

Policy **4** Science

S4Policy – DRIVEN Call 24-25

BELSPO Platform

Applicant Guidelines

Submission deadlines:

Eol: From 6/01/2025 to 16/01/2025 @ 14h00

Full Proposal: From 17/01/2025 to 27/02/2025 @ 14:00



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Foreword

The Applicant Guidelines concern the submission of the Expression of Interest (EoI) & the Full Proposal by promoters - **Coordinator** and **Funded Partner(s)** - of an application.

This document is composed of two parts:

- **General information regarding the use of the BELSPO Platform:** Highlights the most important points of attention regarding the submission process of the Expression of Interest and the Full Proposal.
- **Applicant user manual of the BELSPO Platform:** step-by-step instructions for the submission of the Expression of Interest and the Full Proposal.

All Expression of Interests and Full Proposals for the S4Policy-Driven call must be submitted via the BELSPO Platform: <https://belspo.aimsgrants.com>, using the templates and online forms provided. Applications will not be accepted if submitted by any other means or in any other form. Both the Coordinator and Funded Partners will have to enter information on the platform.

Before you begin, make sure to consult the information documents of this call on the S4Policy-DRIVEN website: [Call | S4Policy | P4Science & S4Policy](#)

Please contact S4Policy@belspo.be if you have any questions.
Please contact platform.support@belspo if you have any technical problems.

Brief glossary of terms:

- **APPLICATION:** It is the ensemble of the Expression of Interest and Full Proposal
- **APPLICANTS:** Coordinator and Funded Partners.
- **COORDINATOR:** Coordinating institution of an application (to be) funded by BELSPO.
- **FUNDED PARTNER:** Institution (to be) funded by BELSPO.
- **PROMOTOR:** Person representing the Coordinator and/or a Funded Partner.

General Information

Use of the BELSPO Platform

Draft Templates

All Expressions of Interest and Full proposals within the S4Policy-DRIVEN programme must be submitted via the BELSPO Platform: <https://belspo.aimsgrants.com>. BELSPO will not accept submissions in .docx .xlsx -files or other formats via e-mail or by any other means. The templates listed here below are an indication of what is expected . Please use these official draft templates (available on our website: [Call | S4Policy | P4Science & S4Policy](#)) to best prepare for your submission.

- The EoI (Word)
- The Full Proposal (Word)
- The Budget Table (Excel)
- The Gantt Chart (Excel)

Registration to the Platform

Register to the Platform

Coordinators and Funded Partners must **make sure their organisation is eligible for funding** and that all promoters have the correct statute to apply for funding. If in doubt, **please contact your institution.**

Coordinator – Coordinators register to the platform and must do so prior to submitting an application. To register, the Coordinator must use their professional mail address (see point 2.1 in the manual below).

Funded Partner – Funded Partners can be included in the application, if it is the case, they must be included by the Coordinator in the Expression of Interest. By doing so, they will each receive an email with login details (see point 2.2 below).

Non-Funded Partners – Non-Funded Partners do not have access to the platform.

Link yourself to an Organisation

Attention

Keep in mind that BELSPO has to verify your organisation before you can create an Expression of Interest. This might take some time if you are working outside of office hours, during working hours we will verify you as soon as possible after registration.

Please note that the verification email will not arrive immediately if you link yourself to an organisation outside of office hours.

If you cannot find your organisation, please send the following documents to S4Policy@belspo.be,

- A *completed Institution Request Form* ([downloadable here](#)), and,
- The relevant **articles of your organisation's statutes** (see information on the form).

BELSPO will first verify if your organisation is eligible for funding according to the eligibility criteria, and contact you back by email to inform you if you are allowed to create a new organisation on the platform.

Please note that without the requested information, BELSPO cannot make an eligibility check. Unless the information has been sent to us you will not be able to apply.

Submission Eol & Full Proposal form

Online Form

Attention Character Count & Flat Text

The text fields on the platform have a limited character amount. The character count includes white/blank space, which means that extra spaces, tabs or enters will result in a loss of characters to use.

The text entered in the forms will transform into flat text. Please note that any type of manual formatting in the text fields will count as characters.

Expression of Interest

Creating and submitting an Expression of Interest

It is the task of the Coordinator to create and submit the Expression of Interest.

Attention

Only the coordinator, using their own account can submit an Expression of Interest. A staff member cannot submit in your name. This applies also to the Full Proposal.

Adding funded partners to the Expression of Interest

Please make sure that you include *all* funded partners (promoters) at this stage. It is not possible to add funded partners later on in the Full Proposal (see point 3.1.1 and 3.1.2 below). Changing promoters once a project has started is possible.

Adding evaluators to the Expression of Interest

Please make sure to verify that the details of the person are correct, and that you have consent to give their first name, last name and email address to BELSPO.

Made a mistake in the Expression of Interest?

Before submission - Please delete your draft and create a new Eol form. Do not add a file to the application, only the submission form will be taken in consideration (see point 3.1.2).

After submission - If you have made a mistake in the Eol, but have already submitted this Eol, please mail us at S4Policy@belspo.be, and state which mistake you have made and the correction. Please do not submit a second Eol for the same project. Also, you should not add a file to the application, only the submission form will be taken in consideration.

Full Proposal & Budget Table

Change of Coordinator and/or Funded Partner

Changes of Coordinator and/or Funded Partner **organisations** are not allowed at the level of the Full Proposal. Furthermore, attempting to add Funded Partners that were not previously included

in the Expression of Interest, will cause the technical issue that Funded *Partners will not be able to submit their Budget Forms* (as part of the Full Proposal) on the Platform.

Changes of **promotors (persons)** for the Coordinator and Funded Partner are feasible, for legitimate reasons, at the level of the Full Proposal, under the condition that this change does not imply substantial deviation in the content of the Expression of Interest to the point of rendering it useless for the purpose of composing the team of evaluators.

Please **contact BELSPO as soon as possible** if for legitimate reasons, you need to change promotors in the Full Proposal via: S4Policy@belspo.be.

Creating and Submitting a Full Proposal

It is the task of the Coordinator to create and submit the Full Proposal, except for the budget table of Funded Partners, which is a task for each of the promotors of the Funded Partners.

Coordinators will receive an email with the results of the eligibility check . They must login using the same account of the Expression of Interest Submission.

Coordinators can save their progress if needed and close the Platform. The Full Proposal is divided into sections “tabs”. Once submitted successfully, you will receive an e-mail.

Budget table – Rules Compliance

The budget is entered on the platform. Please note that the **platform does not check** the compliance of the entered values with the budget rules. Please download the Budget Table template (Excel document available on our website and the platform) and use it to complete a draft version of your budget where you can check the compliance with the budget rules before entering the values online. You will need to upload the Budget Table (Excel document) to the Platform as well.

Funded Partner - Submit the Budget Table

Attention

Only the promotor of the Funded Partner, can submit the Budget Table using their own account. A staff member cannot submit in their name.

All Funded Partners (promoters) that have been included in the Expression of Interest will receive an email with an invitation & log-in details to access the platform. After the eligibility check has been completed and the platform reopens, the Partners can submit their part of the budget table for the Full Proposal.

The Partner must submit their budget table BEFORE the Coordinator officially submits the Full Proposal. Otherwise, the Partner's budget table will NOT be included in the Full Proposal and will NOT be evaluated.

Applicant User Manual

BELSPO Platform

S4Policy-Driven Application submission

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1. General Information

The BELSPO platform is hosted by AIMS, therefore you will encounter this name in the platform and emails sent from the platform.

1.1. Contact Technical Support

If you encounter any issues when using the platform, please contact platform.support@belspo.be

1.2. Accessibility Disclaimer

Please direct any questions regarding the accessibility of the information on the call and/or the use of the platform, to S4Policy@belspo.be. We will do our best to improve the accessibility of our call process.

1.3. GDPR Information

When registering or working on the platform for the first time, you will encounter several GDPR related checkboxes. The **Privacy Statement** of each Programme can be found [here](#).



I agree my data will be stored

i You must confirm consent to the storage of your user data to continue

I consent to be contacted by BELSPO for purposes relating to future BELSPO Calls for Proposals.

i Box should be ticked if you to be added to BELSPO mailing lists to be contacted for purposes relating to this Call or future BELSPO Calls for Proposals and/or new BELSPO Programmes.

Figure 1: Registration - information on the GDPR checkboxes.

I agree my data will be stored

Your data will be stored on the platform confirm the GDPR. This checkbox mandatory, as we cannot process your Proposal without storing your data on the platform.

I consent to be contacted by BELSPO for purposes relating to future BELSPO Calls for Proposals.

BELSPO will only contact you in relation to Calls for proposals, either to announce a new Call or Programme, to update you on important information regarding BELSPO calls, or to invite you to evaluate proposals. You can change your preferences in the “edit my details” section or the Contacts > “edit my details”.

1.4. Forgot Your Password

If you can't remember their password to log on to BELSPO platform, you can use “Forgot your password” link on BELSPO login page:

The image shows a login page with two main sections: 'New User' and 'Existing User'. The 'New User' section has a 'Register' button with a right-pointing arrow. The 'Existing User' section has a 'Please enter your login details' instruction, followed by 'Email' and 'Password' labels above input fields. Below the password field is a 'Remember my login on this computer' checkbox. A large blue 'Login' button is at the bottom. At the very bottom, there is a red asterisk with the text '*required' and a link 'Forgotten your password?' which is circled in red.

Figure 2: Forgot your password

Instructions	
1	Click on the “Forgot your password” link, enter your email address and then click Continue.
2	You will receive a “change password request” email. Open the email and click on the link inside the email. Reset password page displays:

The screenshot shows a 'Reset Password' page. On the left, there is a dark blue header with the text 'Reset Password'. On the right, there is a white form area. The form contains a 'New Password' input field, a red progress bar showing '0%' strength, and an information icon with the text: 'Password strength must reach 100%. Passwords must be at least 12 chars long, include at least 1 number, 1 upper or lower case character and have one or more special characters e.g. (! ? <)'. Below this is a 'Confirm' input field and a blue 'update' button. A red asterisk and the word 'required' are visible at the bottom right of the form area.

Figure 3: Reset password 1

3	Enter a new password, confirm your password and click on “Update” button.
4	Reset password page displays the link to continue to your account:

The screenshot shows the 'Reset Password' page after successful completion. The dark blue header contains the text 'Reset Password' and 'You have successfully chosen a new password.' On the right, there is a white area with a blue button that says '» Continue to Your Account'.

Figure 4: Reset password 2

5	Click on “Continue to your account” link. It will bring you to the BELSPO Platform login page, where you can log in with the new password. You will receive a notification email that the password has been changed.
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1.5. Information about a Programme / Call on the Platform

During the submission process, all relevant information on the Call & Programme can be found both on the platform and on our website [Home | S4Policy | P4Science & S4Policy](#). All latest versions of the information on the call specifically, such as the Information file and FAQ, will only be available on our website.

Instructions	
1	The information on the Platform can be found if you scroll down to “see all available programmes” or click on the Piggybank on the top left, choose the correct Programme and click on “find out more”.

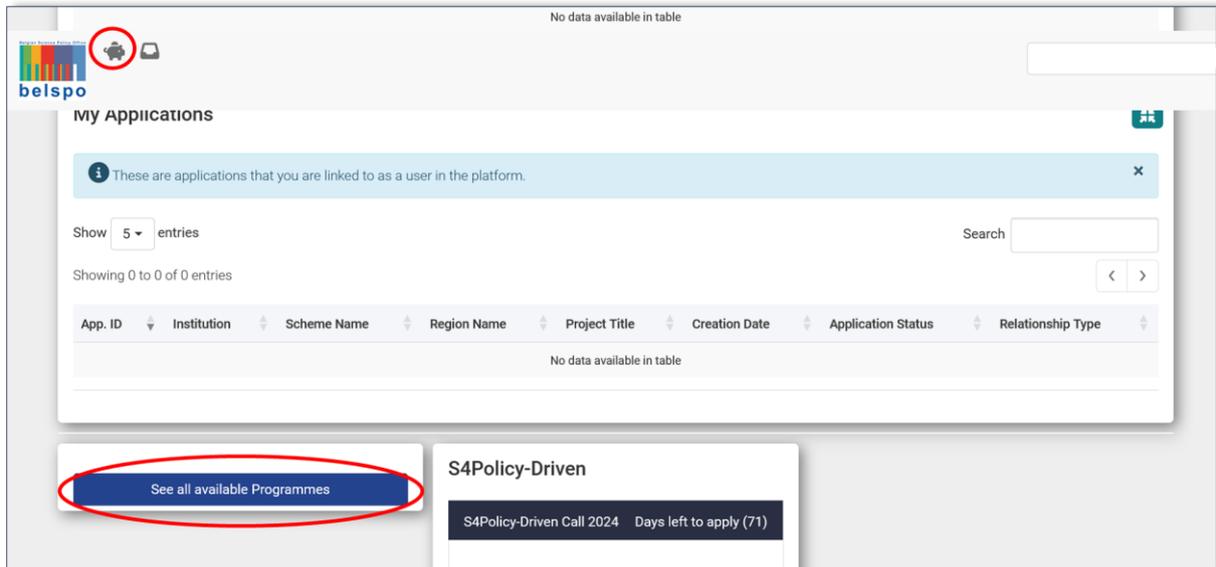


Figure 5: More information on Programme 1

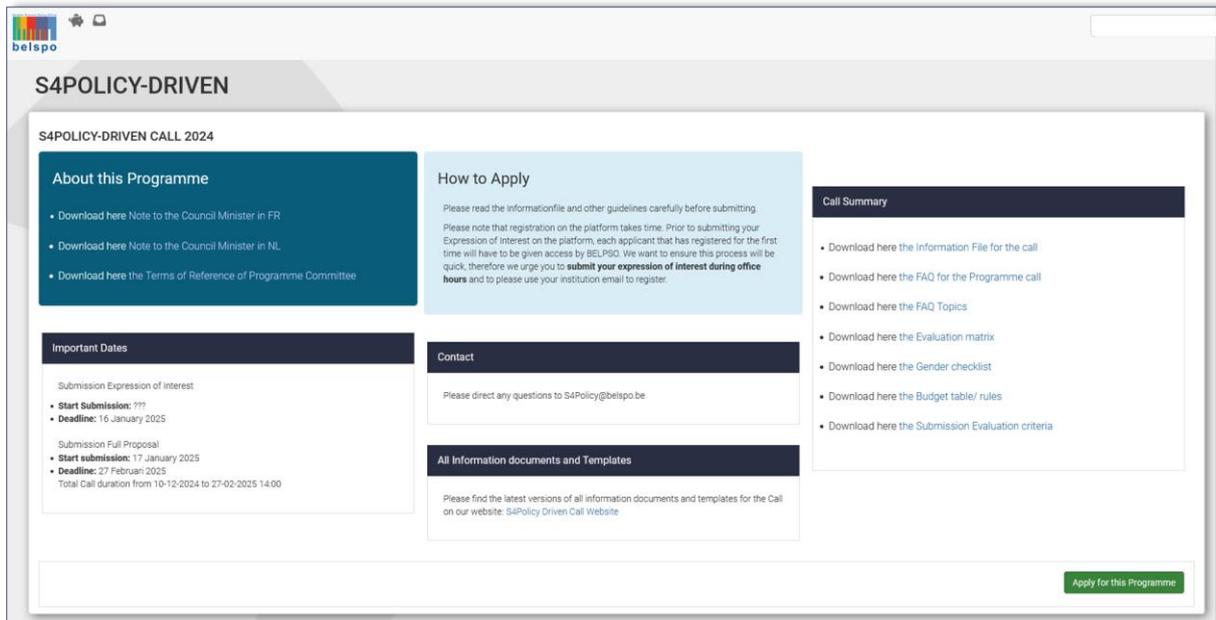


Figure 6: More information on Programme 2

1.6. Lay Out of Text in the Online Form

The Expression of Interest and Full Proposal are online forms. The text fields in the forms have a **limited character amount**. The character count **includes white/blank spaces**, which means that extra spaces, tabs or enters will result in a loss of characters to use.

The text entered in the forms will transform into **flat text**. Please note that any type of manual formatting in the text fields, such as basic HTML formatting, will count as characters.

2. Registration on the platform

The registration process for the **Coordinator** is different than that of the Promotor(s) from the **Funded Partners**, the latter will be able to access the platform after receiving login information via mail (please see point 2.2). Both the coordinator and all promotors will have to register themselves to an organisation before they can work on the platform.

Note - *Funded Partners do not register spontaneously to the platform. They are invited to log in as a result of the coordinator adding them to the Expression of Interest. Once the Expression of Interest is submitted, Funded Partners receive an email from the platform to log in (see section 2.2). Their only assignment on the platform is to enter their part of the budget of the Full Proposal (Budget Table).*

2.1. Coordinator - Registers himself as a User to the Platform

Coordinators must register on the BELSPO platform themselves. After registering, the Coordinator will receive an email from noreply@aimssoftware.com to confirm their registration.

Note that the email may around 15 minutes to arrive to the inbox. Please check the spam folder.

	Instructions
1	Please click on the following link to access the platform: https://belspo.aimsgrants.com to register. Use your professional email address for registration.
2	Below New User , click on Register .

Figure 7: Registration - register as a new user (coordinator)

3	<p>Enter the following information:</p> <ul style="list-style-type: none"> • Enter your full name • Enter your professional email address – the one from your organisation • Choose a (strong) password • Agree to the storage of your data on the platform
4	<p>Click on Register. You will land on the Dashboard page of the platform.</p>

Figure 8: Registration - Coordinator registers 1

ⓘ Password strength must reach 100%. Passwords must be at least 12 characters long, include at least 1 number, 1 upper or lower case character and have one or more special characters e.g. (! ? <).

Password Confirmation

ⓘ I agree my data will be stored

ⓘ You must confirm consent to the storage of your user data to continue

ⓘ I grant BELSPO the permission to add me to BELSPO mailing lists to contact me for purposes relating to this Call or future BELSPO Calls for Proposals and/or new BELSPO Programmes.

ⓘ Box should be ticked if you to be added to BELSPO mailing lists to be contacted for purposes relating to this Call or future BELSPO Calls for Proposals and/or new BELSPO Programmes.

*required

Figure 9: Registration - Coordinator registers 2

2.2. Funded Partner – Logs in as a User to the Platform

The registration to the platform for the funded partners is different than that from the coordinator, they are invited to log in as a result of the coordinator adding them to the Expression of Interest. Please follow the instructions below.

Funded Partners get access to the platform by using the login information they have received via an email from noreply@aimssoftware.com, containing your **login details** and a **temporary password**.

- | | |
|---|--|
| 1 | <p>Click on the link in the email, log in, and create a new password.</p> <p>Before you start any assignments on the platform [Budget Table], you will have to Link yourself to your organisation/institution (see point 2.3) and verify your personal details are correct and complete (see point 2.4).</p> |
|---|--|

2.3. Register an Organisation

Coordinator - Before the Coordinator create an Expression of Interest-, they will have to **link themselves to their organisation/institution** and verify their personal details are correct and complete (see section 2.4).

Funded Partner - Before the Promotor of the Funded Partner can start any assignments on the platform, they will have to Link themselves to their organisation/institution and verify their personal details are correct and complete (see points 2.3 and 2.4).

Attention

Keep in mind that BELSPO must verify your organisation manually before you can start working on the platform due to configuration of the system. During the submission period BELSPO will approve your registration as soon as possible, during working hours. This may take some time, depending on the amounts of request received. Please do not begin creating an Expression of interest before you receive a confirmation email that your registration with the organisation has been approved, as the information will not appear correctly on the form.

You will receive an email after the organisation has been **verified by BELSPO**. Once received, the Coordinator will be able to create an Expression of Interest on the platform, and the Funded Partner will be able to fill out and submit their part of the budget table in the Full Proposal. **Please note** that if you try to start a task (e.g. Submit Expression of Interest, Submit Budget Table) without being linked to your organisation, important information will be missing from your application (your institution will not appear).

To link yourself to your organisation/institution, please log on to the platform, and follow the instructions below:

	Instructions
1	Scrolling down to the box Upcoming Task – Organisation Search , enter the name of your organisation under “ organisation name ” and click Search . Or use the button “register to an organisation” in the dark grey welcome message on the top left.
2	<p>Under ‘organisation name’, enter the name of your organisation.</p> <p>For BELGIAN institutions/organisation</p> <ul style="list-style-type: none"> • Present both in Flemish and French Communities/Regions: Enter the name of your organisation/institution in English. • Present only in one of the Communities/Regions: Enter the name of your organisation in its original language. <p>For BELGIAN FEDERAL institutions/organisations</p> <ul style="list-style-type: none"> • Enter the name in English. <p>For NON-BELGIAN institutions/organisations</p> <ul style="list-style-type: none"> • If an English version of the name does not exist: Enter the name of your organisation in its original language. • Enter the name of your organisation <u>in English</u>, if an official translation of your organisation’s name exists in this language, or if English is the original language of your organisation. <p>Use accents and special characters when searching.</p>

Figure 10: Register to an Organisation - Organisation Search

3A	If the search query is successful , your institution will be listed below the Search button. Click on Register next to it.
3B	If the search does not work and the system does not find your organisation, please contact BELSPO to see if your organisation is eligible for funding (see page 4 of this document), in which case you will have to create the organisation yourself (see 2.3.1).

Figure 11: Register to an Organisation - Register to an existing Organisation

4	The Coordinator will receive an email when their registration to an organisation has been verified by BELSPO. You will be able to see the organisation when clicking on “Edit my details”. At this point you will be able to start working on the platform.
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2.3.1. Create a New Organisation

Attention

You must have BELSPO’s approval to create a new organisation. Please send an email at S4Policy@belspo.be with the name of the organisation and attach the completed **Institution Request Form** ([downloadable here](#)) and the statutes of your organisation. BELSPO will perform a mandatory eligibility check of all newly added organisations and send you an email to let you know if you can create (or not) the organisation in the Platform.

If the Search Organisation results of a query in both the original language of the organisation or its English translation are negative, please create a new organisation. After the new organisation is created in the platform, you will have to search for the organisation again using the “register to an organisation” button in blue and register to it.

Instructions	
1	Under the Search button, click on Create Organisation .

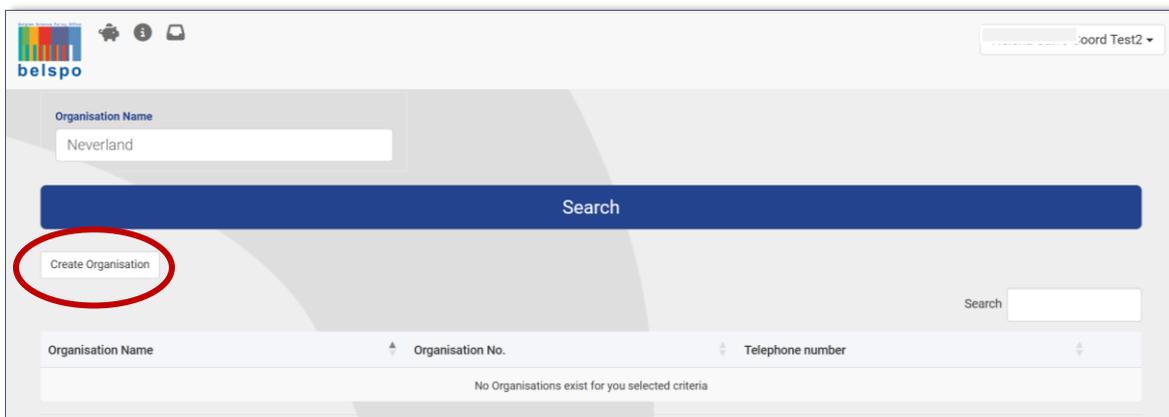


Figure 12: Register to an organisation - create a new organisation 1

2	<p>Create your organisation by filling out the</p> <ul style="list-style-type: none"> • OFFICIAL NAME (in the official language), • adding the CITY of the organisation in “address line 1” • selecting the COUNTRY of the organisation • Finally, tick the Main Address box
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Figure 53: Register to an organisation - create a new organisation 2

3	<p>When hitting enter or clicking Save, you will return to the Dashboard.</p> <p>Attention, you are not yet linked to the organisation.</p>
4	<p>To link yourself to the organisation you just created, please click on the “register an organisation” button again, search for the organisation you have just created and click register.</p>
5	<p>You will receive an email when you have been linked and verified by BELSPO. At this point you will be able to create start working on the platform.</p>

2.4. Edit Your Details

After you are linked to your organisation, please verify that your personal details on the platform are correct. If you are linked to multiple organisations, you can edit your details in relation to each organisation (this could be the case for example if you apply for multiple BELSPO Calls and/or you are working at multiple institutions, or for example when you have changed organisation/institution).

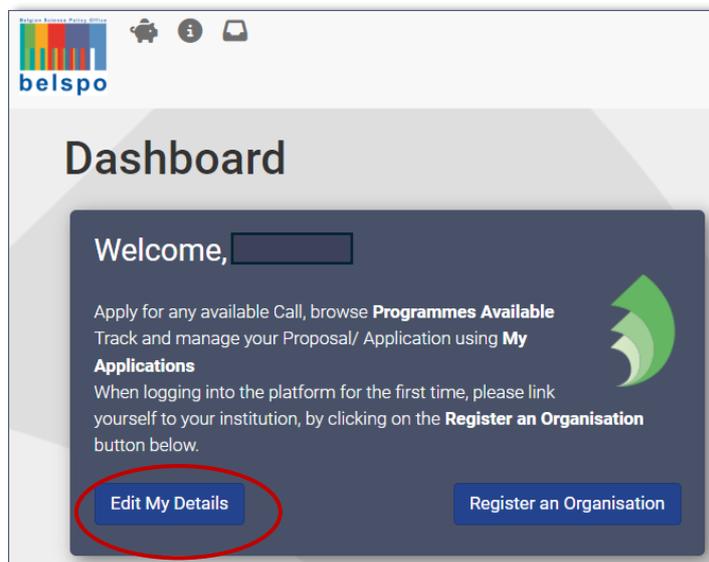


Figure 14: Edit personal details

1	Click on select next to your name in the section “Personal details”, fill out or verify your name, email address and your main research discipline.
2	In the “Addresses” section, please edit and verify your CITY (this can be the city of your workplace / institution) in “address line 1” and your COUNTRY (this will be the country of your institution/ workplace).

3. Apply for a Call in a Programme

Coordinator - Once you have registered to the platform, are linked to an organisation verified by BELSPO and have verified your personal details, you can create an Expression of Interest in the Programme you wish to apply for.

Funded Partner & Coordinator - Once logged in you will land on the Dashboard page, this is where you will see an overview of all your Tasks on the platform, and the applications you are linked to.

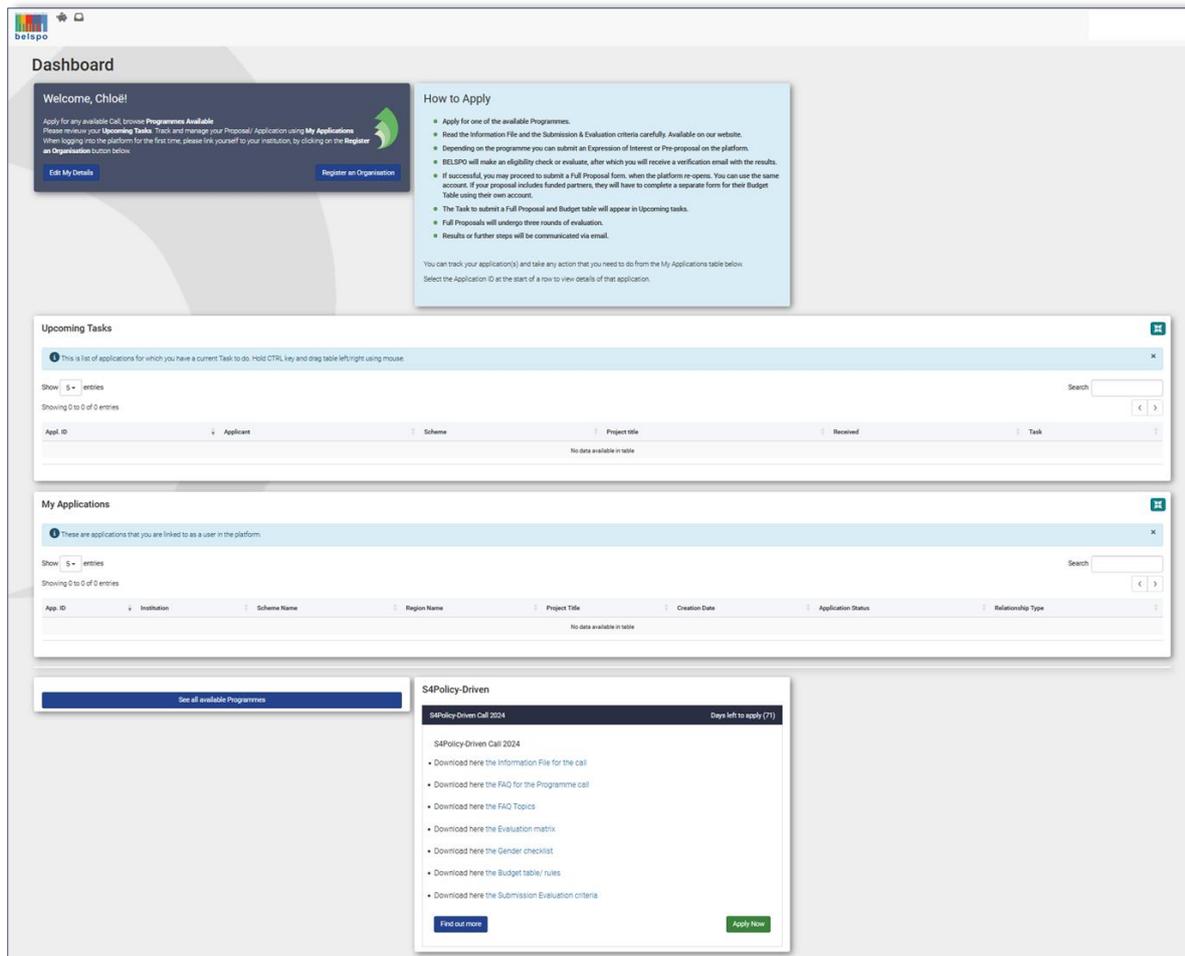


Figure 15: Dashboard

3.1. Coordinator - Submit Expression of Interest

Only the Coordinator of a project should submit an Expression of Interest.

After you have linked yourself to an organisation and have received a verification email, you can proceed to fill out an Expression of Interest form and submit.

Instructions	
1	On the dashboard click on the piggybank at the top left, or on “apply now”, and you will land on the Eol form.

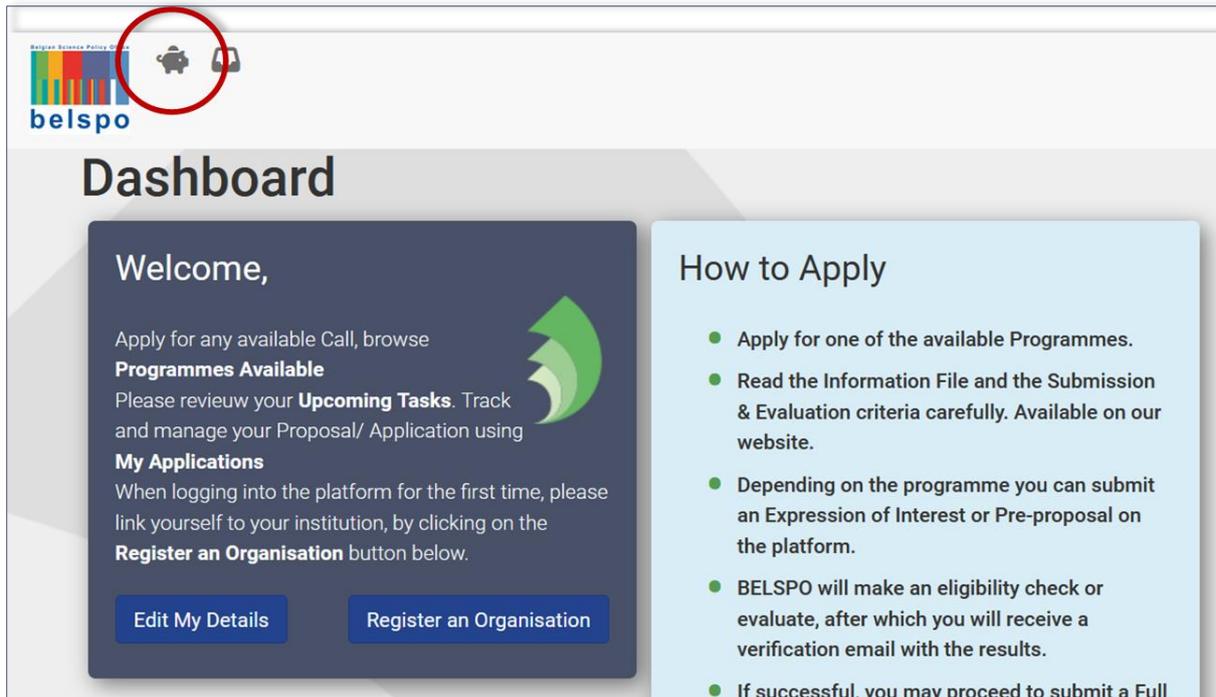


Figure 16: Apply for funding 1

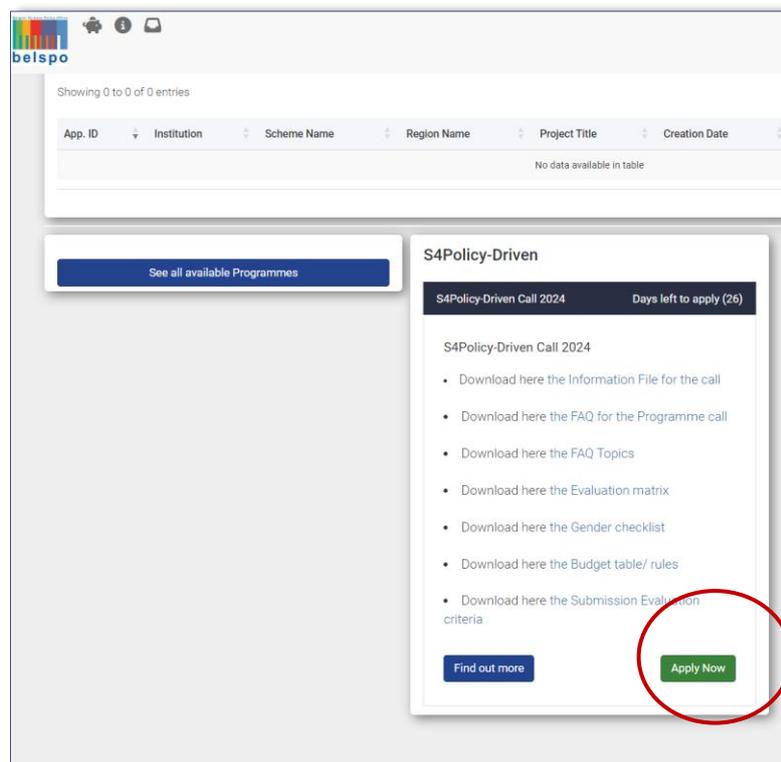


Figure 17: Apply for funding 2

2 When filling out the form, please read the instructions in the blue boxes.

Note that there are mandatory fields on the form marked with a **red asterisk ***.

The screenshot shows the 'Expression of Interest form' on the belpo platform. The form is titled 'Expression of Interest form' and is divided into several sections:

- 1. Expression of Interest:** Includes navigation links for 'Return to Index', 'Print Form', and 'Generate new PDF'. There are tabs for 'Expression of Interest' and 'Evaluator selection'.
- 1.1 Application Summary:** A table with fields for 'BESLPO Programme' (S4PolicyDriven), 'App# ID' (271434), 'Applicant' (TEST INSTITUTION), and 'Coordinator Full Name' (Test Rogers).
- 1.2 Project Information:** Includes a blue instruction box: 'INSTRUCTIONS: Please use the following format as your Title of Project: "ACRONYM- Full length project title"'. Fields include 'Research Priority' (Please select), 'Acronym of project', 'Title of project', 'Duration of the project (months)', and 'Budget' (€).
- 1.3 Partner's Information:** Includes a blue instruction box: 'ATTENTION: remember to click "add to the list" after you have entered the name of the Partner that represents the Promoter, otherwise the Partner will not be added to the form.' It features a 'Partner' search section with 'Select one' and 'Search Person' buttons, and 'Add item to list' buttons.
- 1.4 Summary:** A large text area for a summary, with a character count of 0/2000.
- 1.5 Keywords:** Includes a 'Keywords' field (Nothing selected) and an 'Other' text area (0/2000).

At the bottom of the form, there are three buttons: 'Save Draft', 'Save Draft & continue', and 'Save Draft & exit'.

Figure 18: Expression of Interest form

Attention - The text fields on the platform have a limited character amount. The character count includes white space, which means that extra spaces, tabs or enters will result in a loss of characters to use.

The text entered/copied in the forms will transform into flat text. Please note that any type of manual formatting in the text fields will count as characters.

3.1.1. Add a Funded Partner to an Expression of Interest

If you wish to include one or more funded partners to your proposal, you must add the contact information of each promotor to the expression of interest.

	Instructions
1A	To add partner, click on “Search Person”, search for a contact and click on “select” next to a person you want to add within the search results. Please make sure to add the correct person. You can do this by clicking on “search person” and look for the person using both their name and email address.
2A	Attention - Please click on “ add item to list ” to finalise. Otherwise, the partner will NOT be included!

Figure 19: Add a Funded Partner to an Expression of Interest

1B	<p>Alternatively, you can create a new person using “Create Person” button. Please make sure the contact does not yet already exist and please double check that all personal details are entered correctly. You can do this by clicking on “search person” and looking for the person using both their name and email address.</p> <p>Fill in all required fields marked by a red asterisk * and press the “Add” button. You are automatically brought back to the form, where the created person is automatically selected as Partner, but not yet added to the Eol form.</p>
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Figure 20: Add/ Search for a Funded Partner

2B	Attention - Please click on “add item to list” to finalise. Otherwise, the partner will NOT be included!
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Figure 21: Add item to list

3	Fill out rest of the form. Click “ Save draft & continue ”. If you want work on the form later, you can come back. If you entered all information correctly, click “ Yes, submit entire form now! ”.
4	After you have submitted the EoI form, you will receive an email if it was submitted successfully. You will receive a second email when the eligibility check has been completed by BELSPO.
5	You can see your submitted EoI form in the box “My Applications”, by clicking on the App. ID number.

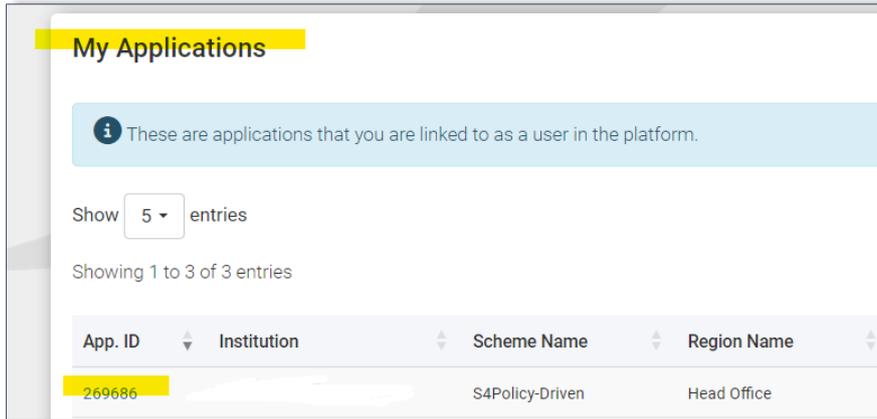


Figure 22: Applications overview on Dashboard

6	You will be able to download your form in an rtf file format. If you cannot open this format, you can use this free software to do so: Home LibreOffice - Free and private office suite - Based on OpenOffice - Compatible with Microsoft.
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3.1.2. Delete an Expression of Interest

Made a mistake or you wish to delete your Eol?

1A	<p><u>In the case you did NOT yet submit your Eol</u></p> <p>You can delete your draft Eol and restart a new Eol form. Do not add a file, only the submission form will be taken in consideration.</p>
2A	To delete your Eol form (this action is final), navigate in the box “upcoming tasks”, click on the app. ID number and click on “cancel”.

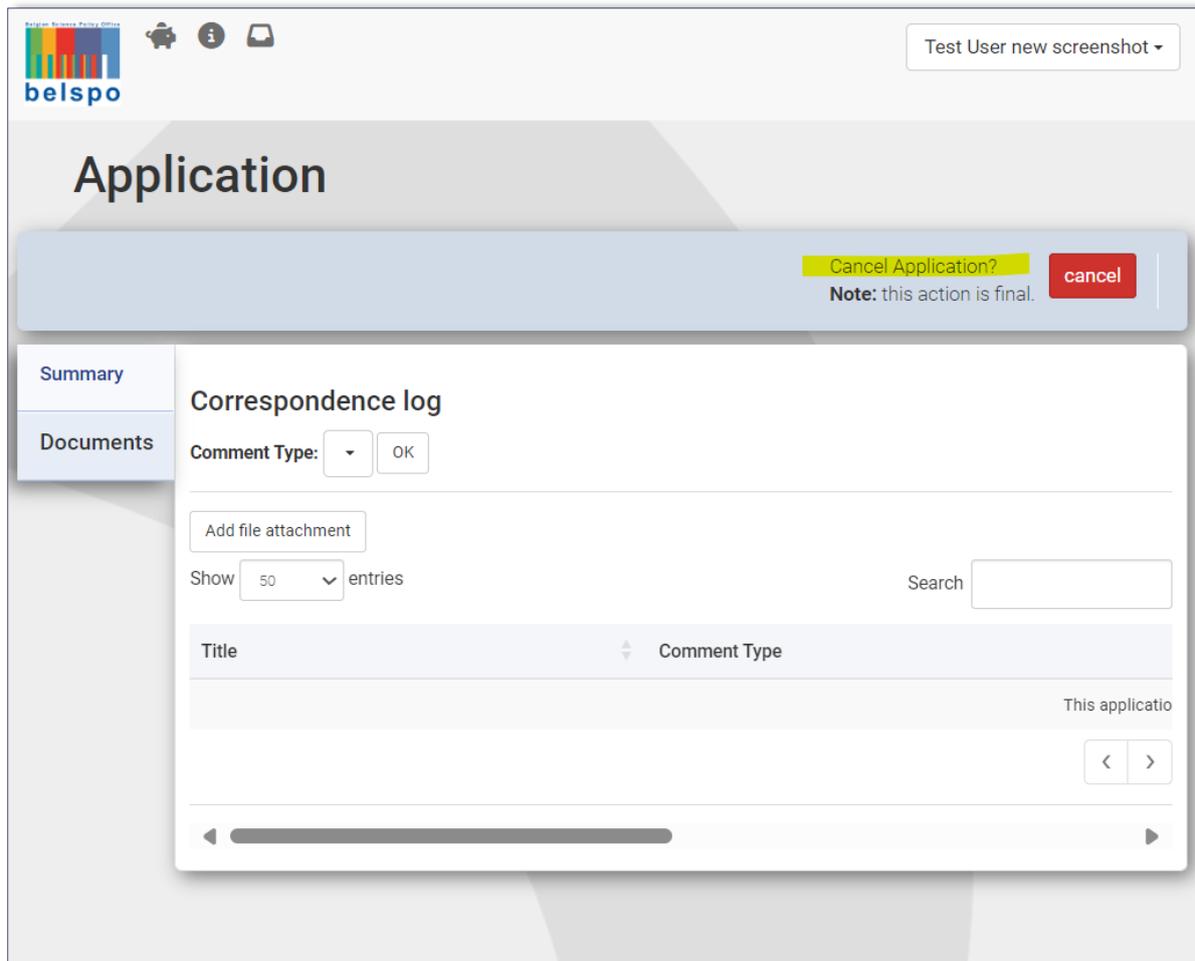


Figure 23: Delete an Eol before you have submitted

Made a mistake or you wish to delete your Eol?

1B In the case you already submitted your Eol

If you have made a mistake in the Eol, or wish to delete your Eol but have already submitted this Eol, please mail us at S4Policy@belspo.be, and state which mistake you made and the correction. Please do not submit a second Eol for the same project. Do not add a new file to the application, only the submission form will be taken in consideration.

It is not possible to delete an Eol yourself once it has been submitted.

3.2. Funded Partner – Loggin in as a Funded Partner

The registration to the platform for the funded partners is different than that from the coordinator, they are invited to log in as a result of the coordinator adding them to the Expression of Interest. Please follow the instructions below.

Funded Partners get access to the platform by using the login information they have received via an email from noreply@aimsoftware.com containing your **login details** and a **temporary password**.

1	<p>Click on the link in the email, log in, and create a new password.</p> <p>Before you start any assignments on the platform [Budget Table], you will have to Link yourself to your organisation/institution (see point 2.3) and verify your personal details are correct and complete (see point 2.4).</p>
---	--

3.3. Full Proposal Form

After the Eligibility check has been completed by BELSPO, you will receive a verification email. From the moment the platform re-opens, both coordinator and funded partners can start filling out the full proposal.

	User	Instructions
1	Coordinator	Start filling out the form. You must not submit unless the partner has submitted their budget form. Re-load the form by hitting save and refreshing the page after all partners submitted their budget tables to make sure that the full budget table will appear in your Full Proposal form.
2	Funded Partner	<p>The partner will receive login information via email.</p> <p>After registration, link yourself to an organisation and wait for verification by BELSPO (via email). Please do not start a form without having received this verification email.</p> <p>Afterwards, fill-out and submit your budget table.</p>

Attention

Each text field in the online submission forms have a limited character count. The character count includes white space and any other characters such as * or - .

There are no formatting options in the online submission form. We do not recommend using basic html formatting as any characters used, including white space, will be included in the character count of the text fields in the form.

3.3.1. Funded Partner – Submit Budget Table

The BELSPO budget rules are not integrated in the budget form on the platform. You will not receive an error message if the amounts entered do not comply with the budget rules of the Call.

Instructions	
1	Please make sure you have linked yourself to an organisation and you have received the verification email by BELSPO.
2	Attention – you cannot change anything after you submitted the form. You can use the “save draft” function to save your work and continue at another time.
3	Once logged in, on your dashboard in the box “upcoming tasks” click on the button “submit budget table”. If you wish to see the details of the application, click on the appl. ID number.

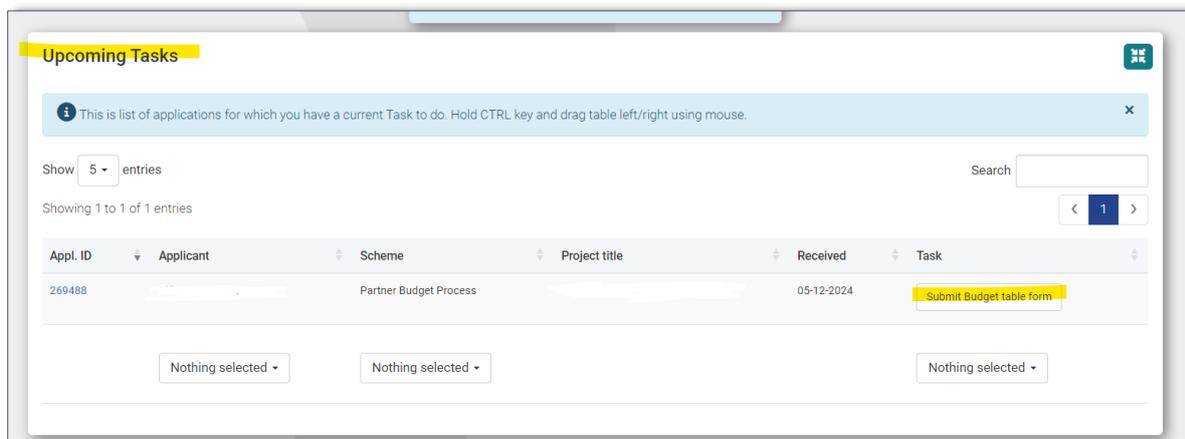


Figure 24: Dashboard task submit budget form

4	<p>Fill out the form.</p> <p>When filling out the Staff Costs, Specific operating costs, Equipment costs and Subcontracting costs, you should NOT click on the green “add” button, unless you wish to add a new line.</p> <p>Note that you cannot edit the previous added line, only delete it.</p>
---	---

The screenshot shows a form titled '1.6 Specific Operating Costs'. It contains a table with two columns: 'Nature of the Operating Cost' and 'Cost (€)'. The table has one row with the following data: Nature of the Operating Cost: Item, Cost (€): 4500. Below the table, there is a 'Total (€)' row with a value of 4500. A green '+ Add' button is located to the right of the table.

Figure 25: Funded Partner Budget Form

5	You can save the draft, and submit later, or submit the form immediately.
6	You can view your submitted table, by navigating to the “my applications” box. Click on the Appl. ID number where you can download the PDF of the budget table of the partner in the documents section.

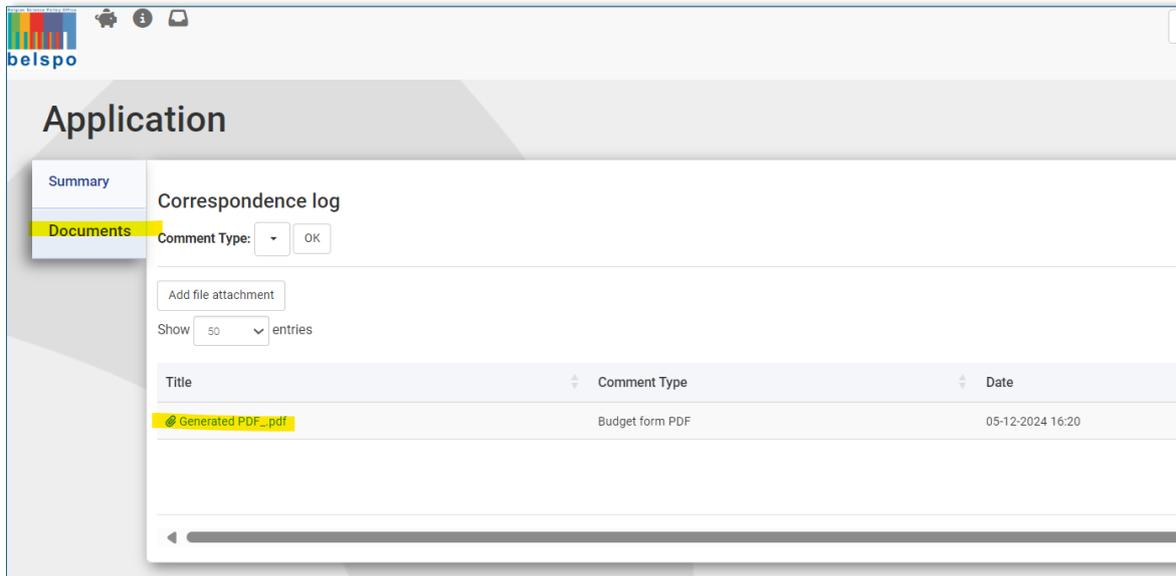


Figure 26: Funded Partner Budget Form PDF

3.3.2. Coordinator – Submit Full Proposal Form

You will receive an e-mail that your EoI has successfully undergone the eligibility check. You will be able to start working on the platform to fill out the full proposal form the moment the platform re-opens for submission. You can at any moment save a draft of the Full Proposal form.

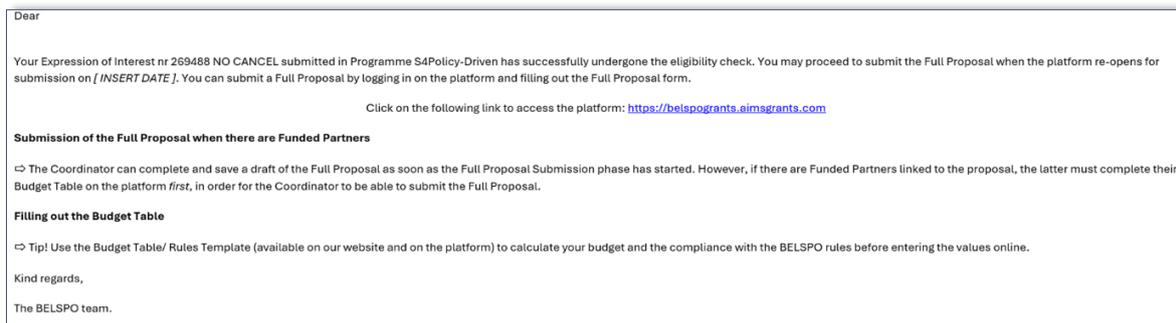


Figure 27: Mail EoI Eligibility Check Results

Instructions	
1	If you log in on the platform, you will see “Submit Full Proposal form” under your upcoming tasks. Click on the task to open the form.

Upcoming Tasks

This is list of applications for which you have a current Task to do. Hold CTRL key and drag table left/right using mouse.

Show entries Search

Showing 1 to 2 of 2 entries < 1 >

Appl. ID	Applicant	Scheme	Project title	Received	Task
269686		S4Policy-Driven		05-12-2024	Submit Expression of Interest
269488		S4Policy-Driven		05-12-2024	Submit Full Proposal form

Nothing selected ▾ Nothing selected ▾ Nothing selected ▾

Figure 28: Dashboard Task Submit Full Proposal

- | | |
|---|--|
| 2 | You will notice that the form is divided in different sections. You can fill out the sections in the order you prefer. Please fill out the form. |
| 3 | Click on “Save draft and continue” to go to the next section. |

Full Proposal Form

Return to Index Print Form Generate new PDF

Project information & Summary
 Scope
 State of the Art
 Research Objectives
 Methodology
 Ethics & Gender
 Work Packages
 Gantt Chart & Risk Management
 Data Management Plan
 Coordinator
 Funded Partner
 Non Funded Partner
 Partnership
 Budget
 Dissemination Plan
 Stakeholder Committee

1.1 Application summary

BELSPO Programme: S4Policy-Driven

Appl ID: 269488

Organisation: _____

Coordinator: _____

1.2 Project Information

Project submitted in previous call?

Figure 29: Full Proposal Form - Sections

Figure 30: Full Proposal Form - save or submit form

4 When selecting the contribution to the SDG goals, please select a “Target” (not a “goal”).

Figure 31: Full Proposal Form - SDG Goals

5 Please be reminded to click “Add item to list” when filling out the Research Objectives (or other information that appears in a list). Otherwise, the information will not be saved.

6 When you see the “Delete” button, your item was correctly added to the list.

Figure 32: Full Proposal Form - Add item to list

- 8 If you want to include figures or tables in your methodology section, you may do so by using the “Upload” fields.

Figure 33: Full Proposal Form - add additional files

- 8 In the section Work Packages, you can add up to ten work packages. Each work package should include at least one task and a related deliverable.
- Please do not forget to click “**Add item to list**”. Start with the first Work Package.
- 9 If you want to enter the second Work Package, click on “**Add Work Package**” at the bottom. A new tab will open with the same fields as the previous tab.

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 as required.

Link the Deliverables to the list of objectives in Scientific information C - 4.1 Research Objectives.

Remember that WP Coordination, WP Data Management, and WP Valorisation (of deliverables), are compulsory.

Task Number *	Task leader's (insert here acronym of the institution that is leading the task) *	Title of the task *	Start Month *	End Month *	Task description *
1.1	Coordinator	Task 1	1	2	(You may enter up to 1500 chars.) Description 1489 chars left
1.2	Coordinator	Task 2	2	3	(You may enter up to 1500 chars.) Description 1489 chars left
1.3	Coordinator	Task 3	3	4	(You may enter up to 1500 chars.) Description

Figure 34: Full Proposal Form - Workplan & work packages

7.1.3 Deliverables

Deliverable Number *	Title of Deliverable *	Type of Deliverable *	Objective Number *	Objective(s) to which the Deliverable is linked to *
1.1.1	Deliverable 1	Media	1	Objective 1
1.2.1	Deliverable 2	Paper	1	objective 1
1.2.2	Deliverable 3	Strategic and decision tools	1	Objective 1
1.3.1	Deliverable 4	Studies & results	1	Objective 1

+ Add item to list

Figure 35: Full Proposal Form – deliverables: add item to list

1.3.1 Deliverable 4 Studies & results 1 Objective 1

Deliverable Number *	Title of Deliverable *	Type of Deliverable *	Objective Number *	Objective(s) to which the Deliverable is linked to *
		Please select -		

+ Add item to list

+ Add Work Package (Min 1, Max 10)

Save Draft

Save Draft & continue »

Save Draft & exit

Figure 36: Full Proposal Form - Add new work package

If you have included Funded Partners in your Eol, you will have to add more information about the promotors here. You cannot add Funded Partners or promoters at this stage.

- | | |
|----|--|
| 10 | In the Funded Partner section, in point 11.1.1 in the form, the grey box represents an overview of the partners that were introduced in the Eol. |
| 11 | In point 11.1.2, 11.1.3 and 11.1.4 you must add more information about the Funded Partners you have included in your Eol. |
| 12 | If you want to add multiple Funded Partners, click on “Add Funded Partner” . |

11.1.2 Funded Partner

Please provide more information on each Funded Partner and Promoters, as added in the Expression of Interest.

The above section 11.1.1 (greyed out) provides an overview of all Funded Partners that have been included in the Expression of Interest. Create a tab for each Funded Partner by clicking the green button at the bottom. Please make sure to add the same Funded Partners as provided in the list in section 11.1.1.

Partner Name	Organisation Name	Service/ Department	Link to DEP of Institution, If there is none, please write 'Not Applicable'	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
Select one - Search Person	Select one - Organisation	Add				

Figure 37: Full Proposal - add information on funded partner

+ Add Funded Partner (Min 1, Max 10)

Save Draft

Save Draft & continue >

Save Draft & exit

Figure 38: Full Proposal Form – Add a new tab for each funded partner

- | | |
|----|--|
| 13 | Fill out the budget form. When filling out the “Staff costs”, “Specific operating costs”, “Equipment costs” and “Subcontracting costs”, enter the information in the empty field. You should NOT click on the green “add” button unless you wish to add a new line. |
|----|--|

Note - that you cannot edit the previous added line, only delete it.

Please refresh the page to make the overview of the budget table appear. If you have included funded partners, their budget overview will appear next to the coordinators budget.

14.2 Specific Operating Costs of the Coordinator

Please enter the different items to be financed under specific operating costs for the coordinator.
More information on the costs that can be included under specific operation costs can be found in the [budget rules](#).

Nature of the Operating Cost	Cost (€)
<input type="text"/>	€ <input type="text"/>
+ Add	
Total (€)	€ <input type="text"/>

14.3 Equipment Costs of the Coordinator

Please enter the different items to be financed under equipment for the coordinator.
More information on the costs that can be included under equipment costs can be found in the [budget rules](#).
Note: Equipment Costs are limited to € 30 000 per item.

Nature of the Equipment	Cost (€)
<input type="text"/>	€ <input type="text"/>
+ Add	
Total (€)	€ <input type="text"/>

Figure 39: Full Proposal Form - budget

14	If a required field has not been (properly) filled in, you will receive an error when you want to submit. You can click on the numbers in bold to go to the relevant sections.
15	Click on “Yes, submit entire form now!” if you want to submit. Note - you CANNOT change anything in your form anymore after submitting it.

Submit Form Full Proposal Form

Your details have been saved. Do you want to submit your entire form now?

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.

Some mandatory responses were not filled in

- In question 14.3 - response(s) missing
- In question 7.2.1 - Title of Work Package - response(s) missing

[Print Form](#) [Generate new PDF](#)

[Yes, submit entire form now!](#)

[No, enter more details first](#)

[Exit](#)

Figure 40: Full Proposal Form - submission error fill out required fields

Submit Form Full Proposal Form

Your details have been saved. Do you want to submit your entire form now?

[Print Form](#) [Generate new PDF](#)

[Yes, submit entire form now!](#)

[No, enter more details first](#)

[Exit](#)

Figure 41: Full Proposal Form - submit form

16	After submitting, you will notice that the task has disappeared from “My upcoming tasks”. You will receive a verification email that you have submitted the form successfully.
----	---