Policy 4 Science

P4Science

BELSPO Platform

EoI Submission Manual

2025

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FOREWORD

This manual is a practical guide to submit an **Expression of Interest** to the **P4Science programme**. All Expressions of Interest of the P4Science programme must be submitted using the **BELSPO Platform**.

Expressions of Interest can only be created, edited and submitted by their **Coordinator**. In the P4Science programme the coordinator must belong to a **Federal Scientific Institution**.

Please read the P4Science **Information File** available on the **BELSPO website** before creating an Expression of Interest. A draft template of the Expression of Interest is also available on the website to prepare the submission. Note that this template cannot be uploaded to the platform; information must be directly entered online.

Information File:
https://www.belspo.be/belspo/P4Science-S4Policy/call/P4Science_2025/P4S_call2024-25-Info%20File.pdf

Expression of Interest template :
https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.belspo.be%2Fbelspo%2FP4Science-S4Policy%2Fcall%2FP4Science_2025%2FP4S_call24-25_EoI_template.docx&wdOrigin=BROWSELINK

Questions :
P4Science programme: P4Science@belspo.be
BELSPO platform: platform.support@belspo.be

GLOSSARY OF TERMS

Application: The combination of an Expression of Interest and its Full Proposal.

Contact: The profile of a person in the Platform.

Coordinator: The institution that coordinates the project and receives funding from the project. They appear in both the Expression of Interest and the Full Proposal. The Coordinator is responsible for creating, editing, and submitting these documents. In the Full Proposal the Coordinator appears in the Work Plan and the Gantt chart, performing tasks. When the details of the Coordinator are requested in the Expression of Interest and Full Proposal forms they refer to the Promotor, the person that will be signing the Contract if the project is selected for funding, and that will be responsible of performing the project's tasks on behalf of their institution.

Funded Partner: The institution that is part of the project's consortium and receives funding from the project. Funded Partners belong to institutions different than that of the Coordinator, and are coordinated by the Coordinator. Funded Partners appear both in the Expression of Interest and the Full Proposal. In the Full Proposal, Funded Partner appears in the Work Plan and the Gantt chart, performing tasks. When the details of the Funded Partner are asked in the Expression of Interest or Full Proposal form, they refer to the Promotor, the person that will be signing the Contract if the project is selected for funding, and that will be responsible for performing the project's tasks on behalf of their institution.

Non-Funded Partner: Institution that provides substantial contribution to the project, either in kind or with cash (they do not receive funding from the project). Non-Funded Partners belong to institutions different than that of the Coordinator and Funded Partners, and are coordinated by the Coordinator. Non-Funded Partners are requested only in the Full Proposal and do not appear in the Expression of Interest. In the Full Proposal, Non-Funded appear in the Work Plan and the Gantt Chart performing tasks. When the details of the Non-Funded partner are requested in the Full Proposal, they refer to the person performing the project's tasks on behalf of their institution. If the project is selected for funding, Non-Funded partners do not sign the Contract.

Non-Grata Evaluator: An evaluator indicated by the applicants that is not to review their Full Proposal. BELSPO will not choose this person to evaluate the Full Proposal.

Organisation: Institution.

Promotor: The person that is performing the project's tasks on behalf of their institution.

Proposed Evaluator: An evaluator suggested by the applicants to review the quality, feasibility and potential impact of their Full Proposal. Proposed evaluators must be free of conflicts of interest. BELSPO may include proposed evaluators in the team of reviewers for the Full Proposal for which they have been suggested.

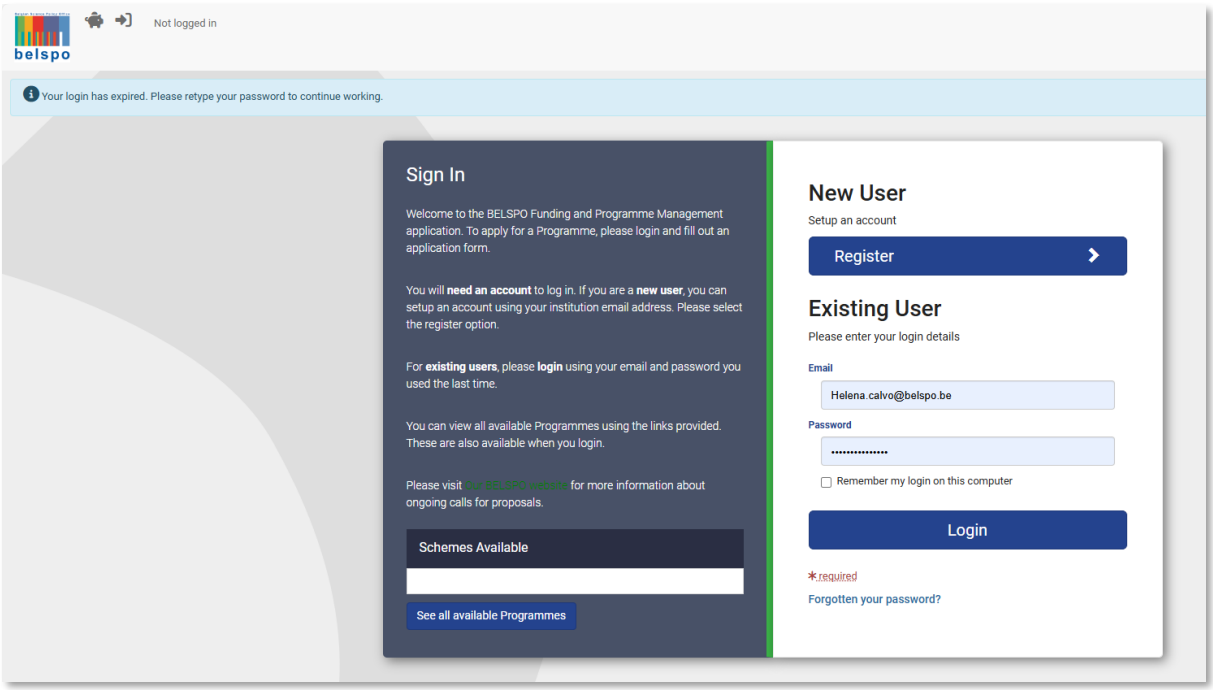
1. Access & Registration to the Platform

The **Coordinator** creates, edits and submits the Expression of Interest. This task cannot be delegated. The Coordinator must **register** in the platform TWICE.

- First, they have to register themselves as **contacts** in the platform.
- Second, they have to register themselves to an **organisation** in the platform.

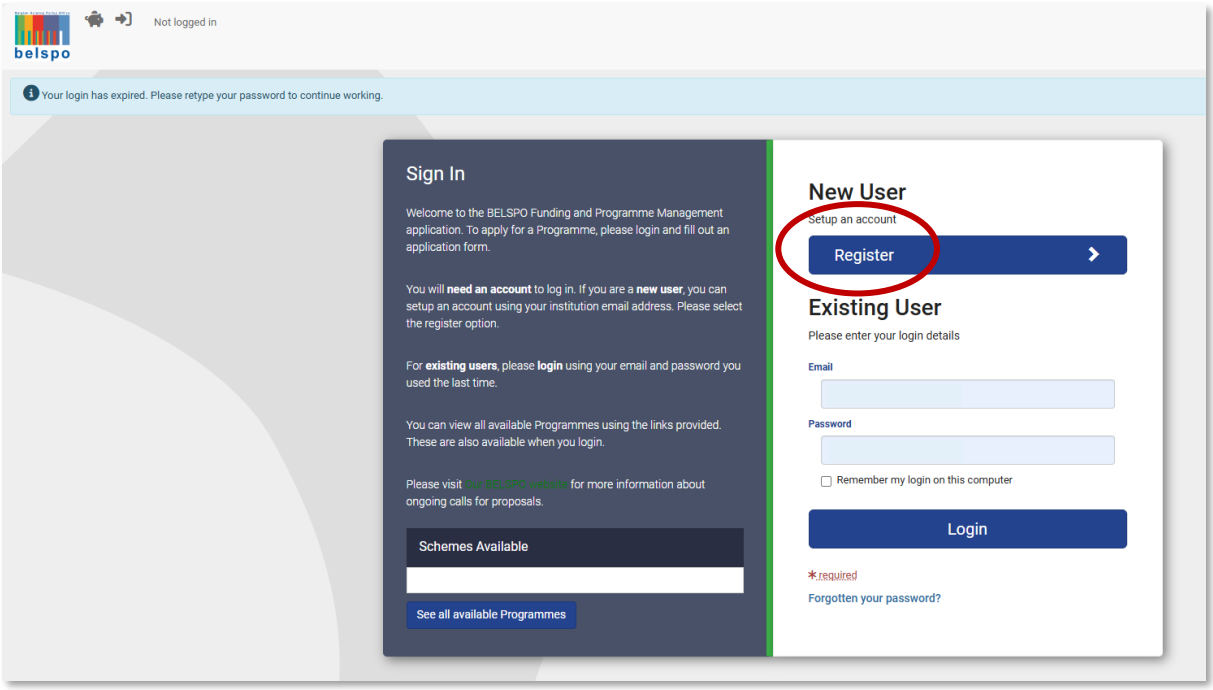
1.1. ACCESS THE PLATFORM

Access the BELSPO Platform here: https://belspo.aimsgrants.com/AUUID/071DDF788

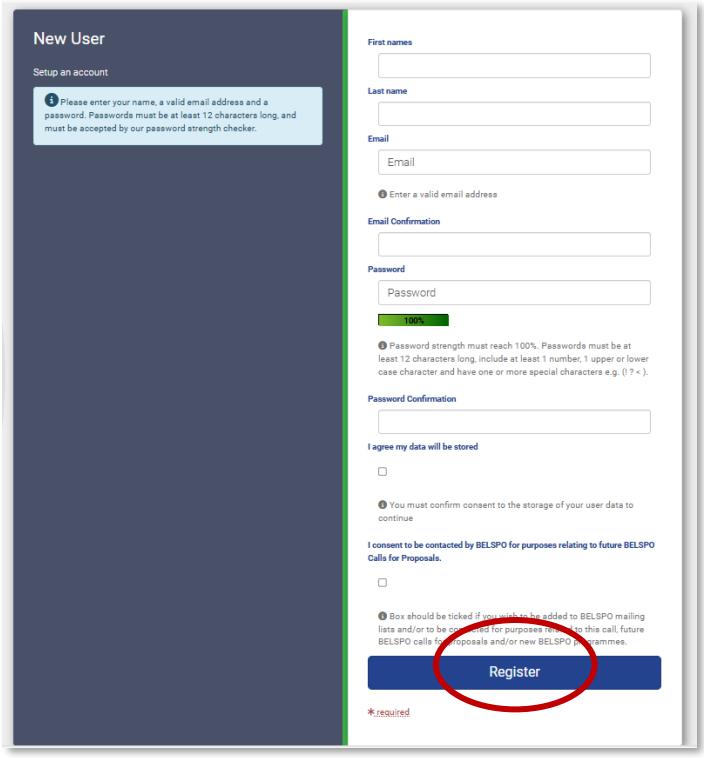


1.2. REGISTER AS A CONTACT IN THE PLATFORM

Click on Register.



Enter your details and tick the 'I agree my data will be stored' box. Click on Register.
Use your **professional** email address – the email from your organisation.

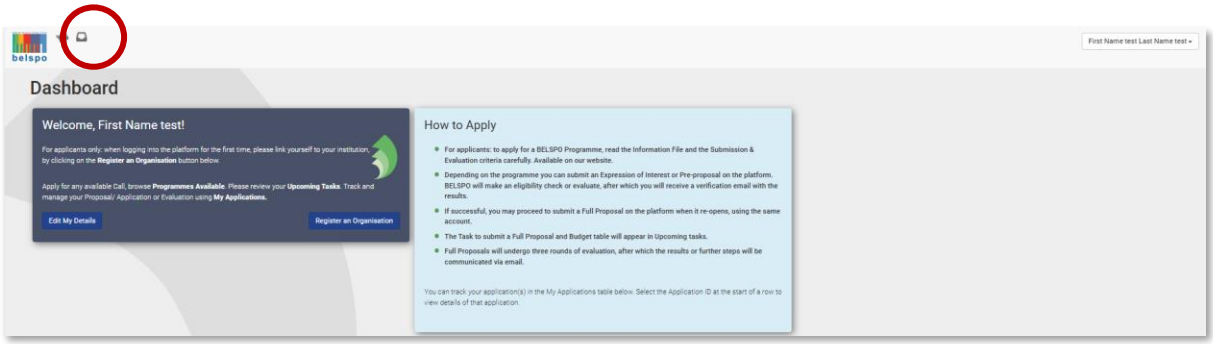


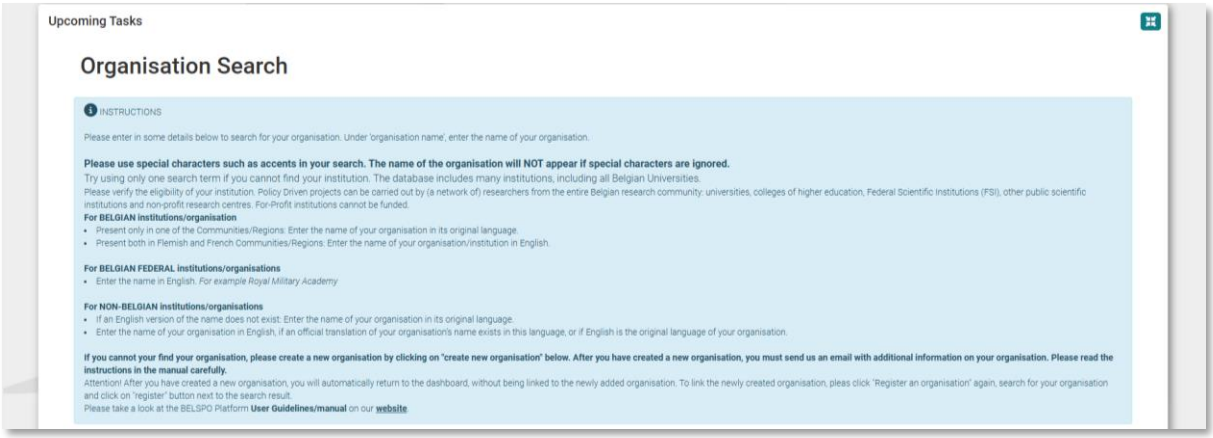
1.3. GETTING FAMILIAR WITH THE DASHBOARD

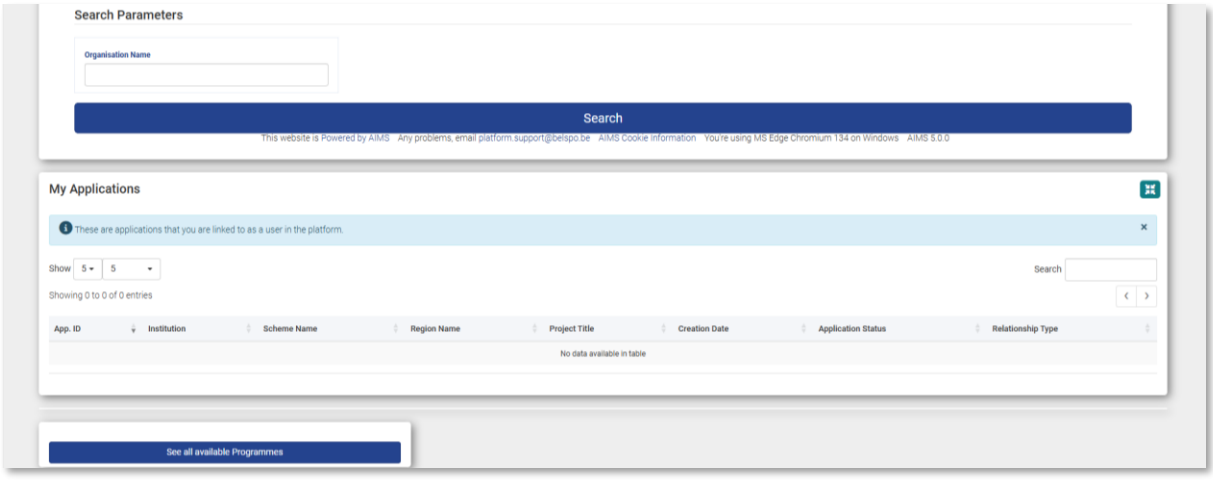
The **Dashboard** is your home page in the Platform. It is made of different sections:

- Welcome: welcome message with 2 buttons:
  Edit my details – allows you to edit your personal details
  Register an organisation – allows you to link yourself to an organisation
- How to Apply: general information on how to apply to the different BELSPO programmes
- Upcoming Tasks : here you will find all your pending tasks in relation to your applications
- My Applications : here you will find the list of all your applications and their status
- See all available programmes: leads you to the BELSPO open programmes

You can always come back to the Dashboard by clicking on the Paper-tray icon.







1.4. REGISTER TO AN ORGANISATION IN THE PLATFORM

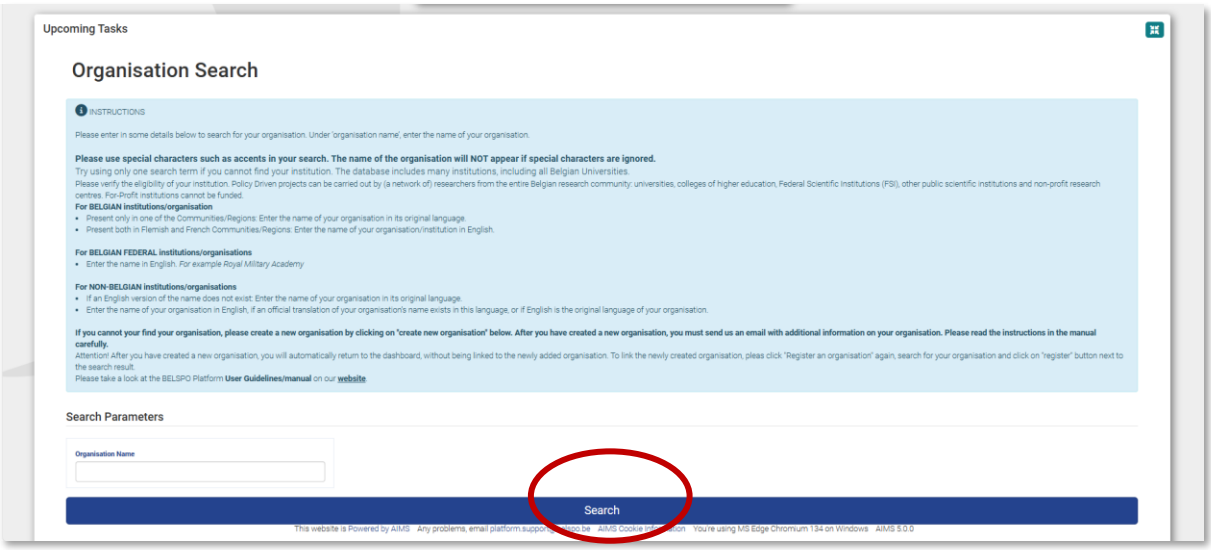
The **Coordinator** must belong to a **Federal Scientific Institution**.
These institutions appear in English in the BELSPO Platform:

- National Institute of Criminalistics and Criminology
- Royal Belgian Institute for Space Aeronomy
- Royal Belgian Institute of Natural Sciences
- Royal Institute for Cultural Heritage
- Royal Library of Belgium
- Royal Meteorological Institute of Belgium
- Royal Museum for Central Africa
- Royal Museums for Art and History
- Royal Museums of Fine Arts of Belgium
- Royal Observatory of Belgium
- Sciensano
- State Archives
- War Heritage Institute

Scroll down to **Upcoming Tasks**.

Under Organisation Name, enter the name of your institution in **English**.

Click on Search.

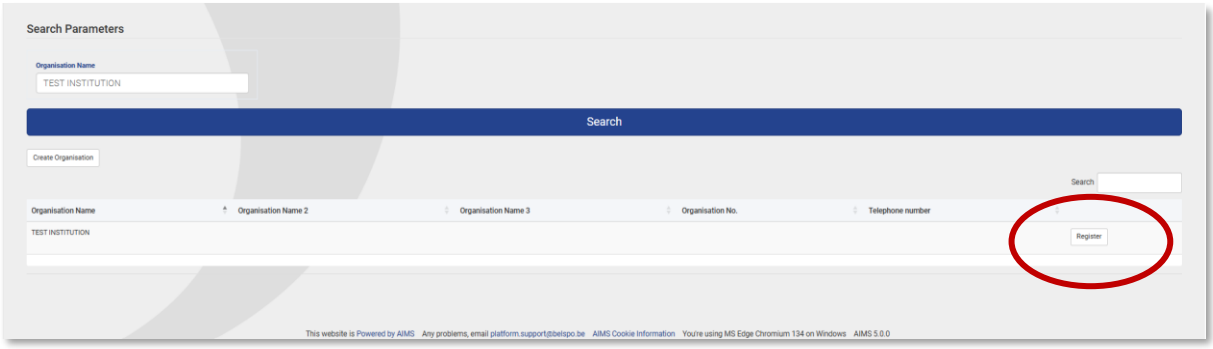


The name of your institution should appear under the Search button.

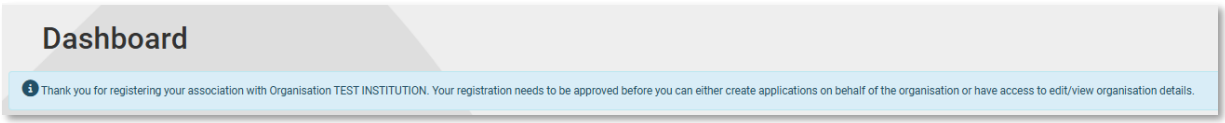
If the name of your institution does not appear, please do not attempt to create an organisation using the 'create organisation' button. Contact BELSPO instead: platform.support@belspo.be.

Click on the Register button next to your institution.

Note: If you are using a smaller screen, such as the one of a laptop, you may not see this button. You must scroll to the right of the page. You can scroll horizontally on the page by pressing CTRL on your keyboard and clicking on the left side of your mouse.



You will be back to the Dashboard. A message will appear thanking you for your registration: *'Thank you for registering your association with Organisation xxx. Your registration needs to be approved before you cane either create applications on behalf of the organisations or have access to edit/view organisations details'*



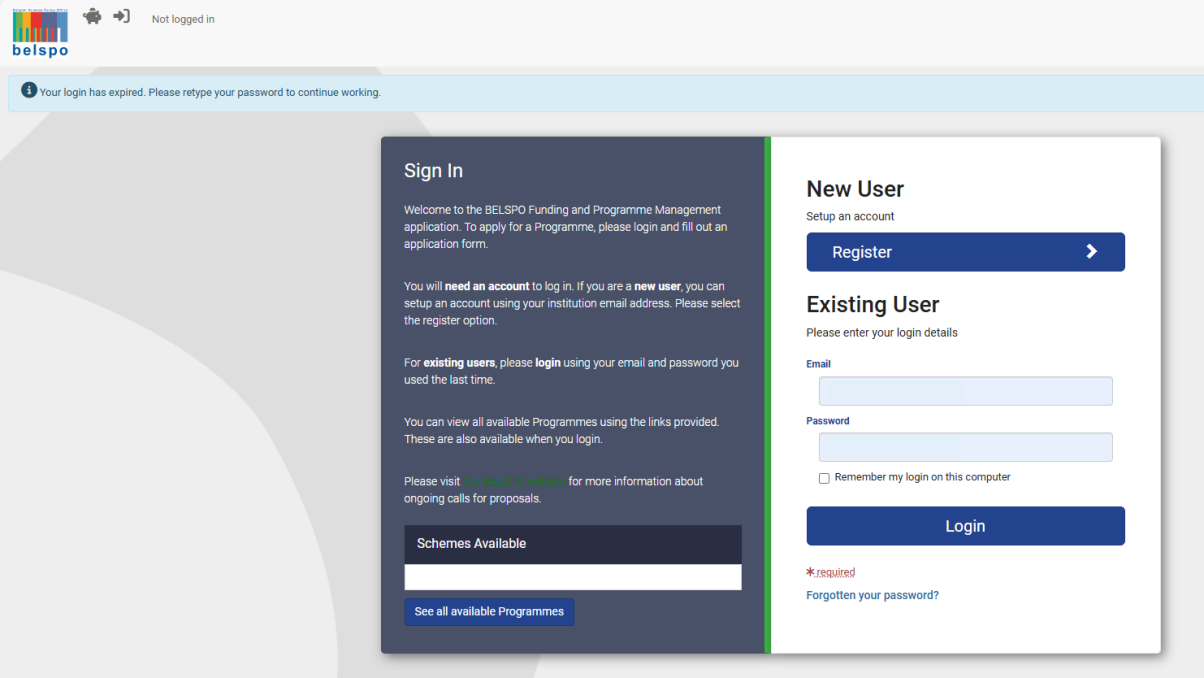
1.5. WAIT UNTIL BELSPO APPROVES YOUR REGISTRATION

BELSPO needs to approve your registration to an organisation before you create an Expression of Interest. If you do not wait, you will not be linked to your institution and will have to re-submit the Expression of Interest. Once your registration to an organisation has been approved by BELSPO, you will receive an email from the BELSPO Platform, and you will be able to proceed with the submission.

2. Apply to the P4Science programme

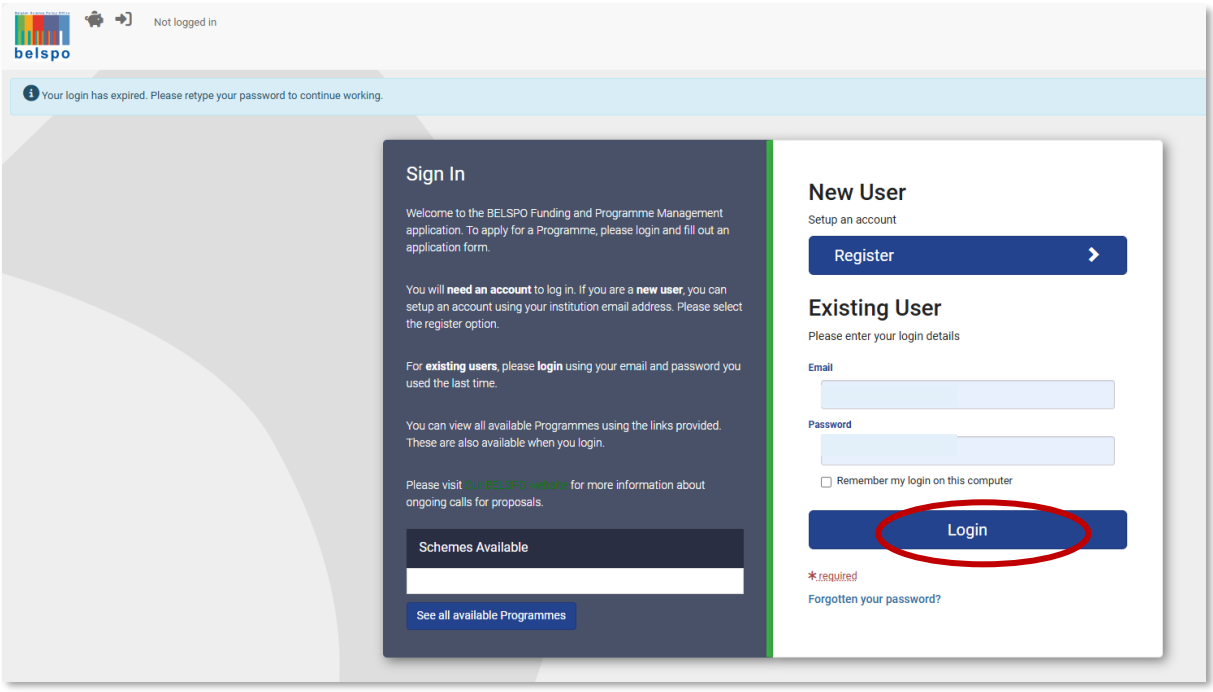
2.1. ACCESS THE PLATFORM

Access the BELSPO Platform here: https://belspo.aimsgrants.com/AUUID/071DDF788



2.2. LOG IN TO THE PLATFORM

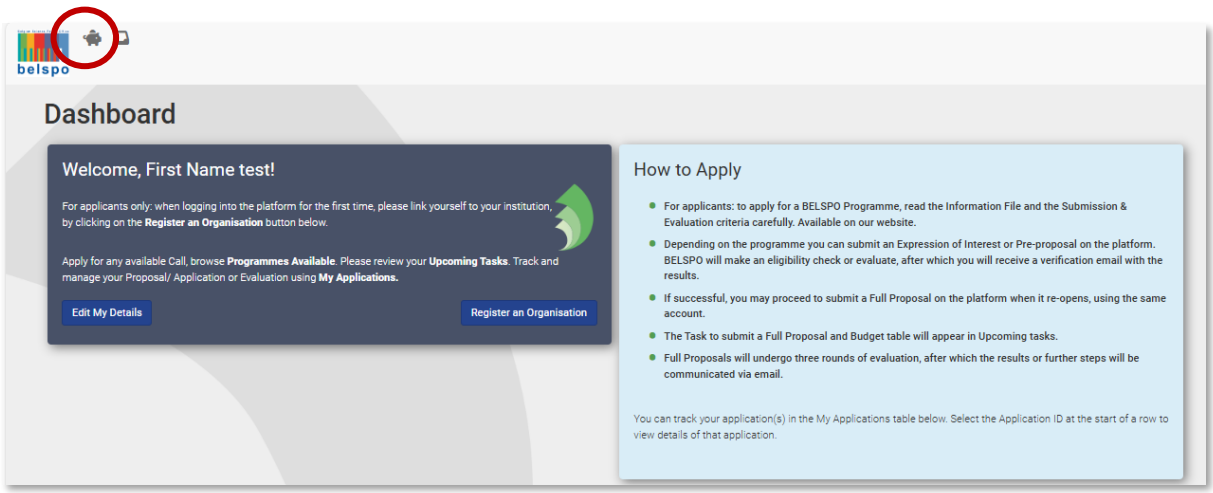
Under Existing User, enter the email address you have used for registration and your password. Click on Login.



2.3. APPLY FOR FUNDING UNDER THE P4Science PROGRAMME

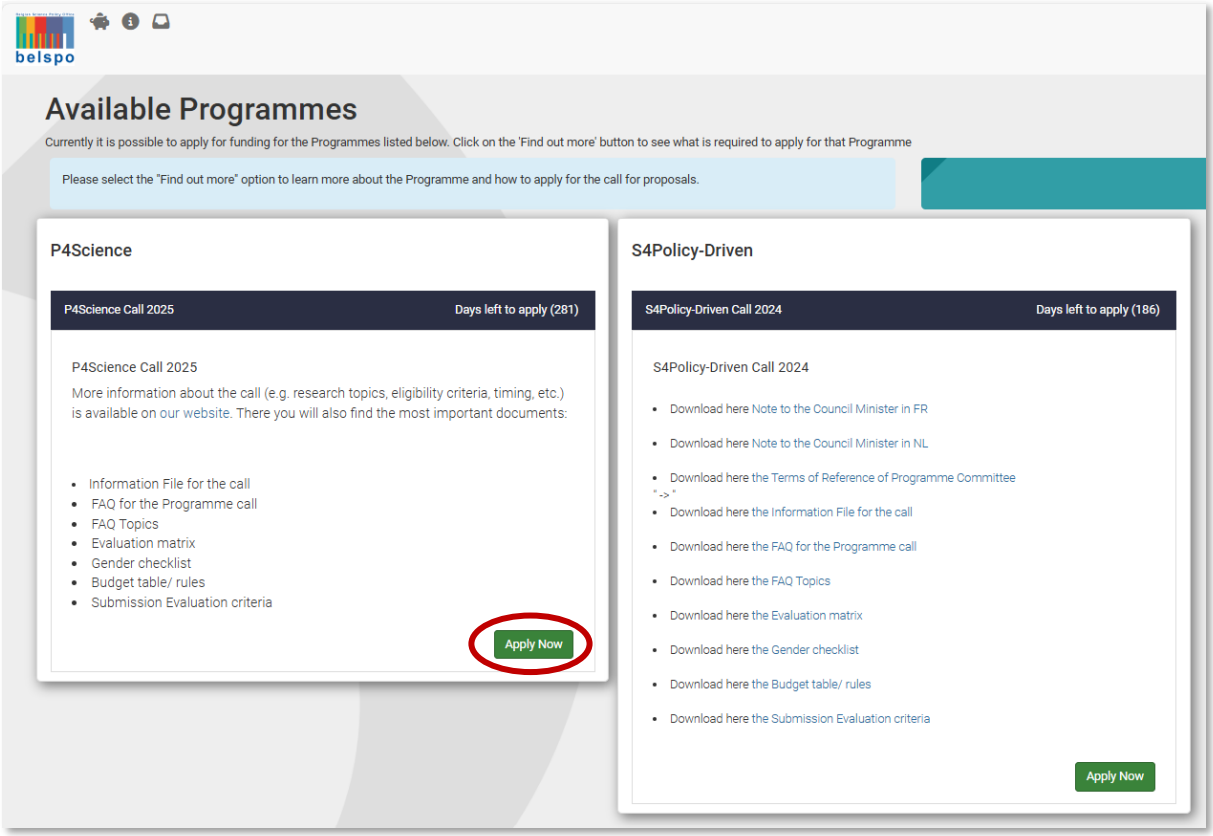
After logging into the BELSPO Platform, you will land on your Dashboard.

Click on the Piggy Bank icon on the top left corner of the screen, next to the BELSPO logo.



You will be directed to the Available Programmes page.

Click on the Apply now button on the P4Science box.



3. Enter, edit and submit an Expression of Interest

3.1. GETTING FAMILIAR WITH THE EXPRESSION OF INTEREST FORM

Sections of the Expression of Interest Form

The Expression of Interest Form is made of 4 sections, each section appears under a tab:

1. Expression of Interest: Data of the Coordinator, the general information of the application and the summary and the keywords.
2. Funded Partner(s) Information: Data of the Funded Partners.
3. Proposed evaluators: Data of the evaluators proposed to evaluate the application.
4. Non-grata evaluators: Data of evaluators that will not be employed by BELSPO to evaluate the application.

Sub-sections (questions) of the Expression of Interest Form

Each section contains several sub-sections or questions. Example: 1. Expression of Interest:

1.1 Application Summary

1.2 Project Information

1.3 Summary…

The blue boxes

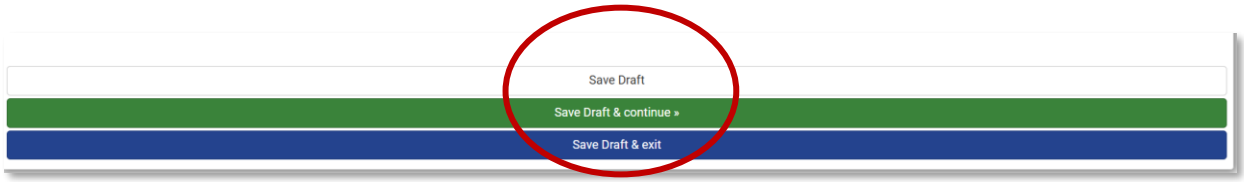
Under the title of each question, there is a blue box.

This box contains information that provide general information regarding the question, and/or instructions on how to fill in the question.

Click on the tabs to move from one section to the other.

At the bottom of the page:

- Click Save Draft to save the progress you to move from one section to the other.
- Click Save Draft & Continue to save the progress and move to the next section (tab).
- Click Save Draft & exit to submit the Expression of Interest.

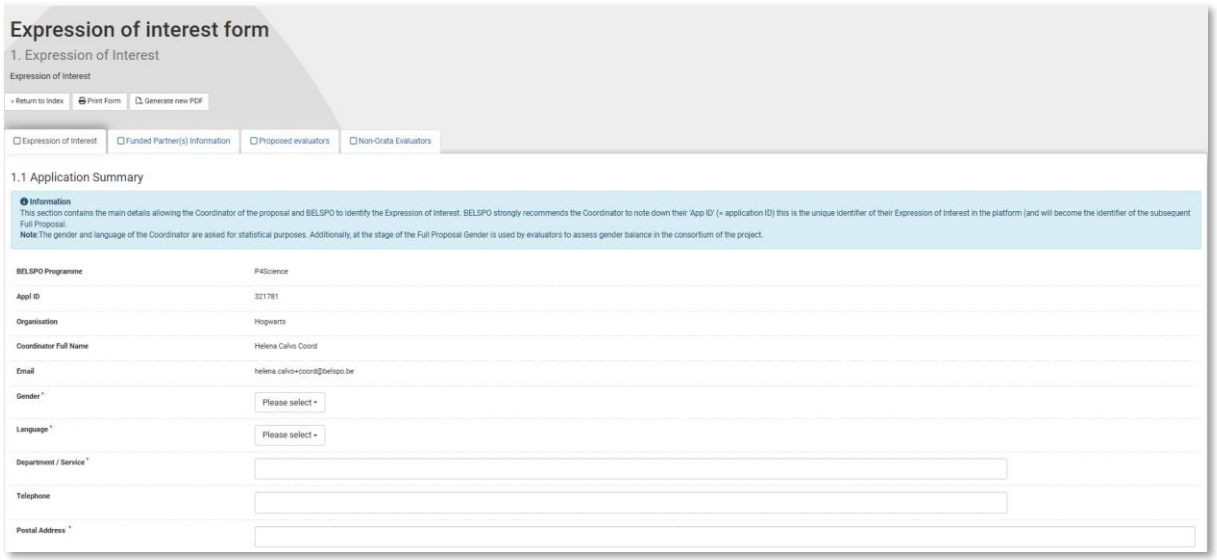


3.2. FILL IN SECTION 1. EXPRESSION OF INTEREST

Section 1. Expression of Interest
The Expression of interest form is made of 5 sub-sections or questions:
1.1. Application Summary
1.2. Project Information
1.3. Summary
1.4. Keywords
1.5. Declaration

Question 1.1. Application Summary

Under Application Summary, the Coordinator must enter their information.
Note that keywords in this question are keywords in relation to the field of expertise of the Coordinator. There is space on question 1.4. Keywords to enter the keywords of the project.



Question 1.2. Project Information

Information File:
https://www.belspo.be/belspo/P4Science-S4Policy/call/P4Science_2025/P4S_call2024-25-Info%20File.pdf

Under Project Information, you must specify (among other things) the Research Priority and the Project type (category Level 1 toolbox, category Level 2 toolbox). Please read the Information File before making these choices.

- **Research Priority** is a multiple-choice field. You must choose at least one of the options, but you can choose more than one option.
- **Project type (category Level 1 toolbox)** is a single-choice field. You must choose one out of the following options: Capacity / Skill Development; R&D Project; Synergy Development; Varorisation / Impact.
- **Project type (category Level 2 toolbox)** is a multiple-choice field. You must choose at least one of the options, but you can choose more than one option.

Where the Title is asked, please include the acronym, respecting the following structure:
ACRONYM - Full length project title
Because the applications are listed by number (application ID) and title, and titles may appear similar, this is a way for yourself and BELSPO to find your project more easily.

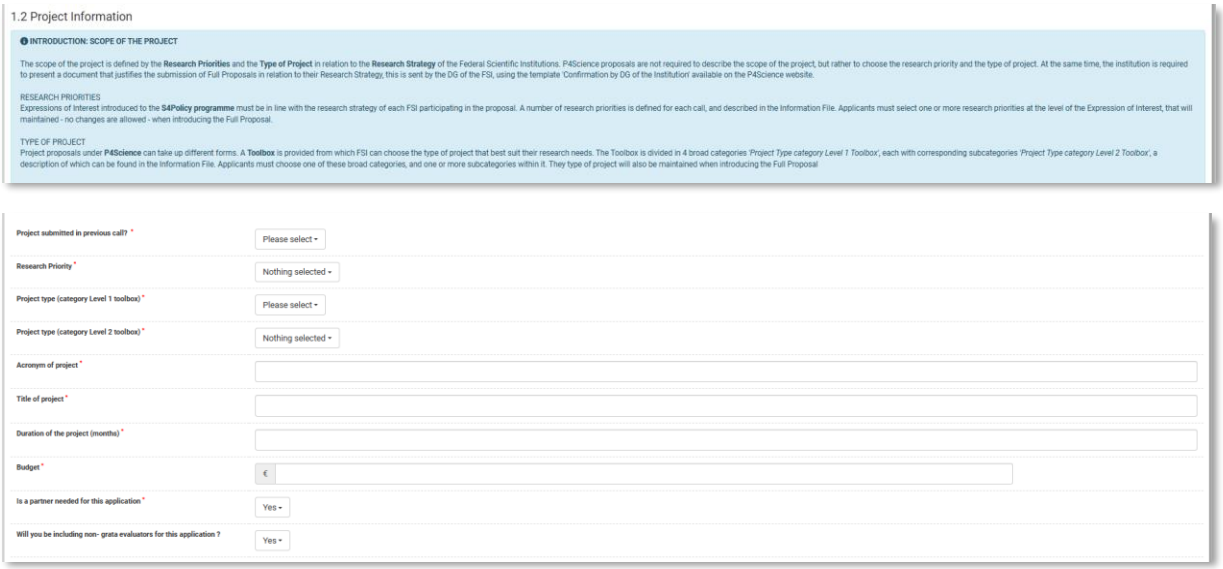
At the bottom of the sub-section, there are two conditional questions:

- **Is a partner needed for this application?** The question refers to Funded Partners, and does not include the Coordinator. Funded Partners are optional. If your answer is yes, you will have to fill in section 2. Funded Partner(s) information.

Funded Partner
The institution that is part of the project's consortium and receives funding from the project. Funded Partners belong to institutions different than that of the Coordinator, and are coordinated by the Coordinator. Funded Partners appear both in the Expression of Interest and the Full Proposal. In the Full Proposal, Funded Partner appears in the Work Plan and the Gantt chart, performing tasks. When the details of the Funded Partner are asked in the Expression of Interest or Full Proposal form, they refer to the Promotor, the person that will be signing the Contract if the project is selected for funding, and that will be responsible for performing the project's tasks on behalf of their institution.

- **Will you be including non-grata evaluators for this application?** Non-grata evaluators are optional. If your answer is yes, you will have to fill in section 4. Non-Grata evaluators.

> **Non-Grata Evaluator**
> An evaluator indicated by the applicants that is not to review their Full Proposal. BELSPO will not choose this person to evaluate the Full Proposal.

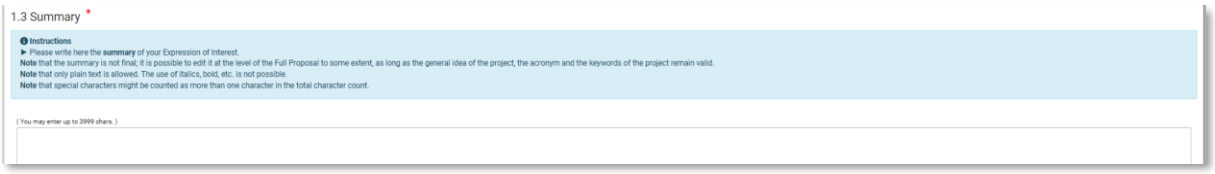


Note that some of the fields can be modified after the submission of the Expression of Interest, at the level of the Full Proposal, but other fields must remain the same:

Fields that CAN be modified at the level of the FULL PROPOSAL	**Fields that CANNOT be modified at the level of the FULL PROPOSAL**
• Title of the Project (but the acronym must remain the same) • Duration of the project • Budget	• Project submitted in previous call • Research priority • Project type (category Level 1 toolbox) • Project type (category Level 2 toolbox) • Acronym • Funded Partners

Question 1.3. Summary

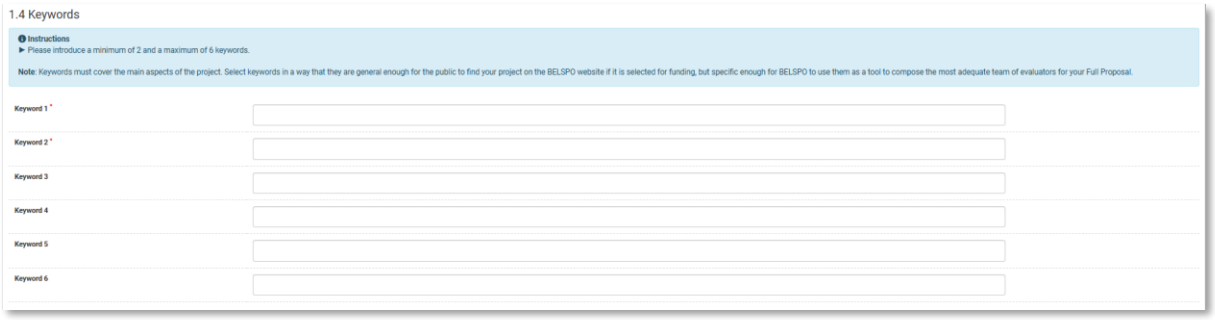
Under Summary, you must enter the summary of the Expression of Interest.
Please note that the max. extension of 3999 characters includes spaces, and that any special characters may count as more than one character. The use of bold, italic, etc is not possible.



The Summary can be modified at the level of the Full Proposal but only to some extent: The overall idea must remain the same, and both the keywords and the evaluators proposed need to remain applicable.

Question 1.4. Keywords

Under Keywords you must enter at least 2 and a maximum of 6 keywords in relation to the Expression of Interest.

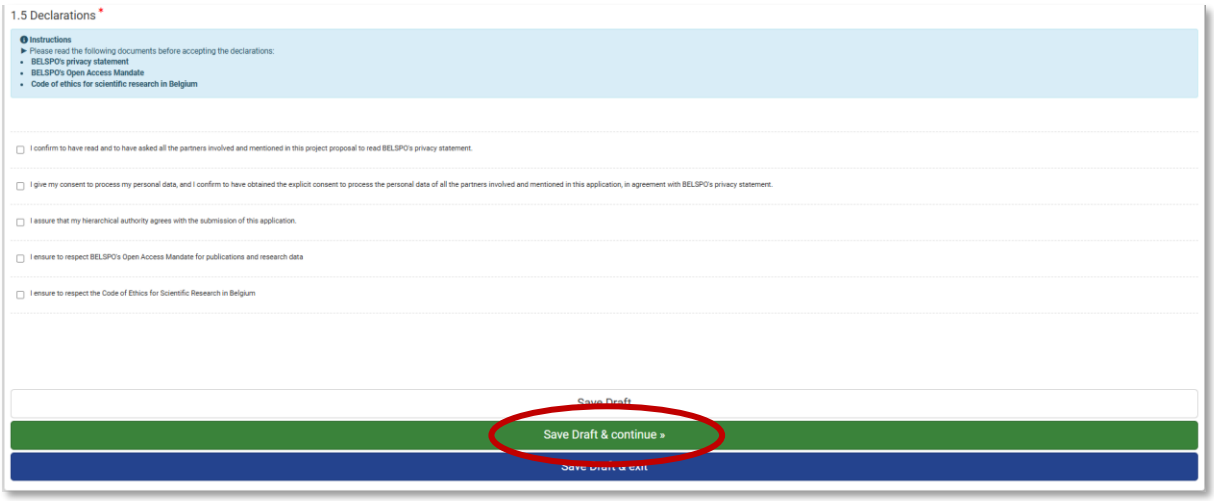


Note that keywords must remain the same in the Full Proposal.

Question 1.3. Declarations

☑ Tick the declarations regarding privacy, the Open Access Mandate and the Code of Ethics for Scientific Research in Belgium.

Click on Save Draft & Continue once you have completed this part of the form, to move on to the next section.



3.3. FILL IN SECTION 2. FUNDED PARTNER(S) INFORMATION

⏭ Skip, if you do not have Funded Partner(s). Go to 3.4. FILL IN SECTION 3. PROPOSED EVALUATIORS.

Section 2. Funded Partner(s)
The Funded Partner(s) form is made of a min. of 1 sub-tab and a max. of 10 sub-tabs, each corresponding to one Funded Partner:
2.1. Partner information 1
2.2. Partner information 2
2.3. Partner information 3...

Only the first tab is visible, in order to add more Funded Partners, you must click on +Add Partner Information at the bottom of the page.

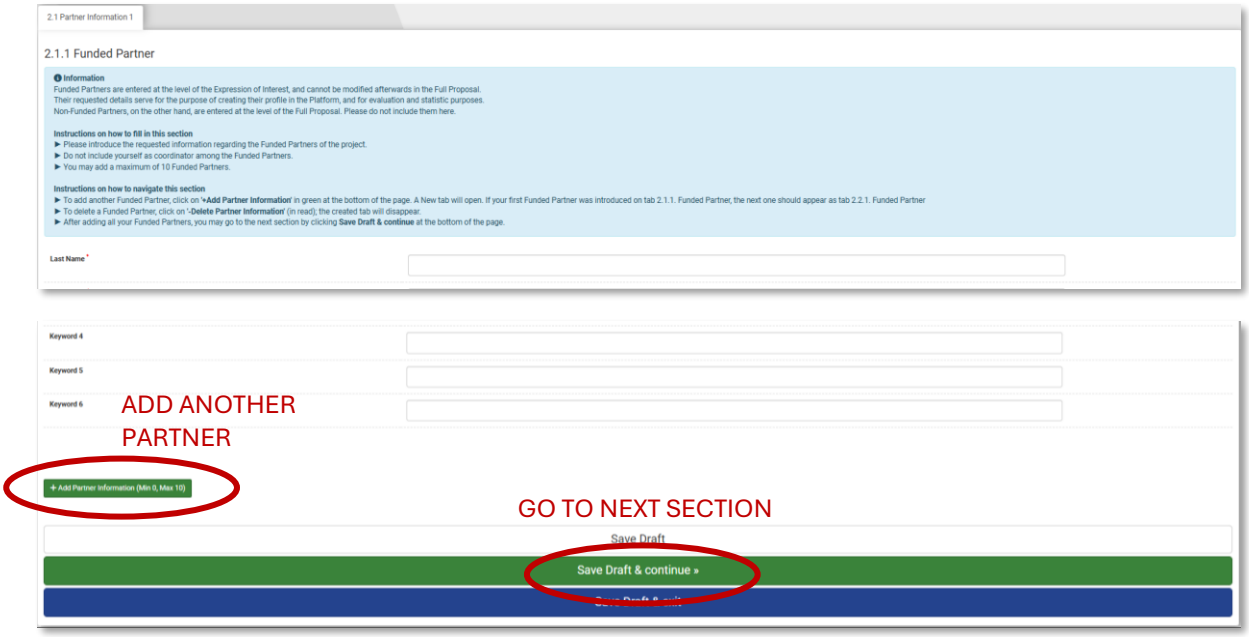
Questions
Under each sub-tab, there is one question. Example: 2.1 Partner Information 1
2.1.1 Funded Partner

Question 2.1. Partner Information 1 > 2.1.1 Funded Partner

Under 2.1.1 Funded Partner, the Coordinator must enter the information of the first Funded Partner. Note that Coordinator must not enter their own information as Funded Partner. Their information appears in section 1. Expression of Interest.

Once the first Funded Partner has been entered, at the bottom of the page:

- Click on + Add Partner information on the left of the form to add another Funded Partner.
- Click on Save Draft & continue in the middle of the form to move on to the next section.



Question 2.2. Partner Information 2 > 2.2.1 Funded Partner

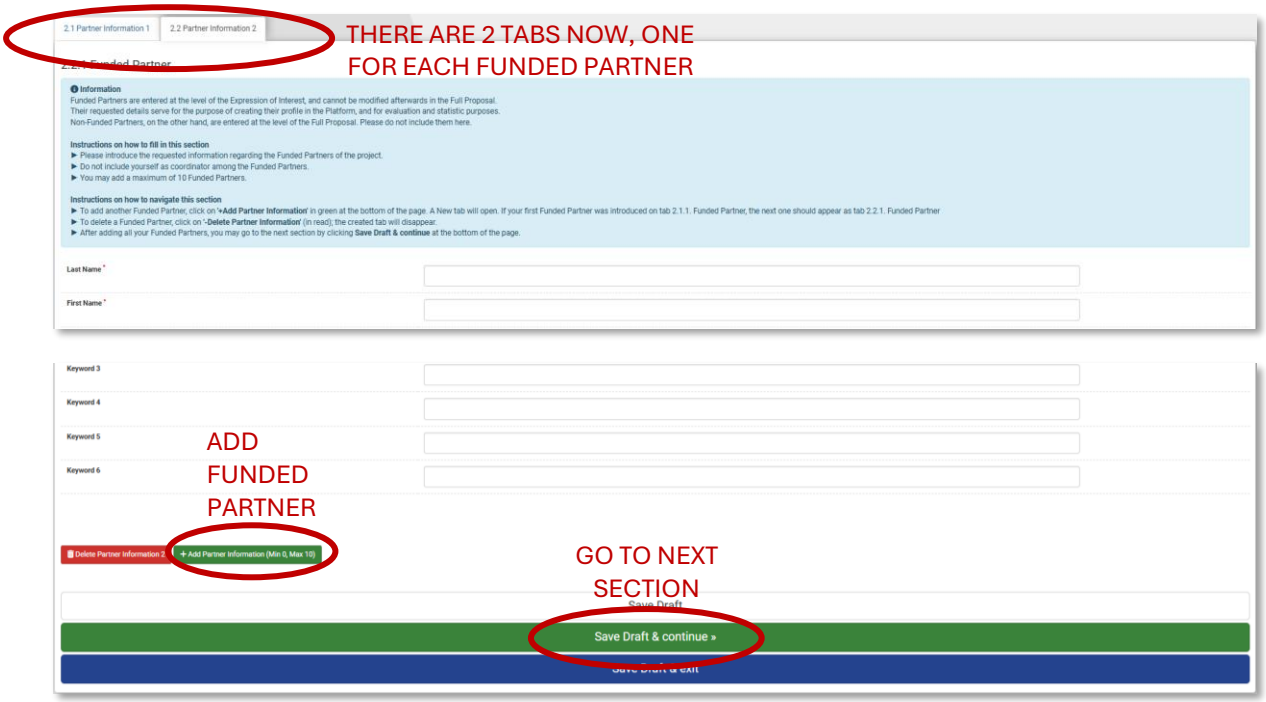
⏭ Skip, if you have do not have a second Funded Partner. Go to 3.4. FILL IN SECTION 3. PROPOSED EVALUATIORS.

If you have clicked on + Add Partner Information, you will see a new sub-tab appear: 2.2. Partner Information 2. You can navigate these sub-tabs by clicking on them.

Enter the information of the second Funded Partner.

Once the information of the second Funded Partner has been entered:

- Click on + Add Partner information at the bottom of the form to add another Funded Partner.
- Click on Save Draft & continue at the bottom of the form to move on to the next section.



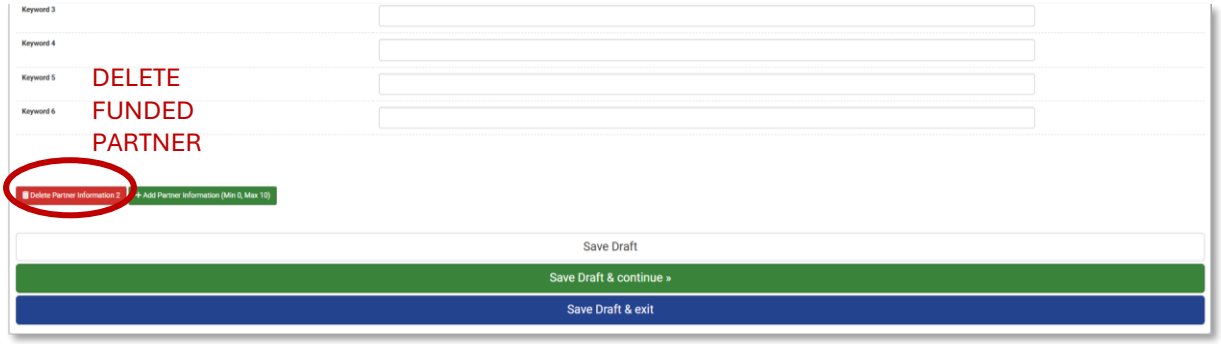
Repeat + Add Partner Information until you have entered all Funded Partners needed for your application. Note that the max. number of Funded Partners that can be added is 10.

Delete Funded Partners

You may edit the information provided for the Funded Partners anytime before you submit the Expression of Interest. But it is also possible to delete the entire Funded Partner, if you have clicked one time to many on the + Add Partner information button.

Note that if you have created an 'extra' Funded Partner tab that you have left deliberately blank, the system will state that there is an error. You must delete the extra tab to be able to submit the form.

To delete a Funded Partner X from your Expression of Interest, you must scroll down the sub-tab of said Funded Partner X and click on Delete Partner information X.



Note that this works only for Funded Partners other than the first one. The only way to delete the first Funded Partner is to state that there are NO Funded Partners for this application.

To delete Funded Partner 1, you need to go back to 3.2. FILL IN SECTION 1. EXPRESSION OF INTEREST – Question 1.2. Project Information, and answer NO to the question: Is a Partner needed for this application?

3.4. FILL IN SECTION 3. PROPOSED EVALUATORS

IT IS MANDATORY TO PROVIDE 4 PROPOSED EVALUATORS
A proposed evaluator is an evaluator suggested by the applicants to review the quality, feasibility and potential impact of their Full Proposal. Proposed evaluators must be free of conflict of interest. BELSPO may use proposed evaluators to compose the team of reviewers that will perform the individual evaluation or your Full Proposal.

Section 3. Proposed Evaluators
The Proposed Evaluators section is made min. 4 and max. 6 sub-tabs, each corresponding to one proposed evaluator:
3.1. Proposed Evaluator 1
3.2. Proposed Evaluator 2
3.3. Proposed Evaluator 3…

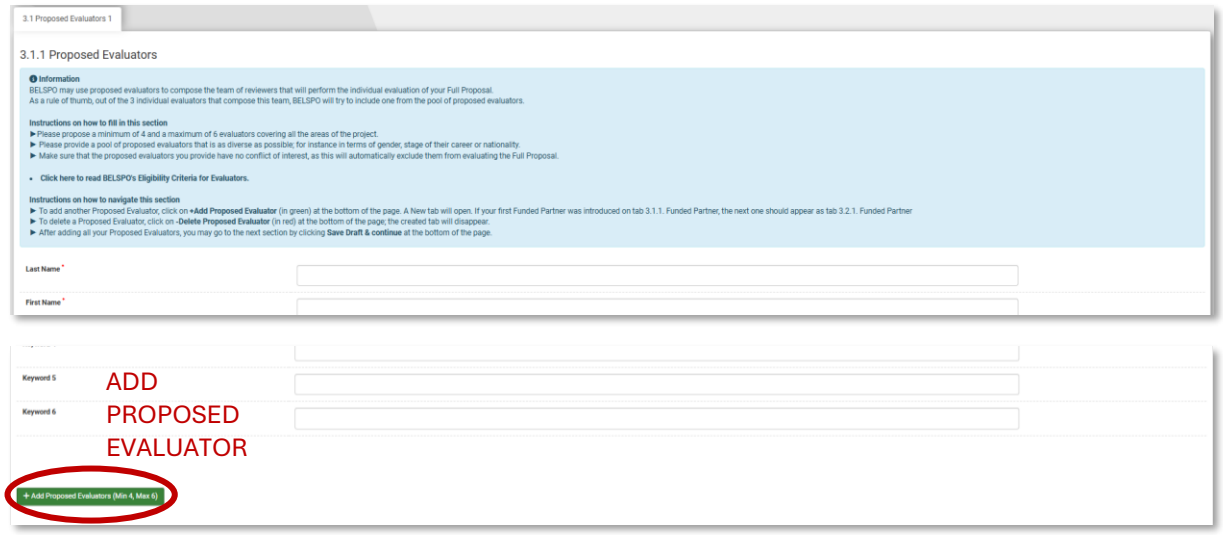
Only the first tab is visible, in order to add more Proposed Evaluators, you must click on +Add Proposed Evaluators at the bottom of the page.

Question 3.1. Proposed Evaluators 1 > 3.1.1 Proposed Evaluators

Under 3.1.1 Proposed Evaluators, the Coordinator must enter the information of the first Proposed Evaluator.

Once the information of the first Proposed Evaluator has been entered, you must create a new sub-tabs to include a second Proposed Evaluator. It is mandatory to include 4 Proposed Evaluators in your Expression of Interest, but you may add up to 6 Proposed Evaluators.

Click on + Add Proposed Evaluator at the bottom of the form to add a sub-tab for a new Proposed Evaluator.

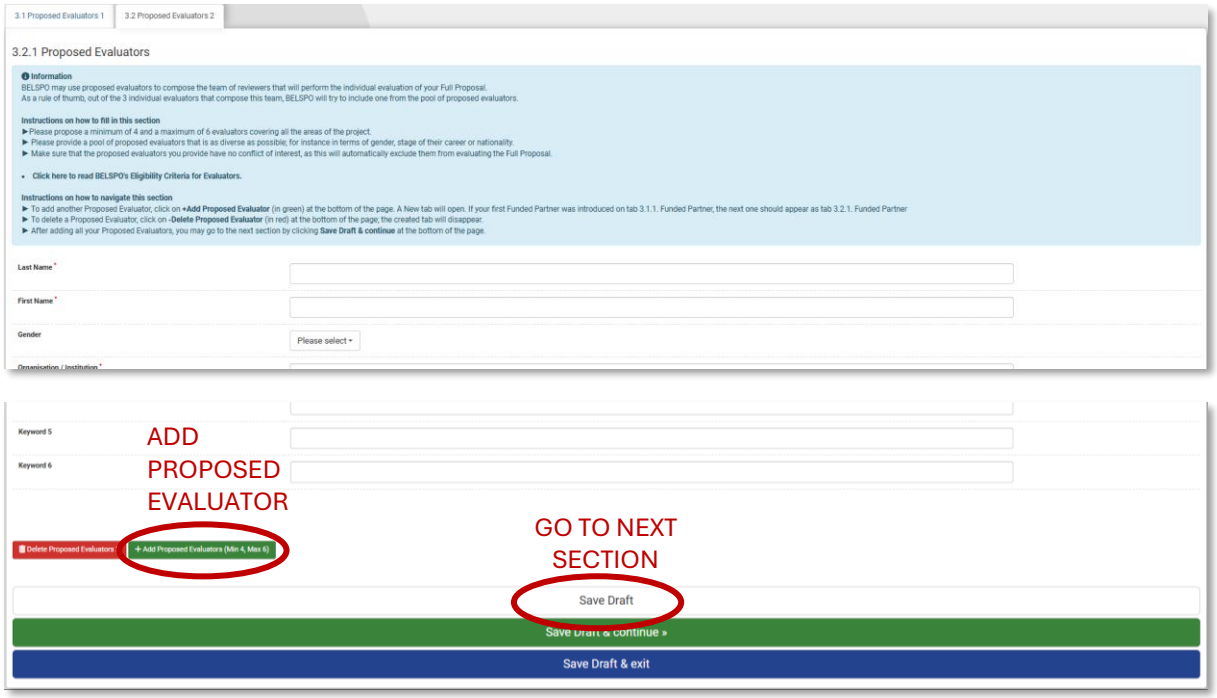


Question 3.2. Proposed Evaluators 2 > 3.2.1 Proposed Evaluators

Under 3.2.1 Proposed Evaluators, the Coordinator must enter the information of the second Proposed Evaluator.

Once the information of the second Proposed Evaluator has been entered, you must create another new sub-tab to include a third Proposed Evaluator:

- Click on + Add Proposed Evaluator at the bottom of the form to add a sub-tab for a new Proposed Evaluator. You must add a minimum of 4 Proposed Evaluators.
- Click on Save Draft & continue at the bottom of the form to move on to the next section.



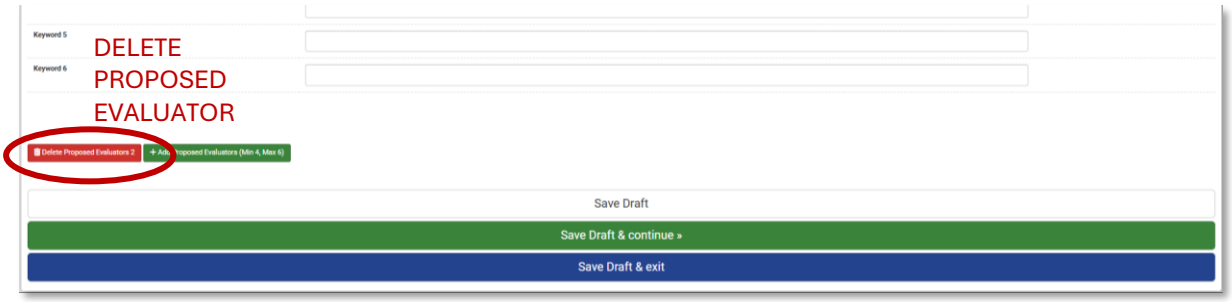
Repeat + Add Proposed Evaluator until you have included at least 4 Proposed Evaluators in your Expression of Interest. You can enter a maximum of 6 Proposed Evaluators.

Delete Proposed Evaluators

You may edit the information provided for the Proposed Evaluators any time before you submit the Expression of Interest. But it is also possible to delete the entire Proposed Evaluator, if you have clicked one time to many on the + Add Proposed Evaluator button.

Note that if you have created an 'extra' Proposed Evaluator tab that you have left deliberately blank, the system will state that there is an error. You must delete the extra tab to be able to submit the form.

To delete Proposed Evaluator X from the Expression of Interest, you must scroll down the sub-tab of said Proposed Evaluator X and click on Delete Proposed Evaluator X.



Note that you must introduce at least 4 Proposed Evaluators, and that since Proposed Evaluators are mandatory, you cannot delete all of the sub-tabs – the sub-tab for Proposed Evaluator 1 will remain.

3.5. FILL IN SECTION 4. NON-GRATA EVALUATORS

⏭ Skip, if you do not want to provide Non-Grata Evaluators. Go to 3.6. SUBMIT EXPRESSION OF INTEREST.

IT IS OPTIONAL TO PROVIDE NON-GRATA EVALUAATORS
A Non-Grata Evaluator is an evaluator indicated by the applicants that is not to review their Full Proposal. BELSPO will not choose this person to evaluate the Full Proposal.

Section 4. Non-Grata Evaluators
The Non-Grata Evaluators section is made min. 1 and max. 2 sub-tabs, each corresponding to one Non-Grata evaluator:
4.1. Non-Grata Evaluator 1
4.2. Non-Grata Evaluator 2

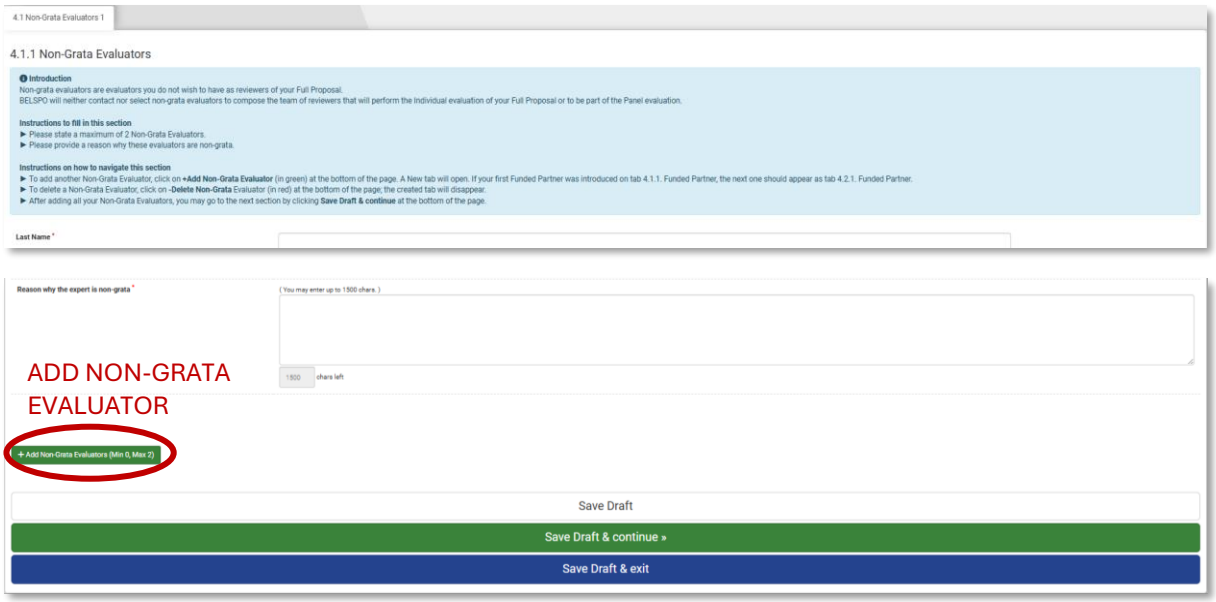
Only the first tab is visible, in order to add more Non-Grata Evaluators, you must click on +Add Proposed Evaluators at the bottom of the page.

Question 4.1. Non-Grata Evaluators 1 > 4.1.1 Non-Grata Evaluators

✏ Under 4.1.1 Non-Grata Evaluators, the Coordinator can enter the information of the first Non-Grata Evaluator.

Once the information of the first Non-Grata Evaluator has been entered, you can create a new sub-tab to include a second Non-Grata Evaluator. You may add a total of 2 Non-Grata Evaluators.

🖱 Click on + Add Non-Grata Evaluator at the bottom of the form to add a sub-tab for a new Non-Grata Evaluator.

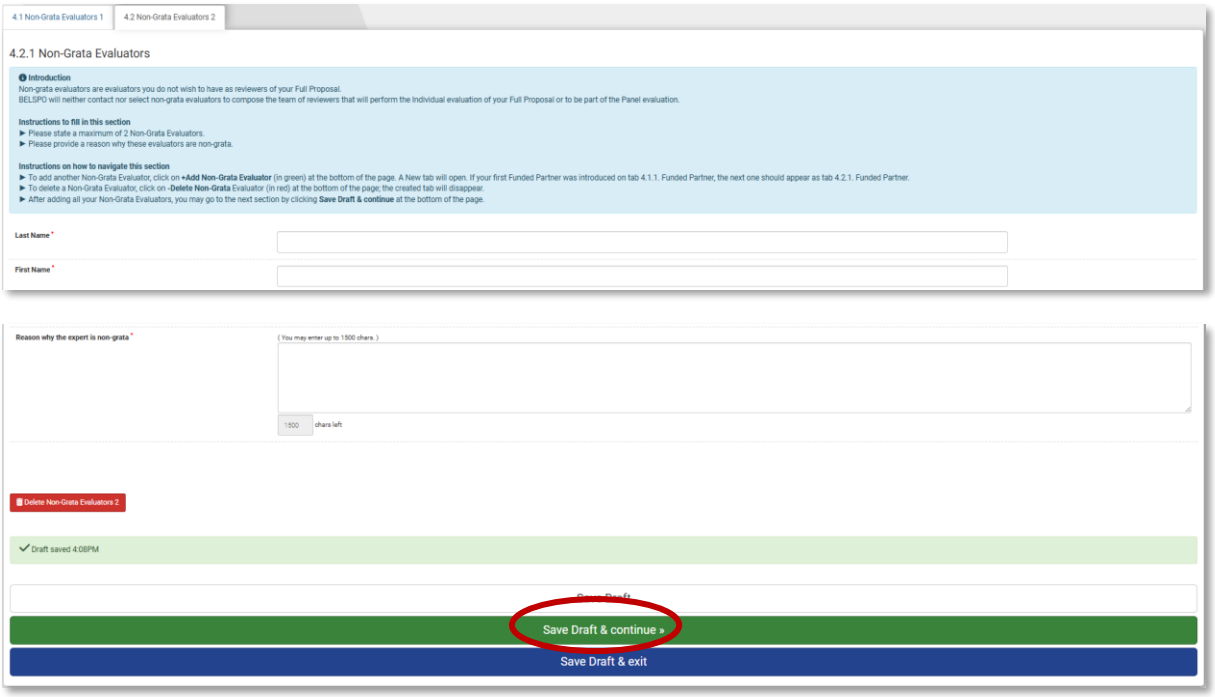


Question 4.2 Non-Grata Evaluators 2 > 4.2.1 Non-Grata Evaluators

⏭ Skip, if you have do not want to include a second Non-Grata Evaluator. Go 3.6. SUBMIT EXPRESSION OF INTEREST.

✏ Under 4.2.1 Non-Grata Evaluators, the Coordinator can enter the information of the second Non-Grata Evaluator.

🖱 Click on Save Draft & Continue to proceed to the next section.

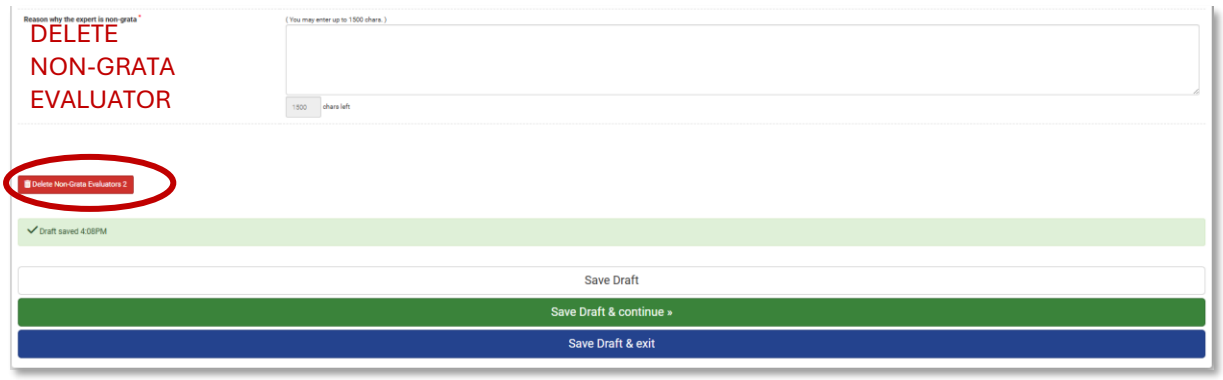


Delete Non-Grata Evaluators

You may edit the information provided for the Non-Grata Evaluators any time before you submit the Expression of Interest. But it is also possible to delete the entire Non-Grata Evaluator, if you have clicked one time to many on the + Add Non-Grata Evaluator button.

Note that if you have created an 'extra' Non-Grata Evaluator tab that you have left deliberately blank, the system will state that there is an error. You must delete the extra tab to be able to submit the form.

To delete the sub-tab of Non-Grata Evaluator 2 from your Expression of Interest you must scroll down the sub-tab of Non-Grata Evaluator 2 and click on Delete Non-Grata Evaluator.



Note that this works only for the second Non-Grata evaluator. The only way to delete the first Non-Grata Evaluator is to state that there are NO Non-Grata Evaluators for this application.

To delete Funded Partner 1, you need to go back to 3.2. FILL IN SECTION 1. EXPRESSION OF INTEREST – Question 1.2. Project Information, and answer NO to the question: Is a Non-Grata evaluator needed for this application?

3.6. SUBMIT EXPRESSION OF INTEREST

Once you have completed all the sections, you can submit the Expression of Interest.
Wherever you find yourself in the Expression of Interest form, go to the bottom of the page.

Click on Save Draft & Exit

If you have NOT completed all the required sections:

If you have not completed all the required sections, the following message will appear:
'There appears to be problems with some of your answers. Click on the question or section numbers in the errors below to go straight to the problem. You cannot submit the form until all problems are corrected'.

Each incomplete answer will be noted.
By passing the mouse over the number of the number of the question, the Platform will take you to the section where the information is missing.

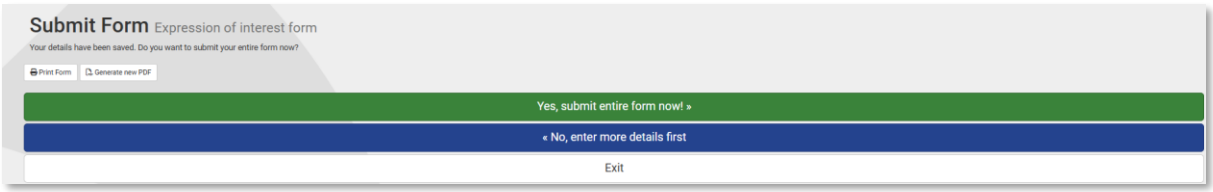
Complete the missing information.

Click on Save Draft & Exit

If you have successfully completed the form:

If you have successfully completed all required sections, the following screen will appear:

- Click on Yes, submit entire form now! If you are sure you want to submit. Note that the submission cannot be undone.
- Click on No, enter more details first, if you want to keep editing the Expression of Interest.



4. Access your Expression of Interest in the Platform

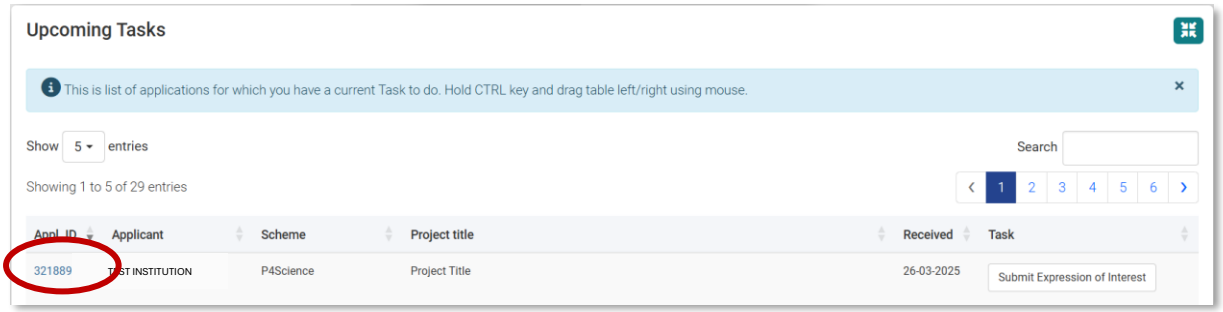
4.1. BEFORE YOU HAVE SUBMITTED THE EXPRESSION OF INTEREST

If you save your progress but do not submit your Expression of Interest, you will find the application on your Dashboard in two places:

Under Upcoming Tasks:

Upcoming tasks lists all the applications for which you have tasks to accomplish in the BELSPO Platform.

Note that there is a hyperlink in the Application ID of your application, but as long as you have not submitted the Expression of Interest it will show nothing.

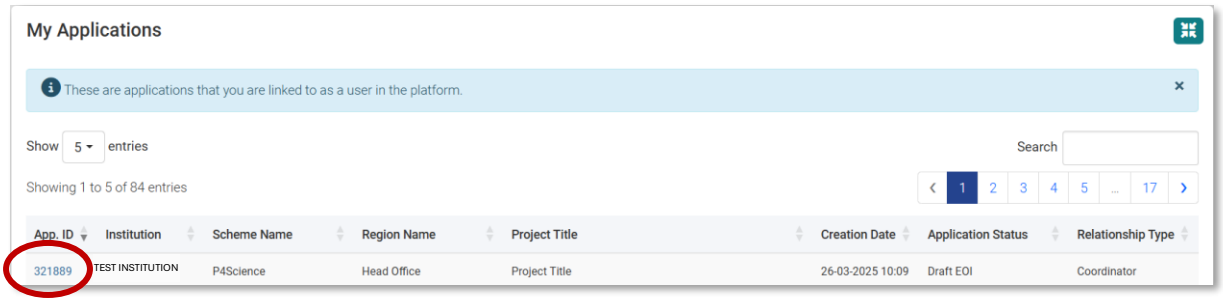


- **Appl. ID** : Is the unique identifier of your application in the BELSPO Platform.
- **Applicant:** This is the institution to which you are linked for this application.
- **Scheme:** This is the programme you are applying to.
- **Project title:** This is the title of your application. It states 'Project Title' as long as you have not submitted the Expression of Interest.
- **Received:** This is the date you have received a task in the system in regards to this application. In this case, while the Expression of Interest is not submitted, your task is to submit the Expression of Interest.
- **Task:** This is the task that you have to do on the platform.

Under My Applications:

My applications lists all applications you are coordinating.

Again, there is an hyperlink in the Application ID of your application, but as long as you have not submitted the Expression of Interest it will show nothing.



- **Appl. ID** : Is the unique identifier of your application in the BELSPO Platform.
- **Institution:** This is the institution to which you are linked for this application.
- **Scheme Name:** This is the programme you are applying to.
- **Region Name:** By default this will always say 'Head Office'.
- **Project title:** This is the title of your application. It states 'Project Title' as long as you have not submitted the Expression of Interest.
- **Creation Date:** This is the date you created the application.
- **Application Status:** This is the status of your Expression of Interest. As long as it is not submitted it will say 'Draft EoI'.
- **Relationship Type:** This is the role that you have in this application.

4.2. AFTER YOU HAVE SUBMITTED THE EXPRESSION OF INTEREST

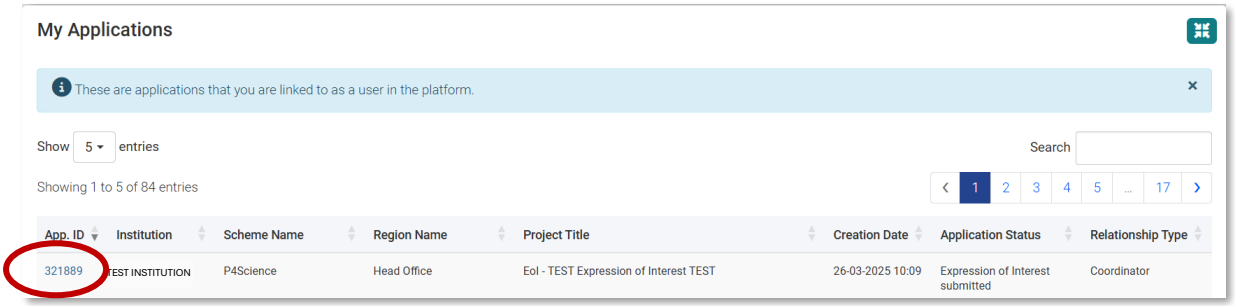
Under My Applications:

After submitting your Expression of Interest, you will land back on the Dashboard.

Your Expression of Interest not appear under My Upcoming Tasks list unless:

- BELSPO finds an issue while conducting the eligibility check, in which case BELSPO will contact you to revise it.
- It is time to submit your Full Proposal.

Until then, it will only be visible under My Applications.
Now, the Project Tille of your Expression of Interest will appear, and the Application Status will have changed from Draft EoI to Expression of Interest submitted.



Click on the Application Number hyperlink to access your Expression of Interest once you have submitted it. You will arrive to the Application page.

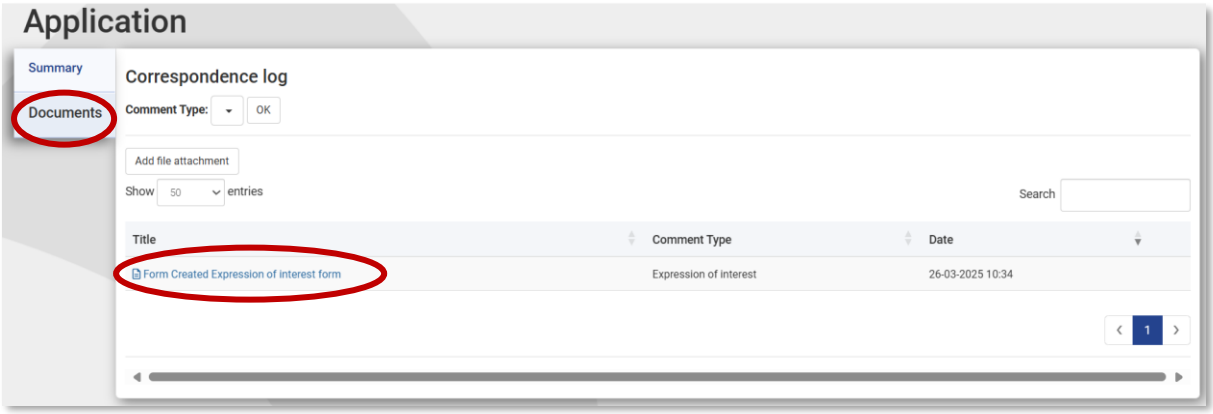
The Application page:

Application page
The Application page is where all the information regarding your application is kept.
There are 2 tabs in this page: Summary and Documents. The Application page opens on the Documents tab.

- **Summary tab:** It is the technical sheet of your application. Contains the main information. These appear under the title 'Standard Details'.
- **Documents tab:** The Documents tab contains all the documents of your application. These appear under the title 'Correspondence Log'. At this point, you will only find your Expression of Interest here.

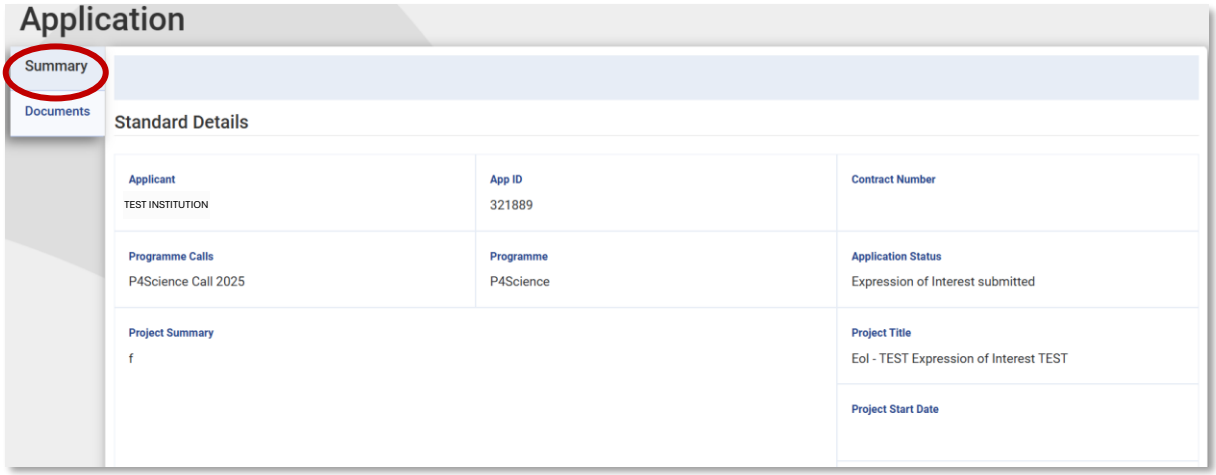
The Documents tab

Click on Form Created Expression of Interest Form to Download the Expression of Interest in RTF form.

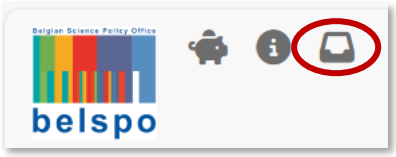


The Summary tab

Click on Summary to check the Summary tab.



Click on the Paper-tray icon on the upper left hand corner of the page to go back to the Dashboard.



5. Delete your Expression of Interest in the Platform

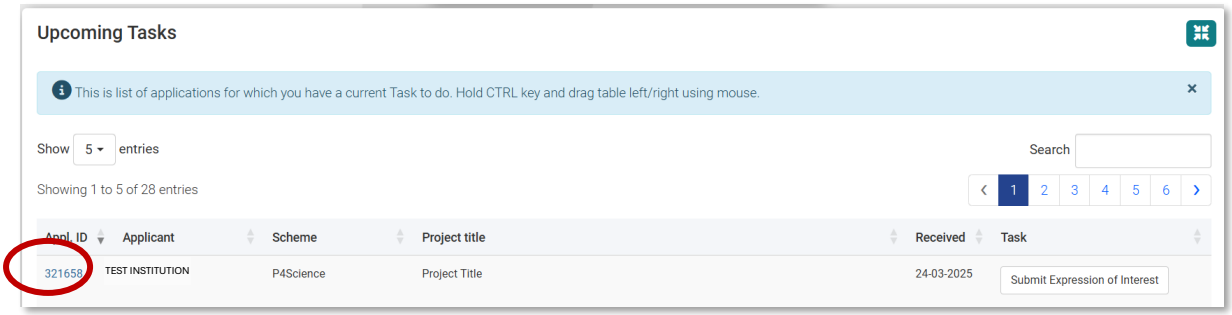
Deleting your Expression of Interest is only possible BEFORE submission.

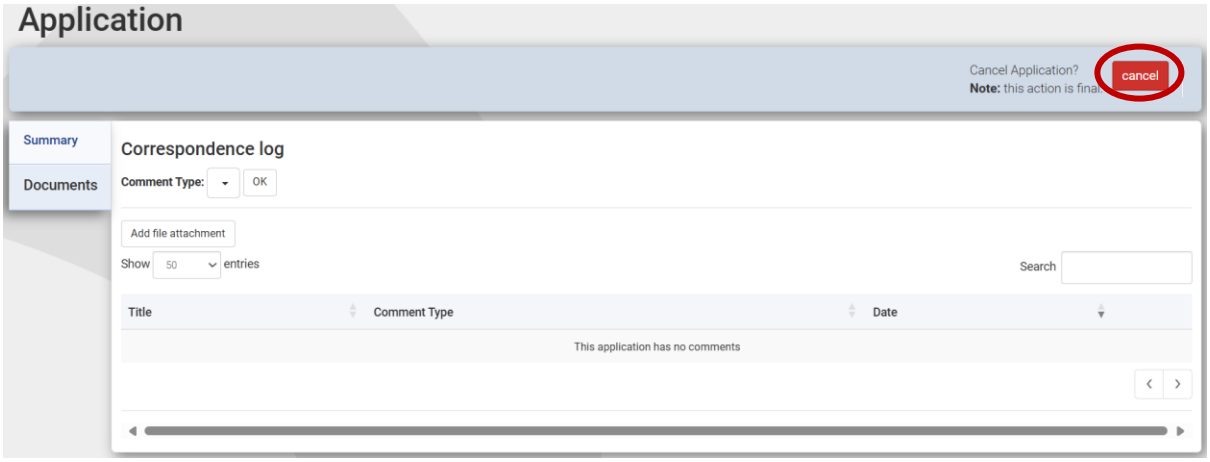
In order to do, you must go to the Dashboard.

Click on the Paper-tray icon on the upper left hand corner of the page to go back to the Dashboard.

Scroll down to the Upcoming Tasks list.

Click on the Application Number hyperlink. You will arrive to the Application page.



You will arrive to the Application page.

Click on the cancel button. This action cannot be undone.