



# DEFRA

DEFENCE-RELATED RESEARCH ACTION

## PLATFORM SUBMISSION GUIDELINES for applicants

Call for proposals 2022

### SUBMISSION DEADLINES:

Pre-proposals: Tuesday 26 April 2022 at 14h00

Full proposals: Tuesday 28 June 2022 at 14h00

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## 1. INTRODUCTION

All **Pre-proposals** and **Full Proposals** must be electronically created and submitted via the online DEFRA online Submission Platform: <https://defra.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 **DEFRA website** : <https://www.belspo.be/defra>

### **POSSIBLE PARTNERS**

The **DEFRA 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 2.2. 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

### **WHO CAN ACCESS THE PLATFORM?**

Only the coordinator can create, edit and submit a (Pre-/Full) proposal. Partners included in a proposal will not have access to the given (Pre-/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 Pre-proposals and Full proposals in which the applicant is involved.

### **HOW TO COMPLETE A PRE- OR FULL PROPOSAL**

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

Pre-proposals 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://defra.belspo.be/> to go to the Platform Homepage.

Within the **Platform Homepage** there is the 'Login' button **1**:

DEFRA 2022

**DEFRA platform**

**1** [Platform submission guidelines Information file](#)

PRE-PROPOSALS : Submission deadline is 25/2/2022 14:00

**Online Platform for submitting and evaluating proposals in the context of the DEFRA-call 2022**

In order to maintain the Belgian Defence military and technological edge to face current and future security challenges, scientific and technological research in the domain of security and defence is key.

The Royal Higher Institute for Defence (RHID) aims to promote the growth of Belgian scientific and technological research in the field of defence and security, as well as to restore and strengthen the links between administrations, universities and companies at this prospect.

To further develop its capabilities through collaborative research with external partners, the RHID, in collaboration with BELSPO, will launch open calls for proposals within the frame of the Defence-related Research Action (DEFRA). The second call of the DEFRA program is launched on 1st March 2022, based on four selected research themes.

The second call of the DEFRA program covers the following research themes :

Theme 1 - SPACE: Space Weather for security and defence applications

Theme 2 - COMMUNICATION: 5/6G for military, security and crisis applications

Theme 3 - ENERGY: Sustainable and "green" energy applications for military use

Theme 4 - HEALTH: Preventive Medicine for Improved soldier fitness

More information can be found in the [Information file](#) for applicants

LOGIN if you want to have access to the online platform

[Platform submission guidelines](#)

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Contact BELSPO

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

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

#### ONE EMAIL ADDRESS = ONE ACCOUNT

- If you have previously used the FED-tWIN or the BRAIN-be 2.0 online Submission Platform, or if you have participated in a previous DEFRA call, please **Log In using your existing account**.
- This account must be used **for all the Pre-proposals and Full Proposals** you participate in.
- In case your email address or institution has changed, please contact BELSPO: [defra@belspo.be](mailto:defra@belspo.be)

This is the **Log In** page:

DEFRA 2022

**DEFRA platform**

[Platform submission guidelines Information file](#)

**1** Email:

Password:

**Log in** **Cancel**

If you already have a BELSPO account (for FED-tWIN, BRAIN-be, DRUGS or the first DEFRA call) use it to log in. Otherwise:

- as an APPLICANT: you can [create your account](#)
- as an EVALUATOR: you should use the email address through which BELSPO has contacted you and the provisional password given to you in the evaluation appointment email.

**2**

**3** [Forgot your password?](#)

[Platform submission guidelines](#)

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Contact BELSPO

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]

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

This is the **Registration page**:

The screenshot shows the registration form for the DEFRA 2022 platform. The form is titled 'All fields required' and contains the following fields: 'Type of organisation' (a dropdown menu), 'Email' (with a note: 'Give a professional email address. This will be your login name.'), 'Confirm email', 'Password' (with a note: 'A minimum of 8 characters including mixed upper and lowercase letters and at least one numeric digit.'), 'Confirm password', 'Lastname', 'Firstname', 'Department/Research unit/Division', and 'Function'. At the bottom of the form are 'Save' and 'Cancel' buttons. The page header includes 'DEFRA 2022', the 'belspo' logo, and 'DEFRA platform'. In the top right corner, there is a 'Login' button and a link to 'Platform submission guidelines Information file'. The footer contains 'Platform submission guidelines', '© BELSPO - Federal Science Policy Office 2022 - Privacy policy - Cookie policy', and 'Contact BELSPO'.

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** ([defra@belspo.be](mailto:defra@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 PRE-PROPOSAL

**Pre-proposals are compulsory** and the first step towards introducing a Full proposal.  
If the pre-proposal has not been submitted in time, it will be impossible to submit a full proposal.

#### 3.1 CREATE A PRE-PROPOSAL

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

Prior to creating a new Pre-proposal you will have [logged in](#) or [registered](#) within the platform. In doing so, you will be directed back to your **personal Homepage**:

DEFRA 2022

**DEFRA platform**

You are logged as: testdefra@dld.be [Logout](#)

[Platform submission guidelines](#)  
[Information file](#)

**2** [Add Pre-proposal](#)

PRE-PROPOSALS : Submission deadline is 25/2/2022 14:00

Reference	Acronym	General information	Submitted
-----------	---------	---------------------	-----------

[Back to Homepage](#)

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

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You will notice that your email will appear on the top right corner **1**

Click on the “Add Pre-proposal” **2** button to create a Pre-proposal.

##### 3.1.2. THE PRE-PROPOSAL PAGE

This is the Pre-proposal page:

DEFRA 2022

**DEFRA platform**

You are logged as: testdefra@dld.be [Logout](#)

[Platform submission guidelines](#)  
[Information file](#)

**New Pre-proposal - Information sheet**

**THEME**

- Theme 1 - SPACE: Space Weather for security and defence applications
- Theme 2 - COMMUNICATION: 5/6G for military, security and crisis applications
- Theme 3 - ENERGY: Sustainable and "green" energy applications for military use
- Theme 4 - HEALTH: Preventive Medicine for improved soldier fitness

**PROPOSAL'S ACRONYM** (maximum 15 characters)

**PROPOSAL'S TITLE** (maximum 255 characters)

**COORDINATOR**

Lastname  Firstname  Email

Type of organisation

Organisation

Organisation's abbreviation

Department/Research unit/Division

Research unit

**PARTNERS**

Complete all fields for the partner(s)

Lastname Firstname      Type of organisation      Organisation      Abbreviation:

+1

**SUMMARY (± 1/2 page)** : The context and motivation of the project - Expected results and how these will impact Defence - Brief explanation of how the project will be carried out (± 1/2 page)

**KEYWORDS** minimum 2, maximum 6

As the coordinator, I confirm to have read and to have asked all the natural persons involved and mentioned in this Pre-proposal to read the [privacy statement](#) related to the DEFRA programme. Furthermore, I confirm to have obtained these persons' explicit consent to process their personal data in the context of this privacy statement.

Click SAVE first and then BACK TO LIST in order to upload the CONTENT DOCUMENTS. Note that if you do not save the information will be lost.

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Within the **Pre-proposal 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
- Keywords
- Approval statements for submission

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

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

By saving the information your Pre-proposal 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 Pre-proposal at any time using the **Pre-proposal page**.

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

### 3.1.3. YOUR PERSONAL HOMEPAGE – AFTER SAVING A NEW PRE-PROPOSAL

Your **Personal Homepage** will change after saving a Pre-proposal. It will now look like this:

The screenshot shows the DEFRA 2022 platform homepage. At the top, there is a header with the DEFRA 2022 logo, the BELSPO logo, and the text 'DEFRA platform'. A user is logged in as 'testdefra@dld.be'. A navigation menu on the right includes 'Platform submission guidelines' and 'Information file'. Below the header, there is a button 'Add Pre-proposal'. A table titled 'PRE-PROPOSALS : Submission deadline is 25/2/2022 14:00' displays a list of pre-proposals. The first pre-proposal, 'Pre-proposal Pre-011', is highlighted in yellow and has a red circle with the number '1' next to it. The table columns are 'Reference', 'Acronym', 'General information', and 'Submitted'. The 'General information' column for the first pre-proposal shows 'Title: Space space space' and 'Coordinator: Lastname Firstname, Laboratoires de la defence - Defensielaboratoria'. To the right of the table, there is a 'Submitted' column with a red circle with the number '2' next to it. Below the table, there is a button 'Back to Homepage'. At the bottom, there is a footer with 'Platform submission guidelines', '© BELSPO - Federal Science Policy Office 2022 - Privacy policy - Cookie policy', and 'Contact BELSPO'.

Now, you will see the Pre-proposal ❶ you have created and a menu on the right side of the page ❷:

- **Information sheet:** Displays the Pre-proposal page for **further editing**
- **Content:** contains the downloadable template to be filled in off-line and subsequently uploaded to the platform
- **Experts:** Allows introducing 6 proposed experts (of which 4 are compulsory) and 2 non-grata experts
- **Print Pre-proposal:** Preview.pdf file of the Pre-proposal
- **Submit:** Display the Pre-proposal page for submitting the Pre-proposal

### 3.1.4. THE CONTENT 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.**

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

This is the **Content Page**:

The screenshot shows the DEFRA 2022 platform content page for Pre-proposal Pre-011. The header is the same as in the previous screenshot. Below the header, there is a section titled 'Content document for Pre-proposal Pre-011'. The 'Acronym of the proposal' is 'SPACE'. Below this, there is a section titled 'PRE-PROPOSAL DESCRIPTION'. It contains the text 'Download the Word document template and complete it: Pre-proposal template.docx' and 'Upload PDF file before submitting proposal (max. size = 5 Mb)'. There is a 'Choose File' button with a red circle with the number '1' next to it, and an 'Upload document' button with a red circle with the number '2' next to it. Below the buttons, there is a 'Back to list' button. At the bottom, there is a footer with 'Platform submission guidelines', '© BELSPO - Federal Science Policy Office 2022 - Privacy policy - Cookie policy', and 'Contact BELSPO'.

It contains the downloadable template necessary for the submission of the Pre-proposal:

- PRE-PROPOSAL DESCRIPTION



🔗 **Download the document, complete and upload on the Platform.**

Use the '**Choose File**' button **1**, AND the '**Upload document**' subsequently **2**.

When uploading the document, the platform automatically assigns the reference number **\_1** to the document:

- **Uploaded document:** PreXXX\_1

In case of updating (**new-uploading**) of the document on the platform, the previous uploaded document will be removed. Beware of the fact that the new upload will receive the same reference (PreXXX\_1) as the previous one.

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

### 3.1.5. THE EXPERTS PAGE

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

This is the **Experts Page**:

The screenshot shows the 'Experts Page' interface. At the top, there's a navigation bar with 'DEFRA 2022', the BELSPO logo, and 'DEFRA platform'. A user is logged in as 'testdefra@dld.be'. The main content area is titled 'Proposed experts for Pre-proposal Pre-011 (minimum 2 Belgian and 2 foreign experts)'. It features a form for 'Expert 1' with fields for Acronym (SPACE), Lastname, Firstname, Gender, Email, Phone (facultative), Organisation, Country, Webpage (facultative), Department/Research unit/Division, Scientific discipline 1, Scientific discipline 2 (facultative), and Keywords. A section for 'Expert 2' is also visible below.

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

- Name, gender, email, telephone
- Organisation, Country, Webpage, Department/Research unit/Division
- Scientific disciplines
- Keywords

You need to provide the information for minimum 4 proposed evaluators (minimum 2 Belgian and 2 foreign experts) with appropriate expertise in the research proposal, gender-balanced whenever possible and taking into account the criteria for experts mentioned in the Eligibility Evaluator document available on the DEFRA website: [https://www.belspo.be/belspo/defra/call\\_en.stm#documents](https://www.belspo.be/belspo/defra/call_en.stm#documents)

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

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

### 3.2 EDIT A PRE-PROPOSAL

If you are in your **Personal Homepage**, you can edit a Pre-proposal in the following way:

☞ **Click on 'Information sheet'**. You will be directed to the **Pre-proposal** 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**.

For uploading a revised version of the Pre-proposal description: see under [section 3.1.4](#).

### 3.3 SUBMIT A PRE-PROPOSAL

If you are in your **Personal Homepage**, you can submit a Pre-proposal in the following way:

☞ **Click on 'Submit'**. You will be directed to the **Pre-proposal page**.

The following confirmation must be given prior to submitting the Pre-proposal:

- ✓ *As the coordinator, I confirm to have read and to have asked all the natural persons involved and mentioned in this Pre-proposal to read the **privacy statement** related to the DEFRA 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 Pre-proposal and the fulfilment of the eligibility conditions are your responsibility.

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

Reference	Acronym	General information	Submitted
Pre-proposal Pre-011	SPACE	Title: Space space space Coordinator: Lastname Firstname, Laboratoires de la défense - Defensielaboratoria	Submitted 1

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

### 3.4 PRINT / DOWNLOAD A PRE-PROPOSAL

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

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

### 3.5 DELETE A PRE-PROPOSAL

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

☞ **Click on 'Information sheet'**. You will be directed to the **Pre-proposal page**.

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

#### 4. WHICH OF THE PRE-PROPOSAL FIELDS CAN BE CHANGED IN THE FULL PROPOSAL?

	Can be changed?	Comment
<b>Theme(s)</b>	<b>NO</b>	The theme will appear by default and must be kept the same as in the Pre-proposal.
<b>Proposal's Acronym</b>	<b>NO</b>	The acronym will appear by default and will be the same as in the Pre-proposal. Once the Pre-proposal is submitted you will not be able to change it in the Full proposal.
<b>Proposal's Title</b>	<b>YES</b>	The same title will appear by default, but it can be changed.
<b>Coordinator</b>	<b>NO</b>	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 DEFRA administration. Changes concerning the Organisation responsible for the project coordination can only be accepted after the explicit approval of RHID.
<b>Partner(s)</b>	<b>NO</b>	The partner(s) mentioned in the Pre-proposal 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.
<b>Project Summary</b>	<b>YES</b>	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.
<b>Keywords</b>	<b>NO</b>	The keywords will appear by default and must preferably remain the same as in the Pre-proposal. BELSPO searches for experts based on these keywords.
<b>Experts</b>	<b>NO</b>	BELSPO may contact the suggested experts as soon as the Pre-proposal is submitted, which is why you will not be asked to provide experts for the Full proposal.

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

### 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**.

The screenshot shows the DEFRA 2022 platform interface. At the top, there is a header with the DEFRA 2022 logo, the BELSPO logo, and the text 'DEFRA platform'. On the right, it says 'You are logged as: testdefra@dld.be' with a 'Logout' button. Below the header, there is a navigation bar with 'Platform submission guidelines' and 'Information file'. The main content area features a table titled 'FULL PROPOSALS : Submission deadline is 27/2/2022 14:00'. The table has columns for 'Reference', 'Acronym', 'General information', and 'Submitted'. A red circle with the number '1' highlights the 'Submitted' column for the 'Pre-proposal Pre-011' row. To the right of the table is a sidebar menu with buttons for 'Information sheet', 'Content', 'Experts (4)', 'Print Pre-proposal', and 'Add full Proposal'. At the bottom of the page, there is a footer with 'Platform submission guidelines', '© BELSPO - Federal Science Policy Office 2022 - privacy policy - Cookie policy', and 'Contact BELSPO'.

Click on ‘Add full Proposal’ **1** 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**:

The screenshot shows the 'New full Proposal (Prp) following Pre-proposal Pre-011' page. The page has a yellow background. At the top, there is a header with the DEFRA 2022 logo, the BELSPO logo, and the text 'DEFRA platform'. On the right, it says 'You are logged as: testdefra@dld.be' with a 'Logout' button. Below the header, there is a navigation bar with 'Platform submission guidelines' and 'Information file'. The main content area contains a form for entering proposal details. The form has sections for 'THEME', 'PROPOSAL'S ACRONYM', 'PROPOSAL'S TITLE', and 'COORDINATOR'. The 'THEME' section has four radio buttons: 'Theme 1 - SPACE: Space Weather for security and defence applications', 'Theme 2 - COMMUNICATION: 5/6G for military, security and crisis applications', 'Theme 3 - ENERGY: Sustainable and "green" energy applications for military use', and 'Theme 4 - HEALTH: Preventive Medicine for improved soldier fitness'. The 'PROPOSAL'S ACRONYM' section has a text input field with 'SPACE'. The 'PROPOSAL'S TITLE' section has a text input field with 'Space space space'. The 'COORDINATOR' section has fields for 'Lastname', 'Firstname', and 'Email' (with 'testdefra@dld.be'). Below these are fields for 'Type of organisation', 'Defence research institutes', 'Organisation', 'Laboratoires de la défense - Defensielaboratoria', 'Organisation's abbreviation', 'DLD', 'Department/Research unit/Division', and 'Research unit'.

**PARTNERS**

Lastname Firstname: Lastname Partner 1  
 Type of organisation: Universities  
 Organisation: Katholieke Universiteit Leuven

**SUMMARY (± 1/2 page)** : The context and motivation of the project - Expected results and how these will impact Defence - Brief explanation of how the project will be carried out (± 1/2 page)  
 Space space space space space space...

**KEYWORDS** minimum 2, maximum 6

Keyword 1:   
 Keyword 2:   
 Keyword 3:   
 Keyword 4:

The coordinator shall ensure to be mandated by his/her as well as by the partners' organisations for the submission of the full proposal.

For the CONTENT DOCUMENTS : click on "Back to list" (don't forget to "Save" first )

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

Within the **New full proposal page** you will see that the fields are automatically filled with the information completed in the Pre-proposal. 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 Pre-proposal 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:

DEFRA 2022  You are logged as: testdefra@dld.be [Logout](#)

Platform submission guidelines  
Information file

DEFRA platform

FULL PROPOSALS : Submission deadline is 27/2/2022 14:00

Reference	Acronym	General information	Submitted
<a href="#">Pre-proposal</a> Pre-011	SPACE	Title: Space space space Coordinator: Lastname Firstname, Laboratoires de la défense - Defensielaboratoria	✓
<a href="#">Proposal</a> Pre-011/ Prp-006	SPACE	Title: Space space space Coordinator: Lastname Firstname, Laboratoires de la défense - Defensielaboratoria	<b>1</b>

1 pre 1 Prp

[Back to Homepage](#)

Platform submission guidelines  
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Next to the added full proposal, your **Personal Homepage** will show a menu containing the following **1**:

- **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**:

DEFRA 2022

belspo

DEFRA platform

You are logged as: testdefra@dld.be Logout

Platform submission guidelines  
Information file

Content documents for Full proposal Prp-006

Acronym of the proposal : SPACE

**1. FULL PROPOSAL DESCRIPTION**  
Download the Word document template and complete it : [Proposal description.docx](#)  
Upload PDF file before submitting proposal (max. size = 20 Mb)  
Choose File | No file chosen | 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. CASH OR IN-KIND COMMITMENT LETTER (from organisations which are not partners in the project) - non mandatory, only if applicable**  
Should you wish to upload several letters, you must produce ONE single PDF document with a size of max. 20 MB. Beware that the merging of digitally signed PDFs automatically deletes the digital signatures. It is advisable to print the signed PDF documents and scan the complete set to produce one single PDF file.  
Download the Word document template and complete it : [Cash or in-kind commitment letter.docx](#)  
Upload PDF file before submitting proposal (max. size = 20 Mb)  
Choose File | No file chosen | Upload document

Back to list

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

- **Full Proposal description**
- **Gantt chart**
- **Cash or in-kind commitment letter** (from organisations which are not partners in the project) – non mandatory, only if applicable

🔗 **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 Cash or in-kind commitment letter

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** ①:



The screenshot displays the DEFRA platform interface. At the top, it shows 'DEFRA 2022' and 'belspo' logos. The user is logged in as 'testdefra@dld.be'. The main content area is titled 'FULL PROPOSALS : Submission deadline is 27/2/2022 14:00'. It features a table with columns for Reference, Acronym, General information, Submitted, and a list of actions. The table contains two rows: 'Pre-proposal Pre-011' and 'Proposal Pre-011/ Prp-006'. The 'Submitted' column for the second row shows a green checkmark and a red circle with the number 1. The 'Actions' column for the second row includes 'Information sheet', 'Content documents', and 'Print Full proposal'. A 'Back to Homepage' button is located below the table. At the bottom, there are links for 'Platform submission guidelines', 'Privacy policy', and 'Cookie policy'.

## 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: [defra@belspo.be](mailto:defra@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 a Proposal
- **Back to list:** Takes you back to your Personal Homepage