A picture containing bar chart

Description automatically generatedINFRA-FED 2022

Impulse action call

**PROPOSAL DESCRIPTION**

Please consult the Information File before filling out this template. This document must be submitted in **WORD and PDF** form via email to [infra-fed@belspo.be](mailto:infra-fed@belspo.be), naming the file **Proposal Description\_[project acronym]**. The subject of the email must be: **INFRA-FED 2022 FullProp\_[project acronym]**. Please respect the font type and size given by the template.

The deadline for the submission is: **Tuesday 8thNovember 2022 @ 14h00**.

PART A: GENERAL INFORMATION OF THE PROPOSAL

# SUMMARY

**INSERT ACRONYM OF THE PROPOSAL HERE**

Insert Title of the Proposal Here

**[Insert duration of the project] years** | **[insert total budget] €**

|  |
| --- |
| Use this space to insert the summary of the proposal. Use Calibri Light, 11, and spacing 1,15. The maximum length is 2 pages. Insert the text in the place of these instructions. |

*Insert keyword 1; Insert keyword 2; Insert keyword 3; Insert keyword 4; Insert keyword 5; Insert keyword 6.*

PART B: PROMOTOR / PARTNERSHIP

# COORDINATOR

**COORDINATOR (P1): [INSERT ACRONYM OF THE INSTITUTION HERE]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Civility |  | Prof. |  | Dr. |  | Other: [Specify] |
| First Name | Click or tap here to enter text. | | | | | |
| Last Name | Click or tap here to enter text. | | | | | |
| Gender |  | Female |  | Male |  | Other: [Specify] |
| Language |  | NL |  | FR |  | EN |
| Institution | Click or tap here to enter text. | | | | | |
| Department | Click or tap here to enter text. | | | | | |
| Service | Click or tap here to enter text. | | | | | |
| Email | Click or tap here to enter text. | | | | | |
| Telephone | Click or tap here to enter text. | | | | | |
| Website | Click or tap here to enter text. | | | | | |
| Full name of Director General (DG) / President of the Institution | Click or tap here to enter text. | | | | | |
| Official function of DG / President | Click or tap here to enter text. | | | | | |
| Email of DG / President | Click or tap here to enter text. | | | | | |

# OTHER PROMOTORS FINANCED BY THE PROJECT

*Two tables are provided here, if there are more promotors financed by the project, please replicate the table as many times as necessary, adding P4, P5…*

**P2: [INSERT ACRONYM OF THE INSTITUTION HERE]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Civility |  | Prof. |  | Dr. |  | Other: [Specify] |
| First Name | Click or tap here to enter text. | | | | | |
| Last Name | Click or tap here to enter text. | | | | | |
| Gender |  | Female |  | Male |  | Other: [Specify] |
| Language |  | NL |  | FR |  | EN |
| Institution | Click or tap here to enter text. | | | | | |
| Department | Click or tap here to enter text. | | | | | |
| Service | Click or tap here to enter text. | | | | | |
| Email | Click or tap here to enter text. | | | | | |
| Telephone | Click or tap here to enter text. | | | | | |
| Website | Click or tap here to enter text. | | | | | |
| Full name of Director General (DG) / President of the Institution | Click or tap here to enter text. | | | | | |
| Official function of DG / President | Click or tap here to enter text. | | | | | |
| Email of DG / President | Click or tap here to enter text. | | | | | |

**P3: [INSERT ACRONYM OF THE INSTITUTION HERE]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Civility |  | Prof. |  | Dr. |  | Other: [Specify] |
| First Name | Click or tap here to enter text. | | | | | |
| Last Name | Click or tap here to enter text. | | | | | |
| Gender |  | Female |  | Male |  | Other: [Specify] |
| Language |  | NL |  | FR |  | EN |
| Institution | Click or tap here to enter text. | | | | | |
| Department | Click or tap here to enter text. | | | | | |
| Service | Click or tap here to enter text. | | | | | |
| Email | Click or tap here to enter text. | | | | | |
| Telephone | Click or tap here to enter text. | | | | | |
| Website | Click or tap here to enter text. | | | | | |
| Full name of Director General (DG) / President of the Institution | Click or tap here to enter text. | | | | | |
| Official function of DG / President | Click or tap here to enter text. | | | | | |
| Email of DG / President | Click or tap here to enter text. | | | | | |

# NON-ELIGIBLE PARTNERS CONTRIBUTING TO THE PROJECT CASH OR IN KIND

*These are partners who are NOT paid by the project, and they do not appear in the previous section. Two tables are provided here, if there are more partners financed by the project, please replicate the table as many times as necessary, adding Partner C, Partner D…*

**PARTNER A: [INSERT ACRONYM OF THE INSTITUTION HERE]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| International partner? |  | Yes |  | No | | |
| Civility |  | Prof. |  | Dr. |  | Other: [Specify] |
| First Name | Click or tap here to enter text. | | | | | |
| Last Name | Click or tap here to enter text. | | | | | |
| Gender |  | Female |  | Male |  | Other: [Specify] |
| Language |  | NL |  | FR |  | EN |
| Institution | Click or tap here to enter text. | | | | | |
| Department | Click or tap here to enter text. | | | | | |
| Service | Click or tap here to enter text. | | | | | |
| Email | Click or tap here to enter text. | | | | | |
| Telephone | Click or tap here to enter text. | | | | | |
| Website | Click or tap here to enter text. | | | | | |
| Full name of Director General (DG) / President of the Institution | Click or tap here to enter text. | | | | | |
| Official function of DG / President | Click or tap here to enter text. | | | | | |
| Email of DG / President | Click or tap here to enter text. | | | | | |

**PARTNER B: [INSERT ACRONYM OF THE INSTITUTION HERE]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| International partner? |  | Yes |  | No | | |
| Civility |  | Prof. |  | Dr. |  | Other: [Specify] |
| First Name | Click or tap here to enter text. | | | | | |
| Last Name | Click or tap here to enter text. | | | | | |
| Gender |  | Female |  | Male |  | Other: [Specify] |
| Language |  | NL |  | FR |  | EN |
| Institution | Click or tap here to enter text. | | | | | |
| Department | Click or tap here to enter text. | | | | | |
| Service | Click or tap here to enter text. | | | | | |
| Email | Click or tap here to enter text. | | | | | |
| Telephone | Click or tap here to enter text. | | | | | |
| Website | Click or tap here to enter text. | | | | | |
| Full name of Director General (DG) / President of the Institution | Click or tap here to enter text. | | | | | |
| Official function of DG / President | Click or tap here to enter text. | | | | | |
| Email of DG / President | Click or tap here to enter text. | | | | | |

# SUBCONTRACTORS

*Two tables are provided here, if there are more subcontractors to be hired by the partners in the project, please replicate the table as many times as necessary, adding Subcontractor 3, Subcontractor 4…*

**SUBCONTRACTOR 1: [INSERT ACRONYM OF THE INSTITUTION HERE]**

|  |  |
| --- | --- |
| Institution / Company | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |

**SUBCONTRACTOR 2: [INSERT ACRONYM OF THE INSTITUTION HERE]**

|  |  |
| --- | --- |
| Institution / Company | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |

PART C: DESCRIPTION OF THE PROPOSAL

# COMPLIANCE WITH THE SCOPE OF THE CALL (max. 0,5 pages)

|  |
| --- |
| Use this space to insert the compliance with the scope of the call text. Use Calibri Light, 11, and spacing 1,15. The maximum length is 0,5 pages. Insert the text in the place of these instructions. |

# SCIENTIFIC, TECHNICAL, TECHNOLOGICAL DESCRIPTION

## **Objectives and state of the art**

* + 1. **Project objectives and state of the art** (max. 3 pages, references excluded)

|  |
| --- |
| Use this space to insert the objectives and state of the art text. Use Calibri Light, 11, and spacing 1,15. The maximum length is 3 pages. Insert the text in the place of these instructions. |

## **TRANSLATION OF THE OBJECTIVES INTO APPROPRIATE AND WELL-DESCRIBED METHODOLOGY** (max. 10 pages, for 3.2.1 and 3.2.2. sub-criteria)

* + 1. **Methodological approach**

|  |
| --- |
| Use this space to insert the methodological approach. Use Calibri Light, 11, and spacing 1,15. Insert the text in the place of these instructions. |

* + 1. **Methodology**

*Please consult the 🖹 Gender checklist* *when filling out this part of the proposal and fill out the 🖹 Ethics form.*

|  |
| --- |
| Use this space to insert the methodology. Use Calibri Light, 11, and spacing 1,15. Insert the text in the place of these instructions. |

## **QUALITY AND RELEVANCE OF THE PROPOSAL AND POTENTIAL FOR INTERNATIONAL ANCHORING**

* + 1. **Quality and relevance of the proposal and potential for international anchoring** (max. 2 pages)

|  |
| --- |
| Use this space to insert the quality and relevance of the proposal and potential for international anchoring. Use Calibri Light, 11, and spacing 1,15. The maximum length is 2 pages. Insert the text in the place of these instructions. |

# IMPLEMENTATION & BUDGET

## **METHODOLOGICAl COLLABORATIVE APPROACH** (max. 10 pages)

* + 1. **Expertise in the frame of the project** (max. 2 pages)

|  |
| --- |
| Use this space to insert the expertise in the frame of the project. Use Calibri Light, 11, and spacing 1,15. The maximum length is 2 pages. Insert the text in the place of these instructions. |

* + 1. **Collaborative approach**

|  |
| --- |
| Use this space to insert the collaborative approach. Use Calibri Light, 11, and spacing 1,15. Insert the text in the place of these instructions. |

* + 1. **Follow-up Committee & Stakeholders’ involvement**

*Applicants are encouraged to fill out the 🖹 Follow-up Committee letter of intent even though the document is not compulsory.*

|  |
| --- |
| Use this space to insert the Follow-up Committee & Stakeholders’ involvement. Use Calibri Light, 11, and spacing 1,15. Insert the text in the place of these instructions. |

* + 1. **Gender Equality Plan**

|  |
| --- |
| Use this space to insert the Gender Equality Plan. Use Calibri Light, 11, and spacing 1,15. Insert the text in the place of these instructions. |

## **DETAILED DESCRITPION OF THE WORKPLAN**

* + 1. **Detailed description of the work plan**

*Please replicate the table as many times as necessary, adding WP2, WP3…*

|  |  |
| --- | --- |
| **WP 1: [Insert here title of WP1]** | |
| *[Insert here institution of the WP Leader, if there are several partners of the same institution, specify the department/service also]* | |
| Insert here description of the WP. | |
| Task.1.1. [Insert here title of the Task] (Month X – Month Z) | |
| *[Insert here inst. of task leader] (Leader), [inst. participant 1], [ inst. participant 2] (in-kind)…* | |
| Insert here description of the task. | |
| D.1.1.1 | [Insert here title of deliverable] (Month Y) |
| D.1.1.2 | [Insert here title of deliverable] (Month Z) |

* + 1. **Work planning and time schedule: GANTT chart**

*Please complete the 🖹 GANTT chart* *and leave this section empty.*

* + 1. **Implementation risk management plan** (max. 1,5 pages)

*Number, identify and explain the main incurring risks that could delay or hinder the project and the contingency plans foreseen to deal with them, replicating the table as many times as required.*

|  |
| --- |
| **R1: [Insert here title of the risk]** |
| [Insert here description of the risk] |
| [Provide here a contingency plan] |

*Locate the number of the risk (R1, R2, R3…) on the table ‘Risk likelihood vs. impact’.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **IMPACT** | | | | |
| Negligible | Minor | Moderate | Significant | Severe |
| **LIKELIHOOD** | Very likely |  |  |  |  |  |
| Likely |  |  |  |  |  |
| Possible |  |  |  |  |  |
| Unlikely |  |  |  |  |  |
| Very Unlikely |  |  |  |  |  |

|  |  |
| --- | --- |
|  | *Low* |
|  | *Low-Medium* |
|  | *Medium* |
|  | *Medium-High* |
|  | *Severe* |

## **DATA MANAGEMENT PLAN**

* + 1. **Data Management Plan**

*Please complete the 🖹 Data Management Plan and leave this section empty.*

## **BUDGET**

* + 1. **Budget table**

*Please complete the 🖹 Budget table and leave this section empty.*

* + 1. **Justification of the requested budget**

|  |
| --- |
| Use this space to insert the justification of the requested budget. Use Calibri Light, 11, and spacing 1,15. Insert the text in the place of these instructions. |

# IMPACT, ADDED VALUE & SUSTAINABILITY

## **POTENTIAL IMPACT OF THE PROJECT**

* + 1. **Potential impact of the project in light of the expected outcomes and added value for the RI and the Federal Research Institution** (max. 1,5 pages)

|  |
| --- |
| Use this space to insert the potential impact of the project in light of the expected outcomes and added value for the RI and the Federal Research Institution. Use Calibri Light, 11, and spacing 1,15. The maximum length is 1,5 pages. Insert the text in the place of these instructions. |

## **SUSTAINABILITY**

* + 1. **Business plan**

|  |
| --- |
| Use this space to insert the business plan. Use Calibri Light, 11, and spacing 1,15. Insert the text in the place of these instructions. |