ESFRI-FED
PROGRAMME

IN SUPPORT OF THE VALORISATION OF BELGIAN FEDERAL

COMPONENTS IN ESFRI DISTRIBUTED AND VIRTUAL INFRASTRUCTURES
PHASE 1 – [2021-2025]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CALL 2023 - 2024
FULL PROPOSAL DESCRIPTION : **[ACRONYM]**
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOW TO SUBMIT A FULL PROPOSAL

Only the coordinator may submit the Full proposal, to do so they must:

* Fill out this file. Rename it : ACRONYM\_1\_Proposal description.pdf
* Also send a word version: ACRONYM\_1\_Proposal description.docx
* Fill out the other templates that constitute the Full proposal as indicated
* Send the files to: ESFRI-FED@belspo.be specifying in the subject: ESFRI-FED CALL 2023 PRP ACRONYM.

ATTENTION!

* If you need assistance, please send an email: esfri-fed@belspo.be
* Beware of the deadline: 30/05/2023 @ 14:00.

GDPR

By sending this template to BELSPO you agree with BELSPO's privacy policy as expressed on the Personal data protection statement on the ESFRI-FED website.

**PART A: GENERAL INFORMATION**

# GENERAL INFORMATION OF THE PROJECT

*🠢 Do not complete here – use Template 1 General Information.*

# SUMMARY

*(This part shall not exceed ½ page in Calibri 11 font)*

**[INSERT HERE TITLE OF THE PROJECT]**

|  |
| --- |
|  |

Keywords:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. |  | 2. |  | 3. |  |
| 4. |  | 5. |  | 6. |  |

**PART B: COMPLIANCE WITH THE SCOPE OF THE CALL & SCIENTIFIC CASE**

# 1. SCOPE OF THE PROJECT

## **1.1. COMPLIANCE WITH THE SCOPE OF THE CALL**

*(This part shall not exceed 1/2 page in Calibri 11 font)*

|  |
| --- |
|  |

# 2. JUSTIFICATION OF THE PROJECT

## **2.1. OBJECTIVES OF THE project**

STATE THE DURATION OF THE PROJECT

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2 years | 3 years | 4 years |
| Duration |[ ] [ ] [ ]

STATE THE BUDGET CATEGORY OF THE PROJECT

|  |  |  |
| --- | --- | --- |
|  | 400 000€ | 750 000€ |
| Budget category |[ ] [ ]

PROVIDE THE GENERAL AIM OF THE PROJECT

*(This part shall not exceed 1/2 page in Calibri 11 font)*

|  |
| --- |
|  |

LIST OF SPECIFIC PROJECT OBJECTIVES

*(Please enunciate the objectives as concisely as possible. Use as many lines as specific objectives in the project, but do not add sub-objectives)*

|  |  |
| --- | --- |
| A. |  |
| B. |  |
| C. |  |
| D. |  |
| E. |  |

## **2.2. POSITION AND MOTIVATION OF THE PROJECT**

STATE THE MATURITY OF THE ESFRI RESEARCH INFRASTRUCTURE AND ITS BELGIAN FEDERAL COMPONENT

|  |  |  |
| --- | --- | --- |
| ESFRI RI lifecycle phase\* | [ ]  Implementation | [ ]  Operation |
| Maturity of Belgian federal component\*\* | [ ]  Promising | [ ]  Established |

*\* If the infrastructure is between phases, please mark both.*

*\*\* This in an auto-assessment.*

POSITION AND MOTIVATION OF THE PROJECT

*(This part shall not exceed 1 page in Calibri 11 font, graphics are not included in the page limitation)*

|  |
| --- |
|  |

## **2.3. RISK OF THE NON-IMPLEMENTATION OF THE PROJECT**

*(This part shall not exceed 1/2 page in Calibri 11 font)*

|  |  |  |
| --- | --- | --- |
| A. For the Belgian federal component | A1 |  |
| A2 |  |
| A3 |  |
| B. For the FSI / Federal Department | B1 |  |
| B2 |  |
| B3 |  |
| C. For the ESFRI | C1 |  |
| C2 |  |
| C3 |  |

# 3. METHODOLOGY

## **3.1. MEHODOLOGICAL APPROACH**

*(This part shall not exceed 1/2 page in Calibri 11 font)*

OVERALL METHODOLOGICAL APPROACH

|  |
| --- |
|  |

ANCHORING OF THE SERVICES/ACTIVITIES ISSUED BY THE PROJECT IN THE ESFRI

|  |
| --- |
|  |

## **3.2. TRANSLATION OF THE PROJECT OBJECTIVES INTO APPROPRIATE AND WELL-DESCRIBED METHODOLOGY**

*(This part shall not exceed 1 page in Calibri 11 font)*

|  |
| --- |
|  |

## **3.3. GENDER DIMENSION IN THE CONTENT OF THE R&D PROJECT**

*(Please consult the Gender Equality checklist before answering this part. This part shall not exceed 1/2 page in Calibri 11 font)*

|  |
| --- |
|  |

## **3.4. ETHICS IN THE CONTENT OF THE R&D PROJECT**

*Please 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)? | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  |
| 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:  |

*Please explain the ethical issues. In the* ***absence*** *of ethical issues, please provide a brief explanation of why there are none. (Max. 1/2 page in Calibri 11 font).*

|  |
| --- |
|  |

**PART C: IMPLEMENTATION CASE**

# 4. PARTNERSHIP

## **4.1. COORDINATOR (=PARTNER 1):** **[insert here the acronym of your institution**]

|  |  |
| --- | --- |
| Name & surname |  |
| Service/Dep. & institution |  |
| Number of years of management experience |  |

|  |
| --- |
| Professional background and experience working in ESFRI infrastructures *(max. 1/2 page in Calibri 11 font)* |
|  |

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

## **4.2. PARTNER(S)**

*Please copy this section as many times as there are* ***(P)******paid partners*** *in the project, changing the partner number (partner 3, 4, …) not forgetting to put the institution's acronym next to the partner.
🠢 If you have* ***(O) other partners*** *contributing with cash or in kind to the project, do not add them here. Instead, complete and join Template 6 Contribution commitment letter to the proposal.*

**PARTNER 2:** [INSERT HERE THE ACRONYM OF YOUR INSTITUTION]

|  |  |
| --- | --- |
| Name & surname |  |
| Service/Dep. & institution |  |

|  |
| --- |
| Professional background and experience working in ESFRI infrastructures *(max. 1/2 page in Calibri 11 font)* |
|  |

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

## **4.3. COMBINED EXPERTISE OF THE CONSORTIUM**

*(This part shall not exceed 1/2 page in Calibri 11 font)*

|  |
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|  |

## **4.4. GENDER BALANCE IN THE R&D PROJECT**

|  |  |  |  |
| --- | --- | --- | --- |
| A. Does/do your institutions have a Gender Equality Plan? | [ ]  Yes | [ ]  Some of them | [ ]  No |

*If you have answered ‘yes’ or ‘some of them’, please provide the link to it here below and skip points B - C or send it with the proposal, naming the file: ACRONYM\_8\_GEP.pdf. For the institutions that do not have a Gender Equality Plan, please answer the questions B – C (max. 1/2 page for sections B and C in Calibri 11 font).*

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| B. Is your project gender-balanced in terms of its consortium? | [ ]  | Yes | [ ]  | No |

*If you have answered 'no', comment on how you plan to make the project gender balanced.*

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| C. Does the project ensure that both men and women can provide inputs, access, and participate in project activities? | [ ]  | Yes | [ ]  | No |

*Briefly explain how the project ensures equal participation, or how you plan on ameliorating this aspect.*

|  |
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|  |

# 5. WORKPLAN

## **5.1. GANTT CHART**

*🠢 Do not complete here – use Template 3 Gantt chart.*

## **5.2. DETAILED DESCRIPTION OF THE WORK PLAN ACCORDING TO THE GANTT CHART**

GRAPHIC EXPLAINING THE WORKFLOW *(optional)*

|  |
| --- |
|  |

WORK PLAN DESCRIPTION

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

*(Add as many lines as needed to each work package, and as many work packages are required. Remember that WP Coordination (...), WP Data Management, WP Valorisation (...), are compulsory).*

|  |
| --- |
| WP 1: |

|  |  |
| --- | --- |
| **T.1.1.** | [Insert here title of the task] |
|  | *[Insert here task leader]* |
| [Insert here brief description of the task] |
| **D.1.1.1** |  |
| **D.1.1.2** |  |
| **D.1.1.3** |  |
| **T.1.2.** | [Insert here title of the task] |
|  | *[Insert here task leader]* |
| [Insert here brief description of the task] |
| **D.1.2.1** |  |
| **D.1.2.2** |  |
| **D.1.2.3** |  |
| **T.1.3** | [Insert here title of the task] |
|  | *[Insert here task leader]* |
| [Insert here brief description of the task] |
| **D.1.3.1** |  |
| **D.1.3.2** |  |
| **D.1.3.3** |  |

|  |
| --- |
| WP 2: |

|  |  |
| --- | --- |
| **T.2.1.** | [Insert here title of the task] |
|  | *[Insert here task leader]* |
| [Insert here brief description of the task] |
| **D.2.1.1** |  |
| **D.2.1.2** |  |
| **D.2.1.3** |  |
| **T.2.2.** | [Insert here title of the task] |
|  | *[Insert here task leader]* |
| [Insert here brief description of the task] |
| **D.2.2.1** |  |
| **D.2.2.2** |  |
| **D.2.2.3** |  |
| **T.2.3** | [Insert here title of the task] |
|  | *[Insert here task leader]* |
| [Insert here brief description of the task] |
| **D.2.3.1** |  |
| **D.2.3.2** |  |
| **D.2.3.3** |  |

|  |
| --- |
| WP 3: |

|  |  |
| --- | --- |
| **T.3.1.** | [Insert here title of the task] |
|  | *[Insert here task leader]* |
| [Insert here brief description of the task] |
| **D.3.1.1** |  |
| **D.3.1.2** |  |
| **D.3.1.3** |  |
| **T.3.2.** | [Insert here title of the task] |
|  | *[Insert here task leader]* |
| [Insert here brief description of the task] |
| **D.3.2.1** |  |
| **D.3.2.2** |  |
| **D.3.2.3** |  |
| **T.3.3** | [Insert here title of the task] |
|  | *[Insert here task leader]* |
| [Insert here brief description of the task] |
| **D.3.3.1** |  |
| **D.3.3.2** |  |
| **D.3.3.3** |  |

## **5.3. RISK MANAGEMENT**

*(Please complete the table matching the risk to the task. E.g. if the risk is associated to task 2.1., please number the risk R.2.1. Add as many lines as needed to cover the risks that could delay or hinder the project ). (Max. 1/2 page in Calibri 11 font).*

|  |  |  |
| --- | --- | --- |
| Risk |  Name of the Risk | Contingency Plan |
| **R.X.X.** |  |  |
| **R.X.X.** |  |  |
| **R.X.X.** |  |  |
| **R.X.X.** |  |  |

# 6. BUDGET

*🠢 Do not complete here – use Template 4 Budget table.*

# 7. DATA MANAGEMENT PLAN

*🠢 Do not complete here – use Template 5 Data Management Plan.*

**PART D: IMPACT & SUTAINABILITY CASE**

# 8. IMPACT

## **8.1. IMPACT OF THE PROJECT for the ESFRI RI**

*(This part shall not exceed 1/2 page in Calibri 11 font)*

|  |
| --- |
|  |

## **8.2. IMPACT OF THE PROJECT FOR THE BELGIAN FEDERAL COMPONENT OF THE ESFRI RI**

*(This part shall not exceed 1/2 page in Calibri 11 font)*

|  |
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## **8.3. IMPACT OF THE PROJECT for the FSI and/or federal authority**

*(This part shall not exceed 1/2 page in Calibri 11 font)*

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## **8.4. FOLLOW-UP COMMITTEE**

*(This part shall not exceed 1/2 page in Calibri 11 font)*

LIST OF MEMBERS/PROFILES IN THE FOLLOW-UP COMMITTEE AND RESPONSIBILITY ASSIGNMENT

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

*\* Involved in research/Consulted/Informed*

MOTIVATION

|  |
| --- |
|  |

# 9. SUSTAINABILITY

## **9.1. INTEGRATION OF THE SERVICES/ACTIVITIES DEVELOPED BY THE PROJECT**

*🡒 You may join the Follow-up Committee letter of intent to the proposal (template 7 Follow-up Committee letter of intent) for the members mentioned but note that this document is not compulsory.*

*(This part shall not exceed 1/2 page in Calibri 11 font)*

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## **9.2. IT SUSTAINABILITY**

*(This part shall not exceed 1/2 page in Calibri 11 font)*

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|  |

## **9.3. SUSTAINABILITY BUDGET PLAN**

*(Complete the table below. Add as many lines as required).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Category** | **Profile / Item** | **Source of funding** | **If other: Specify**  | **% funding** |
|  | * *Staff*
* *Operation*
* *Equipment*
 | *Name the item, staff profile, specific service...* | * *FSI*
* *Other*
 | * *Public (Federal, EU, Inter…)*
* *Private*
* *...*
 | *relative to the cost of maintenance of the service /activities* |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| TOTAL |  100% |