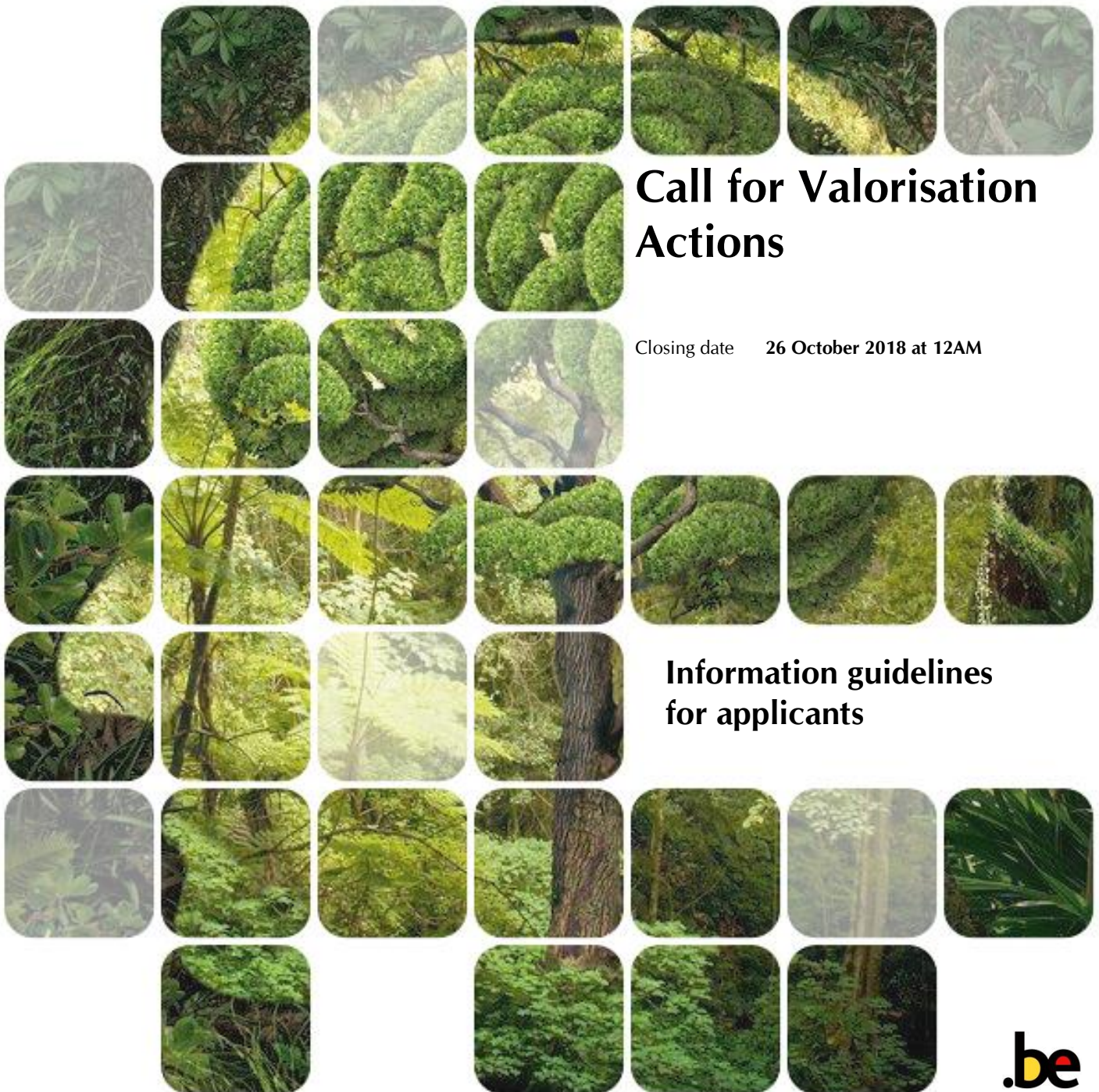


BRAIN-be (2012-2017)

BELGIAN RESEARCH ACTION THROUGH INTERDISCIPLINARY NETWORKS



Call for Valorisation Actions

Closing date 26 October 2018 at 12AM

Information guidelines for applicants



CONTENTS

1. THE BRAIN-BE RESEARCH PROGRAMME	3
2. SCOPE OF THE CALL FOR VALORISATION ACTIONS.....	4
3. GUIDELINES FOR COMPLETING THE ACTION SUBMISSION FORM	6
3.1 INFORMATION ON THE APPLICANT	6
3.2 DESCRIPTION OF THE ACTION.....	6
3.2.2 <i>OBJECTIVES, COLLABORATIVE NETWORK, IMPACT AND IMPLEMENTATION PLAN....</i>	6
3.2.3 <i>BUDGET, STARTING DATE AND TIMING.....</i>	6
4. PROCEDURES.....	7
4.1 HOW TO ANSWER TO THIS CALL?	7
4.2 E-INFORMATION SESSION	7
4.2 EVALUATION AND SELECTION	7
4.2.1 <i>SELECTION PROCEDURE.....</i>	7
4.2.2 <i>EVALUATION CRITERIA.....</i>	8
4.3 ORDER LETTER.....	8
5. CONTACTS	9

1. THE BRAIN-be RESEARCH PROGRAMME

On 5 October 2012, the Council of Ministers approved the launch of the first phase (2012-2017) of a recurrent framework programme for research, entitled Belgian Research Action through Interdisciplinary Networks (BRAIN-be).

Through the funding of research projects based on scientific excellence and European and international anchorage, this framework programme allows the federal departments' scientific knowledge needs to be met as well as supporting the scientific potential of the Federal Scientific Institutions¹ (FSI).

The **strategic objectives** underlying the BRAIN-be programme, are to:

- promote a coherent scientific policy within the FSI, and thereby to support and reinforce scientific excellence;
- facilitate access to the scientific potential, infrastructure and collections available within the FSIs;
- align the research potential with societal needs;
- supply the scientific knowledge necessary for the preparation, implementation and evaluation of federal policies/strategies, particularly those related to topics involving multiple departments;
- provide the scientific support necessary for the development of a Belgian position within various international forums for policy development;
- develop and reach a critical mass for research on topics considered as priority areas in order to reinforce the impact of the federal research;
- stimulate cooperation within the Belgian scientific community;
- align with the European and international research agendas and to encourage Belgian participation in transnational and international research activities;
- provide scientists with a framework allowing them to take up their role in scientific watch and to anticipate issues related to the priority areas of the programme;
- promote systemic, multi/interdisciplinary and integrative approaches;
- create added value by strengthening the complementarity and synergies between the activities of BELSPO (including contributions to the international infrastructure and organisations);
- meet the obligations in terms of research stemming from international agreements;
- develop interfaces with potential users of research achievements.

The **framework programme** is structured around six thematic axes:

1. Ecosystems, biodiversity, evolution
2. Geosystems, universe and climate
3. Cultural, historical and scientific heritage,
4. Federal public strategies
5. Major societal challenges
6. Management of collections

Bearing in mind the priorities of the thematic axes, the framework programme enables participation in transnational programmes, such as the ERA-NETs and the Joint Programming Initiatives (JPI).

For more information about the programme and the various thematic areas, please see www.belspo.be/BRAIN-be.

¹ the acronym FSI covers the institutions as defined in the Royal Decree of 30 October 1996

2. SCOPE OF THE CALL FOR VALORISATION ACTIONS

The first phase of the BRAIN-be research programme (2012-2017) has enabled the funding of 171 research projects through the launch of 5 successive calls. A large majority of these projects are still on-going.

To better achieve the strategic objectives of the programme, the current Valorisation Action call is launched to enable promoters of past and on-going BRAIN-be projects to valorise their research and maximise its impact well beyond the project itself. This can be realised by reaching out to a wider user community of researchers, of policy-makers and/or of the society at large.

Considering the diversity of the 171 funded projects, this call fosters a bottom-up approach in which the BRAIN-be promoters have the choice of any type of Valorisation Action (**further referred to as the "Action"**) providing it complies with the following criteria:

- It shall set-up **external collaboration(s)** intended to open the BRAIN-be project to potential users and/or to link up the project with other (BELSPO or other national/European/international) research activities;
- It shall clearly define **objectives** and an **expected measurable impact in order to demonstrate the added value of the Action compared to the current situation**;
- It shall describe the **tools, tasks, approaches** to be implemented, including a precise **calendar and budget**.

The Actions exclude the pursuit of research activities as such and go beyond valorisation activities foreseen in the research contract.

The criteria are detailed below, with non-exhaustive examples for illustration purposes.

Who is eligible to submit an Action?

All 171 BRAIN-be projects can be valorised via this call, no matter if they are finished or still on-going, in network or led by a single promoter (pioneer projects).

The Action can take different configurations:

- Composed and carried out by a single BRAIN-be promoter;
- Composed and carried out by a network of BRAIN-be promoters (from the same or different projects).

Even though an Action is composed by a network of BRAIN-be promoters, it has to be submitted by only one BRAIN-be promoter (referred to as the applicant) who will coordinate the Action, receive the BELSPO funding and, if applicable, distribute the allocated budget to other involved Action partners via a specific internal collaboration agreement.

What can be valorised?

The valorisation Action can concern either the whole of (a) BRAIN-be project(s), or parts of it/them (intermediate) results, (by-) products...

External collaborations

Valorisation in the context of this call means engaging with potential users of the outcome(s) of (a) BRAIN-be project(s).

Considering the diversity of BRAIN-be projects, such collaborations can take many forms.

As an example, the Action could form a network with:

- Scientists from other BELSPO projects: from BRAIN-be (e.g. on a thematic basis), from other BELSPO programmes;
- Scientists from projects funded via other sources (FWO, FNRS, the European Commission, COST, other international initiatives...)
- Users outside the academic sector (field organisations, policy-makers, the private sector...).

External collaborations consist of collaborations with the users' community outside the Action network. Expenses made by these external partners (e.g. ad hoc tasks/inputs related to the Action, transport costs, meeting attendance fees) could, if necessary, be refunded by the Action coordinator via the operation budget or via subcontracting.

Action objective

Setting up a collaborative network is not an Action objective in itself but a tool to achieve clearly stated Action **objectives** that aim at creating an added value to the BRAIN-be project(s) with respect to the current situation. The expected added value should be measurable (through impact or "situational" indicators) and clearly defined in the application.

How the Action objectives are defined and its added value measured is open to ideas from the applicants.

One can think of gathering a larger community of researchers around (a) BRAIN-be project(s) to share good practices, disseminate scientific and expertise knowledge, promote transdisciplinary research, edit policy briefs, publish books, discuss implementation guidelines for decision-makers, produce a thematic research agenda, organise a summer school for young researchers, promote the use of datasets or a specific instrument or a methodology by a larger number of users or a diverse scientific community...

Collaborations could also be set up with field organisations or policy makers with the objective of implementing or testing a set of scientific results and policy recommendations that were generated in a BRAIN-be project or by a cluster of projects in a given topic of research...

Impact could be measured by the effective uptake, use, implementation of generated data, instruments, methodologies, recommendations... by the wider user community.

The sustainability of a network, i.e. its possible capacity to maintain activities after the BELSPO funding has run out should be reflected in the Action.

Action implementation

An Action will require **tools and/or approaches** to be effective and achieve its objectives. For example, setting up networks, web interfaces or fora, platforms, measures to promote mobility of researchers or stakeholders' involvement, meetings, site visits and conferences, workshops, living labs... are all tools and approaches through which the Action's objectives can be achieved.

Tasks, timing and budget

The applicant shall provide a description of tasks - and their distribution amongst the Action partners if applicable - and a timing of activities.

The duration of a valorisation Action can span over a maximum of 24 months for a maximum budget of 20.000€. This budget is allocated to the applicant and shall cover all expenses considered necessary for successfully implementing the Action: manpower, operation costs, subcontracting.

The total budget of this call is 300.000€: 100.000€ charged on the 2018 budget (selected Actions should therefore start end 2018) and 200.000€ charged on the 2019 budget (selected Actions to start in spring 2019).

3. GUIDELINES FOR COMPLETING THE ACTION SUBMISSION FORM

Please read these instructions carefully before completing the submission form.

3.1 INFORMATION ON THE APPLICANT

Coordinates of the applicant and where appropriate other BRAIN-be Action partners.

3.2 DESCRIPTION OF THE ACTION

3.2.2 OBJECTIVES, COLLABORATIVE NETWORK, IMPACT AND IMPLEMENTATION PLAN

In this section, the Action should be detailed by addressing the following points:

- What will be the valorisation focus with respect to the concerned BRAIN-be project(s)?
- What is/are the Action objective(s) to be achieved? What is the expected impact of the Action and how can this be measured? What is the added value of this Action with respect to the current situation?
- How do the foreseen Action valorisation activities link with the ones included in the BRAIN-be project(s)' research contract(s) and what is the added value of the proposed Action in this respect?
- What are the tools and approaches that will be put in place and how will they be implemented to make the Action effective?
- With which users - outside the Action network partners - do you plan to set up an external collaboration to reach the Action objectives? Letters of intent should be provided in annex from representatives of key targeted users/stakeholders stating their interest to be actively engaged in the Action.
- How do you envisage the sustainability of the Action?

3.2.3 BUDGET, STARTING DATE AND TIMING

Breakdown the budget by category of expenses and provide a justification on each category:

- Staff (e.g researcher on the BRAIN-be project or recruited specifically for the Action...)
- Operation costs (e.g. costs for setting up a living lab, per diem and travel costs to participants to a series of workshops...)
- Subcontracting (e.g. hiring a company that will take care of the logistics of events, IT development...)

Indicate your preference for the starting date of your Action: end 2018 or first semester 2019. According to the availability of the budget in 2018 and 2019, BELSPO will decide on the actual Action starting date.

4. PROCEDURES

This paragraph describes the procedures for submitting an Action, the selection procedure and the principal obligations applying to the selected Actions.

4.1 HOW TO ANSWER TO THIS CALL?

The applicant is asked to use **only** the form that is downloadable from the BRAIN-be website (<http://www.belspo.be/BRAIN-be>). Only Actions that fulfil all the eligibility criteria will be considered (see 4.2.2).

The Action must be sent in English and only electronically (**Word/Open office and signed copy in pdf format**) to the following address:

BRAIN_call@belspo.be

The original signed documents must be archived by the applicant and can be requested during the procedure.

To facilitate the treatment of the Actions it is asked to include in the "subject" of the email "[**Acronym Action**]" and to rename the file in the format: "[**acronym Action**] _ [**name of applicant**] _ [**institution applicant**]. docx/odt/pdf".

The Action must be submitted to BELSPO no later than:

26 October 2018 at 12AM

BELSPO will disregard Actions submitted after the above-mentioned closing date and time.

A receipt will be sent by email within the three working days after reception of the Action.

The forms can be obtained from the BELSPO website at the following address:

<http://www.belspo.be/BRAIN-be>

4.2 E-INFORMATION SESSION

Questions in relation to this call can be sent by email to BRAIN_call@belspo.be before **4 October**. BELSPO will compile the answers and make them available on the BRAIN-be website.

4.2 EVALUATION AND SELECTION

4.2.1 SELECTION PROCEDURE

The selection of research Actions will be organised by BELSPO. The selection decision is made by the Minister of Science Policy.

4.2.2 EVALUATION CRITERIA

The general evaluation criteria to be taken into consideration by the experts are the following:

1. Eligibility

For all Actions submitted, the following criteria are examined:

- The submission file is complete (all required forms have been completed)
- The submission file was submitted in electronic format (in Word/Open Office and pdf)
- The submission file was submitted no later than 26 October 2018, at 12AM
- The duration of the funding of the Action is maximum 24 months
- The applicant is/has been a promoter of a BRAIN-be project
- The maximum budget of 20.000€ is not exceeded

Only the Actions that meet ALL these criteria will be evaluated.

2. Compliance with the aims of the BRAIN-be programme and content of the present call

- Is the Action rightly focused on valorisation of research activities and not on extending research? Does the Action not duplicate valorisation activities foreseen in the BRAIN-be research contract?

3. Quality of the Action

- Is the focus of the Action with respect to the concerned BRAIN-be project well defined?
- Are the objectives of the Action well thought out and clearly stated?
- Is the users' community well targeted (composition, type of involvement...)? Is the implementation of the Action coherent with respect to its objectives: management, approaches and tools
- Is the Action expected to provide added value to the BRAIN-be project(s) and to the current situation?
- Is the expected Action impact well assessed, measured, feasible and realistic?
- Is the sustainability of the Action considered beyond the BELSPO support (new financing sources, self-financing, new business model,)?

4. Tasks, budget, timing

- Adequacy of tasks and relevance of their distribution in the Action network with respect to the objectives of the Action.
- Fair and adequate distribution of resources.
- Adequacy of the timing.

4.3 ORDER LETTER

For the Actions selected, an order letter will be drawn up between BELSPO and the applicant's institution. This order letter will comprise a description of the project, administrative obligations and funding modalities.

5. CONTACTS

Further information can be obtained by contacting:

BRAIN-BE@belspo.be

02/238 36 71 ou 238 36 46(FR)

02/238 36 78 (NL)

BELSPO places great importance on the quality of its service and on improving the way it operates. A special form to handle complaints has been created.

The **complaint form** is available at the following address:

http://www.belspo.be/belspo/organisation/complaints_en.stm

Complaints submitted anonymously or which are offensive or not related to our organisation will not be processed.