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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)*

*Document updated on 4 November 2024 (Character Counts added)*

NEW Submission deadline

09/01/2025 @ 14h00 Full Proposals

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# 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: [NR] [ACRONYM] |

Created by [name & surname coordinator] on [date]

Submitted to BELSPO by [name & surname coordinator] on [date]

**Word Template**

**Updated on 4 November 2024**

The structure on how to enter the information might appear slightly different on the platform, however the required information as outlined in this template remains the same on the platform.

Only the Gantt Chart (Excel File) will have to be uploaded as an Excel File on the platform. The Template will be available on the platform. An indicative template is available on the website here [Oproep | P4Science | P4Science & S4Policy](https://www.belspo.be/belspo/P4Science-S4Policy/P4Science_call_PES_2024_nl.stm) .

Please use the template of the Budget Table to calculate your budget, and take note of the budget rules (also available on our website [Oproep | P4Science | P4Science & S4Policy](https://www.belspo.be/belspo/P4Science-S4Policy/P4Science_call_PES_2024_nl.stm)).

# 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*](https://sdgs.un.org/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*](https://www.belspo.be/belspo/openscience/POLICY/StratOA20171220_Combo_en.pdf) *and* [*research data*](https://www.belspo.be/belspo/openscience/POLICY/StratOA20191203_ORD_en.pdf) |
| Integrity in the conduct of research | ☐ *I ensure to respect the principles of the* [*European code of conduct for research integrity*](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/european-code-of-conduct-for-research-integrity_horizon_en.pdf) |

## PARTNERS & BUDGET LIST

## PROPOSAL SUMMARY

|  |
| --- |
| *Same text as EOI* |

## KEYWORDS

|  |  |
| --- | --- |
| Keyword 1 | *Same from EoI, cannot be modified* |
| Keyword 2 | *Same from EoI, cannot be modified* |
| Keyword 3 | *Same from EoI, cannot be modified* |
| Keyword 4 | *Same from EoI, cannot be modified* |
| Keyword 5 | *Same from EoI, cannot be modified* |
| Keyword 6 | *Same from 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.*

|  |
| --- |
| *Free text – limited extension of 3600 characters (character count includes white space)*  *Figures and graphs can be included.* |

##### 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 of 2000 characters (character count includes white space)* |

### 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 of 3600 characters (character count includes white space)* |

#### 2.b. Bibliographic references

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

|  |
| --- |
| *Free text – limited extension of 3600 characters (character count includes white space)* |

### 3. Research Objectives

#### 3.a. List of project objectives

*Briefly list the objectives of the project. Please number your objectives.*

|  |  |
| --- | --- |
| 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 of 7400 characters (character count includes white space)* |

### 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 of 36 000 characters (character count includes white space)*  *Due to the limitations of the character count, please prepare your methodology section in a separate file and limit the lay out to a minimum and copy the full text into the form on the platform.* |

### 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** |
|  | 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? |  |  |
| Internacional 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.* | | |

*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 of 3600 characters (character count includes white space)* |

### 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 of 3600 characters (character count includes white space)* |

# 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.*

*You will have to download the Gantt Chart Template and Upload once filled-out. You can find an indicative template on the website.*

#### 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.*

***Note***

*Please use the template on the next page to prepare your Workplan, this will make it easier for you to copy this information on the Platform.*

*Full Proposal Workplan Indicative Template. Per Work Package,* ***at least one task is required****.* ***At least one deliverable per task is required****. Use this Table to fill out your workplan*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP number** | **Title of Work Package** | | | | | | | | |
| *1* | [Insert here title of Work Package] | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Task number** | **Task leader** | **Title of the task** | | **Task Description** | **Start month** | **End month** |
|  | *1.1* | *[Insert here the name of the institution that is leading the task]* | *[Insert here title of task]* | | *[Insert here a description of the task]* | *Example: M0* | *Example: M3* |
|  |  |  |  |  |  |  |  |
|  |  | Deliverable number | Type of Deliverable | Objective(s) to which the Deliverable is linked to | | Title of Deliverable | End month |
|  |  | *1.1.1* | *[Choose item form List]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example: M2* |
|  |  | *1.1.2* | *[Choose item form List]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example : M3* |
|  |  | *(…)* |  |  | |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Task number** | **Task leader** | **Title of the task** | | **Task Description** | **Start month** | **End month** |
|  | *1.2* | *[Insert here thename of the institution that is leading the task]* | *[Insert here title of task]* | | *[Insert here a description of the task]* | *Example: M0* | *Example: M3* |
|  |  |  |  |  |  |  |  |
|  |  | **Deliverable number** | **Type of Deliverable** | **Objective(s) to which the Deliverable is linked to** | | **Title of Deliverable** | **End month** |
|  |  | *1.2.1* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example: M2* |
|  |  | *1.2.2* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example : M3* |
|  |  | *(…)* |  |  | |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Task number** | **Task leader** | **Title of the task** | | **Task Description** | **Start month** | **End month** |
|  | *1.3* | *[Insert here name of the institution that is leading the task]* | *[Insert here title of task]* | | *[Insert here a description of the task]* | *Example: M0* | *Example: M3* |
|  |  |  |  |  |  |  |  |
|  |  | **Deliverable number** | **Type of Deliverable** | **Objective(s) to which the Deliverable is linked to** | | **Title of Deliverable** | **End month** |
|  |  | *1.3.1* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example: M2* |
|  |  | *1.3.2* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example : M3* |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP number** | **Title of Work Package** | | | | | | | | |
| *2* | [Insert here title of Work Package] | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Task number** | **Task leader** | **Title of the task** | | **Task Description** | **Start month** | **End month** |
|  | *2.1* | *[Insert here the name of the institution that is leading the task]* | *[Insert here title of task]* | |  | *Example: M0* | *Example: M3* |
|  |  |  |  |  |  |  |  |
|  |  | **Deliverable number** | **Type of Deliverable** | **Objective(s) to which the Deliverable is linked to** | | **Title of Deliverable** | **End month** |
|  |  | *2.1.1* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example: M2* |
|  |  | *2.1.2* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example : M3* |
|  |  | *(…)* |  |  | |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Task number** | **Task leader** | **Title of the task** | | **Task Description** | **Start month** | **End month** |
|  | *2.2* | *[Insert here the name of the institution that is leading the task]* | *[Insert here title of task]* | |  | *Example: M0* | *Example: M3* |
|  |  |  |  |  |  |  |  |
|  |  | **Deliverable number** | **Type of Deliverable** | **Objective(s) to which the Deliverable is linked to** | | **Title of Deliverable** | **End month** |
|  |  | *2.2.1* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example: M2* |
|  |  | *2.2.2* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example : M3* |
|  |  | *(…)* |  |  | |  |  |

*(…)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP number** | **Title of Work Package** | | | | | | | | |
| *3* | [Insert here title of Work Package] | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Task number** | **Task leader** | **Title of the task** | | **Task Description** | **Start month** | **End month** |
|  | *3.1* | *[Insert here acronym of the institution that is leading the task]* | *[Insert here title of task]* | |  | *Example: M0* | *Example: M3* |
|  |  |  |  |  |  |  |  |
|  |  | **Deliverable number** | **Type of Deliverable** | **Objective(s) to which the Deliverable is linked to** | | **Title of Deliverable** | **End month** |
|  |  | *3.1.1* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example: M2* |
|  |  | *3.1.2* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example : M3* |
|  |  | *(…)* |  |  | |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Task number** | **Task leader** | **Title of the task** | | **Task Description** | **Start month** | **End month** |
|  | *3.2* | *[Insert here the name of the institution that is leading the task]* | *[Insert here title of task]* | |  | *Example: M0* | *Example: M3* |
|  |  |  |  |  |  |  |  |
|  |  | **Deliverable number** | **Type of Deliverable** | **Objective(s) to which the Deliverable is linked to** | | **Title of Deliverable** | **End month** |
|  |  | *3.2.1* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example: M2* |
|  |  | *3.2.2* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example : M3* |
|  |  | *(…)* |  |  | |  |  |

*(…)*

*(…)*

*Copy this table to add more workpackages*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP number** | **Title of Work Package** | | | | | | | | |
| *1* | [Insert here title of Work Package] | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Task number** | **Task leader** | **Title of the task** | | **Task Description** | **Start month** | **End month** |
|  | *1.1* | *[Insert here the name of the institution that is leading the task]* | *[Insert here title of task]* | |  | *Example: M0* | *Example: M3* |
|  |  |  |  |  |  |  |  |
|  |  | **Deliverable number** | **Type of Deliverable** | **Objective(s) to which the Deliverable is linked to** | | **Title of Deliverable** | **End month** |
|  |  | *1.1.1* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example: M2* |
|  |  | *1.1.2* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example : M3* |
|  |  | *(…)* |  |  | |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Task number** | **Task leader** | **Title of the task** | | **Task Description** | **Start month** | **End month** |
|  | *2.1* | *[Insert here the name of the institution that is leading the task]* | *[Insert here title of task]* | |  | *Example: M0* | *Example: M3* |
|  |  |  |  |  |  |  |  |
|  |  | **Deliverable number** | **Type of Deliverable** | **Objective(s) to which the Deliverable is linked to** | | **Title of Deliverable** | **End month** |
|  |  | *1.2.1* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example: M2* |
|  |  | *1.2.2* | *[Choose item form List on platform]* | *[state the objectives the deliverable is linked to cfr. 2.a. list of project objectives]* | | *[Insert here title of deliverable]* | *Example : M3* |
|  |  | *(…)* |  |  | |  |  |

### 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 of 3600 characters (character count includes white space)* |

#### 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 of 3600 characters (character count includes white space)* |

#### 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 of 3600 characters (character count includes white space)* |

### 10. Coordinator / Partnership

#### 10.a. Coordinator (C=P1)

|  |  |
| --- | --- |
| Name & surname | *Imported from Registration* |
| Gender | *Imported from Registration* |
| Service/Dep. | *Imported from Registration* |
| Institution | *Imported from Registration* |
| Link to GEP of institution | *Link - mandatory if the institution has one* |
| Number of years active in research | *Imported from Registration* |
| Number of years of management experience |  |

|  |
| --- |
| Professional background and relevant experience in relation to the project, including managerial experience |
| *Free text – limited extension of 3600 characters (character count includes white space)* |

|  |  |
| --- | --- |
| 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 | *Imported from Registration* |
| Gender | *Imported from Registration* |
| Service/Dep. | *Imported from Registration* |
| Institution | *Imported from Registration* |
| Link to GEP of institution | *Link - mandatory if the institution has one* |
| Number of years active in research | *Imported from Registration* |
| Number of years of management experience | *Number* |

|  |
| --- |
| Professional background and relevant experience in relation to the project, including managerial experience |
| *Free text – limited extension of 3600 characters (character count includes white space)* |

|  |  |
| --- | --- |
| 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 and/or organisations in their capacity of service providers to the federal government are excluded.*

#### Non-Funded Partner 1 (O1)

|  |  |
| --- | --- |
| Name & surname |  |
| Gender |  |
| Institution |  |
| Service/Dep. |  |

|  |
| --- |
| Professional background relevant to the project |
|  |

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

|  |  |
| --- | --- |
| Type of contribution | *in kind / cash* |
| Contribution in € | *Number* |

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

#### 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 of 3600 characters (character count includes white space)* |

#### 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 of 3600 characters (character count includes white space)* |

### 11. Budget

*Update 8 August 2024: Please note that the budget rules have been modified – the max. costs for one item of equipment is 25k€.*

**Attention!**

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. BELSPO advises you to download the template linked 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.

Indicative Budget Template & Budget Rules is available on our website [Oproep | P4Science | P4Science & S4Policy](https://www.belspo.be/belspo/P4Science-S4Policy/P4Science_call_PES_2024_nl.stm).

**The budget of the Funded Partners**

The promotor’s of the Funded Partners must submit their own budget tables on the Platform. The same template can be used to prepare.

# Section C : OUTREACH & DISSEMINATION

### 12. Dissemination

#### 12.a. Dissemination plan

*Note all the deliverables related to dissemination. 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 | Type of deliverable | Targeted group | Dissemination period |
| **D.X.X.** | *[From a list]* | *[From a list, multiple choice allowed]* | *Number of Months* |
| **D.X.X.** |  |  |  |
| **D.X.X.** |  |  |  |

#### 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 of 3600 characters (character count includes white space)* |

### 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 |
| *[List of institutions]* | *[name, surname]* | *M/F/X* | *[free text]* | *Involved- consulted - informed* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#### 13.b. Way of working

*Describe the way of working of the Stakeholder committee.*

|  |
| --- |
| *Free text – limited extension of 3600 characters (character count includes white space)* |