|  |
| --- |
| FULL PROPOSAL : [ACRONYM] |

**Deadline for Full proposals:**

**Monday 10 February 2025 @14h00**

All documents to be sent to **P4S-Infra@belspo.be**

Subject: Call PEA 24-25 – FULL – [acronym of the project]

# GENERAL INFORMATION

## PROJECT INFORMATION

|  |  |
| --- | --- |
|  |  |
| Acronym of project | *Same as in the Expression of Interest* |
| Title of project | *May vary from the Expression of Interest* |
| Duration of project | *Number of years (2, 3 or 4)* |
| Budget | *Total budget of the project as stated in the budget table.* |
| Contribution to SDG goals | *Please list the contribution of the project to the* [*SDG goals*](https://sdgs.un.org/goals) *on two levels: Goal and Target.* |
| Contribution to Open Access and Open Data | *I ensure to respect BELSPO’s Open Access*  [*Mandate for publications*](https://www.belspo.be/belspo/openscience/POLICY/StratOA20171220_Combo_en.pdf) *and* [*research data*](https://www.belspo.be/belspo/openscience/POLICY/StratOA20191203_ORD_en.pdf) |
| Integrity in the conduct of research | *I ensure to respect the principles of the* [*European code of conduct for research integrity*](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/european-code-of-conduct-for-research-integrity_horizon_en.pdf) |

## PROPOSAL SUMMARY

|  |
| --- |
| *Free text – 1 page max.* |

## KEYWORDS

|  |  |
| --- | --- |
| Keyword 1 | *Same as EoI, cannot be modified* |
| Keyword 2 | *Same as EoI, cannot be modified* |
| Keyword 3 | *Same as EoI, cannot be modified* |
| Keyword 4 | *Same as EoI, cannot be modified* |
| Keyword 5 | *Same as EoI, cannot be modified* |
| Keyword 6 | *Same as EoI, cannot be modified* |

# Section A: SCIENTIFIC INFORMATION

### **1. Scope**

#### 1.a. Compliance with the scope of the call

*Explain how the project will contribute to the scope of the call.*

|  |
| --- |
| *Free text – 1 page max.* |

##### 1.b. Position of the project regarding the state of the art

*Indicate whether the project intends to go beyond the state of the art in terms of topic and methodology or stay within the existing state of the art but new for Belgium. Note that the proposal will be evaluated according to the position of the project in relation to the state of the art.*

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

*Elaborate your choice*

|  |
| --- |
| *Free text – 1/2 page max.* |

### **2. State of the art**

#### 2.a. State of the art

*Describe the state of current knowledge at national and international level on the topic of the project.*

|  |
| --- |
| *Free text – 1 page max.* |

#### 2.b. Bibliographic references

*List the list of relevant publications mentioned in point 2.a. State of the Art.*

|  |
| --- |
| *Free text – limited extension, 2 pages.* |

### **3. Research Objectives**

#### 3.a. List of project objectives

*Briefly list the objectives of the project.*

|  |  |
| --- | --- |
| Objective A |  |
| Objective B |  |
| Objective C |  |
| … |  |

#### 3.b. Description of the objectives

*Explain the objectives of the project in relation to the state of the art (current knowledge at national and international level on the topic).*

|  |
| --- |
| *Free text – 2 pages max.* |

### **4. Methodology**

*Provide a detailed description of the methodology (used methods, techniques, systems and/or way of working) to achieve the foreseen results, considering the different disciplines mobilised. Detail how your approach will enable to gather the expected results/deliverables).*

|  |
| --- |
| *Free text – 10 pages max.* |

### **5. Research Ethics**

*Fill out the following form. Research involving activities marked with an asterisk (\*) in the first column require the advice of the ad hoc Board at the level of their institution and an official agreement delivered by the Belgian competent authorities. All relevant authorisations from the specific ethics committee have to be obtained before the beginning of the project. When conducting surveys, interviews, or focus groups where personal information is gathered and stored, data storage, protection, and other relevant issues have to be explained in the data management plan.*

|  |  |  |  |
| --- | --- | --- | --- |
| Humans | | **YES** | **NO** |
| \* | Does the project or the project data involve humans (children, patients, volunteers, vulnerable people) as subjects? |  |  |
| Human Embryo/Foetus | | **YES** | **NO** |
| \* | Does the project or the project data involve human embryos? |  |  |
| \* | Does the project or the project data involve human foetal tissues/cells? |  |  |
| \* | Does the project or the project data involve human embryonic stem cells? |  |  |
| Human Cells and/or Tissues | | **YES** | **NO** |
|  | Does the project or the project data involve the use of human cells or tissues (other than from human embryos and/or foetuses)? |  |  |
| Genetic Resources | | **YES** | **NO** |
|  | Does your research use genetic resources and/or associated traditional knowledge covered by access and benefit sharing legislation and / or Nagoya protocol? |  |  |
| Privacy | | **YES** | **NO** |
|  | Does the project involve collecting and/or processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)? |  |  |
|  | Does the project or the project data involve tracking the location or observation of people? |  |  |
| Animals | | **YES** | **NO** |
|  | Does the project or the project data involve research on animals? |  |  |
| \* | Are those animals non-human primates? |  |  |
| Environment, Health and Safety | | **YES** | **NO** |
|  | Does your project or your project data involve any activities dealing with elements that may cause harm to the environment, animals, or plants (e.g., GMO plants, microorganisms, etc.)? |  |  |
|  | Does your project or your project data involve the use of elements (toxic chemicals, explosives, radioactive material, etc.) that may cause harm to humans, including the research staff? |  |  |
| International collaboration | | **YES** | **NO** |
|  | Does your research involve international collaboration with non-EU countries? |  |  |
| Security | | **YES** | **NO** |
| \* | Could your research have dual-use or military applications? |  |  |
| \* | Could your research be misused, compromise security and or human rights? |  |  |
| Artificial Intelligence | | **YES** | **NO** |
|  | Does your research involve Artificial Intelligence? |  |  |
| Other Ethical Issues | | **YES** | **NO** |
| \* | Are there any other foreseen activities that may raise ethical issues or that should be taken in consideration? |  |  |
|  | If yes please specify: *Free text, ½ page max.* | | |

*Please explain the ethical issues. In the absence of ethical issues, please provide a brief explanation of why there are none.*

|  |
| --- |
| *Free text – 1 page max.* |

### **6. Gender dimension in the research**

*Consider the relevance of sex/gender in relationship to the research topic; the way in which the methodology of the project ensures that (possible) sex/gender differences will be investigated; that sex/gender differentiated data will be collected and analysed throughout the project; that differentiated outcomes and impact of the research have been considered in relation to sex/gender; that samples or test groups are sex/gender balanced; that data are analysed according to the sex/gender variable. Include intersectionality whenever appropriate.*

|  |
| --- |
| *Free text – 1 page max.* |

# Section B: IMPLEMENTATION OF THE PROPOSAL

### **7. Workplan**

#### 7.a. Gantt chart

***Please fill out Gantt chart template – separate file***

#### 7.b. Work plan description

*WP= Work Package; T =Task; D =Deliverable*

*Describe the work plan of the project in Work Packages, Tasks and Deliverables, assigning one leading institution for each Task.*

*Add as many lines as needed to each work package, and as many Work Packages are required. Link the Deliverables to the list of objectives in section 3.a. Remember that WP Coordination, WP Data Management and WP Valorisation (of deliverables), are compulsory.*

|  |
| --- |
| **WP 1:** [Insert here title of the Work Package] |

|  |  |  |
| --- | --- | --- |
| **T.1.1.** | *[Insert here title of the task]* | |
|  | *[Insert here task leader’s institution]* | |
| *[Insert here brief description of the task]* | |
| **D.1.1.1** | *[Insert here the title of Deliverable and state the objective it is linked to – cfr 3.a. List of project objectives]* |
| **D.1.1.2** |  |
| **D.1.1.3** |  |
| **T.1.2.** | *[Insert here title of the task]* | |
|  | *[Insert here task leader’s institution]* | |
| *[Insert here brief description of the task]* | |
| **D.1.2.1** | *[Insert here the title of Deliverable and state the objective it is linked to – cfr 3.a. List of project objectives]* |
| **D.1.2.2** |  |
| **D.1.2.3** |  |
| **T.1.3** | *[Insert here title of the task]* | |
|  | *[Insert here task leader’s institution]* | |
| *[Insert here brief description of the task]* | |
| **D.1.3.1** | *[Insert here the title of Deliverable and state the objective it is linked to – cfr 3.a. List of project objectives]* |
| **D.1.3.2** |  |
| **D.1.3.3** |  |

### **8. Risk management**

#### 8.a. Risk management description

*Complete the table matching the risk to the task. E.g. if the risk is associated to task 2.1, number the risk R.2.1. Add as many lines as needed to cover the risks that could delay or hinder the project.*

|  |  |  |
| --- | --- | --- |
| Risk | Name of the Risk | Contingency Plan |
| **R.X.X.** | *[Insert here name of the risk]* | *[Insert here contingency plan for the risk]* |
| **R.X.X.** |  |  |
| **R.X.X.** |  |  |
| **R.X.X.** |  |  |

#### 8.b. Likelihood and importance of the risk

*Locate the risks on the table by transferring the numbers (R.X.X)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Negligible | Minor | Moderate | Significant | Severe |
| Very likely |  |  |  |  |  |
| Likely |  |  |  |  |  |
| Possible |  |  |  |  |  |
| Unlikely |  |  |  |  |  |
| Very unlikely |  |  |  |  |  |

### **9. Data Management Plan**

*This section provides an overview of what will become the Data Management Plan of the project. A comprehensive Data Management Plan will need to be completed if the project is selected for funding within 6 months from the official starting date of the project (as stated in the project contract).*

#### 9.a. Data summary

*Provide information regarding the data that will be used in the project.*

|  |
| --- |
| * Type(s) of data that will be used in the project (experimental, observational, images, text…) * Estimated size of the data. * Collection and or/ re-use of existing data. * Origins of the data (source of collected and/or re-used datasets). |
| *Free text – ½ page max.* |

#### 9.b. Open and FAIR compliance

*Provide information the Open and FAIR management of data.*

|  |
| --- |
| * List of identifiers or repositories that will be used. * Information on Open Access, as well as access provisions and IPR arrangement where relevant * Provide information on standards, formats and vocabularies for data and metadata that will be used to make data interoperable. * Licensing for data sharing and tools/software/models for data generation and validation/interpretation/re-use to ensure the re-usability of the data. |
| *Free text –, ½ page max.* |

#### 9.c. Curation, storage and preservation costs:

*Provide information regarding the curation, storage and preservation costs of data.*

|  |
| --- |
| * The person/entity/team that will be responsible for data management and quality assurance. * The estimated costs for curation and storage. |
| *Free text – ½ page max.* |

### **10. Coordinator / Partnership**

#### 10.a. Coordinator (C=P1)

|  |  |
| --- | --- |
| Name & surname |  |
| Gender | *M / F / X* |
| Service/Dep. |  |
| Institution |  |
| Link to Gender Equality Plan of institution | *Only if your institution has one.* |
| Number of years active in research |  |
| Number of years of management experience |  |

|  |
| --- |
| Professional background and relevant experience in relation to the project, including managerial experience |
| *Free text – 1 page max.* |

|  |  |
| --- | --- |
| Max. top 5 achievements, milestones or (peer-reviewed) publications related to the project | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Projects carried out over the past 5 years in fields related to the project | | | | |
| Nr. | Acronym and weblink | Duration *(years)* | Funding source | Role *(Partner or Coordinator)* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

#### 10.b. Funded partners (if applicable)

#### Funded partner 2 (= P2)

|  |  |
| --- | --- |
| Name & surname |  |
| Gender | *M / F / X* |
| Service/Dep. |  |
| Institution |  |
| Link to Gender Equality Plan of institution | *Only if your institution has one.* |
| Number of years active in research |  |

|  |
| --- |
| Professional background and relevant experience in relation to the project |
| *Free text – 1 page max.* |

|  |  |
| --- | --- |
| Max. top 5 achievements, milestones or (peer-reviewed) publications related to the project | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Projects carried out over the past 5 years in fields related to the project | | | | |
| Nr. | Acronym and weblink | Duration *(years)* | Funding source | Role *(Partner or Coordinator)* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

#### 10.c. Non-funded partners (if applicable)

*To be included as non-funded partner, the non-funded partner must provide a substantial contribution to the research project appearing in the Work Plan (performing tasks). The contribution of the IPF or RBINS in their respective role as operator of the station or the RV Belgica is not considered a partner contribution.*

#### Non-Funded Partner 1 (O1)

|  |  |
| --- | --- |
| Name & surname |  |
| Gender | *M / F / X* |
| Institution |  |
| Service/Dep. |  |

|  |
| --- |
| Professional background relevant to the project |
| *Free text – 1/2 page max.* |

|  |
| --- |
| Description of the aspect(s) of the project of interest and motivation why |
| *Free text – 1/2 page max.* |

|  |
| --- |
| Description of the contribution to the project (in-kind and/or in cash) |
| *Free text – 1/2 page max.* |

#### 10.d. Combined expertise of the consortium (coordinator, funded and non-funded partners) (if applicable)

*Describe how all project partners will provide the scientific expertise needed for the project, and the added value associated to addressing the research topic as a network of researchers.*

|  |
| --- |
| *Free text – 1 page max.* |

#### 10.e. Gender balance in the project team (if applicable)

*Describe to what extent the project team of funded partners is diverse in terms of gender, and possible pathways to improve gender balance if it has not been yet achieved. Describe how the project will ensure that all gender groups can provide input, can access and can participate in project activities, as well as the mechanisms in place to manage and monitor gender equality aspects.*

|  |
| --- |
| *Free text – ½ page max.* |

### **11. Campaign information**

|  |  |
| --- | --- |
| Detailed campaign information (duplicate if necessary) | |
| Campaign name |  |
| Year and period on site |  |
| Min. number of weeks needed on site/onboard |  |
| N° of participating project staff |  |
| Area/place(s) of the terrain work |  |
| Short description of work to be performed on site |  |
| Cargo in and out: estimation of total weight IN and total weight OUT: |  |

### **12. Project budget**

***Please fill out the separate budget table – worksheet 3 ‘proposal budget’.***

# Section C: OUTREACH & DISSEMINATION

### **13. Dissemination**

#### 13.a. Dissemination plan

*Classify all the deliverables (cfr list and numbering in 7b) in terms of category of deliverable and targeted group and provide the foreseen dissemination period.*

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable | Category of deliverable | Targeted group | Dissemination period |
| **D.X.X. Title** | *[From a list]* | *[From a list, multiple choice allowed]* |  |
| **D.X.X. Title** |  |  |  |
| **D.X.X. Title** |  |  |  |

#### 13.b. Description of dissemination plan

*Describe, for each targeted group, how and in what form the dissemination is to be accomplished.*

|  |
| --- |
| *Free text – 1 page max.* |

### **14. Stakeholder committee**

#### 14.a. List of potential Stakeholder committee members

*List the potential members of the Stakeholder committee and their role.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | Member | Gender | Function | Role\* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*\* Involved in research/Consulted/Informed*

#### 14.b. Way of working

*Describe the way of working of the Stakeholder committee.*

|  |
| --- |
| *Free text – 1 page max.* |