirmation of receipt, and a '✓' will appear on your **Personal Homepage** ❶. No email will be sent to the partners; you will be responsible of informing them.

In case the '✓' does not appear, the Expression of Interest has not been submitted.

3.4 PRINT / DOWLOAD AN EXPRESSION OF INTEREST

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

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

3.5 DELETE AN EXPRESSION OF INTEREST

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

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

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

Once you have submitted the Expression of Interest it is no longer possible to delete it.

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

	Can be changed?	Comment
Theme(s)	NO	The theme will appear by default and must be kept the same as in the Expression of Interest.
Proposal's Acronym	NO	The acronym will appear by default and will be the same as in the Expression of Interest. Once the Expression of Interest is submitted you will not be able to change it in the Full proposal.
Proposal's Title	YES	The same title will appear by default, but it can be changed.
Coordinator	NO	The same coordinator will appear by default, but another person from the same institution may be given this role in the Full proposal after approval by the NGCAT administration. Changes concerning the Organisation responsible for the project coordination can only be accepted after the explicit approval of RHID.
Partner(s)	NO	The partner(s) mentioned in the Expression of Interest will appear by default in the Full proposal, but another person from the same institution may be given this role in the Full proposal. Changes in the partnership (change of partner organisation) of the project can only be accepted after the explicit approval of RHID.
Project Summary	YES	You may edit the summary to some extent and to better align with the summary requested in the full proposal template (Word document). However, it cannot diverge to the point that the expertise mobilised for the evaluation of the proposal will become irrelevant.
Keywords	NO	The keywords will appear by default and must preferably remain the same as in the Expression of Interest. The RHID searches for experts based on these keywords.

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

5.1 CREATE AND EDIT A FULL PROPOSAL

5.1.1. YOUR PERSONAL HOMEPAGE – BEFORE INTRODUCING A FULL PROPOSAL

If you have been invited to create and submit a full proposal, you will see a new button: 'Add full proposal' within the right-side menu of your **Personal Homepage.**
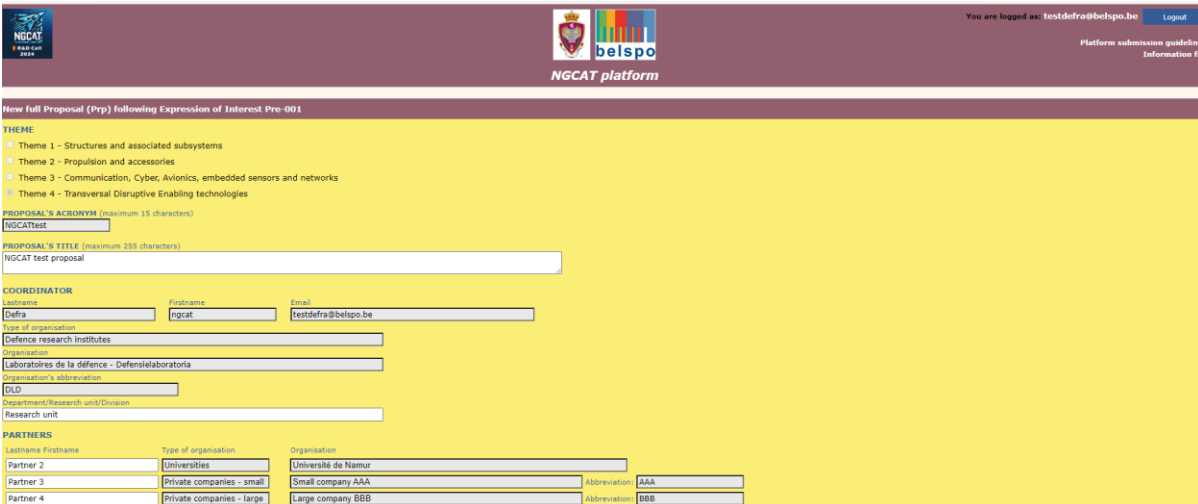
🖰 **Click on 'Add full Proposal' ❶ to introduce the Full proposal**. You will be directed to the **New full proposal page**.

5.1.2. THE FULL PROPOSAL PAGE

This is the **New full proposal page**:

Within the **New full proposal page** you will see that the fields are automatically filled with the information completed in the Expression of Interest. In order to see to what extent fields can be modified, please check Section 4 of this document.

🖱 **Update the required information - if necessary - and click 'Save'.**

By saving the information, your **Full proposal** will be created and identified by reference Full proposal Prp-xxx of Expression of Interest Pre-xxx. You may update and save the content at any time using the **Information sheet** page

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

5.1.3. YOUR PERSONAL HOMEPAGE – AFTER INTRODUCING A NEW FULL PROPOSAL

Your **Personal Homepage** will have changed after introducing the Full Proposal:
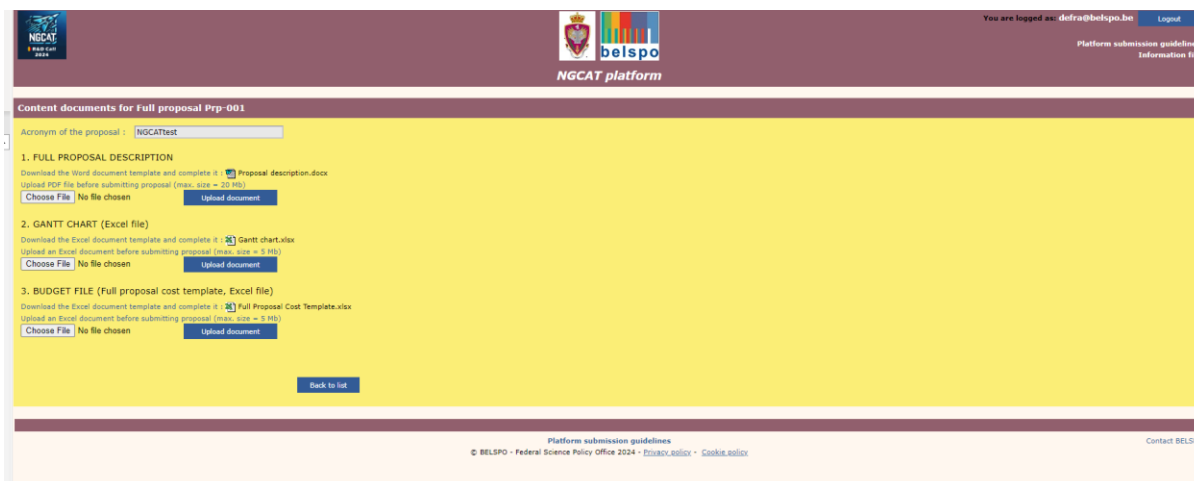

Next to the added full proposal, your **Personal Homepage** will show a menu containing the following ❶:

- **Information sheet**
- **Content Documents:** Contains all the downloadable forms to be filled out off-line, and subsequently uploaded to the platform
- **Print Full Proposal**: Preview.pdf file of the Full proposal
- **Submit:** Displays the Information sheet for submitting the Proposal

5.1.4. THE CONTENT DOCUMENTS PAGE

In order to download the different templates of the Full proposal, you need to go to the **Content Documents page**.

🖱 **Click on 'Content Documents'.** You will be directed to the **Content Document page:**

- **Full Proposal description**
- **Gantt chart**
- **Budget file**

🖱 **DOWNLOAD the templates, complete them and UPLOAD the documents to the Content documents page.**

> Do **NOT** use the **'Portfolio' function** from Adobe to create the PDF file for the Pre-proposal description. As the browsers do not support this function, **evaluators will not be able to read the document**.

When uploading the documents, the platform automatically assigns a reference number to the document:
- **Prpxxx_1** for Full Proposal Description
- **Prpxxx_2** for GANTT chart
- **Prpxxx_3** for the budget file

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, Prp-xxx_2 or Prp-xxx_3) as the previous one.

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

5.2 SUBMIT THE FULL PROPOSAL

When you are in your **Personal Homepage**, you can submit the Full proposal in the following way:

🖱 **Click on 'Submit'.** You will be directed to the bottom of the **Information sheet page** of the full proposal.

Note that the following confirmation must be given prior to submitting the Full proposal:
- ✓ *The coordinator shall ensure to be mandated by his/her as well as by the partners' organisations for the submission of the full proposal.*

🖱 **Click on 'Check'.** This function **ONLY** checks if all necessary online fields are completed and if the 2 mandatory Content documents are uploaded. The content of the Proposal is your responsibility.

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

After successful submission, the coordinator will receive an automatically generated confirmation of receipt, and a '✓' will appear on his/her **Personal Homepage** ❶. In case the '✓' does not appear, the full proposal has not been submitted.

5.3 DELETE THE FULL PROPOSAL

When you are in your **Personal Homepage**, you can delete the Full proposal in the following way:

🖱 Click on **'Information sheet'**. You will be directed to the **Full proposal page**.

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

Remark : Submitted proposals cannot be deleted.

5.4 PRINT / DOWNLOAD THE FULL PROPOSAL

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

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

6. CONTACT

If you have any questions, or require further information, please contact the secretariat: **ngcat@belspo.be**

ANNEX 1: OTHER BUTTONS YOU WILL FIND IN THE PLATFORM

- **Save:** Saves the input of the form
- **Check:** Saves the content and **ONLY** checks if all necessary fields are completed.
- **Delete:** Deletes an Expression of Interest or Full proposal
- **Back to list:** Takes you back to your Personal Homepage