



## ESFRI-FED PROGRAMME

IN SUPPORT OF THE VALORISATION OF  
FEDERAL COMPONENTS IN ESFRI  
DISTRIBUTED AND VIRTUAL  
INFRASTRUCTURES

PHASE 1 – [2021-2026]

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## CALL FOR PROPOSALS | 2025-2026 INFORMATION FILE

Submission deadline:

**FULL PROPOSALS: 16 SEPT 2025 @ 14:00**

## TABLE OF CONTENTS

### PART I: GENERAL INFORMATION ON THE PROGRAMME

<b>1. GENERAL CONSIDERATIONS REGARDING THE ESFRI-FED PROGRAMME .....</b>	<b>3</b>
1.1. FOCUS OF THE ESFRI-FED PROGRAMME: DISTRIBUTED AND VIRTUAL ESFRI RI .....	3
1.2. AIM OF THE ESFRI-FED PROGRAMME .....	4
1.3. OPERATIONALISATION, CALENDAR & BUDGET OF THE PROGRAMME .....	4
<b>2. CONSTRUCTION OF R&amp;D ESFRI-FED PROJECTS.....</b>	<b>5</b>
2.1. ELIGIBLE ESFRI RESEARCH INFRASTRUCTURES.....	5
2.2. ELIGIBLE PROJECT PARTNERS.....	6
2.3. ELIGIBLE PROPOSALS .....	8
2.4. PROJECT DURATION.....	8
2.5. PROJECT BUDGET .....	8
<b>3. DOCUMENTATION RELATED TO THIS CALL .....</b>	<b>9</b>
<b>4. INDICATIVE TIMING OF THE CALL .....</b>	<b>9</b>
<b>5. CONTRACTUAL OBLIGATIONS FOR SELECTED PROJECTS.....</b>	<b>10</b>
5.1. CONTRACTS.....	10
5.2. REPORTS AND PROGRESS MEETINGS .....	10
5.3. DATA, RESULTS, INTELLECTUAL OWNERSHIP & OPEN ACCESS .....	11
5.4. RESEARCH ETHICS .....	11
5.5. GENDER.....	12
<b>6. COMPLAINTS.....</b>	<b>12</b>
<b>7. SUBMISSION OF PROPOSALS.....</b>	<b>13</b>
<b>8. ELIGIBILITY OF SUBMITTED PROPOSALS .....</b>	<b>14</b>
<b>9. EVALUATION OF PROPOSALS .....</b>	<b>14</b>
9.1. PANEL EVALUATORS .....	14
9.2. EVALUATION PROCEDURE .....	15
9.3. EVALUATION CRITERIA & SCORING .....	17
<b>10. SELECTION OF PROPOSALS .....</b>	<b>18</b>
10.1. SELECTION PROCEDURE.....	18
10.2. STRATEGIC PROGRAMME COMMITTEE .....	18

### PART II: SUBMISSION-EVALUATION CRITERIA

<b>11. GENERAL CONSIDERATIONS REGARDING THE EVALUATION CRITERIA.....</b>	<b>19</b>
<b>12. CRITERIA FOR THE PANEL INTERVIEW.....</b>	<b>21</b>

<b>ANNEX I: LIST OF FEDERAL SCIENTIFIC INSTITUTIONS AND FEDERAL DEPARTMENTS... ..</b>	<b>34</b>
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# PART I:

## GENERAL INFORMATION

### 1. GENERAL CONSIDERATIONS REGARDING THE ESFRI-FED PROGRAMME

#### ESFRI-FED website:

EN: [https://www.belspo.be/belspo/ESFRI-FED/index\\_en.stm](https://www.belspo.be/belspo/ESFRI-FED/index_en.stm)

FR: [https://www.belspo.be/belspo/ESFRI-FED/index\\_fr.stm](https://www.belspo.be/belspo/ESFRI-FED/index_fr.stm)

NL: [https://www.belspo.be/belspo/ESFRI-FED/index\\_nl.stm](https://www.belspo.be/belspo/ESFRI-FED/index_nl.stm)

ESFRI-FED secretariat: [esfri-fed@belspo.be](mailto:esfri-fed@belspo.be)

#### 1.1. FOCUS OF THE ESFRI-FED PROGRAMME: DISTRIBUTED AND VIRTUAL ESFRI RI

On the 16<sup>th</sup> of July 2021, the Council of Ministers approved the implementation of the first phase of the ESFRI-FED programme in support of the valorisation of the federal components in ESFRI distributed and virtual infrastructures, to be carried out under the responsibility of the Federal Science Policy (BELSPO).

ESFRI, the European Strategy Forum on Research Infrastructures, is a strategic instrument to develop the scientific integration of Europe and to strengthen its international outreach. The mission of ESFRI is to support a coherent and strategy-led approach to policymaking on research infrastructures in Europe, and to facilitate multilateral initiatives leading to the better use and development of research infrastructures, at EU and international level<sup>1</sup>.

**Research infrastructures as defined by ESFRI are facilities, resources and services that are used by the research communities to conduct research and foster innovation in their fields.** These include: major scientific equipment (or sets of instruments), knowledge-based resources such as collections, archives and scientific data, e-infrastructures, such as data and computing systems and communication networks and any other tools that are essential to achieve excellence in research and innovation<sup>2</sup>. Beyond research, these infrastructures provide public services and education. They are classified as: single site, distributed or virtual infrastructures.

**The ESFRI-FED programme focuses on distributed and virtual ESFRI research infrastructures.** A distributed research infrastructure consists of a Central Hub and interlinked National Nodes, holding a unique specific name and legal status, and governance structure. Distributed infrastructures define and follow a joint investment strategy aimed at strengthening the research infrastructure through the Nodes and common/shared facilities. User-wise, each infrastructure has a common access policy, providing a single point of access for all users.

<sup>1</sup> For more information on ESFRI: <https://www.esfri.eu/forum>

<sup>2</sup> <https://www.esfri.eu/glossary>

## 1.2. AIM OF THE ESFRI-FED PROGRAMME

ESFRI-FED is first and foremost designed to support the participation of Belgian Federal Scientific Institutions (FSI)<sup>3</sup> and federal departments (listed in [Annex I](#)) in ESFRI distributed and virtual research infrastructures, through the funding of R&D projects based on scientific excellence and European anchorage. Accessorily and providing that the necessary expertise does not exist within the FSI, the programme is open to universities, institutions of higher education, public scientific institutions or non-profit research centres. Explicit conditions regarding eligible participants are given in [Part I – Point 2.2. Eligible participants](#) of this document.

More concretely, the framework programme aims to:

- Support ESFRI research infrastructures in implementation or operational phase, and to which Belgium has formally adhered.
- Better position the presence of Belgium and especially its federal level within said ESFRI infrastructures.
- Further develop, test, reinforce and/or improve Belgian federal components and/or services within said ESFRI infrastructures.
- Valorise the Belgian federal component of the ESFRI infrastructure through the development of services or specific modules within the Federal Scientific Institutions.

## 1.3. OPERATIONALISATION, CALENDAR & BUDGET OF THE PROGRAMME

The first phase of the programme runs from 2021 to 2026 with 3 biennial calls for projects, each of them with an indicative budget of 3M€.

	Call 1 2021-2022	Call 2 2023-2024	Call 3 2025-2026	Total
Budget (k€)	3 800*	3 000	3 000	9 800

\* 800k€ were reallocated to the programme from leftover budget of other initiatives.

For its operationalisation BELSPO is assisted by a Strategic Programme Committee. This committee is an independent panel established for the duration of the programme. It is composed of designated members from the FSI and federal departments concerned with ESFRI research infrastructures. Its role is to monitor and insure consistency of the implementation procedures.

 Details regarding the composition and mandate of the Strategic Programme Committee are provided in the **Terms of Reference** available on the website.

<sup>3</sup> The acronym FSI covers the institutions as defined in the Royal Decree of 30 October 1996 and their possible legal successors, such as Sciensano.

## 2. CONSTRUCTION OF R&D ESFRI-FED PROJECTS

ESFRI-FED project proposals must meet all the conditions expressed in sections 2.1 to 2.5.

### 2.1. ELIGIBLE ESFRI RESEARCH INFRASTRUCTURES

The ESFRI research infrastructures addressed by the different programme calls must meet all the following conditions:

- **ESFRI RI must 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).
- **ESFRI RI must be in implementation or operation phase<sup>4</sup>.**
- **ESFRI RI must have a ‘federal component’<sup>5</sup>;** this is, activities funded at the federal level, performed by federal actors (particularly FSI), or in the interest of federal authorities performed by non-federal actors in support of federal competencies.

In accordance with the legal base of the programme, a rolling call agenda is planned together with the Strategic Programme Committee, allowing each ESFRI RI filling the above conditions to be addressed and enriched with a federal component by the end of the ESFRI-FED programme time span.

#### A. ESFRI RI ELIGIBLE FOR THE CALL

The ESFRI RI eligible for this call, approved by the ESFRI-FED Programme Committee are the following:

Domain	Acronym	Name
Environment	ELIXIR	A Distributed infrastructure for Life-science Data
Health & Food	MIRRI	Microbial Resource Research Infrastructure
Social & Cultural Innovation	CLARIN	Common Language Resources and Technology Infrastructure
	EHRI	European Holocaust Research Infrastructure

Synergies among FSI, Belgian Federal components and ESFRI RI are strongly encouraged. Applicants are urged to actively collaborate in the submission of Full Proposals for a given ESFRI research infrastructure, in order to avoid competition and to maximise the impact of joint efforts.

<sup>4</sup> According to the description of the ESFRI lifecycle approach described in the Strategy Report on Research Infrastructures Roadmap 2018: <http://roadmap2018.esfri.eu/strategy-report/the-esfri-methodology/>

<sup>5</sup> A "federal component" is distinct from an "ESFRI National Focal Point" or "ESFRI node" for which the mission is to ensure the interface between the infrastructure's headquarters and the national contributions.

## B. ADDITIONAL ESFRI RI THAT MAY BE FUNDED IF BUDGET IS STILL AVAILABLE

It was agreed by the ESFRI-FED Strategic Programme Committee that in case there is budget left after funding projects of the infrastructures listed under section A: 'ESFRI RI eligible for the call', additional projects of sufficient quality<sup>6</sup> may be funded provided they meet the regular conditions, and fulfil all the following supplementary conditions:

- Ongoing projects within the foreseen ESFRI RI must end in 2025.
- The foreseen ESFRI RI featured in proposals must have more than one participating FSI.
- Proposals submitted must claim reduced budgets (400k€ max).

The only ESFRI RI that fulfils the criteria of having projects which end in 2025 is EPOS. Therefore, projects featuring EPOS with max. budget of 400 000€ and more than one participating FSI will be eligible for funding if there is any leftover budget.

Domain	Acronym	Name
Environment	EPOS	European Plate Observing System

## 2.2. ELIGIBLE PROJECT PARTNERS

 Please check the rules regarding **Eligible Institutions** on the ESFRI-FED website.

	Coordinator	Funded Partner (P partner)	Non-funded Partner* (O partner)	Subcontractor
Belgian federal scientific institutions (FSI)	✓	✓	✓	(✓)
Belgian federal research institutions	(✓)	(✓)	✓	✓
Belgian federated research institutions	(✓)	(✓)	✓	✓

\* Non-funded partners appear as 'other partner' in the proposal templates.

( ) See conditions in points A, B and C here below.

- **Funded Partners:** Eligible partners funded by the project need to be part of the Belgian federal component of the addressed ESFRI RI. They will appear as (P) partners in the proposal's templates.
- **Non-funded partners:** Institutions contributing to the project with cash or in kind. For instance: Federal Departments. They will appear as (O) Partners ('other partners') in the proposal templates.

BELSPO does **NOT fund Federal Departments**, only Research Institutions.

<sup>6</sup> Full Proposals that have been subjected to the peer-review evaluation with a positive outcome in agreement with the evaluation rules and evaluation criteria. Selection of proposals to be funded takes place at the level of the Strategic Programme Committee, according to selection rules.

## A. BELGIAN FEDERAL SCIENTIFIC INSTITUTIONS (FSI)

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Participants in the ESFRI-FED programme will be mainly FSI, which may submit proposals alone, or as part of a consortium. In case of submitting proposals as part of a consortium, the FSI will hold the role of coordinator. FSI can be funded or non-funded partners. Marginally they can also appear as subcontractors if their role in the project is minor and adheres to the activities described under subcontracting.

## B. BELGIAN FEDERAL RESEARCH INSTITUTIONS

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Other Belgian Federal Research Institutions can participate in the call as:

- **Coordinator** of a proposal which focuses on federal priorities<sup>7</sup> for which the expertise required does not exist within FSI<sup>8</sup> (there is no FSI in the Belgian federal component of the ESFRI RI).
- **Funded partner** to FSI in a consortium, if justified by the proposal. Their participation in a consortium must be essential to valorise the federal component within the ESFRI RI.
- **Non-Funded Partner.**
- **Subcontractor** (see Budget Rules document on the ESFRI-FED website)

 Please check the rules regarding **Eligible Institutions** for funding available in the ESFRI-FED website. For any questions please contact: [ESFRI-FED@belspo.be](mailto:ESFRI-FED@belspo.be).

## C. BELGIAN FEDERATED RESEARCH INSTITUTIONS

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Universities or Research Centres belonging to federated entities can participate in the call as:

- **Coordinator** of a proposal which focuses on federal priorities<sup>7</sup> for which the expertise required does not exist within FSI<sup>8</sup> (there is no FSI or no Belgian Federal Research Institutions in the Belgian federal component of the ESFRI RI).
- **Funded Partner** to a FSI in a consortium, if justified by the proposal. Their participation in a consortium must be essential to valorise the federal component within the ESFRI RI.
- **Non-Funded Partner.**
- **Subcontractor** (see Budget Rules document on the ESFRI-FED website)

 Please check the rules regarding **Eligible Institutions** for funding available in the ESFRI-FED website. For any questions please contact: [ESFRI-FED@belspo.be](mailto:ESFRI-FED@belspo.be).

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<sup>7</sup> Federal priorities are those that concern the competences of the federal departments and the FSI.

<sup>8</sup> The added value of developing a federal component (e.g., a 'federal node') born of the coordination by a Belgian research institution other than FSI will have to be demonstrated, together with the absence of subsidies for the project by the federal or federated authorities.

## 2.3. ELIGIBLE PROPOSALS

- ✓ Proposals submitted in response to a call of the ESFRI-FED programme must focus on the development, test, strengthening or improving, AND anchoring of federal components and/or services within an addressed ESFRI infrastructure. Services and specific modules developed by FSIs (or by federated partners on behalf of the federal level) will valorise the Federal contribution to the ESFRI RI in phase of implementation or operation.
- ✗ Proposals submitted in response to a call of the ESFRI-FED programme must NOT:
  - Produce completely new services that do not build on any previous development already organically linked to the targeted ESFRI infrastructure.
  - Implement research which makes use of data or services produced by the ESFRI research infrastructure.

## 2.4. PROJECT DURATION

Projects will have a duration of 2, 3 or 4 years.

## 2.5. PROJECT BUDGET

### A. MAXIMUM TOTAL BUDGET PER PROJECT

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- 400 000€ for projects with a single partner.
- 750 000€ if there are two or more partners in the consortium.<sup>9</sup>

The budget will exclusively cover the cost of the R&D activities related to the development of services and the anchoring of the federal component in the ESFRI infrastructure.

### B. BUDGET CATEGORIES BREAKDOWN


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- **Staff:** Recruited and/or existing staff made (partially) available for the project's implementation.
- **Specific Operation costs:** Costs derived from the implementation of the project and the services.
- **Equipment:** only if strictly necessary for the integration of the federal component into the ESFRI infrastructure, max. 25 000€/item VAT excluded (or 30 000€/item VAT included).
- **Subcontracting:** Max. 25% of the claimed budget by the Belgian partner concerned.
- **Overheads:** Fixed amount of 15% of [Staff + specific operation costs].

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<sup>9</sup> Exception: Proposals featuring EPOS can only claim 400 000€.



 For more information regarding the budget please read the **Budget Rules** document on the website. General conditions to BELSPO's R&D contracts apply.

In order to preserve the implemented technologies and keep them sustainable and scalable when the project funding ends, BELNET may be considered as subcontractor. Note that besides the durability aspect they may be able to offer, its inclusion will have no impact on the evaluation.

### 3. DOCUMENTATION RELATED TO THIS CALL

 The following documents are available on the **ESFRI-FED website**.

#### A. DOCUMENTS WITH INFORMATION REGARDING THE PROGRAMME AND THE CALL


- Information file: General Information of the Programme and the Call.
- Gender checklist: Checklist regarding Gender Equality.
- Personal data protection statement: Disclaimer of personal data acquisition and use.
- Evaluators eligibility: Eligibility rules for the evaluators employed in the programme.
- Terms of reference of the Programme Committee.

#### B. SUBMISSION TEMPLATES

- Template 1 General information & Contact details (compulsory)
- Template 2 Proposal description (compulsory)
- Template 3 Gantt chart (compulsory)
- Template 4 Budget table (compulsory)

For more information on how to fill out and send these documents please see [Part II – Point 7. Submission of proposals](#).

### 4. INDICATIVE TIMING OF THE CALL

 For more precise and up-to-date information please check the **ESFRI-FED website** [ESFRI-FED@belspo.be](mailto:ESFRI-FED@belspo.be).

Submission deadlines are always at 14h00, Brussels' time.

Closing date	Phase
July 2025	Opening of the call (under the condition of Government approval)
Sept 2025	Full proposal
Sept 2025	Panel interview evaluation
Oct 2025	Full Proposal selection validation by Programme Committee
Dec 2025	Communication of selected proposals

## 5. CONTRACTUAL OBLIGATIONS FOR SELECTED PROJECTS

### 5.1. CONTRACTS

For the selected proposals, a contract is concluded between BELSPO and the funded institution(s). The 3M€ envelope of the call is distributed in 2 years: Contracts of selected proposals for a total of 1.5M€ will begin in December 2025. Contracts of selected proposals for a total of 1.5M€ will begin in early 2026.

For this purpose, the applicants of the selected proposal will be asked at the end of the evaluation and selection procedure, to concisely formulate the specifications of their projects to be included in the contract. This Technical Annex to the contract will be drawn up in consultation with BELSPO and will consider the recommendations formulated by the evaluators and the Programme Committee.

Adaptations to the original proposal may relate, among other things, to the content of the proposal, the composition of the project partnership or Follow-up Committee, the budget, and/or ways of enhancing value and sustainability of the project.

BELSPO grants the selected projects the funds required for their implementation. BELSPO shall reimburse at most, and up to the amount specified in the granted budget, the actual costs proven by the partners providing these costs are directly related to the implementation of the project.



The general terms of the contract are detailed in **Annex II of the contract: General Conditions**, on the website.

### 5.2. REPORTS AND PROGRESS MEETINGS

The contract foresees the following reports to be submitted to BELSPO:

- **Initial administrative report:** submitted within three months after the start of the project.
- **Mid-term progress report:** only for 3- and 4-year projects, submitted half-way the project.
- **Final scientific report:** to be submitted at the end of the project.



The templates are on the **Promotor's documents** section of the **ESFRI-FED website**.

If deemed useful by BELSPO, an activity report may be requested for an external evaluation of the project. BELSPO may also ask for other reports/input at any time during the project to provide scientific support to valorisation and service actions related to the programme.

These reports are to be included in the project work plan and the cost of preparing them (including possible translations) must be covered by the project budget.

Meetings on the project's progress must be organised - minimum once a year - between the project partner(s), BELSPO and the Follow-up Committee. The organisation of these meetings must be included in the project work plan and the project budget.

### 5.3. DATA, RESULTS, INTELLECTUAL OWNERSHIP & OPEN ACCESS

In the framework of the open science policy, participants are reminded to comply with current and future open data legislation and guidelines, whereby all components of the infrastructure must be preserved as open digital objects for the long term and are made available for reuse by other researchers or research institutions. Digital objects include, among other things: open research data or FAIR data, open-source software components, etc.

It is also required that the e-services funded by BELSPO in the context of the previous programmes and calls, are reused as much as possible in the framework of ESFRI-FED. The project proposals will describe which e-services will be reused, complemented, or extended by the beneficiaries (example: the BELSPO long-term preservation platform, the Dataverse research dataset management platform, the use of BELNET services, including authentication and authorisation (AAI) services, Secure Storage in secure redundant data centres and managed services).

The results (including information) produced by the project shall be the property of the institution carrying out the work generating this foreground. In accordance with the relevant BELSPO Open Research Data Mandate, each Institution undertakes to make the foreground and background relating to research data, available as soon as possible and free of charge in an approved data repository (Open Research Data Repository). This concerns data that supports the project results, with its metadata and other contextualised (curated) and/or raw data mentioned in the Data Management Plan (DMP) as part of the proposal submitted by the grant applicant. The data must comply with the FAIR principle (Findable, Accessible, Interoperable and Reusable) and must be accessible according to the principle "As open as possible, as closed as necessary".

### 5.4. RESEARCH ETHICS

The first code of ethics for scientific research in Belgium was drawn up in 2009:

[http://www.belspo.be/belspo/organisation/publ/pub\\_ostc/Eth\\_code/ethcode\\_en.pdf](http://www.belspo.be/belspo/organisation/publ/pub_ostc/Eth_code/ethcode_en.pdf).

The "Code of Ethics for Scientific Research in Belgium" is a joint initiative of the Académie Royale des Sciences, des Lettres et des Beaux-Arts de Belgique, the Académie Royale de Médecine de Belgique, the Koninklijke Vlaamse Academie van België voor Wetenschappen en Kunsten and the Koninklijke Academie voor Geneeskunde van België, with the support of BELSPO.

All projects must take this code of ethics into account in their research. If necessary, the Ethical Board of the institutions concerned must be consulted before submitting a proposal.

## 5.5. GENDER

Projects must consider equality in terms of gender and ensure gender mainstreaming in the implementation of the project. If the institutions participating in the project have a **Gender Equality Plan**, they must include the weblink to it in the Full proposal description.

- **Gender equality in the project team(s):** The project must describe and explain the composition of the team(s) under the perspective of gender, ensuring gender balance as much as possible. If the participating institutions have developed a Gender Equality Plan, a link to the document must be provided in description of the team within the proposal.
- **Gender in the content of proposal:** Where relevant, the gender dimension must be integrated in the R&D project. Projects must take into account all possible differences between men and women (biological characteristics as well as social and cultural features), boys and girls, or males and females in their content. All statistics produced, collected, and commissioned are, where appropriate, disaggregated by sex and gender indicators are established where relevant.

## 6. COMPLAINTS

BELSPO places great importance on the quality of its service and on improving the way it operates. A special form to handle complaints has been created.

The complaint form is available at the following address:

[http://www.belspo.be/belspo/organisation/complaints\\_en.stm](http://www.belspo.be/belspo/organisation/complaints_en.stm).

Complaints submitted anonymously or which are offensive or not related to our organisation will not be processed.

A complaint is handled as follows:

1. Once your complaint has been filed, a notification of receipt will be sent.
2. The complaint will be forwarded to the relevant departments and individuals and will be processed within one month.
3. An answer will be sent by e-mail or letter.
4. The complaint will be treated with strict confidentiality.

If you are dissatisfied by the initial response to a complaint, you can always contact the Médiateur Fédéral / Federal Ombudsman, rue Ducale / Hertogstraat 43, 1000 Brussels (email: [contact@mediateurfederal.be](mailto:contact@mediateurfederal.be) / [contact@federaalombudsman.be](mailto:contact@federaalombudsman.be) ).

# PART II:

# SUBMISSION & EVALUATION

# PROCEDURE

## 7. SUBMISSION OF PROPOSALS

**FULL PROPOSALS** must be submitted:

- By the coordinator of the proposal
- Within the following deadline **16/09/2025 @ 14:00**
- Using (and correctly re-naming) the templates on the website
- To this email address: [esfri-fed@belspo.be](mailto:esfri-fed@belspo.be)
- With the subject: **ESFRI-FED CALL 2025 PRP ACRONYM**
- And the attachments named as indicated below

Applications will be submitted in one single stage: Full Proposal. Full proposals provide the scientific/technical details, budgetary and operational aspects that will be evaluated. BELSPO will carry out an eligibility check (compliance with the conditions of the call) of the Full proposals. Only eligible proposals will be submitted for evaluation.

Full proposals consist of the following parts, which must be labelled as follows:

- **Template 1 General information & Contact details (compulsory)**  
*Contains the general information of the proposal and the contact details of the applicants*  
*Please rename as: ACRONYM\_1\_General information.xlsx*
- **Template 2 Proposal description (compulsory)**  
*Contains the text of the proposal (word file).*  
*Please rename as: ACRONYM\_2\_Proposal description.pdf.*  
*Send also the word version: ACRONYM\_2\_Proposal description.docx.*
- **Template 3 Gantt chart (compulsory)**  
*Contains the breakdown of the work plan, attribution of tasks and calendar (excel file).*  
*Please rename as: ACRONYM\_3\_Gantt chart.xlsx*
- **Template 4 Budget table (compulsory)**  
*Contains an explanation of the Budget rules, and the breakdown of the budget (excel file).*  
*Please rename as: ACRONYM\_5\_Budget table.xlsx*

Additionally, applicants may join a **Gender Equality Plan** document to the full proposal (ACRONYM\_5\_GEP), though BELSPO prefers to have a weblink to this document in the Proposal description template.

## 8. ELIGIBILITY OF SUBMITTED PROPOSALS

BELSPO will check the eligibility of the proposals before sending them to the evaluators. Non-compliant proposals will not be evaluated.

Eligible Full Proposals must meet the following conditions:

1. They are sent by email, using, and adequately labelling the appropriated documents as explained in [Part II – Point 7. Submission of Full Proposals](#), within the deadline.
2. All the fields in the templates provided are adequately filled.
3. They are drafted concisely, respecting the length limitations, in comprehensible English.
4. They fulfil all conditions explained in [Part I – Section 1. Construction of R&D ESFRI-FED Projects](#)

## 9. EVALUATION OF PROPOSALS

The peer-review assessment of proposals is done by a Panel that guarantees the pertinence of the quality of the projects in terms of their scientific/technical excellence, quality of implementation, and added value both at federal level and for the ESFRI infrastructure, as well as the long-term sustainable perspectives of the Belgian federal component within the ESFRI.

### 9.1. PANEL EVALUATORS

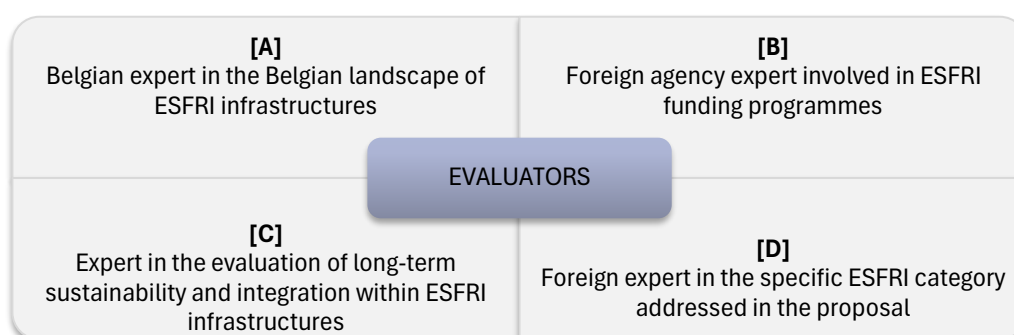
#### **PROPOSED EVALUATORS** can be submitted (optional):

- By the coordinator of the proposal
- Within the deadline **19/08/2025 @ 14:00**
- Using (and correctly re-naming) the template on the website
- To this email address: [esfri-fed@belspo.be](mailto:esfri-fed@belspo.be)
- With subject: **ESFRI-FED CALL 2025 PROPOSED EVALUATOR**
- And the attachment named as *ACRONYM\_Proposed experts.docx*

BELSPO is responsible for composing the Panel of experts. Applicants have the option to provide proposed and/or non-grata evaluators for the evaluation of their proposals. BELSPO will consider them when composing the Panel of evaluators.

The Panel of experts include the following profiles:

- A. Belgian non-thematic expert on the research landscape and ESFRI RI in Belgium.
- B. Expert from a foreign funding agency with experience in calls related to ESFRI infrastructures.
- C. Expert on sustainability and long-term integration aspects of components in the ESFRI.
- D. Foreign expert [in Environment OR Food & Health OR Social & Cultural Innovation OR Physical sciences & engineering OR Digit OR Energy...] depending on the nature of the ESFRI concerned, who will study all the proposals submitted in their domain according to the ESFRI categories.



It is possible that the same expert may fulfil more than one of these profiles. Preferably, and to ensure continuity, the same experts are solicited for each call of the ESFRI-FED programme. Experts will be assigned the role of reporter for a few proposals: They will draft the Consensus Report, and the comments regarding those proposals on the Panel Report.

## 9.2. EVALUATION PROCEDURE

### A. PREPARATION OF THE PANEL

Panel members will be assigned a number of proposals to evaluate in quality of reporter. The assigned Panel reporter will complete an **evaluation form** provided via e-mail by BELSPO, following an **evaluation matrix** available on the website.

The Panel reporter will also produce a **list of written questions** for the applicants in preparation of a face-to-face (or videoconference) Panel interview. These questions will aim to clarify specific aspects of the proposal or gather additional information regarding the pertinence and relevance of the project, its scientific/technical excellence, quality of implementation, impact and added value for the federal government and ESFRI, as well as the long-term sustainable perspectives of the Belgian federal component within the ESFRI.

BELSPO will transfer these anonymised questions to the applicants in preparation of the panel interview evaluation.

## B. PANEL INTERVIEW

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A face-to-face (or videoconference) Panel interview based on the questions from the panel reporter will take place, allowing the coordinator of the project to briefly present and clarify different aspects of the proposal.

### *Prior to the Panel Interview*

- **The coordinator** of the project will receive the questions addressed to their own proposal in advance. The coordinator will address these questions during the interview, assisted (if desired) by another project partner. Any supports used by the coordinator during the interview will be sent to BELSPO after the meeting.
- **Panel members** will have access to the ensemble of proposals and evaluations, as well as to the questions posed to the applicants, and a preliminary Proposal Ranking.

### *During the Panel Interview*

Interviews with candidates will have a duration of 45 to 60 minutes each, depending on the number of proposals received, divided in 3 periods:

- **First period:** The coordinator (and their project partner) will briefly present the project and answers to the questions regarding their proposal, addressed to them via BELSPO.
- **Second period:** The evaluators will discuss these questions (or other which may arise) with the coordinator (and their project partner).
- **Third period:** The evaluators will discuss the proposal in absence of the candidates, agreeing on the feedback to be given to the applicant and on the remarks to be passed on to the Programme Committee. (For more information regarding the documents produced by the panel, please see [Part II – Point 8.4: Outcome of the evaluation.](#))

### *After the Panel Interview*

At the end of all the presentations, the Panel will rank the proposals according to their quality against the criteria mentioned in [Part III: Submission-Evaluation criteria](#), classifying them into the categories described in [Part II – Point 9.6. Scoring](#), and producing a Panel Report. A Consensus Report will be drafted, per proposal, by the panel reporter. This anonymous report will be provided as feedback to the applicants.



## C. OUTCOME OF THE PANEL EVALUATION

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Based on the Panel Evaluation, the members of the Panel will produce the following documents:

- **Proposal Ranking:** With proposals classified in ‘highly recommended’, ‘recommended’ or ‘not recommended’ for funding.
- **Panel Report:** Explaining the Proposal Ranking to the Programme Committee.
- **Consensus Report:** (one per proposal): It will serve as feedback for the Applicants. The Consensus Report is anonymous and addresses the different evaluation criteria and provides suggestions for the improvement of the proposal wherever needed. The Consensus Report is final. It will be not modified in the subsequent steps of the evaluation-selection process.

## 9.3. EVALUATION CRITERIA & SCORING

### A. EVALUATION CRITERIA

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Eligible proposals submitted in response to the call will be evaluated according to the following main criteria:

- **Pertinence of the project & Relevance and scientific or technical excellence**
- **Quality of the implementation**
- **Added value & Sustainability**

These three criteria will hold the same weight and will be evaluated through a set of sub-criteria. And will account for the different level of maturity of both ESFRI research infrastructures and their Belgian (federal) components. For more information regarding the evaluation criteria please see [Part III: Submission-Evaluation criteria](#).

### B. SCORING

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The Panel will consider the preliminary ranking and the exchange during the Panel interview to produce a ranking in which proposals will be classified as:

- Highly recommended for funding
- Recommended for funding
- Not recommended for funding

## 10. SELECTION OF PROPOSALS

### 10.1. SELECTION PROCEDURE

The proposals' ranking elaborated by the Panel (with proposals classified as 'highly recommended for funding', 'recommended for funding' and 'not recommended for funding') will be submitted to the Strategic Programme Committee, who will propose a selection of projects to be funded.

To make this selection, the Strategic Programme Committee will only consider proposals labelled 'highly recommended' or 'recommended for funding', and apply the following criteria:

- The quality of the proposals (Panel Evaluation, Consensus Report), and recommendations by the Panel as stated in the Panel Report.
- The balance in terms of ESFRI research infrastructure domains (environment, health & food, social sciences & humanities, digit...)
- The balance of the ESFRI RI infrastructures (possible overlapping of project proposals).

This selection will be sent (via BELSPO) to the Minister in charge of Science Policy for approval.

### 10.2. STRATEGIC PROGRAMME COMMITTEE

A Strategic Programme Committee is set up to ensure coherence and control of the implementation of the ESFRI-FED programme. This committee is established for the duration of the programme and composed of designated members from FSIs and Federal Departments. The full description of the committee and its role are defined in its **'Terms of Reference'** made available on the website.

## PART III: SUBMISSION-EVALUATION CRITERIA

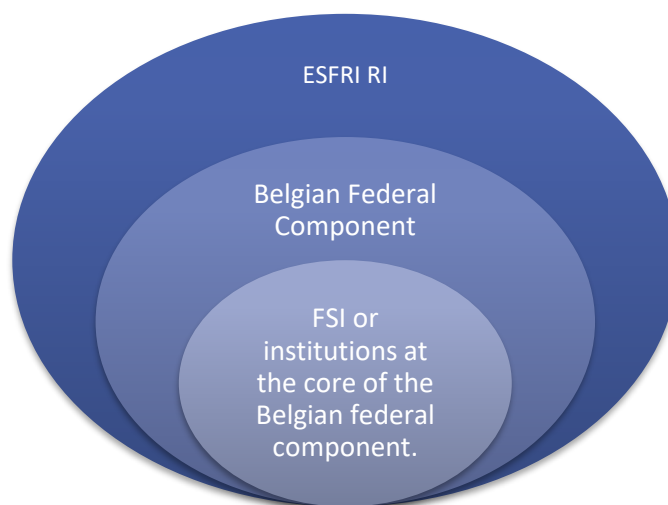
### 11. GENERAL CONSIDERATIONS REGARDING THE EVALUATION CRITERIA

Submission-Evaluation criteria are divided in four parts corresponding to the main criteria categories: A, B, C and D. These criteria categories are divided in different criteria, which are detailed on the following section.

- **Part A** concerns the general information of the proposal and contact detail of the applicants. This part is not evaluated.
- **Parts B, C, and D** correspond to the main criteria categories and will be evaluated through a set of sub-criteria. Part B, C and D will hold the same weight.

Parts	Criteria Categories	Criteria
PART A: General Information	(Not evaluated)	General information
		Summary & keywords
		Details of the applicants
PART B: Compliance with the Scope of the Call & Scientific Case	Pertinence of the project. Relevance and scientific or technical excellence.	1. Compliance with the scope of the call
		2. Objectives of the project
		3. Justification of the project
		4. Methodology
PART C: Implementation Case	Quality of the implementation.	5. Partnership
		6. Workplan
		7. Budget
		8. Data Management Plan
PART D: Impact & Sustainability Case	Impact and added value. Sustainability.	9. Impact
		10. Sustainability

The Submission-Evaluation criteria refer to the ESFRI research infrastructure, the Belgian federal component and the FSI or the institutions which, in absence of a FSI are at the core of the Belgian federal component. The FSI or the institutions at the core of the Belgian federal component appear as applicants in the proposal.



BELSPO understands that there are differences related to the lifecycle stage of the ESFRI Research Infrastructures addressed by the call (implementation vs. operational phase)<sup>10</sup> and the level of maturity of the Federal Components<sup>11</sup> within these infrastructures (promising components vs. established) and will make sure each project is evaluated bearing in mind these two variables.



Whatever the lifecycle stage of ESFRI RI is, the maturity of the Belgian Federal component is viewed as the stability of the position it holds within the research infrastructure (new or promising vs. established) and its durability, understood as the capacity to hold said position via the institution's structural (or other) funds, rather than through BELSPO's projects. In the case of **promising components**, the ESFRI-FED programme should contribute to strategically secure the component's position within the infrastructure. In the case of **established components**, the ESFRI-FED programme should contribute to strategically advance that placement to a more prominent position.

<sup>10</sup> From the ESFRI Roadmap 2021: The IMPLEMENTATION phase aims at establishing the legal entities and launching services to the user community of research infrastructures. This implies intense negotiations as both the Central Hub and the national nodes require specific commitments to develop a successful governance and management structure. During their OPERATION phase research infrastructures produce frontier research and deliver advanced services for excellent science satisfying the users' demand, boosting brain circulation of early career scientists and trainees, therefore improving the ranking of their academic and research institutions. Research infrastructures can create spin-offs and start-ups and attract corporate partners generating a high potential for innovation.

[https://www.esfri.eu/sites/default/files/ESFRI\\_Roadmap2021\\_Public\\_Guide.pdf](https://www.esfri.eu/sites/default/files/ESFRI_Roadmap2021_Public_Guide.pdf)

<sup>11</sup> Federal component: Component of the ESFRI RI funded at the federal level, whose activities are performed by federal actors (particularly FSI), or in the interest of federal authorities performed by non-federal actors in support of federal competencies.

## 12. CRITERIA FOR THE PANEL EVALUATION

<b>SUBMISSION CONTENT GUIDELINES FOR THE APPLICANTS</b> 	<b>EVALUATION CRITERIA GUIDELINES FOR THE EVALUATORS</b> 
<ul style="list-style-type: none"> <li>Applicants are required to fill in the corresponding sections of the proposal using the appropriate templates as indicated. Templates are available for download from the website.</li> <li>Texts must be concise: comprehensive, to the point, and focused on the specific criteria here below.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluators are required to fill out the corresponding sections of the evaluation template which will be sent to them via email. This evaluation includes questions for the applicants.</li> <li>Evaluations must be comprehensive and to the point, avoiding summarising the research proposal content, but providing enough context to be understood by the applicants. Questions must refer to aspects requiring clarification and or complementary information.</li> <li>The evaluation criteria match the different sections the applicants are required to complete.</li> </ul>

## PART A: GENERAL INFORMATION

General Information of the project	
<i>Template 1 General information</i> This section contains the general information of the project.	<i>Document 1 General information</i> This section does not require an evaluation.
Summary	
<i>Template 2 Proposal description</i> <i>(Ideally 1/2 page)</i> <ul style="list-style-type: none"> <li>Context and motivation of the project.</li> <li>Expected results and how these will impact science, economy, civil society, culture/heritage, public policy or services, environment and/or quality of life.</li> <li>Brief explanation concerning the implementation of the project.</li> <li>Provide 6 relevant keywords for the project.</li> </ul>	<i>Document 2 Proposal description</i> This section does not require an evaluation.

## 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	1.1. IN/OUT of scope evaluation
<p><i>Template 2 Proposal description</i> (Ideally 1/2 page)</p> <p>Explain how the proposal answers to the scope of the call, considering that ESFRI-FED projects aim to:</p> <ul style="list-style-type: none"> <li>• Develop, test, strengthen, or improve Belgian federal components and/or services within an eligible ESFRI research infrastructure.</li> <li>• Further anchor Belgian federal components and/or services within an eligible ESFRI infrastructure.</li> <li>• Valorise the Belgian federal component of the ESFRI through the development of services or specific modules, supporting the above-mentioned infrastructures.</li> </ul>	<p><i>Document 2 Proposal description</i></p> <p>Is the project in scope, partially out of scope or completely out of scope, considering the criteria of the programme?</p> <ul style="list-style-type: none"> <li>• <b>Proposals 'IN scope':</b> Completely fulfil the criteria of scope.</li> <li>• <b>Proposals 'partially OUT of scope':</b> Partially fulfil the criteria of scope. If you consider the proposal as 'partially OUT of scope', <u>you must complete the rest of the evaluation</u>. Note however that these proposals may be only funded based upon agreement of the Panel, who may impose necessary adjustments for it to be 'IN' scope.</li> <li>• <b>Proposals 'OUT of scope':</b> Do not fulfil the criteria of proposals 'IN scope'. If you consider the proposal as 'OUT' of scope, <u>your evaluation ends here</u>.</li> </ul>
2. Objectives of the project	
2.1. Objectives of the project	2.1. Objectives of the project
<p><i>Template 2 Proposal description</i> (Ideally 1/2 page)</p> <ul style="list-style-type: none"> <li>• List the project's objectives</li> <li>• Describe briefly the project's objectives.</li> <li>• Note that objectives must be coherent with the overall aim of the project, and feasible within its duration and budget.</li> </ul>	<p><i>Document 2 Proposal description</i></p> <ul style="list-style-type: none"> <li>• Are the project objectives clear and coherent?</li> <li>• Are the project objectives feasible within the duration and the budget category of the project?</li> </ul>

### 3. Justification of the project

#### 3.1. Position and motivation of the project

*Template 2 Proposal description*

*(Ideally 1 page + graphics)*

- State the maturity of the ESFRI Research Infrastructure and its Belgian Federal component (if the infrastructure is in between both phases, please mark both phases):

*Example:*

ESFRI RI lifecycle phase*	<input checked="" type="checkbox"/> Implementation	<input type="checkbox"/> Operation
Maturity of Belgian federal component**	<input type="checkbox"/> Promising	<input checked="" type="checkbox"/> Established

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

\*\* This is an auto-assessment.

- Position the project within the FSI, the Belgian federal component, and the ESFRI RI.
- Explain the role and contribution of the Belgian federal component to the ESFRI RI so far.
- Explain the importance of said contribution to the ESFRI-RI.
- Explain how the project builds upon previous development and funding.
- Explain how the realisation of the project would advance the position of the Belgian Federal component in the ESFRI RI.
- Motivate what is the added value of the project within the chosen ESFRI RI.
- Explain how the integration of the service/activities developed by the project will contribute to advance the agenda of the ESFRI in terms of its objectives, scope, lifecycle, and readiness level.
- Note: In the absence of an FSI, please refer to the institutions that are at the core of the Belgian federal component.

**Note:** In the absence of a FSI, please refer to the institutions that are at the core of the Belgian federal component.

#### 3.1. Position and motivation of the project

*Document 2 Proposal description*

Please consider proposals in terms of the maturity of the ESFRI research infrastructure and its Belgian federal component (see [Point 11. General Considerations](#)). Bearing this in mind:

- Is the project clearly positioned within the Belgian federal component, the chosen ESFRI RI, and the FSI involved?
- Is there an existing link between the FSI, the Belgian federal component and the ESFRI RI?
- Is the position optimal for the development of the activities/services foreseen in the project?
- Is the history of the role and the contribution of the Belgian federal component to the ESFRI clear?
- Is the funding history of the Belgian federal component clear and in line with the objectives of the project?
- Is the project adequate to the maturity of the ESFRI RI and the Belgian Federal component?
- Will the project contribute to strategically place/advance the position of the component in the ESFRI RI?

**Note:** In the absence of a FSI, the applicants refer to the institutions that are at the core of the Belgian federal component.

4. Methodology	
4.1. Methodology	4.1. Methodology
<p><i>Template 2 Proposal description</i> (Max. 1/2 page)</p> <ul style="list-style-type: none"> <li>Detail the methodology of the project: Translate your research objectives into a methodology (used methods, techniques, systems and/or way of working) to achieve the results, considering the different disciplines and skills mobilised regarding the project approach as described above.</li> <li>Detail the results your approach will enable to gather (expected outcomes).</li> <li>Describe how the services/activities issued from the project will be anchored (for promising Belgian federal components) or reinforced (for established Belgian federal components) in the ESFRI RI and the different steps needed to do so. (E.g., Labelling process, SLA).</li> </ul>	<p><i>Document 2 Proposal description</i></p> <p>Please consider proposals in terms of the maturity of the ESFRI research infrastructure and its Belgian federal component (see <a href="#">Point 11. General Considerations</a>). Bearing this in mind:</p> <ul style="list-style-type: none"> <li>Does the chosen methodology adequately articulate the objectives with the expected outcomes?</li> <li>Are the different disciplines and skills mobilised and the technical aspects adequate to achieve the project's results?</li> <li>Are the expected outcomes of the project achievable by means of the methodology presented?</li> <li>Is the process of anchoring of the services/activities issued from the project well explained?</li> <li>Will the foreseen steps allow the project to anchor (for promising Belgian federal components) or reinforce (for established Belgian federal components) the services/activities of the project within the ESFRI?</li> </ul>
4.2. Gender dimension in the content of the project	4.2. Gender dimension in the content of the project
<p><i>Please consult the Gender Equality checklist before answering this part</i> (Max. 1/2 page)</p> <ul style="list-style-type: none"> <li>Answer the sex/gender questionnaire in relation to the content of the project.</li> <li>If your answer is 'NO' to questions, please explain why the gender dimension is not relevant to the project</li> </ul> <p>If your institution has a Gender Equality Plan, please provide the weblink or include the document with the proposal, labelled as ACRONYM_8_GEP, <b>in addition to the completed questionnaire.</b></p>	<p><i>Please consult the Gender Equality checklist before evaluating this part.</i></p> <ul style="list-style-type: none"> <li>Does the project consider all the sex/gender aspects that could be linked to its objectives, methodology and outcomes?</li> <li>Have the sex/gender aspects been adequately addressed?</li> </ul>



4.3. Ethics in the content of the project (Max. 1/2 page)	3.4. Ethics in the content of the project
<ul style="list-style-type: none"> <li>• Answer the Ethics issues form.</li> <li>• Please provide a brief explanation of the ethical issues. In absence of ethical issues, please provide a brief explanation of why there are none.</li> </ul> <p><b>Note:</b> Research involving activities marked with an asterisk (*) in the first column of the Ethics issues form requires the advice of the ad hoc Board at the level of their institution and an official agreement delivered by the Belgian competent authorities before the project start</p>	<ul style="list-style-type: none"> <li>• Does the project consider all the ethical aspects that could be linked to its objectives, methodology and outcomes?</li> <li>• Have the ethical aspects been adequately addressed?</li> </ul>

## PART C: IMPLEMENTATION CASE

5. Partnership	
5.1. Coordinator	5.1, 5.2. & 5.3. Quality of the individual partners
<p><i>Template 2 Proposal description</i></p> <p>Provide a short description of expertise and skills of the coordinator:</p> <ul style="list-style-type: none"> <li>• Number of years of management experience.</li> <li>• Describe the professional background and experience working in ESFRI infrastructures. (Max. 1/2 page).</li> <li>• List max. 5 top achievements, milestones or peer-reviewed publications related to the project.</li> <li>• List the projects carried out over the past five years in the field(s) related to the project or the ESFRI (specify: duration, funding source, and role).</li> <li>• If possible, include web links for all the information above.</li> </ul>	<p><i>Document 2 Proposal description</i></p> <ul style="list-style-type: none"> <li>• Is the individual quality, expertise, and adequacy of each partner a good match for the project?</li> <li>• Does the coordinator have sufficient experience as a manager to coordinate the project?</li> </ul>

## 5.2. Funded Partner(s)

### *Template 2 Proposal description*

Provide a short description of expertise and skills of the funded partner(s):

- Describe the professional background and experience working in ESFRI infrastructures. (*Max. 1/2 page*).
- List max. 5 top achievements, milestones or peer-reviewed publications related to the project.
- List the projects carried out over the past five years in the field(s) related to the project or the ESFRI (specify: duration, funding source, and role).

**Note:** Please include here only (P) partners.

- (P) partners: These are the Belgian Partners listed [under point 2.2. Eligible project partners](#) of this document **which are paid by the project** and therefore will sign the project's contract if the proposal is selected for funding. The (P) partners may also carry out non-paid activities in the project, and thus can also appear in the 'person-months other sources' of the Gantt chart.

## 5.3. Non-Funded Partner(s)

### *Template 2 Proposal description*

Provide a short description of expertise and skills of the non-funded partner(s):

- Describe the professional background and experience working in ESFRI infrastructures. (*Max. ¼ page*).
- Describe their contribution (*Max. ¼ page*)

**Note:** Please include here only (O) partners:

- (O) partners: These are partners that **are not paid by the project** and will not sign the project's contract if the proposal is selected for funding. The (O) partners carry out exclusively non-paid activities in the project, appearing in the 'person-months other sources' of the Gantt chart (they have tasks assigned). These partners are from different institutions (or at least different DG or departments) than the Funded partners.

<ul style="list-style-type: none"> <li>Persons working in-kind within the institution and the same DG or department of the Coordinator or another funded partner must not be listed here. They are considered to be part of the staff of the Coordinator or another Funded Partner.</li> </ul>	
<p><b>5.4. Combined expertise of the consortium</b></p> <p><i>Template 2 Proposal description</i> (Ideally 1/2 page).</p> <p><b>Note:</b> For single-partner projects, please write 'NA' and skip 4.3.</p> <p>Describe the adequacy and added value of the partnership in addressing the topic of the project and supporting the Belgian federal component of the ESFRI. Explain why this/these partner(s) are crucial to the achievement of the project:</p> <ul style="list-style-type: none"> <li>Complementary expertise, disciplines and/or way of working.</li> <li>Integration of the contributions.</li> <li>Development of new expertise (techniques, way of working) within the Belgian federal component of the ESFRI and the FSI involved.</li> <li>In the case of non-FSI partners, demonstrate the pertinence of the selected partner.</li> </ul>	<p><b>5.4. Quality of the consortium</b></p> <p><i>Document 2 Proposal description</i></p> <p><b>Note:</b> Skip this point 4.3 for single-partner projects.</p> <ul style="list-style-type: none"> <li>Is the partnership essential and adequate for the project?</li> <li>Are the contributions of the partners well integrated for the achievement of the project?</li> <li>Will the partnership lead to the development of new expertise within the Belgian federal component of the ESFRI and the FSI involved?</li> </ul>
<p><b>5.5. Gender balance in the project</b></p> <p><i>Template 2 Proposal description</i> <i>Please consult the Gender Equality checklist before answering this part</i> (Ideally 1/2 page).</p> <ul style="list-style-type: none"> <li>Signal if the applicants' institutions have a Gender Equality plan. If yes, please provide the weblink to it (or send the GEP as a separate file <i>ACRONYM_8_GEP.pdf</i>)</li> <li>Comment how gender balance is considered in the project.</li> </ul>	<p><b>5.5. Gender balance in the project</b></p> <p><i>Document 2 Proposal description</i> <i>Document 8 GEP, non compulsory</i> <i>Please consult the Gender Equality checklist before answering this part</i></p> <ul style="list-style-type: none"> <li>Is the staff on the project as much gender balanced as possible?</li> <li>Does gender balance apply to all layers of hierarchy?</li> <li>Are there equal opportunities for people of different gender to participate in the project?</li> <li>Are there mechanisms in place to ensure equal participation in terms of gender?</li> </ul>

6. Workplan	
6.1. Gantt chart	6.1. & 6.2. Workplan
<p><i>Template 3 Gantt chart</i></p> <p>Please fill out the <b>Gantt chart</b>.</p> <p><b>Note:</b> There are different three different types of partner in the GANTT chart:</p> <ul style="list-style-type: none"> <li>• (P) partners: These are the Belgian Partners that appear in sub-criterion 4.2. Funded Partners in <i>Template 2 Proposal description</i> and <i>Template 4 Budget table</i>. The (P) partners are paid by the project and will sign the project's contract if the proposal is selected for funding. The (P) partners may also carry out non-paid activities in the project, and therefore can also appear in the 'person-months other sources' of the Gantt chart.</li> <li>• (O) partners: These are partners that appear in sub-criterion 4.3 Non-Funded Partners in <i>Template 2 Proposal description</i>, but do not appear in <i>Template 4 Budget table</i>. The (O) partners are not paid by the project and will not sign the project's contract if the proposal is selected for funding.</li> <li>• (S) subcontractors: Subcontractors are listed in <i>Template 4 Budget table</i>. The (S) subcontractors are paid by the project but will not sign the project's contract if the proposal is selected for funding, therefore they do not appear in section 4 Partnership.</li> </ul>	<p><i>Document 3 Gantt chart</i> <i>Document 2 Proposal description</i></p> <ul style="list-style-type: none"> <li>• Is the Gantt chart adequately completed?</li> <li>• Is the description of the work plan coherent with the Gantt chart?</li> <li>• Are the work packages, tasks, and deliverables coherent with the objectives, methodology and expected results of the project?</li> <li>• Is the calendar for the tasks and deliverables adequate and feasible for the completion of the project (in terms of when they are scheduled and the duration of the tasks)?</li> <li>• Is the person-power effort for the tasks adequate?</li> <li>• Is the work plan well distributed among partners in function of their expertise?</li> </ul>
6.2. Description of the work plan according to the Gantt chart	
<p><i>Template 2 Proposal description</i></p> <ul style="list-style-type: none"> <li>• Use the table provided to list the work packages, name and briefly describe the tasks, in accordance with the GANTT chart. Do not describe work packages or deliverables. Note that the definition of subtasks is not possible.</li> <li>• There are 3 compulsory work packages: <ul style="list-style-type: none"> <li>- Coordination, project management and reporting.</li> <li>- Data management.</li> <li>- Valorisation, diffusion and exploitation of results.</li> </ul> </li> </ul>	

- Please include a deliverable ‘Data Management Plan’ under Work Package ‘Data Management’ in month 6.
- Please include the following reports as deliverables:
  - Initial Staff Report, in month 3
  - Initial Administrative Report, in month 3
  - Staff Report (annually)
  - Mid-Term Progress Report (only for 3- and 4-year projects, to be submitted half-way of the project)
  - Final Scientific Report (at the end of the project)

*Example:*

WP 0: Title of the work package

T.O. 1.	Title of the task
	Task leader institution acronym
	Brief description of the task

**Note:** The Coordinator and (P) partners must ensure the follow-up of outsourced tasks carried out by the (S) subcontractors. The coordinator must ensure the follow-up of tasks carried out by (O) partners.

## 7. Budget

### 7.1. Budget of the project

*Template 4 Budget table*

**Note:** For information regarding the project’s see **Template 4 Budget table**.

The budget is distributed into the following categories, which are described in the budget rules:

- Staff
- Operation costs
- Equipment
- Subcontracting
- Overheads

### 7.1. Budget of the project

*Document 4 Budget table*

Please consider proposals in terms of the maturity of the ESFRI research infrastructure and its Belgian federal component (see [Point 11. General Considerations](#)). Bearing this in mind:

- Is the budget realistic for the project?
- Is the budget well-balanced among partners?
- Is the budget (and the budget distribution) in line with the objectives and expected outcomes of the project?
- Are all budget categories well adjusted?

**Note:** There is a difference between non-funded partners ('O' partners) who do not appear in the Budget table, and persons that are working for the Coordinator or a Funded partner in kind. Non-funded (O) Partners do not appear in the Budget table, whereas the persons working for the Coordinator or a Funded partner in kind need to appear in the Budget table.

8. Data Management Plan	
8.1. Data Summary	8.1, 8.2 & 8.3 Data Management Plan
<p><i>(Ideally 1/2 page).</i></p> <ul style="list-style-type: none"> <li>• Data Summary: Please provide information regarding the data that will be used in the project, concretely: <ul style="list-style-type: none"> <li>- Type of data that will be used (experimental, observational, images, text...)</li> <li>- Estimated size of data</li> <li>- Collection and/or re-use of existing data.</li> <li>- Origins of the data (source of collected and/or re-used databases)</li> </ul> </li> <li>• Open and FAIR compliance: Please provide information regarding the Open and FAIR management of data: <ul style="list-style-type: none"> <li>- List of identifiers or repositories that will be used.</li> <li>- Information on Open Access, as well as access provisions and IPR arrangement where relevant.</li> <li>- Provide information on the standards, formats and vocabularies for data and metadata that will be used to make data interoperable.</li> <li>- Licensing for data sharing and tools/software/models for data generation and validation/interpretation/re-use to ensure the re-usability of the data.</li> </ul> </li> <li>• Curation, storage and Preservation costs: Please provide information regarding the curation, storage and preservation costs of data: <ul style="list-style-type: none"> <li>- The person/entity/team that will be responsible for data management and quality assurance.</li> </ul> <p>The estimated costs for curation and storage</p> </li> </ul>	<ul style="list-style-type: none"> <li>• What is the quality of the Data Management Plan? <ul style="list-style-type: none"> <li>- Will the DMP ensure the high quality and availability of the generated data?</li> <li>- Do the data comply with FAIR principles?</li> <li>- Is the description of data and metadata adequate and sufficient?</li> <li>- Have the legal issues/aspects of the data been adequately and sufficiently addressed?</li> <li>- Is the data storage and back-up adequately and sufficiently described?</li> </ul> </li> </ul>

## PART D: IMPACT & SUSTAINABILITY CASE

9. Impact	
9.1. Follow-up Committee	9.1. Follow-up Committee
<p><i>Template 2 Proposal description</i> (Ideally ½ page).</p> <ul style="list-style-type: none"> <li>Briefly the list of possible members or profiles present in the Follow-up committee, their function and role (informed, consulted, involved in research).</li> <li>Motivate the list of possible committee members with their role and profiles.</li> <li>Explain how the members of the Follow-up Committee will contribute to achieve the foreseen impact of the project.</li> <li>Describe the gender balance in the composition of the committee.</li> </ul> <p><b>Note:</b> Each project is accompanied by a Follow-up Committee. The objective of this committee is to provide an active follow-up, throughout the entirety of the project, via exchange and provision of data and information, giving advice, suggesting means of valorisation, etc. to ensure the achievement of the impact of the project. The Follow-up committee is composed of potential stakeholders, such as representatives of public authorities at national, regional, European, or international level, social actors, scientists, industrial actors, end users, etc. The members of the follow-up committee are non-funded. The final composition of the follow-up committee will be defined in collaboration with BELSPO.</p>	<p><i>Template 2 Proposal description</i></p> <ul style="list-style-type: none"> <li>Is the composition of the committee coherent?</li> <li>Is the description of their roles and functioning (information, consultation, involvement) as well as the means of functioning (number of meetings, method of information exchange, etc.) clear?</li> <li>Is the description of their roles and functioning in line with the foreseen impact of the project?</li> <li>If applicable: Are there non-scientific stakeholders involved in the early stages of the project (co-creation of results)?</li> <li>Is there a gender balanced representation in the committees?</li> </ul> <p><b>Note:</b> The set-up of a Follow-up Committee is compulsory.</p>
10. Sustainability	
10.1. Integration of the services/activities developed by the project	10.1. Integration of the services/activities developed by the project
<p><i>Template 2 Proposal description</i> (Ideally 1/2 page)</p> <ul style="list-style-type: none"> <li>Explain how the services/activities developed by the project will be integrated and maintained within the missions (and recurrent activities) of the concerned FSI after the project has ended.</li> </ul>	<p><i>Document 2 Proposal description</i></p> <p>Please consider proposals in terms of the maturity of the ESFRI research infrastructure and its Belgian federal component (see <a href="#">Point 11. General Considerations</a>). Bearing this in mind:</p>



<ul style="list-style-type: none"> <li>Specify if these services/activities will be at least partially sustained through their use by the scientific and non-scientific community.</li> <li>Describe possible foreseen updates that will keep the service/activities current, as to meet future user demands, both for the scientific and non-scientific community.</li> </ul> <p><b>Note:</b> In the absence of a FSI, please refer to the institutions that are at the core of the Belgian federal component.</p>	<ul style="list-style-type: none"> <li>Will the service/activities developed by the project be integrated and maintained among the missions of the concerned FSI after the project ends?</li> <li>Is the way they will be integrated pertinent? Will it allow for the services/activities to continue in the short, mid, and long term?</li> <li>Is the plan to make the service/activities sustainable through use adequate for the project?</li> <li>Are the foreseen updates likely to meet user demands, in a way that the service/activities provided as a result of the project remain relevant?</li> </ul> <p><b>Note:</b> In the absence of a FSI, applicants will refer to the institutions that are at the core of the Belgian federal component.</p>
<p>9.2. IT sustainability</p> <p><i>(Ideally 1/2 page)</i></p> <p>Describe the long-term sustainability of the IT components of the service/activities developed by the project:</p> <ul style="list-style-type: none"> <li>Refer to digital data, products (including software) and services.</li> <li>Comment on how these will be made open and easily available in agreement with FAIR principles, having them be 'as open as possible as close as necessary'.</li> <li>Mention their management, storage, and preservation solutions.</li> <li>Explain if any synergy has been sought out with other FSI in terms of IT sustainability.</li> </ul> <p><b>Note:</b> In the absence of a FSI, please refer to the institutions that are at the core of the Belgian federal component.</p> <p><b>Note:</b> BELSPO encourages interoperability for the IT components of the projects in the programme. FSI shall mutualise resources and develop common solutions as much as possible.</p>	<p>9.2. IT sustainability</p> <ul style="list-style-type: none"> <li>Does the project contemplate adequate and feasible solutions in terms of IT sustainability?</li> <li>Does it describe well how the services/activities will be made available?</li> <li>Are the storage and preservation solutions appropriate?</li> <li>Does the project describe possible synergies with other FSI in terms of IT solutions?</li> <li>According to the description, and considering point 10.2, will the FSI be able to sustain the IT components of the service/activities developed by the project after the project has ended?</li> </ul> <p><b>Note:</b> In the absence of a FSI, applicants will refer to the institutions that are at the core of the Belgian federal component.</p>

## ANNEX I: LIST OF FEDERAL SCIENTIFIC INSTITUTIONS AND FEDERAL DEPARTMENTS CONCERNED BY ESFRI-FED

This list consists of Federal Scientific Institutions and Federal Departments concerned by the ESFRI-FED programme.



Check the eligibility of institutions fundable by BELSPO on the **ESFRI-FED website**.

### Federal Scientific Institutions - fundable partners:

- National Archives and State Archives in the Provinces (ARA-AGR)
- National Institute of Criminalistics and Criminology (NICC-INCC)
- Royal Belgian Institute for Space Aeronomy (BIRA-IASB)
- Royal Belgian Institute of Natural Sciences (KBIN-IRSNB)
- Royal Institute for Cultural Heritage (KIK-IRPA)
- Royal Library of Belgium (KBR)
- Royal Meteorological Institute of Belgium (KMI-IRM)
- Royal Museum for Central Africa (KMMA-MRAC)
- Royal Museums of Art and History (KMKG-MRAH)
- Royal Museums of Fine Arts of Belgium (KMSKB-MRBAB)
- Royal Observatory of Belgium (KSB-ORB)
- Sciensano
- War Heritage Institute (WHI)

### Other Belgian Federal Institutions eligible in ESFRI-FED – fundable partners:

- Belgian Cancer Registry

### Federal Departments active in ESFRI-FED:

*BELSPO does not fund Federal Departments, only Research Institutions. Federal Departments may contribute with cash or in-kind. For more information, please check [Part I – point 2.2. Eligible project partners](#).*

- FPS Social security
- FPS Public Health, Safety of the Food Chain, and Environment
- FPS Employment