S4Policy
Science

Policy-Driven
Full Proposal
Call for proposals 2024 -2025

Document updated on 17 July 2024 (p.8)
Document updated on 8 August 2024 (p.4,5,7,11,12)

NEW Submission deadline
09/01/2025 @ 14h00 Full Proposals

belspo

DISCLAIMER

S4Policy Policy-DRIVEN Full proposals must be submitted online on the new BELSPO R&I Platform. The platform is currently under development. BELSPO will announce when it opens for submission on the programme's website. This document is just an example of the submission criteria that applicants will find on the platform. Its purpose is for applicants to prepare their Full proposals. BELSPO will not accept the submission of this document as grounds for the evaluation of the Full proposal.

FULL PROPOSAL: [ACRONYM]

GENERAL INFORMATION

PROJECT INFORMATION

Research Priority	*Write the title of the Research Priority of the Policy-Driven call. This priority must be the same as the one stated on the Expression of Interest.*
Acronym of project	*Same as in the Expression of Interest*
Title of project	*May vary from the Expression of Interest*
Duration of project	*Number of months*
Budget	*Total budget of the project as stated in the budget table.*
Contribution to SDG goals	*Please list the contribution of the project to the SDG goals on two levels: Goal and Target.*
Contribution to Open Access and Open Data	☐ *I ensure to respect BELSPO's Open Access Mandate for publications and research data*
Integrity in the conduct of research	☐ *I ensure to respect the principles of the European code of conduct for research integrity*

PROPOSAL SUMMARY

Free text – limited extension, 1 page.

KEYWORDS

Keyword 1	*Same as EoI, cannot be modified*
Keyword 2	*Same as EoI, cannot be modified*
Keyword 3	*Same as EoI, cannot be modified*
Keyword 4	*Same as EoI, cannot be modified*
Keyword 5	*Same as EoI, cannot be modified*
Keyword 6	*Same as EoI, cannot be modified*

Section A : SCIENTIFIC INFORMATION

1. Scope

1.a. Compliance with the scope of the call

Explain how the project will contribute to the scope of the call.
Update 8 August 2024: Make sure to consider the requested scientific support specified for each research priority.

> *Free text – limited extension, 1 page.*

1.b. Position of the project regarding the state of the art

Indicate whether the project intends to go beyond the state of the art in terms of topic and methodology or stay within the existing state of the art but provide novel information for Belgium. Note that the proposal will be evaluated according to the position of the project in relation to the state of the art.

Position of the project regarding the state of the art...	Within	Beyond / Innovative
... in terms of topic	☐	☐
... in terms of methodology	☐	☐

Elaborate your choice

> *Free text – limited extension, 1/2 page.*

2. State of the art

2.a. State of the art

Describe the state of current knowledge at national and international level on the topic of the project.

> *Free text – limited extension, 1 page.*

2.b. Bibliographic references

List the list of relevant publications mentioned in point 2.a. State of the Art.

> *Free text – limited extension, 2 pages.*

3. Research Objectives

3.a. List of project objectives

Briefly list the objectives of the project.

Objective A	
Objective B	
Objective C	
...	

3.b. Description of the objectives

Explain the objectives of the project in relation to the state of the art (current knowledge at national and international level on the topic.

Free text – limited extension, 2 pages.

4. Methodology

Provide a detailed description of the methodology (used methods, techniques, systems and/or way of working) to achieve the foreseen results, considering the different disciplines mobilised. Detail how your approach will enable to gather the expected results/deliverables).

Free text – limited extension, 10 pages.

5. Research Ethics

Fill out the following form. Research involving activities marked with an asterisk (*) in the first column require the advice of the ad hoc Board at the level of their institution and an official agreement delivered by the Belgian competent authorities. All relevant authorisations from the specific ethics committee have to be obtained before the beginning of the project. When conducting surveys, interviews, or focus groups where personal information is gathered and stored, data storage, protection, and other relevant issues have to be explained in the data management plan.

Humans		YES	NO
*	Does the project or the project data involve humans (children, patients, volunteers, vulnerable people) as subjects?	☐	☐
Human Embryo/Foetus		**YES**	**NO**
*	Does the project or the project data involve human embryos?	☐	☐
*	Does the project or the project data involve human foetal tissues/cells?	☐	☐
*	Does the project or the project data involve human embryonic stem cells?	☐	☐
Human Cells and/or Tissues		**YES**	**NO**
	Does the project or the project data involve the use of human cells or tissues (other than from human embryos and/or foetuses)?	☐	☐
Genetic Resources		**YES**	**NO**

		YES	NO
	Does your research use genetic resources and/or associated traditional knowledge covered by access and benefit sharing legislation and / or Nagoya protocol?	☐	☐
Privacy		**YES**	**NO**
	Does the project involve collecting and/or processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	☐	☐
	Does the project or the project data involve tracking the location or observation of people?	☐	☐
Animals		**YES**	**NO**
	Does the project or the project data involve research on animals?	☐	☐
*	Are those animals non-human primates?	☐	☐
Environment, Health and Safety		**YES**	**NO**
	Does your project or your project data involve any activities dealing with elements that may cause harm to the environment, animals, or plants (e.g., GMO plants, microorganisms, etc.)?	☐	☐
	Does your project or your project data involve the use of elements (toxic chemicals, explosives, radioactive material, etc.) that may cause harm to humans, including the research staff?	☐	☐
International collaboration		**YES**	**NO**
	Does your research involve international collaboration with non-EU countries?	☐	☐
Security		**YES**	**NO**
*	Could your research have dual-use or military applications?	☐	☐
*	Could your research be misused, compromise security and or human rights?	☐	☐
Artificial Intelligence		**YES**	**NO**
	Does your research involve Artificial Intelligence?	☐	☐
Other Ethical Issues		**YES**	**NO**
*	Are there any other foreseen activities that may raise ethical issues or that should be taken in consideration?	☐	☐
	If yes please specify: *Free text – limited extension, ½ page.*		

Please explain the ethical issues. In the absence of ethical issues, please provide a brief explanation of why there are none.

> *Free text – limited extension, 1 page.*

6. Gender dimension in the research

Consider the relevance of sex/gender in relationship to the research topic; the way in which the methodology of the project ensures that (possible) sex/gender differences will be investigated; that sex/gender differentiated data will be collected and analysed throughout the project; that differentiated outcomes and impact of the research have been considered in relation to sex/gender; that samples or test groups are sex/gender balanced; that data are analysed according to the sex/gender variable. Include intersectionality whenever appropriate.

> *Free text – limited extension, 1 page.*

Section B : IMPLEMENTATION OF THE PROPOSAL

7. Workplan

7.a. Gantt chart
Please fill out Gantt chart template – separate file
Update 8 August 2024: Make sure to consider the requested scientific support specified for each research priority.

7.b. Work plan description
WP= Work Package; T =Task; D =Deliverable
Describe the work plan of the project in Work Packages, Tasks and Deliverables, assigning one leading institution for each Task.
Add as many lines as needed to each work package, and as many Work Packages are required. Link the Deliverables to the list of objectives in section 3.a. Remember that WP Coordination, WP Data Management, and WP Valorisation (of deliverables), are compulsory.

WP 1: [Insert here title of the Work Package]

T.1.1.	*[Insert here title of the task]*	
	[Insert here task leader's institution]	
	[Insert here brief description of the task]	
	D.1.1.1	*[Insert here the title of Deliverable and state the objective it is linked to – cfr 3.a. List of project objectives]*
	D.1.1.2	
	D.1.1.3	
T.1.2.	*[Insert here title of the task]*	
	[Insert here task leader's institution]	
	[Insert here brief description of the task]	
	D.1.2.1	*[Insert here the title of Deliverable and state the objective it is linked to – cfr 3.a. List of project objectives]*
	D.1.2.2	
	D.1.2.3	
T.1.3	*[Insert here title of the task]*	
	[Insert here task leader's institution]	
	[Insert here brief description of the task]	
	D.1.3.1	*[Insert here the title of Deliverable and state the objective it is linked to – cfr 3.a. List of project objectives]*
	D.1.3.2	
	D.1.3.3	

8. Risk management

8.a. Risk management description

Complete the table matching the risk to the task. E.g. if the risk is associated to task 2.1, number the risk R.2.1. Add as many lines as needed to cover the risks that could delay or hinder the project.

Risk	Name of the Risk	Contingency Plan
R.X.X.	*[Insert here name of the risk]*	*[Insert here contingency plan for the risk]*
R.X.X.		
R.X.X.		
R.X.X.		

8.b. Likelihood and importance of the risk

Locate the risks on the table by transferring the numbers (R.X.X)

	Negligible	Minor	Moderate	Significant	Severe
Very likely					
Likely					
Possible					
Unlikely					
Very unlikely					

9. Data Management Plan

This section provides an overview of what will become the Data Management Plan of the project. A comprehensive Data Management Plan will need to be completed if the project is selected for funding within 6 months from the official starting date of the project (as stated in the project contract).

9.a. Data summary

Provide information regarding the data that will be used in the project.

- Type(s) of data that will be used in the project (experimental, observational, images, text...)
- Estimated size of the data.
- Collection and or/ re-use of existing data.
- Origins of the data (source of collected and/or re-used datasets).

Free text – limited extension, ½ page.

9.b. Open and FAIR compliance

Provide information the Open and FAIR management of data.

- List of identifiers or repositories that will be used.
- Information on Open Access, as well as access provisions and IPR arrangement where relevant
- Provide information on standards, formats and vocabularies for data and metadata that will be used to make data interoperable.

- Licensing for data sharing and tools/software/models for data generation and validation/interpretation/re-use to ensure the re-usability of the data.

Free text – limited extension, ½ page.

9.c. Curation, storage and preservation costs:

Provide information regarding the curation, storage and preservation costs of data.

- The person/entity/team that will be responsible for data management and quality assurance.
- The estimated costs for curation and storage.

Free text – limited extension, ½ page.

10. Coordinator / Partnership

10.a. Coordinator (C=P1)

Name & surname	
Gender	*M / F / X*
Service/Dep.	
Institution	
Link to Gender Equality Plan of institution	*Only if your institution has one.*
Number of years active in research	
Number of years of management experience	

Professional background and relevant experience in relation to the project, including managerial experience
Free text – limited extension, 1 page.

Max. top 5 achievements, milestones or (peer-reviewed) publications related to the project
1.
2.
3.
4.
5.

Projects carried out over the past 5 years in fields related to the project				
Nr.	Acronym and weblink	Duration *(years)*	Funding source	Role *(Partner or Coordinator)*
1.				
2.				
3.				
4.				
5.				

10.b. Funded partners

Funded partner 2 (= P2)

Name & surname	
Gender	*M / F / X*

Service/Dep.	
Institution	
Link to Gender Equality Plan of institution	*Only if your institution has one.*
Number of years active in research	

Professional background and relevant experience in relation to the project

Free text – limited extension, 1 page.

Max. top 5 achievements, milestones or (peer-reviewed) publications related to the project

1.
2.
3.
4.
5.

Projects carried out over the past 5 years in fields related to the project

Nr.	Acronym and weblink	Duration *(years)*	Funding source	Role *(Partner or Coordinator)*
1.				
2.				
3.				
4.				
5.				

10.c. Non-funded partners

To be included as non-funded partner, the non-funded partner must provide a substantial contribution to the research project appearing in the Work Plan (performing tasks). Federal departments are excluded.

Non-Funded Partner 1 (O1)

Name & surname	
Gender	*M / F / X*
Institution	
Service/Dep.	

Professional background relevant to the project

Free text – limited extension, 1/2 page.

Description of the aspect(s) of the project of interest and motivation why

Free text – limited extension, 1/2 page.

Description of the contribution to the project (in-kind and/or in cash)

Free text – limited extension, 1/2 page.

10.d. Combined expertise of the consortium (coordinator, funded and non-funded partners)

Describe how all project partners will provide the scientific expertise needed for the project, and the added value associated to addressing the research topic as a network of researchers.

> *Free text – limited extension, 1 page.*

10.e. Gender balance in the project team

Describe to what extent the project team of funded partners is diverse in terms of gender, and possible pathways to improve gender balance if it has not been yet achieved. Describe how the project will ensure that all gender groups can provide input, can access and can participate in project activities, as well as the mechanisms in place to manage and monitor gender equality aspects.

> *Free text – limited extension, ½ page.*

11. Budget

Please fill out budget table (separate file)
Update 8 August 2024: Please note that the budget rules have been modified – the max. costs for one item of equipment is 25k€.

Section C : OUTREACH & DISSEMINATION

12. Dissemination

12.a. Dissemination plan
Classify all the deliverables (cfr list and numbering in 7b) in terms of category of deliverable and targeted group and provide the foreseen dissemination period.
Update 8 August 2024: Make sure to consider the requested scientific support specified for each research priority.

Deliverable	Category of deliverable	Targeted group	Dissemination period
D.X.X. Title	*[From a list]*	*[From a list, multiple choice allowed]*	
D.X.X. Title			
D.X.X. Title			

12.b. Description of dissemination plan
Describe, for each targeted group, how and in what form the dissemination is to be accomplished.

Free text – limited extension, 1 page.

13. Stakeholder committee

13.a. List of potential Stakeholder committee members
List the potential members of the Stakeholder committee and their role.

Institution	Member	Gender	Function	Role*

* Involved in research/Consulted/Informed

13.b. Way of working

Describe the way of working of the Stakeholder committee.

Free text – limited extension, 1 page.