

DEFRA

DEFENCE-RELATED RESEARCH ACTION

PLATFORM SUBMISSION GUIDELINES for applicants

Call for proposals 2025

SUBMISSION DEADLINES:

Pre-proposals: Thursday 20 February 2025 at 14h00 Full proposals: Thursday 2 May 2025 at 14h00





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

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 : <u>https://www.belspo.be/defra</u>

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 <u>https://defra.belspo.be/</u> to go to the Platform Homepage.

Within the **Platform Homepage** there is the 'Login' button **0**:

DEFRA	🗳 📊	1 Logn submission guidelines Information file
	DEFRA platform	
	PRE-PROPOSALS : Submission deadline is 22/2/2024 14:00	
Onlin	e Platform for submitting and evaluating proposals in the context of the DEFRA-call 202	4
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 ke	ny.
The Royal Higher Institute for Defence (RHID) aims to promote the growth of Belgian sci	ientific and technological research in the field of defence and security, as well as to restore and strengthen the I	links between administrations, universities and companies at this prospect.
To further develop its capabilities through collaborative research with external partners, research themes and one open theme:	the RHID, in collaboration with BELSPO, will launch open calls for proposals within the frame of the Defence-rel	ated Research Action (DEFRA). The fourth call of the DEFRA program includes five specific
Theme 1 - CYBER: Short-term Mitigation Techniques for Software Resilience		
Theme 2 - Securing critical Maritime Infrastructure		
Theme 3 - Improved Underwater Communications between Sensors/Weapon System	s and Data systems to Render Data into Actionable Data	
Theme 4 - Next-Generation Vision and Sensor Fusion		
Theme 5 - Prolonged Forward Casualty Care		
Theme 6 - Open Call: Research on Innovative and Future-Oriented Defence Solutions		
More information can be found in the Information file for applicants		
	LOGIN if you want to have access to the online platform	
	Patform submission guidelines © BELSDO - federel Science Peley Office 2024 - <u>Brance valler</u> - <u>Statist valler</u>	Conset BESPO

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

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

ONE EMAIL ADDRESS = ONE ACCOUNT

- If you have previously used the FED-tWIN, DRUGS or the BRAIN-be 2.0 online Submission Platform, or if you have participated in a previous DEFRA call or the NGCAT call, please **Log In using your existing account**.
- This account must be used for all the Pre-proposals and Full Proposals you participate in.

This is the Log In page:

belspo DEFRA platform	Logn Platform submission guidelines Information file
Email: testdefra@belspo.be Password: Log in Consol Consol If you already have a BELSPO account (for PTD-KVIN, BRAIN-be, DRUGD w CEFFA calls) use it to log in. Otherwise:	
Platform submission guidelines © BELSPO - Federal Science Policy Office 2024 - <u>Privacy colicy</u> - <u>Cookin colicy</u>	Contact BELSPO

Within the Log In page there are:

- Fields to log in with your existing account: 'Email' and 'Password' **1**
- Link to create a new account: 'create your account' 2
- Link to recover the forgotten password: 'Forgot your password?' 🕄

2.2.1. LOG IN (with an existing account)

The second descent and password **1** and click on the 'Log In' button.'

If you have forgotten your password, you can always retrieve it via the link **'forgot your password'** Once the Log In is completed, you will be directed to the **Platform Homepage**. Your email will appear on the top right corner.

2.2.2. REGISTRATION (with a new account) [Registration Page]

Click on the 'Create your account' link². You will be directed to the **Registration page** where you will be able to complete the registration form.

This is the **Registration page**:

DEFRA platform	Logn Platform submission guidelines Information file
All Feds regurd Type of organisation: Type of organisation: Confirm email: Confirm email: Confirm seasod: A minimum of 8 characters including mixed upper and lowercase letters and at least one numeric digit. Confirm seasod: Lastname: La	
Platform submission guidelines © BELSPO - Federal Science Policy Office 2024 - Privacy policy - Cookie policy	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).

C 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 <u>logged in</u> or <u>registered</u> within the platform. In doing so, you will be directed back to your **personal Homepage**:

DEFRA			👮 belspo	Vou are logged as: testdefra@belspo.be Logod Platform submission guidelines Information file
			DEFRA platform	
			2 Add Pre-proposal	
			PRE PROPOSALS : Submission deadline is 22/2/2024 14:00	
Reference	Acronym	General information		Submitted
			Back to Homepage	
			Platform submission guidelines © BELSPO - Federal Science Policy Office 2024 - Privacy policy - Cookie policy	Contact BELSPO

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 HURGE-HEATED ACTION			DEFRA platform	Yeu are logged as: testdefra@belspo.be togot Platform submission guidelines Information File
New Pre-proposal - In	nformation sheet			
THEME Theme 1 - CYBER: 5 Theme 2 - Securing Theme 3 - Improved Theme 4 - Next-Gen Theme 5 - Prolonged	hort-term Mitigation Techniques for S critical Maritime Infrastructure Underwater Communications betwee eration Vision and Sensor Fusion J Forward Casually Care I: Research on Innovative and Future- maximum 15 characters)	n Sensors/Weapon Systems and Data systems to R	inder Data into Actionable Data	
COORDINATOR Lastname Defra Type of organisation Defence research institut Organisation (Laboratoires de la défenc Organisation's abbreviation DLD Department/Research unit/ Research unit	e - Defensielaboratoria	Embi Testdefn@belepo.be		
PARTNERS				
Complete all field	s for the partner(s)			
Lastname Fir Email			Organisation Abbreviation	
+1		~		
SUMMARY (± 1,	/2 page) : The context an	d motivation of the project - Expecte	d results and how these will impact Defence	- Brief explanation of how the project will be carried out (± 1/2 page)
KEYWORDS min	imum 2, maximum 6			
privacy stat		RA programme. Furthermore, I confi	persons involved and mentioned in this Pre- m to have obtained these persons' explicit c	
Click SAVE first a	nd then BACK TO LIST in o	rder to upload the CONTENT DOCUM	ENTS. Note that If you do not save the inform	nation will be lost.
		Save Back to I	st	

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, institutions and e-mail address)
- 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.

$^{\circ}$ 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:

DEFRA		DEFRA platform	You are logged as: testdefra@belspo.be <u>topot</u> Platform submission guidelines Information file
		. PRE-PROPOSALS : Submission deadline is 22/2/2024 14:00	
Reference	Acronym	General information	Submitted
Pre-proposal Pre-001	DEFRA-test	Tde: DEFRA test pre-proposal Coordinator: Defra 2023, Laboratories de la diflance - Defensalaboratoria	2 Tornaliss short Consent Experts For the preparat Both
1 pre		Back to Nonepage	
		Platform submission guidelines © BELSPO - Pederal Science Policy Office 2024 - <u>Privacy unity</u> - <u>Cookin policy</u>	Contact BELSPD

Now, you will see the Pre-proposal **1** you have created and a menu on the right side of the page **2**:

- Information sheet: Displays the Pre-proposal page for further editing
- **Content**: contains the downloadable pre-proposal template to be filled in off-line and subsequently uploaded to the platform, as well as the button to upload the extract(s) of the UBO register
- 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:

	2 10 DEFRA 2024 X +								- 0	o x
	C A D https://dofa.betspo.be/home/defaa.sp?page=1&content=yes&preid=1	Aø	슈	C		3 Ф	r¢≡	œ.		📀
	DEFRA Inter Anna Letter term		Yo	ı are loş	gged	as: testd		belspo.b	nission g	ogout puidelines nation file
	Content document for Pre-proposal Pre-001									
1	Acromym of the proposit : DEFRA-test PRE-PROPOSAL DESCRIPTION Develoade the Word science at somplete it : Pre-proposal some trace Develoade DEF is how the coloreat DEVEloade DE									
	Platform submission guidelines © BELSPO - Federal Science Paicy Office 2024 - <u>Frixanz valicy</u> - <u>Cookin paicy</u>								Cont	act BELSPO

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

• PRE-PROPOSAL TEMPLATE

\checkmark 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.

UBO REGISTER

Click on "UBO register documents"

The companies, a(i)sbl and foundations that are a Partner in the pre-proposal must provide an extract of the "Ultimate Beneficial Owner" (UBO) Register to the Coordinator of the pre-proposal - in pdf format. The extract(s) must be uploaded on the online submission platform.

DEFRA	👻 🛄	You are logged as testdefra@belspo.be
UBO REGISTER Companies, a(i)sbl and foundations must upload an extract of the UBO register (in pdf format).		
Filename Size Date Delete Select file: Choose File No file chosen Upload document		

Use the **'Choose File'** button **1**, AND the **'Upload document'** subsequently **2**. When uploading the document(s), the platform automatically adds the reference PreXXX_yyyyyy to the file name (with yyyyyy a random number).

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

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

3.1.5. 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:

DEFRA		DEFRA platform	
Proposed experts for Pre-proposal Pre-001 (minimum 2 Be	lgian and 2 foreign experts)		
Acronym : DEFRA-test			
Expert 1			
Lastname Firstname Gender	Email	Phone (facultative)	
Organisation Country	Webpage (facultative)		
Department/Research unit/Division	~		
Department/ Research binl/ Division			
Scientific discipline 1	(facultative)		
Keywords (fill out min. 2 - others facultative)			
Expert 2			
Expert 2 Lastname Firstname Gender	Email	Phone (facultative)	
Organisation Country	Webpage (facultative)		
Department/Research unit/Division			
Scientific discipline 1 Scientific discipline 2	(facultative)		
Keywords (fill out min. 2 - others facultative)			

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. You must also take 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

$^{\circ}$ 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.

C 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.

		DEFRA platform	You are logged as: testdefred/bolspo.De <u>tagent</u> Platform submission guidelines Information file
		PRE-PROPOSALS : Submission deadline is 22/2/2024 14:00	
Reference	Acronym	General information	Submitted
Pre-proposal Pre-001	DEFRA-test	Tricle DEFRA Ltat pre-proposal Coordinator: Defra 2023, Laboratories de la défence - Defensiefaboratoria	Softmation load Content Equation () Prior the reported Softmation
1 pre		Bitch in Homepage	
		Platform submission guidelines © BELSPO - Federal Science Policy Office 2024 - Privacy policy - <u>Cookie policy</u>	Contact BELSPO

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

In case the ' \checkmark ' does not appear, the pre-proposal has not been submitted.

3.4 PRINT / DOWLOAD 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.

Once you have submitted the Pre-proposal it is no longer possible to delete it.

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

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

		belspo DEFRA platform	You are logged as: testdefra@belopo.be togot Platform submission guidelines Information file	
		FULL PROPOSALS : Submission deadline is 18/4/2024 14:00		
Reference	Acronym	General Information	Submitted	
≱ Pre-proposal Pre-001	DEFRA-test	Title: DEFRA set pre-proposal Coordinator: Defra 2023, Laboratoires de la défence - Defensielaboratoria	Information about Content Content Content Count Content Conte	
L pre				
Constructions administrative quantum statisticano quantum statistic				

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:

DEFRA		ð 📕	You are logged as: testdefra@belspo.be
DEFENSE-BELATED RESERVED AGTION		DEFRA platform	Platform submission guidelines Information file
New full Proposal (Prp) following Pre-proposal Pr	re-001	BEI IN PARIOTI	
THEME Theme 1 - CYBER: Short-term Mitigation Technique Theme 2 - Securing critical Maritime Infrastructure Theme 3 - Insproved Underwater Communications Theme 3 - Insproved Underwater Communications Theme 5 - Prolonged Forward Casualty Care Theme 6 - Open Call: Research on Innovative and PROPOSAL'S ACKIONYI (monument) Shortserbn)	s for Software Resilience between Sensors/Weapon Systems and Data on	systems to Render Data Into Actionable Data	
DEFRA-test PROPOSAL'S TITLE (maximum 255 characters) DEFRA test pre-proposal			
COORDINATOR Latisame Fristname Z023 Type of capanization Z023 Updence research institutes Organisation Laboratorise do la défence - Defensielaboratoria Organisation's abtreviation Dipol Degatimetra@Reservh.unit/Dvision Research unit Research unit	Email Testődéra Sbelspo.be		
PARTNERS			
Lastname Firstname	Type of organisation	Organisation	
testdefra@belspo.be	Defence research institutes	Höpital Militaire Reine Astrid - Militair Hospitaal Koningin Astrid	
Joris	Universities	Université de Mons	
zegeg	Colleges of higher education	École supérieure des Arts Institut Saint-Luc Tournai	
SUMMARY (± 1/2 page) : The conte test	ext and motivation of the proje	t - Expected results and how these will impact Defence - Brief explanation of how	the project will be carried out (\pm 1/2 page)
KEYWORDS minimum 2, maximum 6			
test 1	test 2		
The coordinator shall ensure to be For the CONTENT DOCUMENTS : click		s by the partners' organisations for the submission of the full proposal. o "Save" first)	
Created by testdefra@belspo.be on 23/12/2024. Last updated by testdefra@belspo.be on 23/12/2024 7:59.			
Sav	e Check Sul	whit Delete 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		Delspo DefRA platform	You are logged as: testddfra@belspo.be Logod Platform submission guidelines. Information file
		FULL PROPOSALS : Submission deadline is 18/4/2024 14:00	
Reference	Acronym	General information	Submitted
Pre-proposal Pre-001	DEFRA-test	Tele: DEFRA test pre-proposal Coordinator: Defra 2023, Laboratoires de la défence - Defensielaboratoria	Information sheet Context Context Context Context Point (a) Print Pre-proposal
▶ Þ Proposal Pre-001/ Prp-001	DEFRA-test	Tale: DEFRA test pre-proposal Coordinator: Defra 2023, Laboratoires de la défence - Defensielaboratoria	Context documents Prior Rul proposal Submit
1 pre 1 Prp		Back to Homepage	
Platform submission guidelines Contact BBLSP © BBLSPD - Federal Science Policy Office 2024 - <u>Privacy tobicy</u>			

Next to the added full proposal, your **Personal Homepage** will show a menu containing the following **0**:

- 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		You are logged as: testdefra@belspio.be Logout Platform submission guidelines Information file
	DEFRA platform	
Content documents for Full proposal Prp-001		
Acronym of the proposal : DEFRA-test		
1. FULL PROPOSAL DESCRIPTION Deveload the World document emplate and complete it: 10 Proposal description.docx Updad DFG fieldere submitting proposal (max: size = 23 Mi) Choose File No Bie choosen Updad document 2. GANT CHART (Excel file)		
Ownload the Excel document template and complete it: 11 Gent datatase (global an Excel document televe subwitch personal (max, set = 5 M)) Choose File No file chosen S. CASH OR IN-KIND COMMITMENT LETTER (from organisations which are not partners)		
Should you wink to upload event al letters, you must produce OIE single FOP document with a size of imax. 20 M Download die Werdownent femplate auto complet h. 11 (20 do in clining commitment letter.docx Upload FOP file lefter submitting proposal (max, size = 20 Mit) Choose FBP (No Be choose)	is. Beware that the merging of digitally signed PDFs automatically deletes the digital signatures. It is i	ovasitie to print the signed PDH documents and scan the complete set to produce one single PDH IIIe.
Bask to int		
	Platform submission guidelines © BELSPO - Federal Science Policy Office 2024 - <u>Privacy solicy</u> - <u>Cookie solicy</u>	Contact BELSPO

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

- Full Proposal description
- Gantt chart
- Budget file
- 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 ' \checkmark ' will appear on his/her **Personal Homepage**. In case the ' \checkmark ' does not appear, the full proposal has not been submitted.

		DEFRA platform	You are logged as: testdefra@belspo.be togot Platform submission guidelines Information file	
		FULL PROPOSALS : Submission deadline is 18/4/2024 14:00		
Reference	Acronym	General information	Submitted	
≱ Pre-proposal Pre-001	DEFRA-test	Tifie: DEFRA test pre-proposal Coordinator: Defra 2023, Laboratoires de la défence - Defensielaboratoria	Information obset Content Experts (4) Print Pre-proposal	
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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

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