P4olicy Science

S4Policy – DRIVEN Call 24-25

BELSPO Platform Applicant Guidelines

Submission deadlines:
EoI: From 6/01/2025 to 16/01/2025 @ 14h00
Full Proposal: From 17/01/2025 to 27/02/2025 @ 14:00

Foreword

The Applicant Guidelines concern the submission of the Expression of Interest (EoI) & the Full Proposal by promotors - **Coordinator** and **Funded Partner(s) -** of an application.

This document is composed of two parts:

- **General information regarding the use of the BELSPO Platform:** Highlights the most important points of attention regarding the submission process of the Expression of Interest and the Full Proposal.
- **Applicant user manual of the BELSPO Platform:** step-by-step instructions for the submission of the Expression of Interest and the Full Proposal.

All Expression of Interests and Full Proposals for the S4Policy-Driven call must be submitted via the BELSPO Platform: https://belspo.aimsgrants.com, using the templates and online forms provided. Applications will not be accepted if submitted by any other means or in any other form. Both the Coordinator and Funded Partners will have to enter information on the platform.

Before you begin, make sure to consult the information documents of this call on the S4Policy-DRIVEN website: Call | S4Policy | P4Science & S4Policy

Please contact S4Policy@belspo.be if you have any questions.
Please contact platform.support@belspo if you have any technical problems.

Brief glossary of terms:

- *APPLICATION: It is the ensemble of the Expression of Interest and Full Proposal*
- *APPLICANTS: Coordinator and Funded Partners.*
- *COORDINATOR: Coordinating institution of an application (to be) funded by BELSPO.*
- *FUNDED PARTNER: Institution (to be) funded by BELSPO.*
- *PROMOTOR: Person representing the Coordinator and/or a Funded Partner.*

General Information
Use of the BELSPO Platform

Draft Templates

All Expressions of Interest and Full proposals within the S4Policy-DRIVEN programme must be submitted via the BELSPO Platform: https://belspo.aimsgrants.com. BELSPO will not accept submissions in .docx .xlxs -files or other formats via e-mail or by any other means. The templates listed here below are an indication of what is expected . Please use these official draft templates (available on our website: Call | S4Policy | P4Science & S4Policy) to best prepare for your submission.

➢ The EoI (Word)
➢ The Full Proposal (Word)
➢ The Budget Table (Excel)
➢ The Gantt Chart (Excel)

Registration to the Platform

Register to the Platform

Coordinators and Funded Partners must **make sure their organisation is eligible for funding** and that all promotors have the correct statute to apply for funding. If in doubt, **please contact your institution**.

Coordinator – Coordinators register to the platform and must do so prior to submitting an application. To register, the Coordinator must use their professional mail address (see point 2.1 in the manual below).

Funded Partner – Funded Partners can be included in the application, if it is the case, they must be included by the Coordinator in the Expression of Interest. By doing so, they will each receive an email with login details (see point 2.2 below).

Non-Funded Partners – Non-Funded Partners do not have access to the platform.

Link yourself to an Organisation

Attention

Keep in mind that BELSPO has to verify your organisation before you can create an Expression of Interest. This might take some time if you are working outside of office hours, during working hours we will verify you as soon as possible after registration.

Please note that the verification email will not arrive immediately if you link yourself to an organisation outside of office hours.

If you cannot find your organisation, please send the following documents to S4Policy@belspo.be,

- A *completed* **Institution Request Form** (downloadable here), and,
- The relevant **articles of your organisation's statutes** (see information on the form).

BELSPO will first verify if your organisation is eligible for funding according to the eligibility criteria, and contact you back by email to inform you if you are allowed to create a new organisation on the platform.

Please note that without the requested information, BELSPO cannot make an eligibility check. Unless the information has been sent to us you will not be able to apply.

Submission EoI & Full Proposal form

Online Form

Attention Character Count & Flat Text

The text fields on the platform have a limited character amount. The character count includes white/blank space, which means that extra spaces, tabs or enters will result in a loss of characters to use.

The text entered in the forms will transform into flat text. Please note that any type of manual formatting in the text fields will count as characters.

Expression of Interest

Creating and submitting an Expression of Interest

It is the task of the Coordinator to create and submit the Expression of Interest.

> **Attention**
>
> Only the coordinator, using their own account can submit an Expression of Interest. A staff member cannot submit in your name. This applies also to the Full Proposal.

Adding funded partners to the Expression of Interest

Please make sure that you include *all* funded partners (promotors) at this stage. It is not possible to add funded partners later on in the Full Proposal (see point 3.1.1 and 3.1.2 below). Changing promotors once a project has started is possible.

Adding evaluators to the Expression of Interest

Please make sure to verify that the details of the person are correct, and that you have consent to give their first name, last name and email address to BELSPO.

Made a mistake in the Expression of Interest?

Before submission- Please delete your draft and create a new EoI form. Do not add a file to the application, only the submission form will be taken in consideration (see point 3.1.2).

After submission - If you have made a mistake in the EoI, but have already submitted this EoI, please mail us at S4Policy@belspo.be, and state which mistake you have made and the correction. Please do not submit a second EoI for the same project. Also, you should not add a file to the application, only the submission form will be taken in consideration.

Full Proposal & Budget Table

Change of Coordinator and/or Funded Partner

Changes of Coordinator and/or Funded Partner **organisations** are not allowed at the level of the Full Proposal. Furthermore, attempting to add Funded Partners that were not previously included

in the Expression of Interest, will cause the technical issue that Funded *Partners will not be able to submit their Budget Forms* (as part of the Full Proposal) on the Platform.

Changes of **promotors (persons)** for the Coordinator and Funded Partner are feasible, for legitimate reasons, at the level of the Full Proposal, under the condition that this change does not imply substantial deviation in the content of the Expression of Interest to the point of rendering it useless for the purpose of composing the team of evaluators.

> Please **contact BELSPO as soon as possible** if for legitimate reasons, you need to change promotors in the Full Proposal via: S4Policy@belspo.be.

Creating and Submitting a Full Proposal

It is the task of the Coordinator to create and submit the Full Proposal, except for the budget table of Funded Partners, which is a task for each of the promotors of the Funded Partners.

Coordinators will receive an email with the results of the eligibility check . They must login using the same account of the Expression of Interest Submission.

Coordinators can save their progress if needed and close the Platform. The Full Proposal is divided into sections "tabs". Once submitted successfully, you will receive an e-mail.

Budget table – Rules Compliance

The budget is entered on the platform. Please note that the **platform does not check** the compliance of the entered values with the budget rules. Please download the Budget Table template (Excel document available on our website and the platform) and use it to complete a draft version of your budget where you can check the compliance with the budget rules before entering the values online. You will need to upload the Budget Table (Excel document) to the Platform as well.

Funded Partner - Submit the Budget Table

> **Attention**
>
> Only the promotor of the Funded Partner, can submit the Budget Table using their own account. A staff member cannot submit in their name.

All Funded Partners (promotors) that have been included in the Expression of Interest will receive an email with an invitation & log-in details to access the platform. After the eligibility check has been completed and the platform reopens, the Partners can submit their part of the budget table for the Full Proposal.

The Partner must submit their budget table BEFORE the Coordinator officially submits the Full Proposal. Otherwise, the Partner's budget table will NOT be included in the Full Proposal and will NOT be evaluated.

Applicant User Manual BELSPO Platform

S4Policy-Driven Application submission

Table of Contents

1. General Information

The BELSPO platform is hosted by AIMS, therefore you will encounter this name in the platform and emails sent from the platform.

1.1.   Contact Technical Support

If you encounter any issues when using the platform, please contact
platform.support@belspo.be

1.2.   Accessibility Disclaimer

Please direct any questions regarding the accessibility of the information on the call and/or the use of the platform, to S4Policy@belspo.be. We will do our best to improve the accessibility of our call process.

1.3.   GDPR Information

When registering or working on the platform for the first time, you will encounter several GDPR related checkboxes. The **Privacy Statement** of each Programme can be found here .

Figure 1: Registration - information on the GDPR checkboxes.

☑ *I agree my data will be stored*
Your data will be stored on the platform confirm the GDPR. This checkbox mandatory, as we cannot process your Proposal without storing your data on the platform.

☑ *I consent to be contacted by BELSPO for purposes relating to future BELSPO Calls for Proposals.*

BELSPO will only contact you in relation to Calls for proposals, either to announce a new Call or Programme, to update you on important information regarding BELSPO calls, or to invite you to evaluate proposals. You can change your preferences in the "edit my details" section or the Contacts > "edit my details".

1.4. Forgot Your Password

If you can't remember their password to log on to BELSPO platform, you can use "Forgot your password" link on BELSPO login page:

Figure 2: Forgot your password

	Instructions
1	Click on the "Forgot your password" link, enter your email address and then click Continue.
2	You will receive a "change password request" email. Open the email and click on the link inside the email. Reset password page displays:

Figure 3: Reset password 1

3	Enter a new password, confirm your password and click on "Update" button.
4	Reset password page displays the link to continue to your account:

Figure 4: Reset password 2

5	Click on "Continue to your account" link. It will bring you to the BELSPO Platform login page, where you can log in with the new password. You will receive a notification email that the password has been changed.

1.5. Information about a Programme / Call on the Platform

During the submission process, all relevant information on the Call & Programme can be found both on the platform and on our website Home | S4Policy | P4Science & S4Policy. All latest versions of the information on the call specifically, such as the Information file and FAQ, will only be available on our website.

	Instructions
1	The information on the Platform can be found if you scroll down to "see all available programmes" or click on the Piggybank on the top left, choose the correct Programme and click on "find out more".
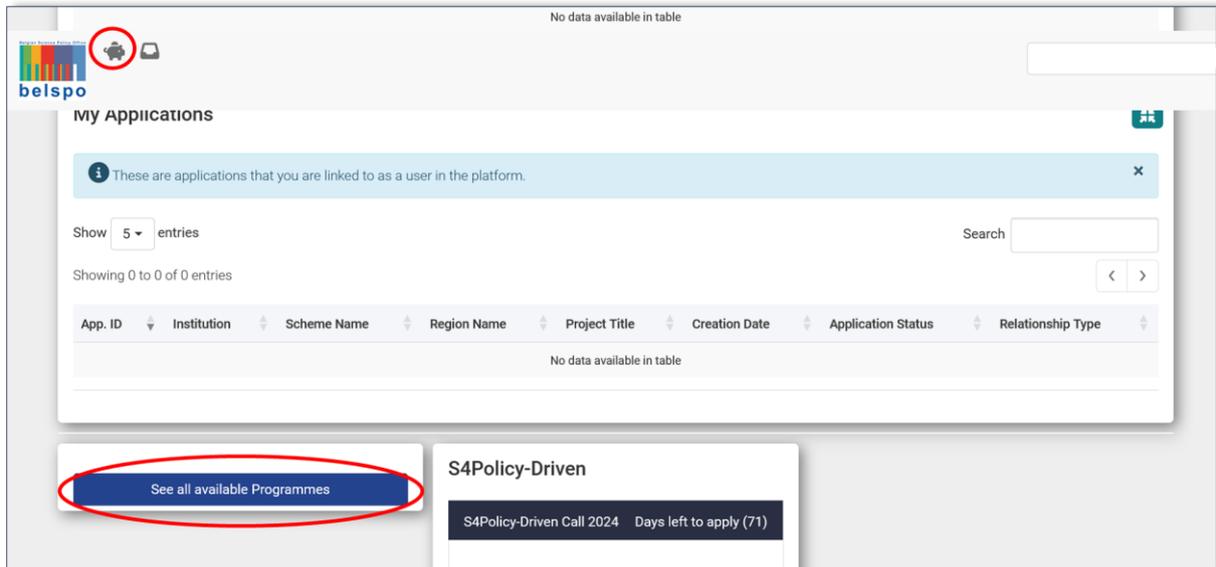
Figure 5: More information on Programme 1
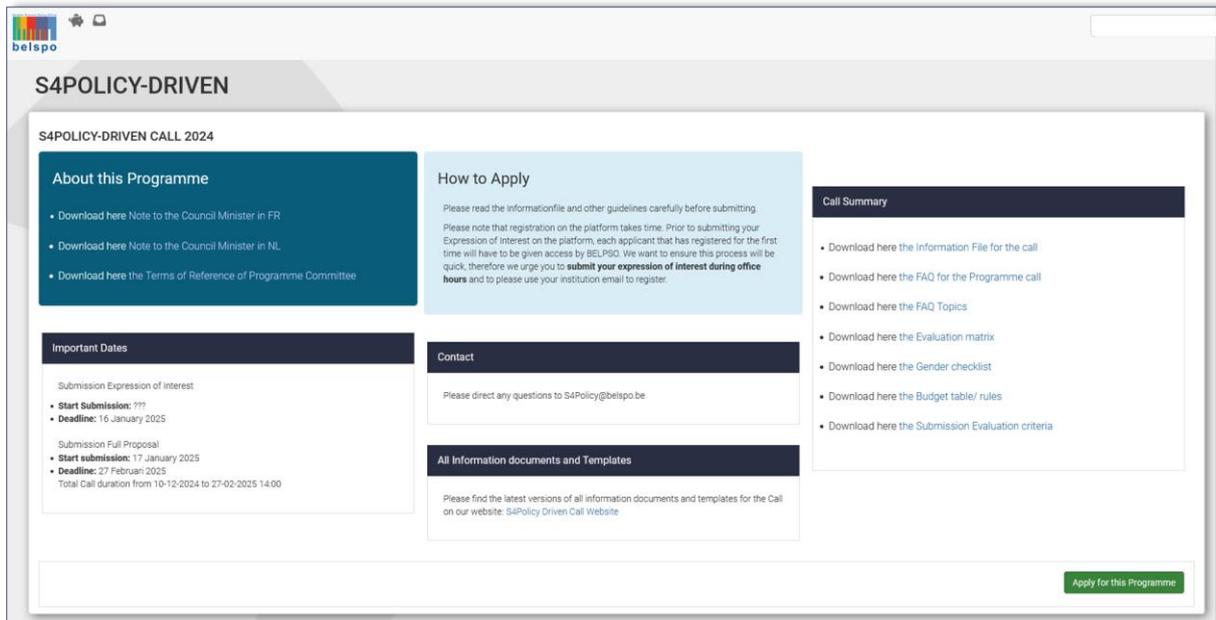
Figure 6: More information on Programme 2

1.6. Lay Out of Text in the Online Form

The Expression of Interest and Full Proposal are online forms. The text fields in the forms have a **limited character amount.** The character count **includes white/blank spaces**, which means that extra spaces, tabs or enters will result in a loss of characters to use.

The text entered in the forms will transform into **flat text**. Please note that any type of manual formatting in the text fields, such as basic HTML formatting, will count as characters.

2. Registration on the platform

The registration process for the **Coordinator** is different than that of the Promotor(s) from the **Funded Partners**, the latter will be able to access the platform after receiving login information via mail (please see point 2.2). Both the coordinator and all promotors will have to register themselves to an organisation before they can work on the platform.

Note - *Funded Partners do not register spontaneously to the platform. They are invited to log in as a result of the coordinator adding them to the Expression of Interest. Once the Expression of Interest is submitted, Funded Partners receive an email from the platform to log in (see section 2.2). Their only assignment on the platform is to enter their part of the budget of the Full Proposal (Budget Table).*

2.1.   Coordinator - Registers themself as a User to the Platform

Coordinators must register on the BELSPO platform themselves. After registering, the Coordinator will receive an email from *noreply@aimssoftware.com* to confirm their registration. **Note** that the email may around 15 minutes to arrive to the inbox. Please check the spam folder.

	Instructions
1	Please click on the following link to access the platform: https://belspo.aimsgrants.com to register. Use your professional email address for registration.
2	Below **New User,** click on **Register**.

Figure 7: Registration - register as a new user (coordinator)

3	Enter the following information:
	• Enter your full name
	• Enter your **professional** email address – the one from your organisation
	• Choose a (strong) password
	• Agree to the storage of your data on the platform
4	Click on **Register.** You will land on the Dashboard page of the platform.

Figure 8: Registration - Coordinator registers 1

Figure 9: Registration - Coordinator registers 2

2.2. Funded Parter – Logs in as a User to the Platform

The registration to the platform for the funded partners is different than that from the coordinator, they are invited to log in as a result of the coordinator adding them to the Expression of Interest. Please follow the instructions below.

Funded Partners get access to the platform by using the login information they have received via an email from *noreply@aimssoftware.com*, containing your **login details** and a **temporary password**.

1	Click on the link in the email, log in, and create a new password.
	Before you start any assignments on the platform [Budget Table], you will have to Link yourself to your organisation/institution (see point 2.3) and verify your personal details are correct and complete (see point 2.4).

2.3. Register an Organisation

Coordinator - Before the Coordinator create an Expression of Interest-, they will have **to link themselves to their organisation/institution** and verify their personal details are correct and complete (see section 2.4).

Funded Partner - Before the Promotor of the Funded Partner can start any assignments on the platform, they will have to Link themselves to their organisation/institution and verify their personal details are correct and complete (see points 2.3 and 2.4).

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> **Attention**
>
> Keep in mind that BELSPO must verify your organisation manually before you can start working on the platform due to configuration of the system. During the submission period BELSPO will approve your registration as soon as possible, during working hours. This may take some time, depending on the amounts of request received. Please do not begin creating an Expression of interest before you receive a confirmation email that your registration with the organisation has been approved, as the information will not appear correctly on the form.

You will receive an email after the organisation has been **verified by BELSPO**. Once received, the Coordinator will be able to create an Expression of Interest on the platform, and the Funded Partner will be able to fill out and submit their part of the budget table in the Full Proposal. **Please note** that if you try to start a task (e.g. Submit Expression of Interest, Submit Budget Table) without being linked to your organisation, important information will be missing from your application (your institution will not appear).

To link yourself to your organisation/institution, please log on to the platform, and follow the instructions below:

	Instructions
1	Scrolling down to the box **Upcoming Task – Organisation Search,** enter the name of your organisation under **"organisation name"** and click **Search**. Or use the button "register to an organisation" in the dark grey welcome message on the top left.
2	Under **'organisation name'**, enter the name of your organisation. For BELGIAN institutions/organisation - Present both in Flemish and French Communities/Regions: Enter the name of your organisation/institution in English. - Present only in one of the Communities/Regions: Enter the name of your organisation in its original language. For BELGIAN FEDERAL institutions/organisations - Enter the name in English. For NON-BELGIAN institutions/organisations - If an English version of the name does not exist: Enter the name of your organisation in its original language. - Enter the name of your organisation <u>in English,</u> if an official translation of your organisation's name exists in this language, or if English is the original language of your organisation. Use accents and special characters when searching.

Figure 10: Register to an Organisation - Organisation Search

3A	**If the search query is successful**, your institution will be listed below the Search button. Click on **Register** next to it.
3B	If the search does not work and the system does not find your organisation, please contact BELSPO to see if your organisation is eligible for funding (see page 4 of this document), in which case you will have to create the organisation yourself (see 2.3.1).

Figure 11: Register to an Organisation - Register to an existing Organisation

4	The Coordinator will receive an email when their registration to an organisation has been verified by BELSPO. You will be able to see the organisation when clicking on "Edit my details". At this point you will be able to start working on the platform.

2.3.1.   Create a New Organisation

> **Attention**
>
> You must have BELSPO's approval to create a new organisation. Please send an email at S4Policy@belspo.be with the name of the organisation and attach the completed **Institution Request Form** ([downloadable here](#)) and the statutes of your organisation. BELSPO will perform a mandatory eligibility check of all newly added organisations and send you an email to let you know if you can create (or not) the organisation in the Platform.

If the Search Organisation results of a query in both the original language of the organisation or its English translation are negative, please create a new organisation. After the new organisation is created in the platform, you will have to search for the organisation again using the "register to an organisation" button in blue and register to it.

	Instructions
1	Under the Search button, click on **Create Organisation**.
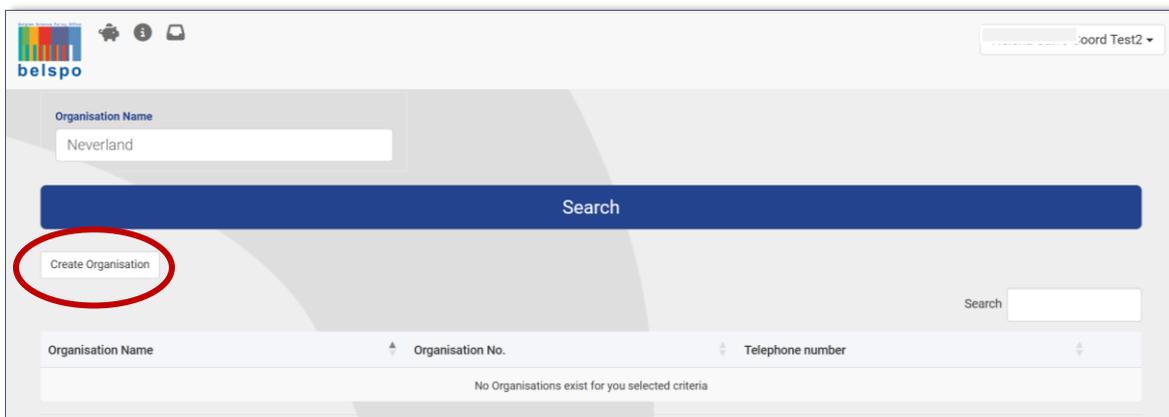
Figure 12: Register to an organisation - create a new organisation 1

2	Create your organisation by filling out the • OFFICIAL NAME (in the official language), • adding the **CITY** of the organisation in **"address line 1"** • selecting the COUNTRY of the organisation • Finally, tick the Main Address box

Figure 53: Register to an organisation - create a new organisation 2

3	When hitting enter or clicking Save, you will return to the Dashboard. **Attention**, you are not yet linked to the organisation.
4	To link yourself to the organisation you just created, **please click on the "register an organisation" button again**, search for the organisation you have just created and click **register**.
5	You will receive an email when you have been linked and verified by BELSPO. At this point you will be able to create start working on the platform.

2.4. Edit Your Details

After you are linked to your organisation, please verify that your personal details on the platform are correct. If you are linked to multiple organisations, you can edit your details in relation to each organisation (this could be the case for example if you apply for multiple BELSPO Calls and/or you are working at multiple institutions, or for example when you have changed organisation/institution).
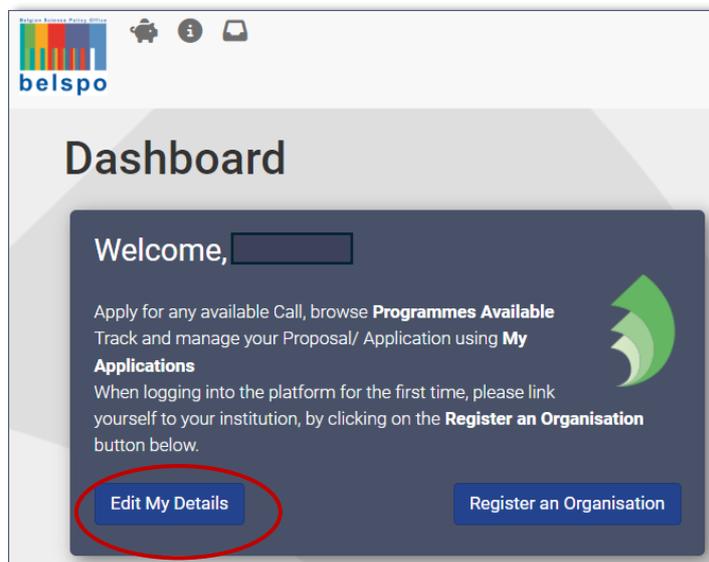
Figure 14: Edit personal details

1	Click on **select** next to your name in the section "Personal details", fill out or verify your name, email address and your main research discipline.
2	In the "Addresses" section, please edit and verify your **CITY** (this can be the city of your workplace / institution) in "address line 1" and your **COUNTRY** (this will be the country of your institution/ workplace).

3. Apply for a Call in a Programme

Coordinator - Once you have registered to the platform, are linked to an organisation verified by BELSPO and have verified your personal details, you can create an Expression of Interest in the Programme you wish to apply for.

Funded Partner & Coordinator - Once logged in you will land on the Dashboard page, this is where you will see an overview of all your Tasks on the platform, and the applications you are linked to.

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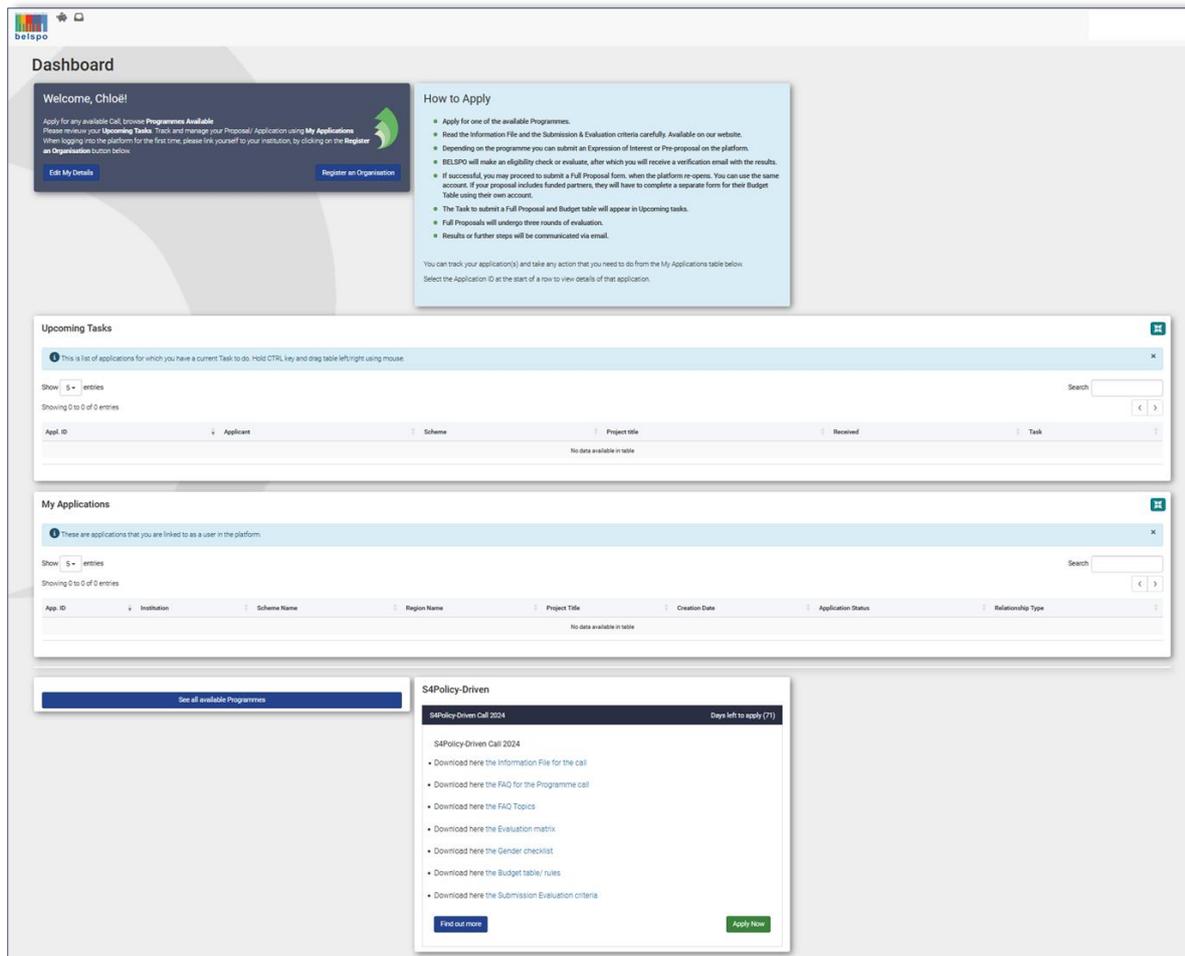
Figure 15: Dashboard

Only the Coordinator of a project should submit an Expression of Interest.

After you have linked yourself to an organisation and have received a verification email, you can proceed to fill out an Expression of Interest form and submit.

	Instructions
1	On the dashboard click on the piggybank at the top left, or on "apply now", and you will land on the EoI form.
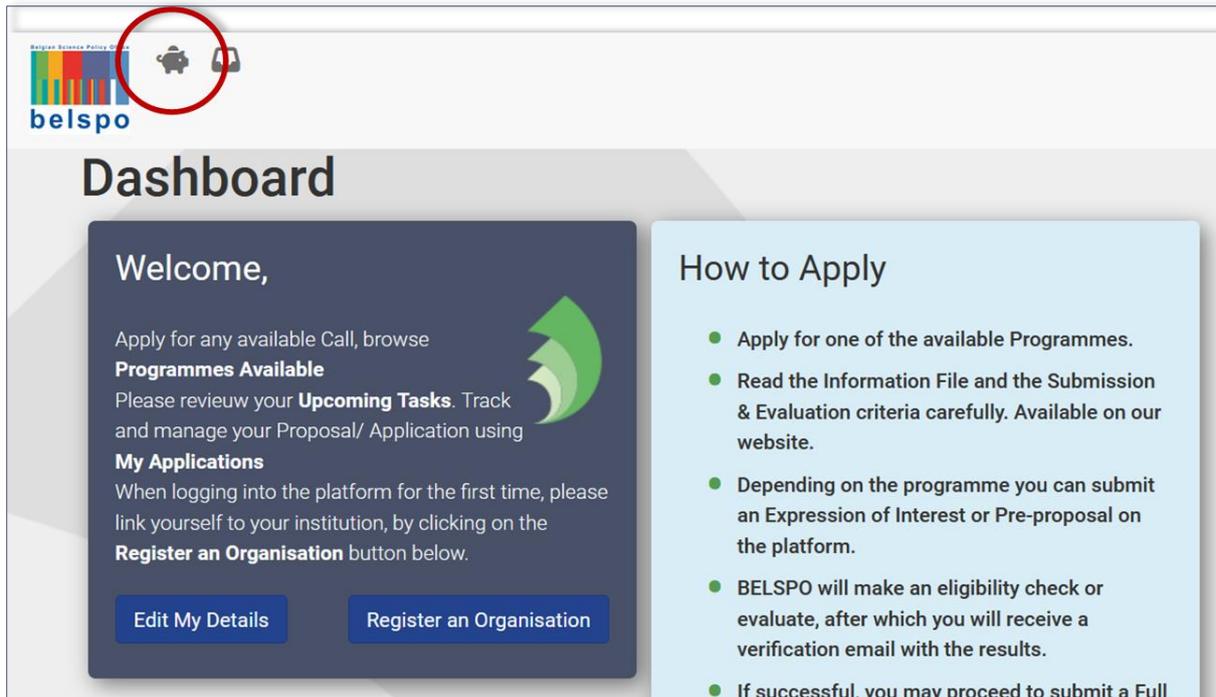
Figure 16: Apply for funding 1
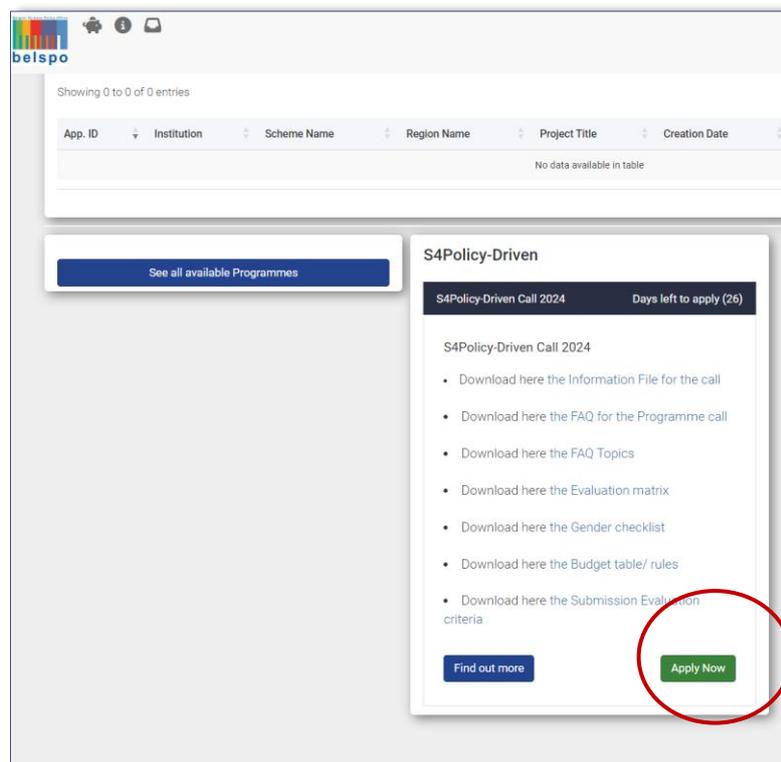
Figure 17: Apply for funding 2

2	When filling out the form, please read the instructions in the blue boxes. **Note** that there are mandatory fields on the form marked with a **red asterisk ***.

Figure 18: Expression of Interest form

Attention - The text fields on the platform have a limited character amount. The character count includes white space, which means that extra spaces, tabs or enters will result in a loss of characters to use.

The text entered/copied in the forms will transform into flat text. Please note that any type of manual formatting in the text fields will count as characters.

3.1.1.   Add a Funded Partner to an Expression of Interest

If you wish to include one or more funded partners to your proposal, you must add the contact information of each promotor to the expression of interest.

	Instructions
1A	To add partner, click on "Search Person", search for a contact and click on "select" next to a person you want to add within the search results. Please make sure to add the correct person. You can do this by clicking on "search person" and look for the person using both their name and email address.
2A	**Attention** - Please click on **"add item to list"** to finalise. Otherwise, the partner will NOT be included!

Figure 19: Add a Funded Partner to an Expression of Interest

1B	Alternatively, you can **create a new person** using "**Create Person"** button. Please make sure the contact does not yet already exist and please double check that all personal details are entered correctly. You can do this by clicking on "search person" and looking for the person using both their name and email address. Fill in all required fields marked by a **red asterisk *** and press the "Add" button. You are automatically brought back to the form, where the created person is automatically selected as Partner, but not yet added to the EoI form.

Figure 20: Add/ Search for a Funded Partner

2B	**Attention** - Please click on "add item to list" to finalise. Otherwise, the partner will NOT be included!

Figure 21: Add item to list

3	Fill out rest of the form. Click "**Save draft & continue**". If you want work on the form later, you can come back. If you entered all information correctly, click "**Yes, submit entire form now!**".
4	After you have submitted the EoI form, you will receive an email if it was submitted successfully. You will receive a second email when the eligibility check has been completed by BELSPO.
5	You can see your submitted EoI form in the box "My Applications", by clicking on the App. ID number.
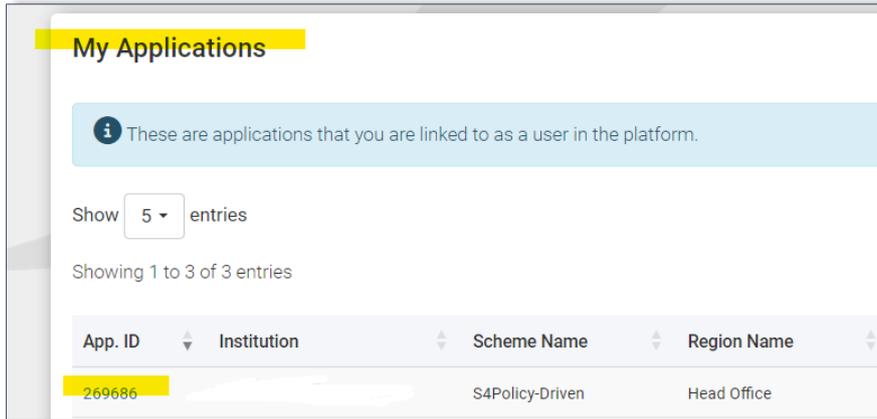
Figure 22: Applications overview on Dashboard

| 6 | You will be able to download your form in an rtf file format. If you cannot open this format, you can use this free software to do so: Home | LibreOffice - Free and private office suite - Based on OpenOffice - Compatible with Microsoft. |

3.1.2.   Delete an Expression of Interest

Made a mistake or you wish to delete your EoI?

| 1A | In the case you did NOT yet submit your EoI

You can delete your draft EoI and rerestart a new EoI form. Do not add a file, only the submission form will be taken in consideration. |
| 2A | To delete your EoI form (this action is final), navigate in the box "upcoming tasks", click on the app. ID number and click on "cancel". |
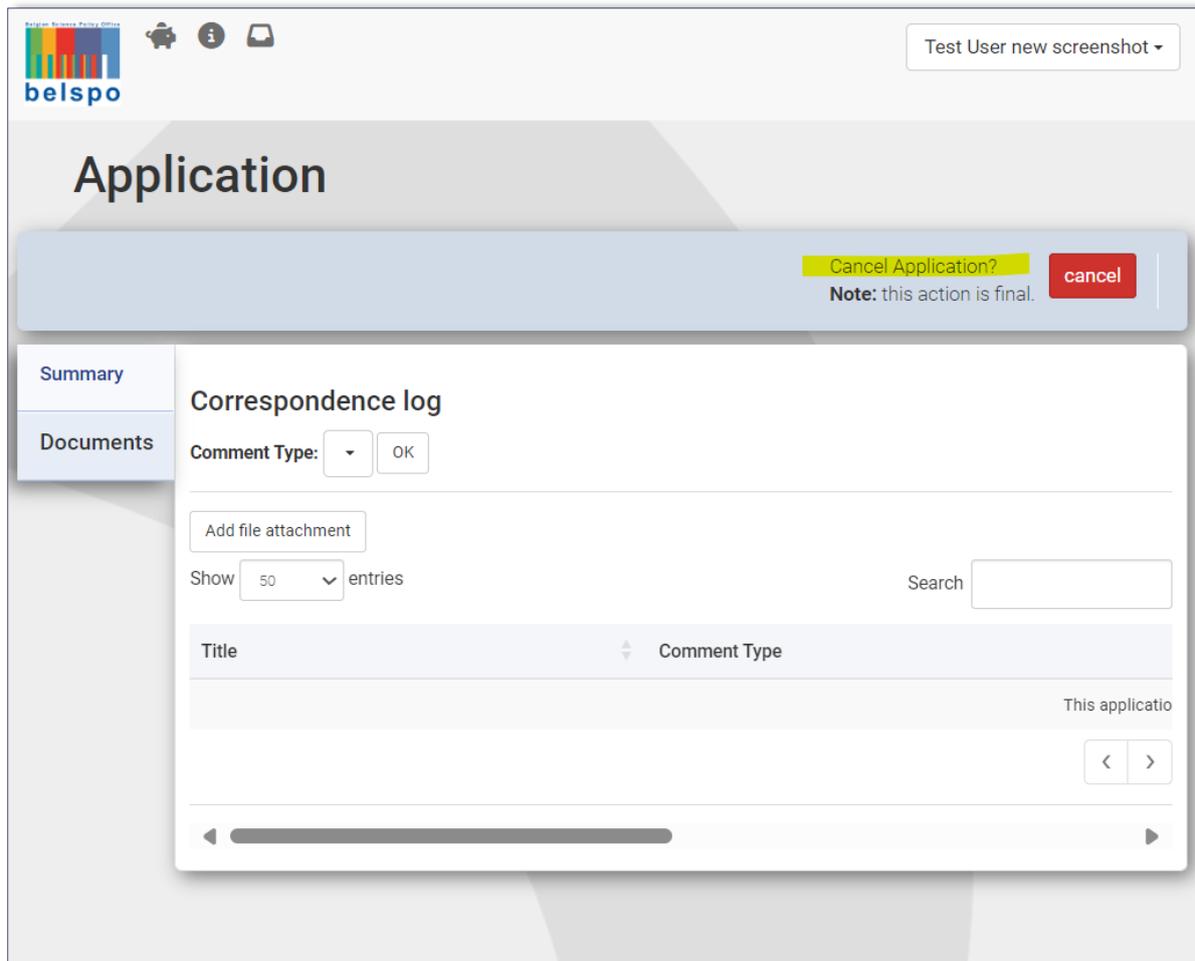
Figure 23: Delete an EoI before you have submitted

Made a mistake or you wish to delete your EoI?

1B	In the case you already submitted your EoI
	If you have made a mistake in the EoI, or wish to delete your EoI but have already submitted this EoI, please mail us at S4Policy@belspo.be, and state which mistake you made and the correction. Please do not submit a second EoI for the same project. Do not add a new file to the application, only the submission form will be taken in consideration. It is not possible to delete an EoI yourself once it has been submitted.

3.2.   Funded Partner – Loggin in as a Funded Partner

The registration to the platform for the funded partners is different than that from the coordinator, they are invited to log in as a result of the coordinator adding them to the Expression of Interest. Please follow the instructions below.

Funded Partners get access to the platform by using the login information they have received via an email from *noreply@aimssoftware.com* containing your **login details** and a **temporary password**.

1	Click on the link in the email, log in, and create a new password. Before you start any assignments on the platform [Budget Table], you will have to Link yourself to your organisation/institution (see point 2.3) and verify your personal details are correct and complete (see point 2.4).

3.3. Full Proposal Form

After the Eligibility check has been completed by BELSPO, you will receive a verification email. From the moment the platform re-opens, both coordinator and funded partners can start filling out the full proposal.

	User	Instructions
1	**Coordinator**	Start filling out the form. You must not submit unless the partner has submitted their budget form. Re-load the form by hitting save and refreshing the page after all partners submitted their budget tables to make sure that the full budget table will appear in your Full Proposal form.
2	**Funded Partner**	The partner will receive login information via email. After registration, link yourself to an organisation and wait for verification by BELSPO (via email). Please do not start a form without having received this verification email. Afterwards, fill-out and submit your budget table.

Attention

Each text field in the online submission forms have a limited character count. The character count includes white space and any other characters such as * or - .

There are no formatting options in the online submission form. We do not recommend using basic html formatting as any characters used, including white space, will be included in the character count of the text fields in the form.

3.3.1. Funded Partner – Submit Budget Table

Th BELSPO budget rules are not integrated in the budget form on the platform. You will not receive an error message if the amounts entered do not comply with the budget rules of the Call.

	Instructions
1	Please make sure you have linked yourself to an organisation and you have received the verification email by BELSPO.
2	**Attention** – you cannot change anything after you submitted the form. You can use the "save draft" function to save your work and continue at another time.
3	Once logged in, on your dashboard in the box "upcoming tasks" click on the button "submit budget table". If you wish to see the details of the application, click on the appl. ID number.
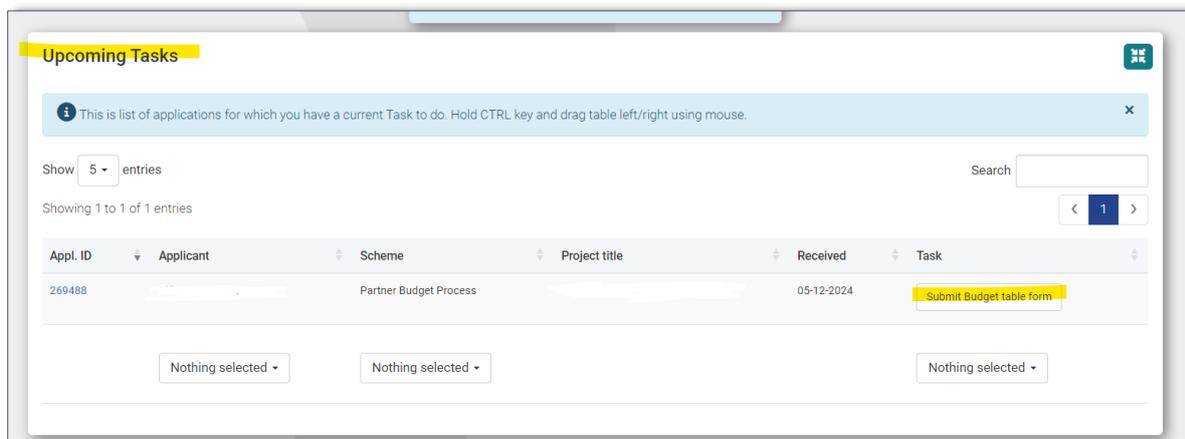
Figure 24: Dashboard task submit budget form

4	Fill out the form.

When filling out the Staff Costs, Specific operating costs, Equipment costs and Subcontracting costs, you should NOT click on the green "add" button, unless you wish to add a new line.

Note that you cannot edit the previous added line, only delete it. |

Figure 25: Funded Partner Budget Form

5	You can save the draft, and submit later, or submit the form immediately.
6	You can view your submitted table, by navigating to the "my applications" box. Click on the Appl. ID number where you can download the PDF of the budget table of the partner in the documents section.
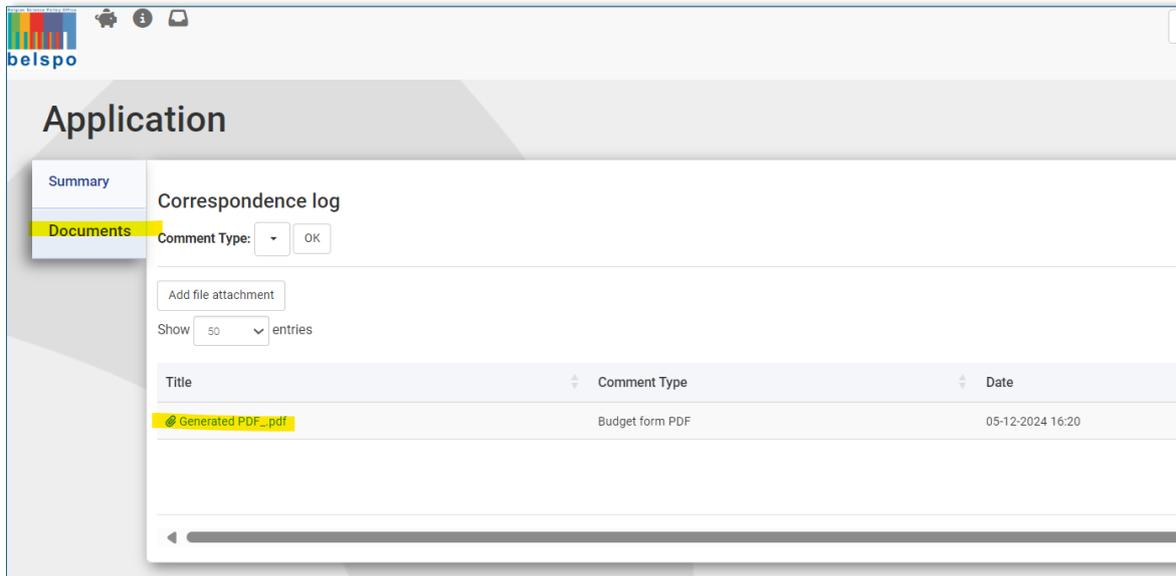
Figure 26: Funded Partner Budget Form PDF

3.3.2.   Coordinator – Submit Full Proposal Form

You will receive an e-mail that your EoI has successfully undergone the eligibility check. You will be able to start working on the platform to fill out the full proposal form the moment the platform re-opens for submission. You can at any moment save a draft of the Full Proposal form.
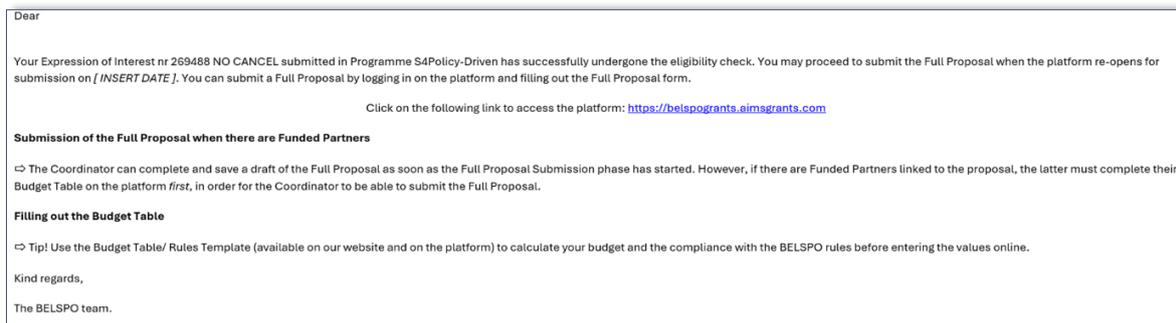
Figure 27: Mail EoI Eligibility Check Results

	Instructions
1	If you log in on the platform, you will see "Submit Full Proposal form" under your upcoming tasks. Click on the task to open the form.

Figure 28: Dashboard Task Submit Full Proposal

2	You will notice that the form is divided in different sections. You can fill out the sections in the order you prefer. Please fill out the form.
3	Click on "**Save draft and continue**" to go to the next section.

Figure 29: Full Proposal Form - Sections

Figure 30: Full Proposal Form - save or submit form

4	When selecting the contribution to the SDG goals, please select a "Target" (not a "goal").

Figure 31: Full Proposal Form - SDG Goals

5	Please be reminded to click "**Add item to list**" when filling out the Research Objectives (or other information that appears in a list). Otherwise, the information will not be saved.
6	When you see the "Delete" button, your item was correctly added to the list.

Figure 32: Full Proposal Form - Add item to list

8	If you want to include figures or tables in your methodology section, you may do so by using the "Upload" fields.

Figure 33: Full Proposal Form - add additional files

8	In the section Work Packages, you can add up to ten work packages. Each work package should include at least one task and a related deliverable. Please do not forget to click "**Add item to list**". Start with the first Work Package.
9	If you want to enter the second Work Package, click on "**Add Work Package**" at the bottom. A new tab will open with the same fields as the previous tab.

Figure 34: Full Proposal Form - Workplan & work packages

Figure 35: Full Proposal Form – deliverables: add item to list

Figure 36: Full Proposal Form - Add new work package

	If you have included Funded Partners in your EoI, you will have to add more information about the promotors here. You cannot add Funded Partners or promotors at this stage.
10	In the Funded Partner section, in point 11.1.1 in the form, the grey box represents an overview of the partners that were introduced in the EoI.
11	In point 11.1.2, 11.1.3 and 11.1.4 you must add more information about the Funded Partners you have included in your EoI.
12	If you want to add multiple Funded Partners, click on "**Add Funded Partner**".

Figure 37: Full Proposal - add information on funded partner

Figure 38: Full Proposal Form – Add a new tab for each funded partner

13	Fill out the budget form. When filling out the "Staff costs", "Specific operating costs", "Equipment costs" and "Subcontracting costs", enter the information in the empty field. **You should NOT click on the green "add" button unless you wish to add a new line.**
	Note - that you cannot edit the previous added line, only delete it.
	Please refresh the page to make the overview of the budget table appear. If you have included funded partners, their budget overview will appear next to the coordinators budget.

Figure 39: Full Proposal Form - budget

14	If a required field has not been (properly) filled in, you will receive an error when you want to submit. You can click on the numbers in bold to go to the relevant sections.
15	Click on "**Yes, submit entire form now**!" if you want to submit. **Note -** you CANNOT change anything in your form anymore after submitting it.

Figure 40: Full Proposal Form - submission error fill out required fields

Figure 41: Full Proposal Form - submit form

16	After submitting, you will notice that the task has disappeared from "My upcoming tasks".
	You will receive a verification email that you have submitted the form successfully.