‘PROPOSAL DESCRIPTION – CALL 2024’  
FEDERAL RESEARCH PROGRAMME DRUGS

(Compulsory document – must be completed)

*Before completing, please read carefully the* ***Information File Call 2024,*** *the* ***Submission and Evaluation Guidelines and the Budget rules****.  
Do not forget to use the* ***Gender Checklist*** *to take into account  
all the gender aspects throughout the proposal.*

# OVERVIEW OF THE PROPOSAL

*Fill out the blank spaces in table, add extra lines accordingly.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Acronym** | Click here to enter text. | | | | | |
| **Project Title** | Click here to enter text. | | | | | |
| **Research priority :** | Traumas and substance use  peer support  Indicators for alcohol, Tobacco and Gambling Plans  Social cost of psychoactive substances  specific issues relating to alcohol plan | | | | | |
| **Duration** | Click here to enter text. Months | | | | | |
| **Total requested budget** | Click here to enter text. EURO | | | | | |
| **Partnership** | **Partner** | **Name, surname** | **Affiliation (= institution, faculty, research group)** | | **Email** | **Gender (M=Male, F=Female, X=other)** |
| Coordinator (=P1) |  |  | |  |  |
| Partner 2 |  |  | |  |  |
| Partner 3 |  |  | |  |  |
| *… (add lines if necessary)* |  |  | |  |  |
| International Partner 1 (IP1) |  |  | |  |  |
| International Partner 2 (IP1) |  |  | |  |  |
| *… (add lines if necessary)* |  |  | |  |  |
| **Have you applied in another proposal of this call?** | Coordinator (=P1) | No | | | Yes  Which one(s)?  Click here to enter text. | |
| Partner 2 | No | | | Yes  Which one(s)?  Click here to enter text. | |
| Partner 3 | No | | | Yes  Which one(s)?  Click here to enter text. | |
| *… (add lines if necessary)* | No | | | Yes  Which one(s)?  Click here to enter text. | |
| International Partner 1 (IP1) | No | | | Yes  Which one(s)?  Click here to enter text. | |
| International Partner 2 (IP1) | No | | | Yes  Which one(s)?  Click here to enter text. | |
| *… (add lines if necessary)* | No | | | Yes  Which one(s)?  Click here to enter text. | |
| **Has the same research idea been submitted elsewhere or has the team requested additional funds for this project in any other institution?** | No | | | Yes  Which one(s)?  Click here to enter text. | | |

Executive Summary (max. 0.5 pages)

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| Click or tap here to enter text. |

# PARTNERSHIP

##### B.8. Individual quality of the partners (max. 1 page/partner)

*For each partner, provide in one page max a short CV, citing up to 5 articles or projects directly linked to the present proposal. The CV of the coordinator should include information on his/her experience in leading national or international projects. Only include references to manuscripts which have been accepted for publication or have been published under peer review.*

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| Click here to enter text. |

# Scope

##### Compliance with the scope of the call (max. 1 page)

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##### Position of the project regarding the state of the art

To be eligible for funding in the Drugs program of Belspo, proposals can either be within the state of the -art (and reproduce existing results that are important for Belgium) of go beyond and be innovative. It can also use existing methodologies or be innovative.

|  |  |  |
| --- | --- | --- |
| Position of the project regarding the state of the art… | Within | Beyond / Innovative |
| … in terms of topic |  |  |
| … in terms of methodology |  |  |

Shortly develop the position of your proposal wrt the state of the art in terms of topic and methodology

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# SCIENTIFIC DESCRIPTION OF THE PROPOSAL

##### D.1. Research objectives (max. 2 pages)

*Indicate the objectives of the project and locate them in the current state of the art. References will be listed in point D.2. below.*

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| Click here to enter text. |

##### D.2. Bibliographic references (max. 2 pages)

*List the references used in point D.1.*

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| Click here to enter text. |

##### D.3. Methodological approach (max. 6 pages) (check 🖹 Gender checklist, fill out 🖹 Ethics form)

*Describe in detail how the research objectives are translated into a methodology on which data is applied that will allow to generate end results that can confidently answer the said research objectives. Ensure to justify the methodological choices, to delineate the strengths, weaknesses and suitability of the data and justify any new data collection by explaining why existing sources are not suited for your research. Make sure to read the gender checklist and the ethics form to integrate these aspects in the design of your project. For the ethical aspects, the ethics form provided should be attached to your proposal.*

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| Click here to enter text. |

##### D.4. Adequacy and added value of the MULTIDISCIPLINARY partnership in addressing the topic (MAX. 1 PAGE)

*Describe the adequacy and added value the multidisciplinary partnership(s) will bring to address the topic of the proposal.*

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| Click here to enter text. |

##### D.5. international/european context (max. 1 page)

*In what way is the international/context taken on board in the project and against which existing evidence can your end results for Belgium be compared, if possible?*

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| Click here to enter text. |

# DISSEMINATION AND IMPACT

##### E.1. DISSEMINATION to scientific audiences (MAX. 1 PAGE)

*Describe what the network intends to produce for scientific audiences, when and in what form.*

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| Click here to enter text. |

##### E.2. FOLLOW-UP COMMITTEE : engagement WITH SCIENTIFIC AND non-scientific stakeholders during the scientific part of the project (MAX. 1 PAGE) – composition of the follow-up committee

*A follow-up committee is composed of potential users of the end results (academic and non-academic) who can be mobilised at different levels: information, consultation, involvement and/or collaboration. Identify the organisations/persons, briefly explain their role and refer to the letters of support attached to the proposal (not compulsory but advised).*

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| Click here to enter text. |

##### E.3. societal impact and dissemination

*AFTER the scientific evidence of the project has been collected, a time (varying from 1 to 6 months) must be dedicated to implement an* ***impact plan****. This consists in 1) communicating these end results to the appropriate non-scientific stakeholders (including federal authorities in the first place), 2) to discuss these with them and 3) to (co)-design the policy recommendations and lessons learned for the future. Your impact plan will clearly identify authorities and institutions that should benefit from your research, how they might benefit and what will the team do to engage with these beneficiaries (broken down in separate tasks if applicable), how long are these activities foreseen and for what cost. Letters of support from these potential beneficiaries express their willingness to be involved (from active participation to co-funding specific activities) in this plan. These letters are annexed to this submission file.*

##### E.3.1 impact PLAN (MAX. 2 PAGES)

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| Click here to enter text. |

##### E.3.2. estimated costs and timing allocated to the impact Plan

|  |  |
| --- | --- |
| Duration (between 1 to 6 months) | …. Months |
| Costs (including personnel, subcontracting, working costs…) | ….. EUROS |

# IMPLEMENTATION

##### F.1. work plan (MAX. 2 PAGES)

*Provide a workplan broken down in work packages and in tasks. Include a list of deliverables and, if applicable, of milestones. The impact plan must be included as a separate work package.*

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| Click here to enter text. |

##### F.2. TIMETABLE and work intensity

*Provide a timeline for your work packages, including the partners in charge and their work intensity (in Person/month). Colour, merge and name cells for each WP.*

* *To colour the cells go to the Home menu and use the Shading tool *
* *To merge the cells, choose several cells, click right with the mouse and choose merge *
* *Then enter the name of your work package and the work intensity per partner (in Person/months to be funded) in the shaded zone*
* *Example: Workpackage 1 is management of the project, this includes 6 person/months for the Coordinator (C) and 0 person months for Partner 2, 3 and 4.*

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| *WP1: management – C=6PM, P2/P3/P4=0* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mo 1-6 | Mo 7-12 | Mo 13-18 | Mo 19-24 | Mo-25-30 | Mo 31-36 |
| WP1 |  |  |  |  |  |  |
| WP2 |  |  |  |  |  |  |
| WP3 |  |  |  |  |  |  |
| WP4 |  |  |  |  |  |  |
| WP5 |  |  |  |  |  |  |
| WP6 |  |  |  |  |  |  |
| WP7 |  |  |  |  |  |  |

##### f.3. Data management (max. 1 page) (check 🖹 Data Management Plan)

*The data used in this proposal has been described at length in section D.3. (Methodology). In this section, as part of making research data findable, accessible, interoperable, and re-usable (****FAIR****) under the Open data principle endorsed by BELSPO, the team will provide information on:*

* *when, where and in what format the data will be made accessible,*
* *how the data will be curated and preserved for ulterior use (including after the end of the project).*

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| Click here to enter text. |

##### f.4. BUDGET

##### f.4.1. COSTS JUSTIFICATION

*Each promoter will justify the costs categories eligible for funding by BELSPO in due respect of the budget rules:*

*(The table can be copied and altered accordingly)*

*BUDGET RULES*

***BE AWARE THAT THE BUDGET RULES HAVE CHANGED. READ CAREFULLY THE NEW DEFINITION OF ELIGIBLE COSTS***

*The budget of a given partner in a network* ***cannot exceed 60%*** *of the total budget of the proposal.*

*Eligible costs are:*

* *Personnel costs:* 
  + At least 60% of the total proposal's budget has to be devoted to staff.
  + *BELSPO endorses a* ***full cost model*** *(Pre-tax wages associated with increases in the cost of living, employers’ social security and statutory insurance contributions, as well as any other compensation or allowance due by law and secondary to the salary itself and tax-free scholarships. Full time monthly cost must include the withholding tax on research and development (cfr article 275³, WIB 92 - edition 2022)). BELSPO does* ***not allow cumulative wages.*** *A researcher bound contractually to an institution - full time or part time cannot apply for him/herself for BELSPO staff budget for that part. BELSPO prefers staff to be hired under* ***labour contract****.*
  + *However,* ***tax-free doctoral or post-doctoral scholarships*** *can be* ***exceptionally*** *accepted under the following restrictive conditions:* 
    - *Condition 1: The total number of tax-free scholarships per project is limited to max. 50% of the P-M staff financed with a labour contract within said project.*
    - *Condition 2: In any case, there shall not be more than 2 tax-free scholarships/project. Tax-free scholarships refer to a grant subject to tax exemption under the tax laws.*
* *Personnel costs not funded by BELSPO: corresponds to P/M funded by other sources (if applicable), including P/M for the* ***supervision of paid researchers*** *by the partner*
* *Specific operations costs: Specifc operating costs are costs of goods and services directly resulting from the implementation of the project, linked to the execution of project tasks.* *These costs exclude any element that can be included under indirect costs, or ineligible costs.* *Examples of specific operation costs: Consumables and specific supplies (other than indirect costs): Access to platforms, use of specialised equipment, costs of specific analysis or tests, maintenance and repair of specific equipment purchased by the project, use of specific IT facilities and software, costs of surveys, costs of dissemination, protection of results, translation, open data publications (For online articles published within an Open Access journal: the Article Processing Charge (APC) will be of maximum 1 300€, and a copy of the Editor's version must be immediately deposited in an institutional repository and made public and free of access), organisation or registration of/to conferences, workshops or other event related to the project, compensation for experimental subjects, mission costs (Only those necessary for the implementation of the project are eligible in the form of expense claims with supporting documents), etc.*
* *Equipment: Purchase and installation of scientific and technical apparatus and instruments, including specific hardware (excluding standard personal computers who shall be imputed as specific operation costs). Large or substantial equipment cannot be funded within research project budget. The acquisition of any equipment must comply with public procurement rules. Equipment needs to be purchased in the first half of the project to be eligible for reimbursement by BELSPO.*
* *Subcontracting (****max. 25%*** *of the total budget of the promoter): tasks and/or services that require special scientific or technical competences outside the institution’s normal area of activity.* *The beneficiary institution must be able to justify a competitive tendering process based on an award criterion offering the best value for money (specifications).*
* *Indirect costs : Indirect costs are a* ***lump su****m. The total amount of this item is* ***set at 15%*** *(fixed amount) of staff and specific operating costs. These indirect costs cover the general operating costs of each partner:*
  + *Office material (computers, smartphones, printers, cartridges, licences for non-specific software such as Windows, Adobe Acrobat, etc.);*
  + *Heating, electricity and water cost;*
  + *Cleaning and security services;*
  + *Costs of horizontal services and departments (accounting, corporate communications, management, human resources, training, etc.);*
  + *Payment or reimbursement of rent;*
  + *Telephone and internet costs*
  + *Insurance costs for equipment or vehicules*
  + *Equipment maintenance and repair costs*
  + *Office supplies*
  + *Laboratory consumables (except for specific supplies required for the project)*

**Coordinator <Name, Surname, Institution>**

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| --- | --- | --- | --- | --- | --- |
|  | **Personnel costs** | | | | |
|  | Staff name (if identified) and qualifications and experience | Number of P/M to be financed by BELSPO  *(hint: check P/M in the Timetable in section F.2.)* | Estimated full time monthly cost[[1]](#footnote-1)[[2]](#footnote-2) | Total | P/M not financed (including supervision by partner) |
| Coordinator | Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | **Specific operations costs:** | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
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|  | **Equipment** (add lines if necessary) | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | **Subcontracting**(add lines if necessary) | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
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**Partner 2 <Name, Surname, Institution>**

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| --- | --- | --- | --- | --- | --- |
|  | **Personnel costs** | | | | |
|  | Staff name (if identified) and qualifications and experience | Number of P/M to be financed by BELSPO  *(hint: check P/M in the Timetable in section F.2.)* | Estimated full time monthly cost1 | Total | P/M not financed (including supervision by partner) |
| Coordinator | Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | **Working costs: list General and specific costs (add lines if necessary)** | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
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|  | Click here to enter text. | | | | Click here to enter text. |
|  | **Equipment** (add lines if necessary) | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | **Subcontracting**(add lines if necessary) | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
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##### F.4.2. BUDGET OVERVIEW

Based on the information above, fill out the budget table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EURO** | Coord. | Partn.2 | Partn.3 | Partn.4 | **TOTAL** |
| Staff |  |  |  |  |  |
| Specific operation costs |  |  |  |  |  |
| Indirect costs (15% of staff and specific operations costs) |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Subcontracting (max 25% total budget of partner) |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |
|  |  |  |  |  |  |

1. [↑](#footnote-ref-1)
2. Full time monthly cost must include the withholding tax on research and development (cfr article 275³, WIB 92 - edition 2022) [↑](#footnote-ref-2)