



ESFRI-FED PROGRAMME

IN SUPPORT OF THE VALORISATION OF FEDERAL
COMPONENTS IN ESFRI DISTRIBUTED AND
VIRTUAL INFRASTRUCTURES
PHASE 1 – [2021-2025]

CALL FOR PROPOSALS | 2021-2022 FREQUENTLY ASKED QUESTIONS

Updated 20/07/2021

1. PARTNERS

Please contact esfri-fed@belspo.be if you have questions concerning **specific partners**.

1.1. What are the possible types of partners in my proposal?

There are **two types of partners** in ESFRI-FED proposals:

- (P) Partners: These Belgian partners are the ones who, if the proposal is selected for funding, **will sign the project's contract**. They are **paid by the project** and must at least list staff or specific operation costs. (P) partners are included as partners in:
 - **Expression of Interest template**: 'Details of the applicants'
 - **Proposal Description template**: 'General information', 'Partnership', 'Gantt chart' - as (P) partners, 'Work plan description', and 'Budget'. They must be labelled as partners in point 7.2. PARTNERS of the Description template, and the budget (and the details of the budget) distribution must be provided.

7.2. PARTNER(S)

(Please copy this section as many times as there are paid partners in the project, changing the partner number and not forgetting to put the institution's acronym next to the partner)

PARTNER 2: [Insert here the acronym of your institution]

GENERAL BUDGET

(Please fill out the different budget categories, with the help of the calculator of the Budget Rules file available on the website. Write the numbers without decimals, and use 'space' to separate thousands. E.g. One hundred fifty thousand three hundred and five euros: 150 305€. Align the numbers to the right.)

	EUR
Staff Costs	
General operation costs	
Specific operation costs	
Overheads	
Equipment	
Subcontracting	
TOTAL	

- (O) Partners: These partners are the ones who, if the proposal is selected for funding, **will NOT sign the project's contract**. They are **NOT paid by the project**. These partners can formalise their participation to the project by signing a **Contribution Commitment letter** (template available on the website). (O) partners:
 - **Expression of Interest template**: Are NOT included in the EoI.
 - **Proposal Description template**: Are NOT included in 'General information', or the 'Partnership' since their profile and contribution can be explained in the Contribution Commitment letter. However, they must be noted in the 'Gantt chart' - as (O) partners, and also in the 'Work plan description'. They will also be mentioned in the 'Budget', but under the (P) partner that will be responsible for them.

STAFF COSTS

(Please use one line per person under the responsibility of the coordinator - except partners and sub-contractors).

- *If the person is paid by the project: write the number of person-months that they will be working for the project under 'person-month paid by the project', and add in the monthly cost estimation if that person was working full time. Please beware that:
[A] x [B] = the total staff costs under 'General budget'.
With A= [total person-months paid by the project]
and B = [monthly cost estimation if the person works full time].*
- *if the person is NOT paid by the project, write the number of person-months that they will be working within it under 'person-month not paid by the project, but do not include a monthly estimation of the cost).*

Profile of the person (academic degree, discipline of expertise)	Person-Month paid by the project	Monthly cost estimation of the person if they were working full time	Person-Month NOT paid by the project
TOTAL			

Besides from having partners it is also possible to have **subcontractors**.

1.2. How many partners can a proposal have?

There may be as many partners as necessary in the proposal. The programme encourages finding synergies among institutions. Note however that the aim of the ESFRI-FED programme is not to create consortiums/networks, but to anchor the federal component of a given ESFRI within it.

In this sense, when submitting a proposal with various partners, you will have to explain why these partners are crucial to the achievement of the project (see point 5.3. Combined expertise of the consortium, in page 15 of the Submission-Evaluation guidelines available on the [website](#)).

In other words, the ESFRI-FED programme intends to fund 'must-have' partners, meaning 'nice-to-have' partners will not be positively considered in the evaluation.

1.3. How do you count the number of partners?

This question concerns (P) partners.

For more information on the type of partners, please see [question 1.1](#)).

Only (P) partners are counted. The (P) partners in the proposal are the actors involved in the proposal, not the ESFRIs addressed:

- Two partners are two different actors submitting a joint proposal for one ESFRI
- Two partners are two different actors submitting a joint proposal for two (or more) ESFRIs
- If one actor submits a proposal that includes various ESFRIs, then it is considered a single partner.

1.4. May non-FSIs be considered as partners in a proposal?

Yes. Note however there are two types of partners (P) and (O), and only (P) partners can be financed by the proposal (*Please see [question 1.1](#)*).

1.5. May a non-FSI coordinate a proposal?

Yes, a non-FSI may hold the role of coordinator:

- If there are no FSI involved in the ESFRI addressed by the proposal, and,
- Provided that the non-FSI is a Belgian university or Belgian public research institution of federal interest (which depends of a federated entity).

1.6. Is it possible to have international partners?

This question concerns (O) partners.

For more information on the type of partners, please see [question 1.1](#).

It is possible to have international partners, only as (O) partners; this is, non-financed partners.

2. ESFRIs

2.1. Why are only the following ESFRIs addressed in this call?

Domaine	Acronyme	Nom
Environment	ACTRIS*	Aerosols, Clouds and Trace gases Research Infrastructure
	EPOS*	European Plate Observing System
	ICOS*	Integrated Carbon Observation System
	LIFEWATCH*	e-infrastructure for Biodiversity and Ecosystem Research
Health & Food	BBMRI*	Biobanking and BioMolecular resources Research Infrastructure
	EMBRC*	European Marine Biological Resource Center
	MIRRI*	Microbial Resource Research Infrastructure
Social & Cultural Innovation	CESSDA*	Consortium of European Social Science Data Archives
	DARIAH*	Digital Research Infrastructure for the Arts and Humanities
	ESS	European Social Survey
	E-RIHS*	European Research Infrastructure for Heritage Science
	SHARE	Survey of Health, Ageing and Retirement in Europe

** Infrastructures for which a federal component developed by an FSI already exists*

These are the only ESFRI infrastructures that meet all the conditions specified in the Information File, (Point 1.3.1. Infrastructures addressed by the programme, page 4) available on the [website](#):

- They have Belgium among its members; either as a legal entity or via a formal participation agreement (i.e. signature of a 'political support' document in the name of Belgium, a 'memorandum of understanding', a 'letter of intent', or its equivalent).
- They are in implementation or operation
- They have a 'federal node'; this is, activities performed by federal actors (particularly FSI), or activities performed by non-federal actors in support of federal competencies.

3. BUDGET

3.1. What is the max. budget I can ask for in the proposal?

This question concerns (P) partners.

For more information on the type of partners, please see [question 1.1](#).

- The maximum budget for a single-partner proposal is 400 000€.
- The maximum budget for a multiple-partner proposal is 750 000€.

When it comes to budget, the only partners counted are (P) partners - see question XX.
This means that:

Max. Budget / proposal	Network composition
400 000€	Coordinator
	Coordinator + m*[(O) partner]
750 000€	Coordinator + n*[(P) partner]
	Coordinator + n*[(P) partner] + m*[(O) partner]

Where: m, n = positive integer (1, 2, 3...).

3.2. What is the budget repartition in a proposal where there are several partners?

This question concerns (P) partners.

For more information on the type of partners, please see [question 1.1](#).

The budget repartition is explained in the document 'Budget Rules' available on the [website](#).

Here is a summary of the rules, the explanation of which alongside with a calculator is presented in the document:

	TOTAL PARTNER BUDGET	STAFF COSTS	OPERATION COSTS		OVERHEADS	EQUIPMENT	SUBCONTRACTING
			GENERAL	SPECIFIC			
COORDINATOR	[Staff costs + Operation costs + Overheads + Equipment + Subcontracting] of this partner	Compulsory	max. 15% of the Staff costs	Optional	5% of [Staff costs + operation costs]	Optional	Optional (Max. 25% of the total budget of this partner)
PARTNER	[Staff costs + Operation costs + Overheads + Equipment + Subcontracting]	Must have STAFF or SPECIFIC costs. Can have both expenditure categories	max. 10% of the Staff costs	Optional	5% of [Staff costs + operation costs]	Optional	Optional (Max. 25% of the total budget of this partner)

TOTAL BUDGET	Total budget of the proposal. - For single-partner proposals: MAX 400 000€ - For multiple-partner proposals: MAX 750 000€	Total STAFF budget = MIN 60% of the total budget of the proposal	Total GENERAL operation costs	Total SPECIFIC operation costs	Total OVERHEADS costs	Total EQUIPMENT costs	Total SUBCONTRACTING costs
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4. PROJECT CONFIGURATION

4.1. Can a FSI submit a proposal addressing an ESFRI in which it does not participate, but that has a Federal Component in which another FSI takes part?

Technically, any **FSI-A** can submit a proposal for any of the ESFRIs addressed in the call, including those with an established Federal Component where a second **FSI-B** is present.

The proposal submitted by **FSI-A**, must focus in any case on the development, test, strengthening or improving AND anchoring of Federal Components or services (where **FSI-B** is present) within the ESFRI infrastructure. This means that **FSI-A** cannot submit a proposal that would result in new services which do not build on previous development already organically linked to the targeted ESFRI infrastructure.

For this reason, BELSPO strongly encourages **FSI-A** to contact **FSI-B** to find possible synergies or see if there is a proposal in preparation planned, to which they could contribute. BELSPO can put you in contact with the members of the Belgian Federal Components of a given ESFRI. Do not hesitate to contact the ESFRI-FED team in this regard.

4.2. Can a FSI submit 2 different proposals addressing the same ESFRI?

Technically, it is feasible for one same institution to send two proposals for the same ESFRI infrastructure. These proposals will be competing (in the same way of the other proposals), but since in this case both concern the same infrastructure, there may be an added risk that only one will be selected if the Programme Committee needs to make a strategic decision. The idea behind the call is to fund projects that address as large a variety of ESFRI as possible.

4.3. Can 2 FSI submit 1 proposal addressing 2 ESFRIs?

Yes. Synergies between components and between infrastructures within and between FSIs are encouraged. However, the proposal must be truly a single 'organic' project, and not an artificial construction. Both partners must be essential for the realisation of the project, and the project must present a solid case in addressing these two different infrastructures in a connected way.

4.4. Can 2 FSI submit 1 proposal addressing 2 different components of the same ESFRI?

Yes. As in the previous question, synergies between FSIs and components are encouraged. However, the proposal must be truly a single 'organic' project, and not an artificial construction. Both partners

must be essential for the realisation of the project, and the project must present a solid case in addressing these two different components in a connected way.

5. PROJECT CONFIGURATION

5.1. Must the proposal deal with activities conducted in Belgian territory?

Not necessarily. Research and monitoring activities (for instance) can be conducted elsewhere, as far as they remain a competence of the ESFRI and they are of Federal interest.