

Policy 4 Science

P4Science

BELSPO Platform

EoI Submission Manual

2025



BELGIAN SCIENCE POLICY OFFICE

WTC III

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FOREWORD

This manual is a practical guide to submit an **Expression of Interest** to the **P4Science programme**. All Expressions of Interest of the P4Science programme must be submitted using the **BELSPO Platform**.

Expressions of Interest can only be created, edited and submitted by their **Coordinator**. In the P4Science programme the coordinator must belong to a **Federal Scientific Institution**.

Please read the P4Science **Information File** available on the **BELSPO website** before creating an Expression of Interest. A draft template of the Expression of Interest is also available on the website to prepare the submission. Note that this template cannot be uploaded to the platform; information must be directly entered online.

Information File:

https://www.belspo.be/belspo/P4Science-S4Policy/call/P4Science_2025/P4S_call2024-25-Info%20File.pdf

Expression of Interest template :

https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.belspo.be%2Fbelspo%2FP4Science-S4Policy%2Fcall%2FP4Science_2025%2FP4S_call24-25_Eol_template.docx&wdOrigin=BROWSELINK

Questions :

P4Science programme: P4Science@belspo.be

BELSPO platform: platform.support@belspo.be

GLOSSARY OF TERMS

Application: The combination of an Expression of Interest and its Full Proposal.

Contact: The profile of a person in the Platform.

Coordinator: The institution that coordinates the project and receives funding from the project. They appear in both the Expression of Interest and the Full Proposal. The Coordinator is responsible for creating, editing, and submitting these documents. In the Full Proposal the Coordinator appears in the Work Plan and the Gantt chart, performing tasks. When the details of the Coordinator are requested in the Expression of Interest and Full Proposal forms they refer to the Promotor, the person that will be signing the Contract if the project is selected for funding, and that will be responsible of performing the project's tasks on behalf of their institution.

Funded Partner: The institution that is part of the project's consortium and receives funding from the project. Funded Partners belong to institutions different than that of the Coordinator, and are coordinated by the Coordinator. Funded Partners appear both in the Expression of Interest and the Full Proposal. In the Full Proposal, Funded Partner appears in the Work Plan and the Gantt chart, performing tasks. When the details of the Funded Partner are asked in the Expression of Interest or Full Proposal form, they refer to the Promotor, the person that will be signing the Contract if the project is selected for funding, and that will be responsible for performing the project's tasks on behalf of their institution.

Non-Funded Partner: Institution that provides substantial contribution to the project, either in kind or with cash (they do not receive funding from the project). Non-Funded Partners belong to institutions different than that of the Coordinator and Funded Partners, and are coordinated by the Coordinator. Non-Funded Partners are requested only in the Full Proposal and do not appear in the Expression of Interest. In the Full Proposal, Non-Funded appear in the Work Plan and the Gantt Chart performing tasks. When the details of the Non-Funded partner are requested in the Full Proposal, they refer to the person performing the project's tasks on behalf of their institution. If the project is selected for funding, Non-Funded partners do not sign the Contract.

Non-Grata Evaluator: An evaluator indicated by the applicants that is not to review their Full Proposal. BELSPO will not choose this person to evaluate the Full Proposal.

Organisation: Institution.

Promotor: The person that is performing the project's tasks on behalf of their institution.

Proposed Evaluator: An evaluator suggested by the applicants to review the quality, feasibility and potential impact of their Full Proposal. Proposed evaluators must be free of conflicts of interest. BELSPO may include proposed evaluators in the team of reviewers for the Full Proposal for which they have been suggested.

1. Access & Registration to the Platform

The **Coordinator** creates, edits and submits the Expression of Interest. This task cannot be delegated. The Coordinator must **register** in the platform TWICE.

- First, they have to register themselves as **contacts** in the platform.
- Second, they have to register themselves to an **organisation** in the platform.

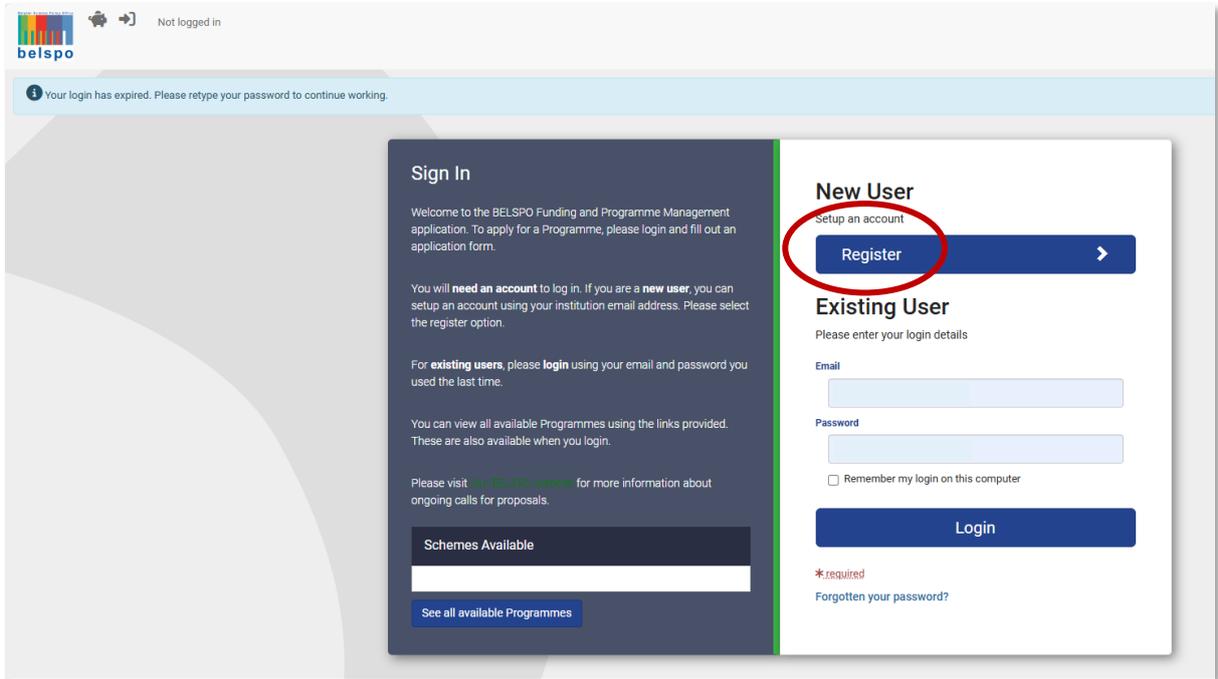
1.1. ACCESS THE PLATFORM

Access the BELSPO Platform here: <https://belspo.aimsgrants.com/AUUID/071DDF788>

The screenshot shows the BELSPO Platform login and registration interface. At the top left, there is a logo and the text "Not logged in". A blue banner at the top contains the message: "Your login has expired. Please retype your password to continue working." The main content is divided into two columns. The left column is titled "Sign In" and contains the following text: "Welcome to the BELSPO Funding and Programme Management application. To apply for a Programme, please login and fill out an application form." "You will need an account to log in. If you are a new user, you can setup an account using your institution email address. Please select the register option." "For existing users, please login using your email and password you used the last time." "You can view all available Programmes using the links provided. These are also available when you login." "Please visit our BELSPO website for more information about ongoing calls for proposals." Below this text is a "Schemes Available" section with a search bar and a "See all available Programmes" button. The right column is titled "New User" and "Existing User". The "New User" section has the text "Setup an account" and a "Register" button. The "Existing User" section has the text "Please enter your login details" and fields for "Email" (containing "Helena.calvo@belspo.be") and "Password" (with a masked password). There is a checkbox for "Remember my login on this computer" and a "Login" button. At the bottom of the "Existing User" section, there is a note: "*required" and "Forgotten your password?"

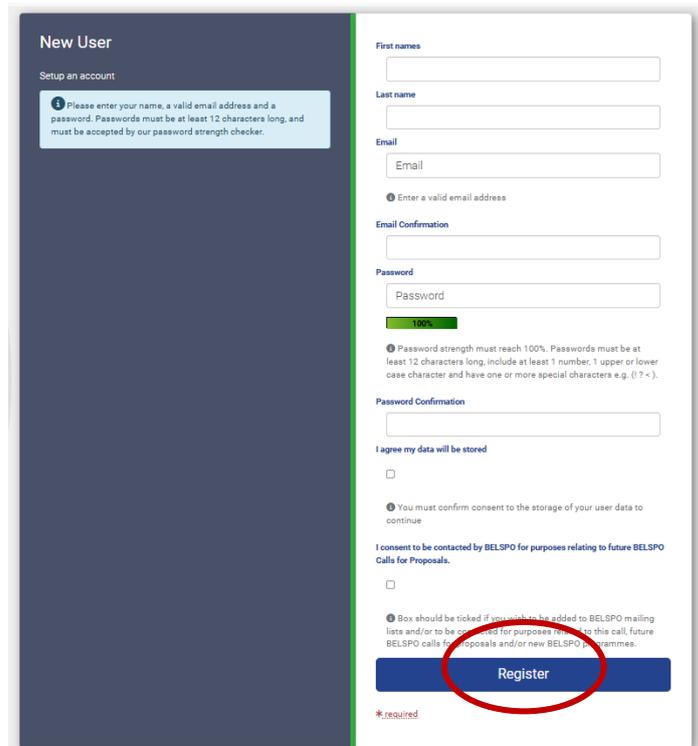
1.2. REGISTER AS A CONTACT IN THE PLATFORM

 Click on Register.



The screenshot shows the BELSPO platform interface. At the top left, there is a logo and the text "Not logged in". A notification bar states "Your login has expired. Please retype your password to continue working." The main content is split into two columns. The left column is titled "Sign In" and contains instructions for existing users and a "Schemes Available" section with a "See all available Programmes" button. The right column is titled "New User" and contains a "Setup an account" section with a "Register" button circled in red, and an "Existing User" section with "Email" and "Password" input fields and a "Login" button.

 Enter your details and tick the 'I agree my data will be stored' box.  Click on Register.
Use your **professional** email address – the email from your organisation.



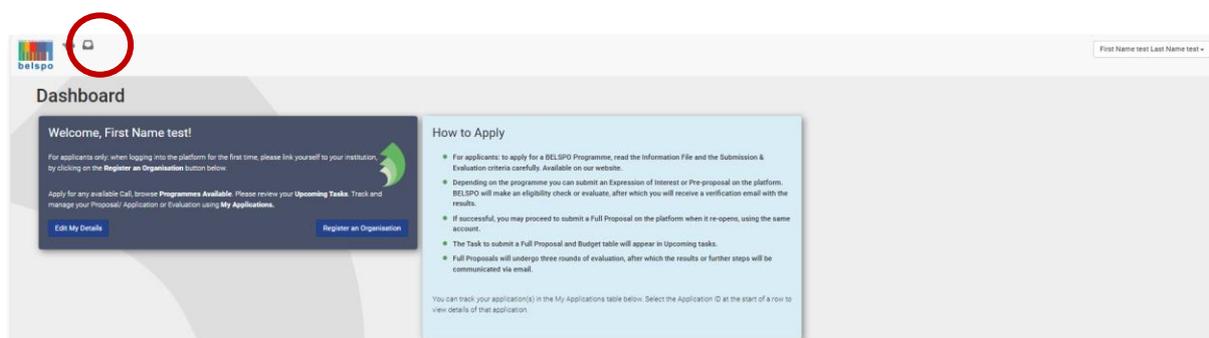
The screenshot shows the "New User" registration form. It includes a "Setup an account" section with a note: "Please enter your name, a valid email address and a password. Passwords must be at least 12 characters long, and must be accepted by our password strength checker." The form fields are: "First names", "Last name", "Email" (with a note "Enter a valid email address"), "Email Confirmation", "Password" (with a strength indicator at 100%), and "Password Confirmation". Below the fields are two checkboxes: "I agree my data will be stored" and "I consent to be contacted by BELSPO for purposes relating to future BELSPO Calls for Proposals." The "Register" button at the bottom is circled in red.

1.3. GETTING FAMILIAR WITH THE DASHBOARD

The **Dashboard** is your home page in the Platform. It is made of different sections:

- **Welcome:** welcome message with 2 buttons:
 - **Edit my details** – allows you to edit your personal details
 - **Register an organisation** – allows you to link yourself to an organisation
- **How to Apply:** general information on how to apply to the different BELSPO programmes
- **Upcoming Tasks** : here you will find all your pending tasks in relation to your applications
- **My Applications** : here you will find the list of all your applications and their status
- **See all available programmes:** leads you to the BELSPO open programmes

 You can always come back to the Dashboard by clicking on the Paper-tray icon.



Dashboard

Welcome, First Name test!

For applicants only when logging into the platform for the first time, please link yourself to your institution, by clicking on the **Register an Organisation** button below.

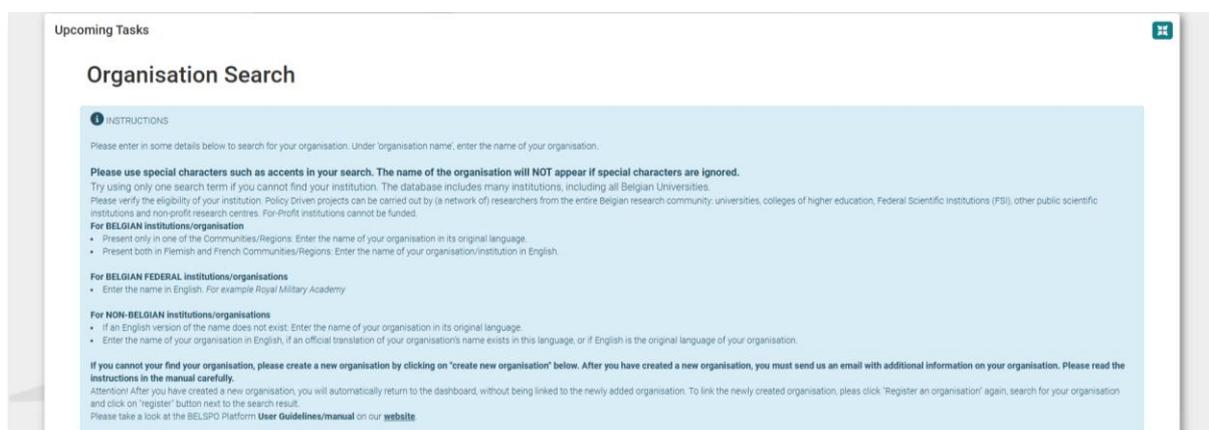
Apply for any available Call, browse **Programmes Available**. Please review your **Upcoming Tasks**. Track and manage your Proposal/ Application or Evaluation using **My Applications**.

[Edit My Details](#) [Register an Organisation](#)

How to Apply

- For applicants to apply for a BELSPO Programme, read the Information File and the Submission & Evaluation criteria carefully. Available on our website.
- Depending on the programme you can submit an Expression of Interest or Pre-proposal on the platform. BELSPO will make an eligibility check or evaluate, after which you will receive a verification email with the results.
- If successful, you may proceed to submit a Full Proposal on the platform when it re-opens, using the same account.
- The Task to submit a Full Proposal and Budget table will appear in Upcoming tasks.
- Full Proposals will undergo three rounds of evaluation, after which the results or further steps will be communicated via email.

You can track your application(s) in the My Applications table below. Select the Application ID at the start of a row to view details of that application.



Upcoming Tasks

Organisation Search

INSTRUCTIONS

Please enter in some details below to search for your organisation. Under 'organisation name', enter the name of your organisation.

Please use special characters such as accents in your search. The name of the organisation will NOT appear if special characters are ignored.

Try using only one search term if you cannot find your institution. The database includes many institutions, including all Belgian Universities. Please verify the eligibility of your institution. Policy Driven projects can be carried out by (a network of) researchers from the entire Belgian research community: universities, colleges of higher education, Federal Scientific Institutions (FSI), other public scientific institutions and non-profit research centres. For-Profit institutions cannot be funded.

For BELGIAN institutions/organisation

- Present only in one of the Communities/Regions: Enter the name of your organisation in its original language.
- Present both in Flemish and French Communities/Regions: Enter the name of your organisation/institution in English.

For BELGIAN FEDERAL institutions/organisations

- Enter the name in English. For example *Royal Military Academy*

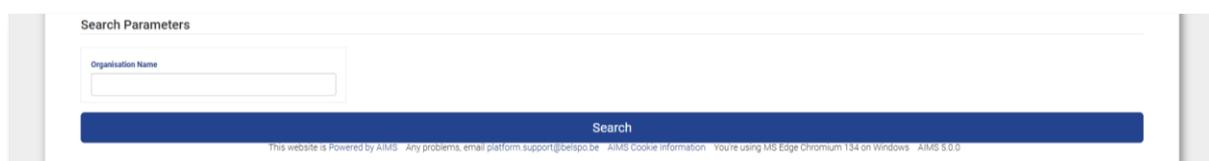
For NON-BELGIAN institutions/organisations

- If an English version of the name does not exist: Enter the name of your organisation in its original language.
- Enter the name of your organisation in English, if an official translation of your organisation's name exists in this language, or if English is the original language of your organisation.

If you cannot your find your organisation, please create a new organisation by clicking on "create new organisation" below. After you have created a new organisation, you must send us an email with additional information on your organisation. Please read the instructions in the manual carefully.

Attention! After you have created a new organisation, you will automatically return to the dashboard, without being linked to the newly added organisation. To link the newly created organisation, please click "Register an organisation" again, search for your organisation and click on "register" button next to the search result.

Please take a look at the BELSPO Platform [User Guidelines/manual](#) on our [website](#).

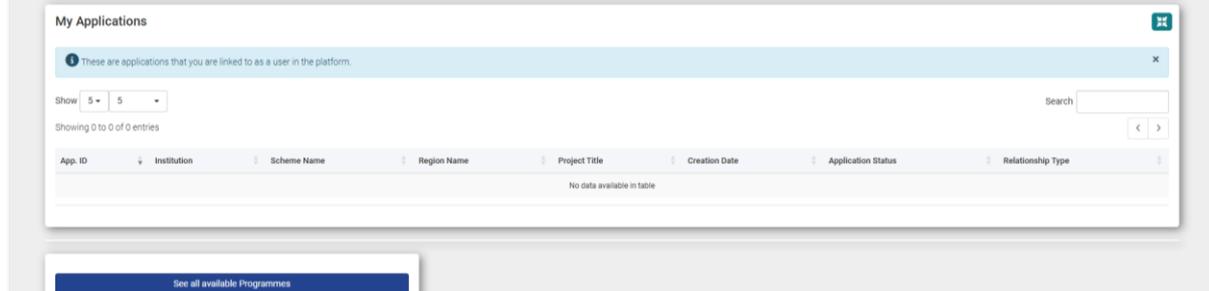


Search Parameters

Organisation Name

[Search](#)

This website is Powered by AIMS - Any problems, email platform.support@belspo.be - AIMS Cookie information - You're using MS Edge Chromium 134 on Windows - AIMS 5.0.0



My Applications

These are applications that you are linked to as a user in the platform.

Show of entries

Showing 0 to 0 of 0 entries

Search

App. ID	Institution	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
No data available in table							

[See all available Programmes](#)

1.4. REGISTER TO AN ORGANISATION IN THE PLATFORM

The **Coordinator** must belong to a **Federal Scientific Institution**.

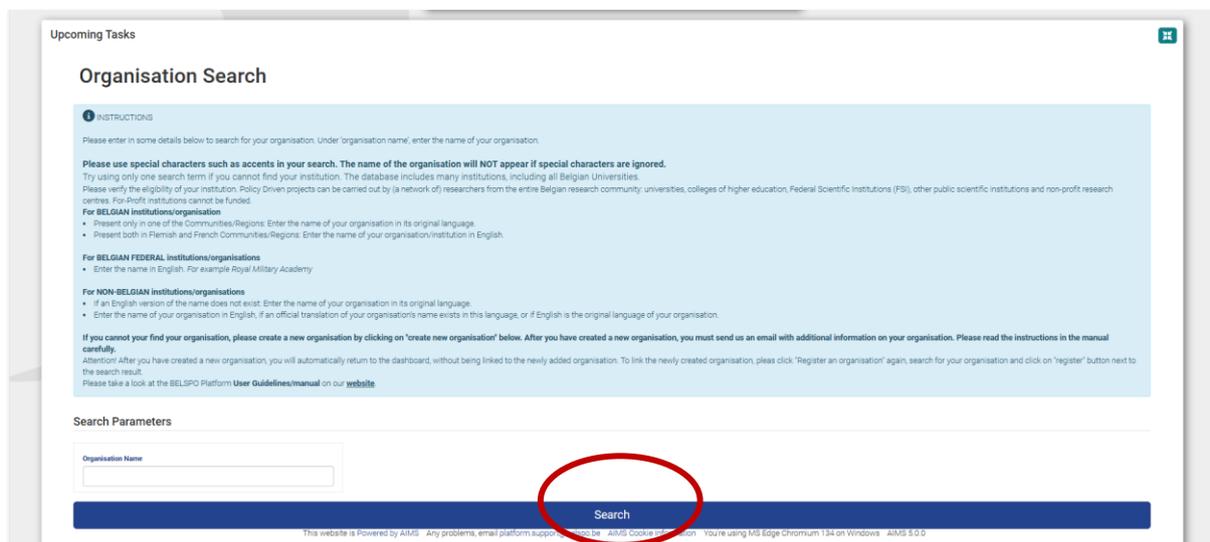
These institutions appear in English in the BELSPO Platform:

- National Institute of Criminalistics and Criminology
- Royal Belgian Institute for Space Aeronomy
- Royal Belgian Institute of Natural Sciences
- Royal Institute for Cultural Heritage
- Royal Library of Belgium
- Royal Meteorological Institute of Belgium
- Royal Museum for Central Africa
- Royal Museums for Art and History
- Royal Museums of Fine Arts of Belgium
- Royal Observatory of Belgium
- Sciensano
- State Archives
- War Heritage Institute

Scroll down to **Upcoming Tasks**.

 Under Organisation Name, enter the name of your institution in **English**.

 Click on **Search**.



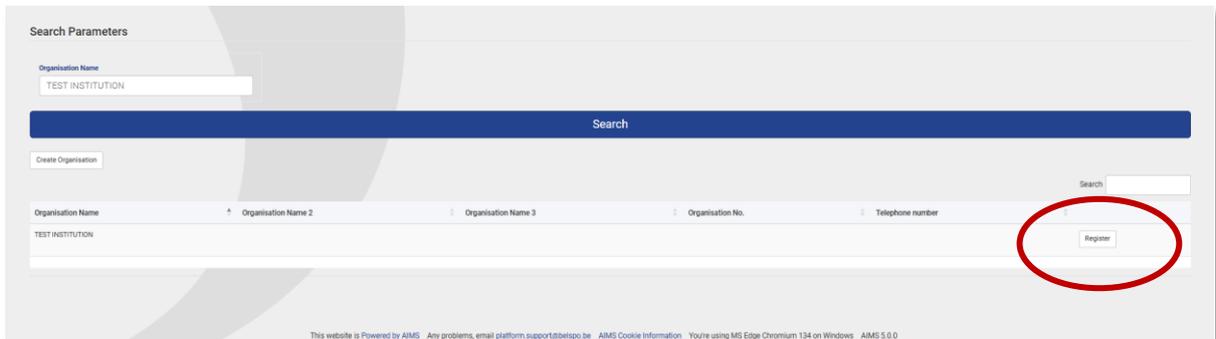
The screenshot shows the 'Upcoming Tasks' section of the BELSPO Platform. Under the heading 'Organisation Search', there is a light blue box containing instructions. Below the instructions is a 'Search Parameters' section with a text input field for 'Organisation Name' and a blue 'Search' button. The 'Search' button is circled in red in the original image. At the bottom of the page, there is a footer with technical information: 'This website is Powered by AIMS Any problems, email platform.support@belspo.be AIMS Cookie Policy You're using MS Edge Chromium 134 on Windows AIMS 5.0.0'.

The name of your institution should appear under the Search button.

 If the name of your institution does not appear, please do not attempt to create an organisation using the 'create organisation' button. Contact BELSPO instead: platform.support@belspo.be.

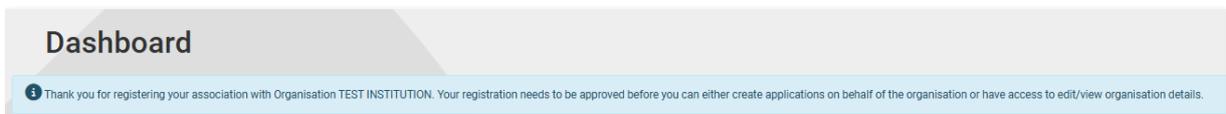
 Click on the Register button next to your institution.

Note: If you are using a smaller screen, such as the one of a laptop, you may not see this button. You must scroll to the right of the page. You can scroll horizontally on the page by pressing CTRL on your keyboard and clicking on the left side of your mouse.



The screenshot shows a web interface for searching organisations. At the top, there is a 'Search Parameters' section with an 'Organisation Name' input field containing 'TEST INSTITUTION'. Below this is a blue 'Search' button. To the left of the search results is a 'Create Organisation' button. The search results table has columns for 'Organisation Name', 'Organisation Name 2', 'Organisation Name 3', 'Organisation No.', and 'Telephone number'. The first row contains 'TEST INSTITUTION'. To the right of the table, there is a 'Search' input field and a 'Register' button, which is circled in red. At the bottom of the page, there is a footer with the text: 'This website is Powered by AIMS Any problems, email platform.support@belspo.be AIMS Cookie Information You're using MS Edge Chromium 134 on Windows AIMS 5.0.0'.

You will be back to the Dashboard. A message will appear thanking you for your registration: *'Thank you for registering your association with Organisation xxx. Your registration needs to be approved before you can either create applications on behalf of the organisations or have access to edit/view organisations details'*



The screenshot shows a 'Dashboard' header. Below the header is a message box with an information icon and the text: 'Thank you for registering your association with Organisation TEST INSTITUTION. Your registration needs to be approved before you can either create applications on behalf of the organisation or have access to edit/view organisation details.'

1.5. WAIT UNTIL BELSPO APPROVES YOUR REGISTRATION

BELSPO needs to approve your registration to an organisation before you create an Expression of Interest. If you do not wait, you will not be linked to your institution and will have to re-submit the Expression of Interest. Once your registration to an organisation has been approved by BELSPO, you will receive an email from the BELSPO Platform, and you will be able to proceed with the submission.

2. Apply to the P4Science programme

2.1. ACCESS THE PLATFORM

Access the BELSPO Platform here: <https://belspo.aimsgrants.com/AUUID/071DDF788>

Not logged in

Your login has expired. Please retype your password to continue working.

Sign In

Welcome to the BELSPO Funding and Programme Management application. To apply for a Programme, please login and fill out an application form.

You will **need an account** to log in. If you are a **new user**, you can setup an account using your institution email address. Please select the register option.

For **existing users**, please **login** using your email and password you used the last time.

You can view all available Programmes using the links provided. These are also available when you login.

Please visit [our BELSPO website](#) for more information about ongoing calls for proposals.

Schemes Available

[See all available Programmes](#)

New User

Setup an account

[Register](#)

Existing User

Please enter your login details

Email

Password

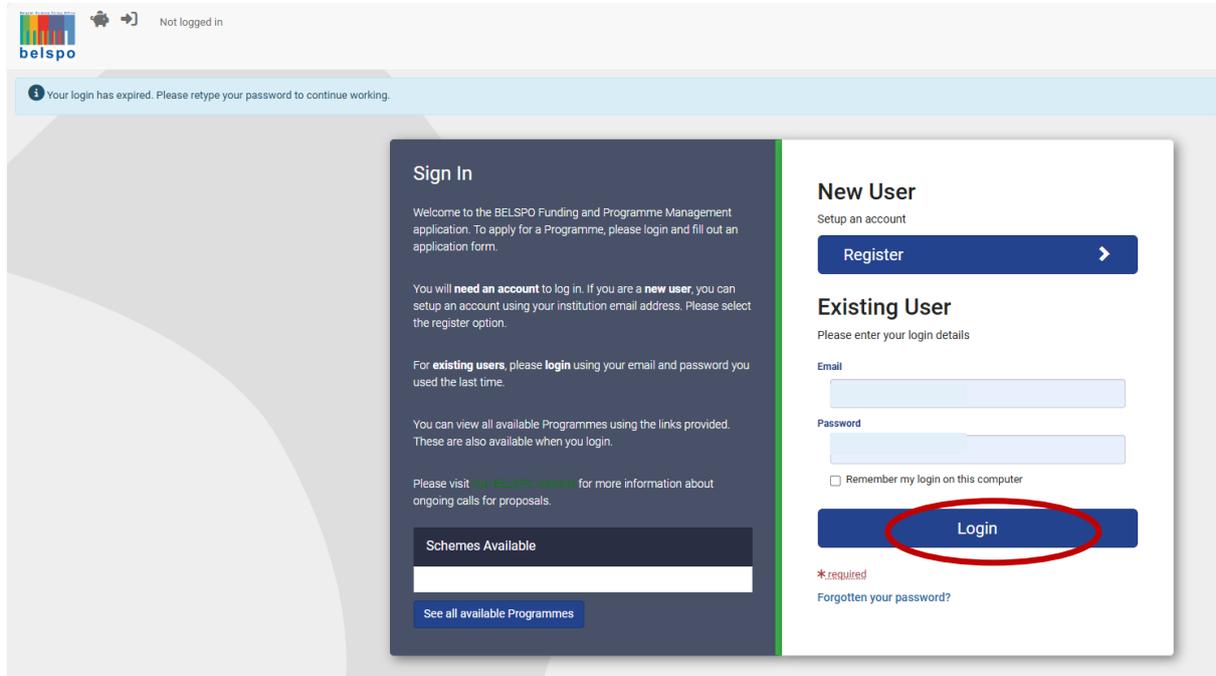
Remember my login on this computer

[Login](#)

*required
[Forgotten your password?](#)

2.2. LOG IN TO THE PLATFORM

 Under Existing User, enter the email address you have used for registration and your password.  Click on Login.



Not logged in

Your login has expired. Please retype your password to continue working.

Sign In

Welcome to the BELSPO Funding and Programme Management application. To apply for a Programme, please login and fill out an application form.

You will **need an account** to log in. If you are a **new user**, you can setup an account using your institution email address. Please select the register option.

For **existing users**, please **login** using your email and password you used the last time.

You can view all available Programmes using the links provided. These are also available when you login.

Please visit [our BELSPO website](#) for more information about ongoing calls for proposals.

Schemes Available

[See all available Programmes](#)

New User

Setup an account

[Register](#)

Existing User

Please enter your login details

Email

Password

Remember my login on this computer

[Login](#)

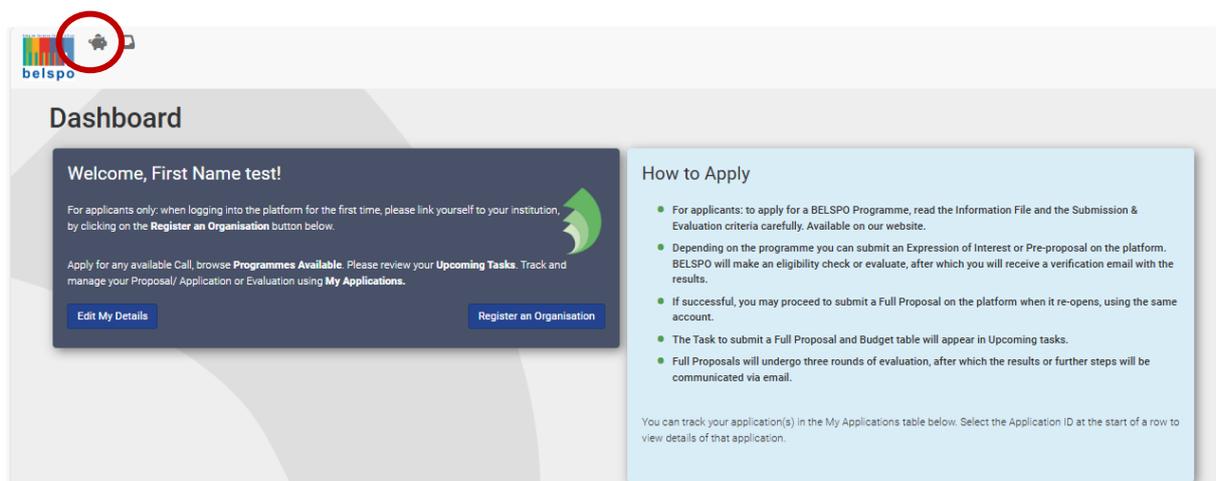
*required

[Forgotten your password?](#)

2.3. APPLY FOR FUNDING UNDER THE P4Science PROGRAMME

After logging into the BELSPO Platform, you will land on your Dashboard.

 Click on the Piggy Bank icon on the top left corner of the screen, next to the BELSPO logo.



Dashboard

Welcome, First Name test!

For applicants only: when logging into the platform for the first time, please link yourself to your institution, by clicking on the **Register an Organisation** button below.

Apply for any available Call, browse **Programmes Available**. Please review your **Upcoming Tasks**. Track and manage your Proposal/ Application or Evaluation using **My Applications**.

[Edit My Details](#) [Register an Organisation](#)

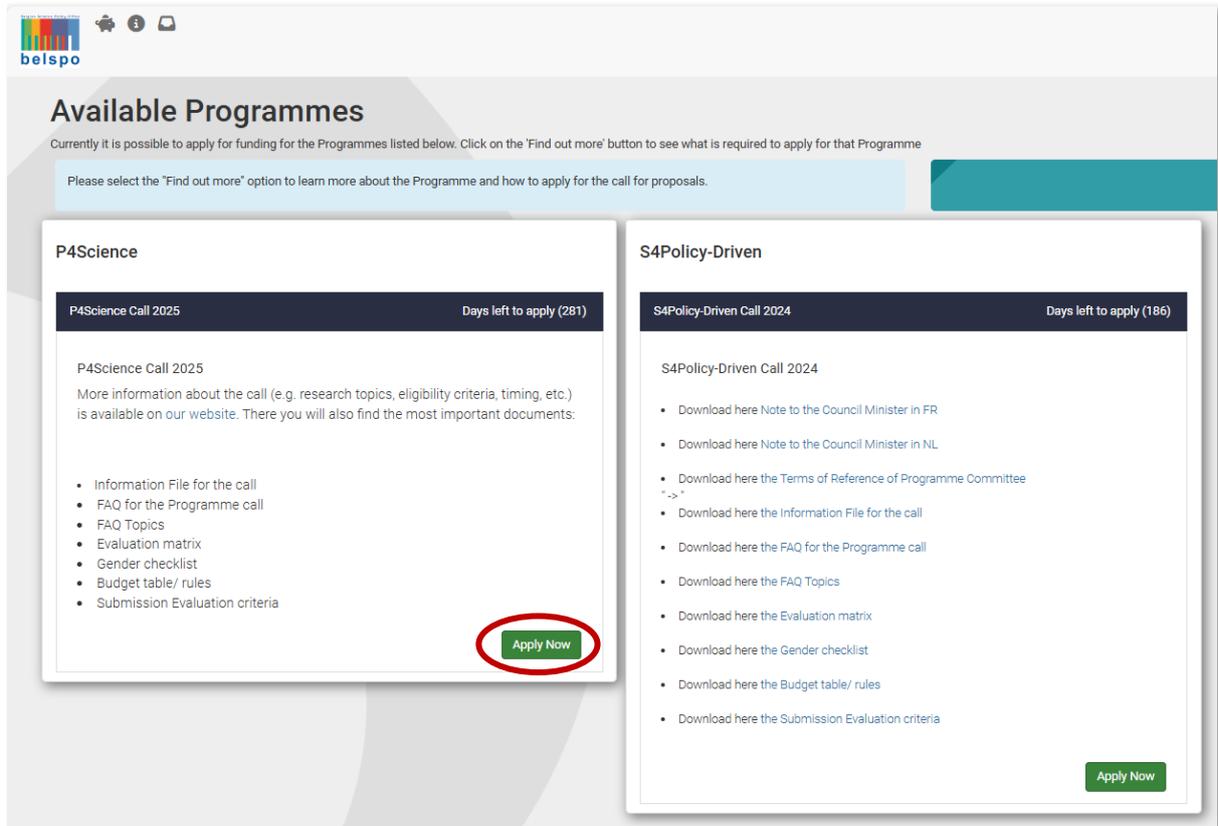
How to Apply

- For applicants: to apply for a BELSPO Programme, read the Information File and the Submission & Evaluation criteria carefully. Available on our website.
- Depending on the programme you can submit an Expression of Interest or Pre-proposal on the platform. BELSPO will make an eligibility check or evaluate, after which you will receive a verification email with the results.
- If successful, you may proceed to submit a Full Proposal on the platform when it re-opens, using the same account.
- The Task to submit a Full Proposal and Budget table will appear in Upcoming tasks.
- Full Proposals will undergo three rounds of evaluation, after which the results or further steps will be communicated via email.

You can track your application(s) in the My Applications table below. Select the Application ID at the start of a row to view details of that application.

You will be directed to the Available Programmes page.

 Click on the Apply now button on the P4Science box.



belspo

Available Programmes

Currently it is possible to apply for funding for the Programmes listed below. Click on the 'Find out more' button to see what is required to apply for that Programme

Please select the "Find out more" option to learn more about the Programme and how to apply for the call for proposals.

P4Science

P4Science Call 2025 Days left to apply (281)

P4Science Call 2025
More information about the call (e.g. research topics, eligibility criteria, timing, etc.) is available on our [website](#). There you will also find the most important documents:

- Information File for the call
- FAQ for the Programme call
- FAQ Topics
- Evaluation matrix
- Gender checklist
- Budget table/ rules
- Submission Evaluation criteria

[Apply Now](#)

S4Policy-Driven

S4Policy-Driven Call 2024 Days left to apply (186)

S4Policy-Driven Call 2024

- [Download here Note to the Council Minister in FR](#)
- [Download here Note to the Council Minister in NL](#)
- [Download here the Terms of Reference of Programme Committee "→"](#)
- [Download here the Information File for the call](#)
- [Download here the FAQ for the Programme call](#)
- [Download here the FAQ Topics](#)
- [Download here the Evaluation matrix](#)
- [Download here the Gender checklist](#)
- [Download here the Budget table/ rules](#)
- [Download here the Submission Evaluation criteria](#)

[Apply Now](#)

3. Enter, edit and submit an Expression of Interest

3.1. GETTING FAMILIAR WITH THE EXPRESSION OF INTEREST FORM

Sections of the Expression of Interest Form

The Expression of Interest Form is made of 4 sections, each section appears under a tab:

1. Expression of Interest: Data of the Coordinator, the general information of the application and the summary and the keywords.
2. Funded Partner(s) Information: Data of the Funded Partners.
3. Proposed evaluators: Data of the evaluators proposed to evaluate the application.
4. Non-grata evaluators: Data of evaluators that will not be employed by BELSPO to evaluate the application.

Sub-sections (questions) of the Expression of Interest Form

Each section contains several sub-sections or questions. Example: 1. Expression of Interest:

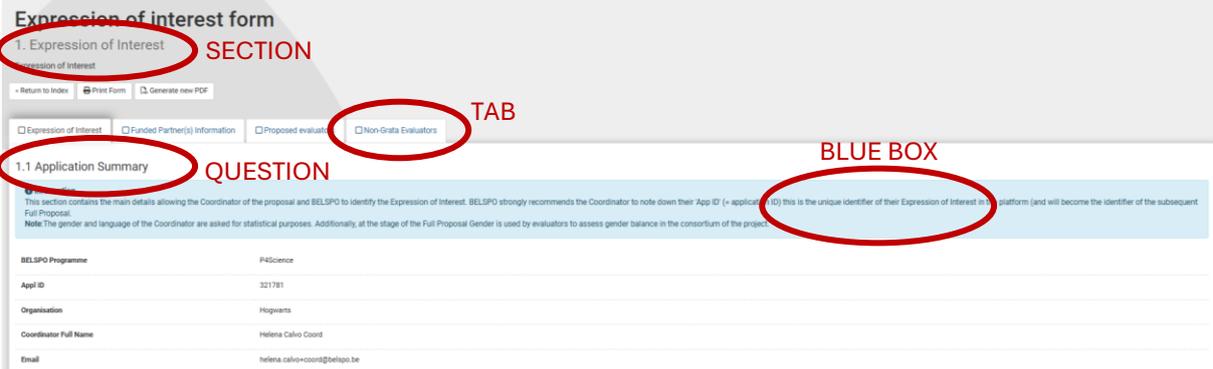
- 1.1 Application Summary
- 1.2 Project Information
- 1.3 Summary...

The blue boxes

Under the title of each question, there is a blue box.

This box contains information that provide general information regarding the question, and/or instructions on how to fill in the question.

 Click on the tabs to move from one section to the other.

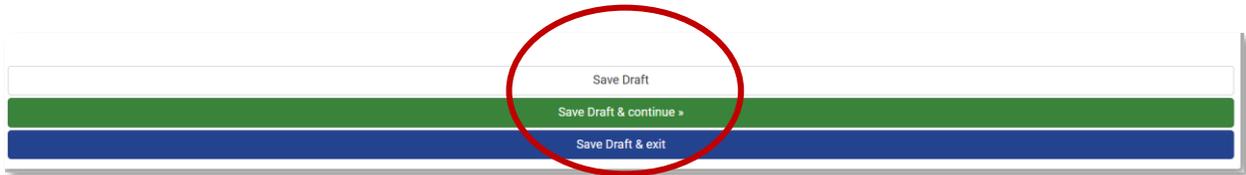


The screenshot shows the 'Expression of interest form' interface. At the top, there are four tabs: '1. Expression of Interest', '2. Funded Partner(s) Information', '3. Proposed evaluators', and '4. Non-Grata Evaluators'. The first tab is selected and highlighted with a red circle and labeled 'SECTION'. Below the tabs, there are four sub-sections: '1.1 Application Summary', '1.2 Project Information', '1.3 Summary...', and '1.4 Summary...'. The first sub-section is selected and highlighted with a red circle and labeled 'QUESTION'. Below the sub-sections, there is a blue box containing text: 'This section contains the main details allowing the Coordinator of the proposal and BELSPO to identify the Expression of Interest. BELSPO strongly recommends the Coordinator to note down their App ID (+ application ID) this is the unique identifier of their Expression of Interest on the platform (and will become the identifier of the subsequent Full Proposal. Note The gender and language of the Coordinator are asked for statistical purposes. Additionally, at the stage of the Full Proposal Gender is used by evaluators to assess gender balance in the consortium of the project.' This blue box is highlighted with a red circle and labeled 'BLUE BOX'. Below the blue box, there is a table with the following data:

BELSPO Programme	P4Science
Appi ID	321781
Organisation	Hogwarts
Coordinator Full Name	Helena Calvo Coord
Email	helena.calvo-coord@belspo.be

 At the bottom of the page:

- Click Save Draft to save the progress you to move from one section to the other.
- Click Save Draft & Continue to save the progress and move to the next section (tab).
- Click Save Draft & exit to submit the Expression of Interest.



3.2. FILL IN SECTION 1. EXPRESSION OF INTEREST

Section 1. Expression of Interest

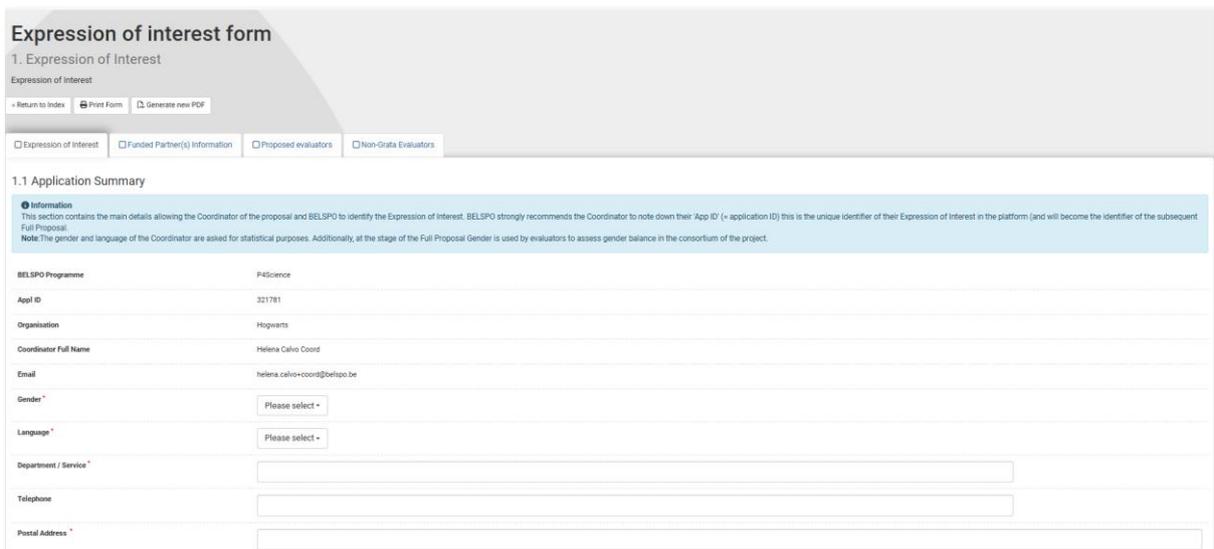
The Expression of interest form is made of 5 sub-sections or questions:

- 1.1. Application Summary
- 1.2. Project Information
- 1.3. Summary
- 1.4. Keywords
- 1.5. Declaration

Question 1.1. Application Summary

 Under Application Summary, the Coordinator must enter their information.

Note that keywords in this question are keywords in relation to the field of expertise of the Coordinator. There is space on question 1.4. Keywords to enter the keywords of the project.



Expression of interest form
1. Expression of Interest
Expression of Interest

[Return to Index](#) [Print Form](#) [Generate new PDF](#)

Expression of Interest Funded Partner(s) Information Proposed evaluators Non-Grata Evaluators

1.1 Application Summary

Information
This section contains the main details allowing the Coordinator of the proposal and BELSPO to identify the Expression of Interest. BELSPO strongly recommends the Coordinator to note down their 'App ID' (= application ID) this is the unique identifier of their Expression of Interest in the platform (and will become the identifier of the subsequent Full Proposal).
Note The gender and language of the Coordinator are asked for statistical purposes. Additionally, at the stage of the Full Proposal Gender is used by evaluators to assess gender balance in the consortium of the project.

BELSPO Programme	F4Science
Appl ID	321781
Organisation	Hogwarts
Coordinator Full Name	Helena Calvo Coord
Email	helena.calvo+COORD@belspo.be
Gender *	Please select -
Language *	Please select -
Department / Service *	
Telephone	
Postal Address *	

Question 1.2. Project Information

Information File:

https://www.belspo.be/belspo/P4Science-S4Policy/call/P4Science_2025/P4S_call2024-25-Info%20File.pdf

 Under Project Information, you must specify (among other things) the Research Priority and the Project type (category Level 1 toolbox, category Level 2 toolbox). Please read the Information File before making these choices.

- **Research Priority** is a multiple-choice field. You must choose at least one of the options, but you can choose more than one option.
- **Project type (category Level 1 toolbox)** is a single-choice field. You must choose one out of the following options: Capacity / Skill Development; R&D Project; Synergy Development; Valorisation / Impact.
- **Project type (category Level 2 toolbox)** is a multiple-choice field. You must choose at least one of the options, but you can choose more than one option.

 Where the Title is asked, please include the acronym, respecting the following structure:

ACRONYM - Full length project title

Because the applications are listed by number (application ID) and title, and titles may appear similar, this is a way for yourself and BELSPO to find your project more easily.

 At the bottom of the sub-section, there are two conditional questions:

- **Is a partner needed for this application?** The question refers to Funded Partners, and does not include the Coordinator. Funded Partners are optional. If your answer is yes, you will have to fill in section 2. Funded Partner(s) information.

Funded Partner

The institution that is part of the project's consortium and receives funding from the project. Funded Partners belong to institutions different than that of the Coordinator, and are coordinated by the Coordinator. Funded Partners appear both in the Expression of Interest and the Full Proposal. In the Full Proposal, Funded Partner appears in the Work Plan and the Gantt chart, performing tasks. When the details of the Funded Partner are asked in the Expression of Interest or Full Proposal form, they refer to the Promotor, the person that will be signing the Contract if the project is selected for funding, and that will be responsible for performing the project's tasks on behalf of their institution.

- **Will you be including non-grata evaluators for this application?** Non-grata evaluators are optional. If your answer is yes, you will have to fill in section 4. Non-Grata evaluators.

Non-Grata Evaluator

An evaluator indicated by the applicants that is not to review their Full Proposal. BELSPO will not choose this person to evaluate the Full Proposal.

1.2 Project Information

INTRODUCTION: SCOPE OF THE PROJECT

The scope of the project is defined by the **Research Priorities** and the **Type of Project** in relation to the **Research Strategy** of the Federal Scientific Institutions. P4Science proposals are not required to describe the scope of the project, but rather to choose the research priority and the type of project. At the same time, the institution is required to present a document that justifies the submission of Full Proposals in relation to their Research Strategy; this is sent by the DG of the FSI, using the template 'Confirmation by DG of the Institution' available on the P4Science website.

RESEARCH PRIORITIES
Expressions of Interest introduced to the **S4Policy programme** must be in line with the research strategy of each FSI participating in the proposal. A number of research priorities is defined for each call, and described in the Information File. Applicants must select one or more research priorities at the level of the Expression of Interest, that will be maintained - no changes are allowed - when introducing the Full Proposal.

TYPE OF PROJECT
Project proposals under P4Science can take up different forms. A **Toolbox** is provided from which FSI can choose the type of project that best suits their research needs. The Toolbox is divided in 4 broad categories 'Project Type category Level 1 Toolbox', each with corresponding subcategories 'Project Type category Level 2 Toolbox', a description of which can be found in the Information File. Applicants must choose one of these broad categories, and one or more subcategories within it. Their type of project will also be maintained when introducing the Full Proposal.

Project submitted in previous call?

Research Priority

Project type (category Level 1 toolbox)

Project type (category Level 2 toolbox)

Acronym of project

Title of project

Duration of the project (months)

Budget

Is a partner needed for this application?

Will you be including non-grata evaluators for this application?

Note that some of the fields can be modified after the submission of the Expression of Interest, at the level of the Full Proposal, but other fields must remain the same:

Fields that CAN be modified at the level of the FULL PROPOSAL	Fields that CANNOT be modified at the level of the FULL PROPOSAL
<ul style="list-style-type: none"> • Title of the Project (but the acronym must remain the same) • Duration of the project • Budget 	<ul style="list-style-type: none"> • Project submitted in previous call • Research priority • Project type (category Level 1 toolbox) • Project type (category Level 2 toolbox) • Acronym • Funded Partners

Question 1.3. Summary

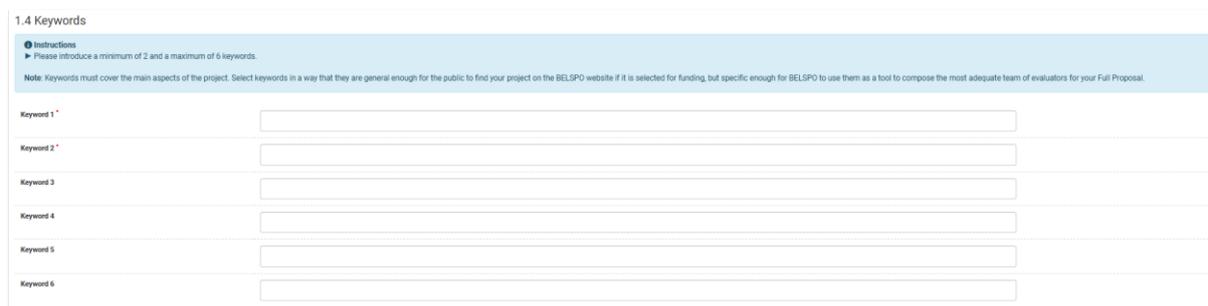
 Under Summary, you must enter the summary of the Expression of Interest. Please note that the max. extension of 3999 characters includes spaces, and that any special characters may count as more than one character. The use of bold, italic, etc is not possible.



The Summary can be modified at the level of the Full Proposal but only to some extent: The overall idea must remain the same, and both the keywords and the evaluators proposed need to remain applicable.

Question 1.4. Keywords

 Under Keywords you must enter at least 2 and a maximum of 6 keywords in relation to the Expression of Interest.



Note that keywords must remain the same in the Full Proposal.

Question 1.3. Declarations

Tick the declarations regarding privacy, the Open Access Mandate and the Code of Ethics for Scientific Research in Belgium.

 Click on [Save Draft & Continue](#) once you have completed this part of the form, to move on to the next section.

1.5 Declarations ^{*}

Instructions

- ▶ Please read the following documents before accepting the declarations:
 - BELSPO's privacy statement
 - BELSPO's Open Access Mandate
 - Code of ethics for scientific research in Belgium

I confirm to have read and to have asked all the partners involved and mentioned in this project proposal to read BELSPO's privacy statement.

I give my consent to process my personal data, and I confirm to have obtained the explicit consent to process the personal data of all the partners involved and mentioned in this application, in agreement with BELSPO's privacy statement.

I assure that my hierarchical authority agrees with the submission of this application.

I ensure to respect BELSPO's Open Access Mandate for publications and research data

I ensure to respect the Code of Ethics for Scientific Research in Belgium

Save Draft

Save Draft & continue »

Save Draft & exit

3.3. FILL IN SECTION 2. FUNDED PARTNER(S) INFORMATION

▶▶ Skip, if you do not have Funded Partner(s). Go to [3.4. FILL IN SECTION 3. PROPOSED EVALUATIONS.](#)

Section 2. Funded Partner(s)

The Funded Partner(s) form is made of a min. of 1 sub-tab and a max. of 10 sub-tabs, each corresponding to one Funded Partner:

- 2.1. Partner information 1
- 2.2. Partner information 2
- 2.3. Partner information 3...

Only the first tab is visible, in order to add more Funded Partners, you must click on +Add Partner Information at the bottom of the page.

Questions

Under each sub-tab, there is one question. Example: 2.1 Partner Information 1

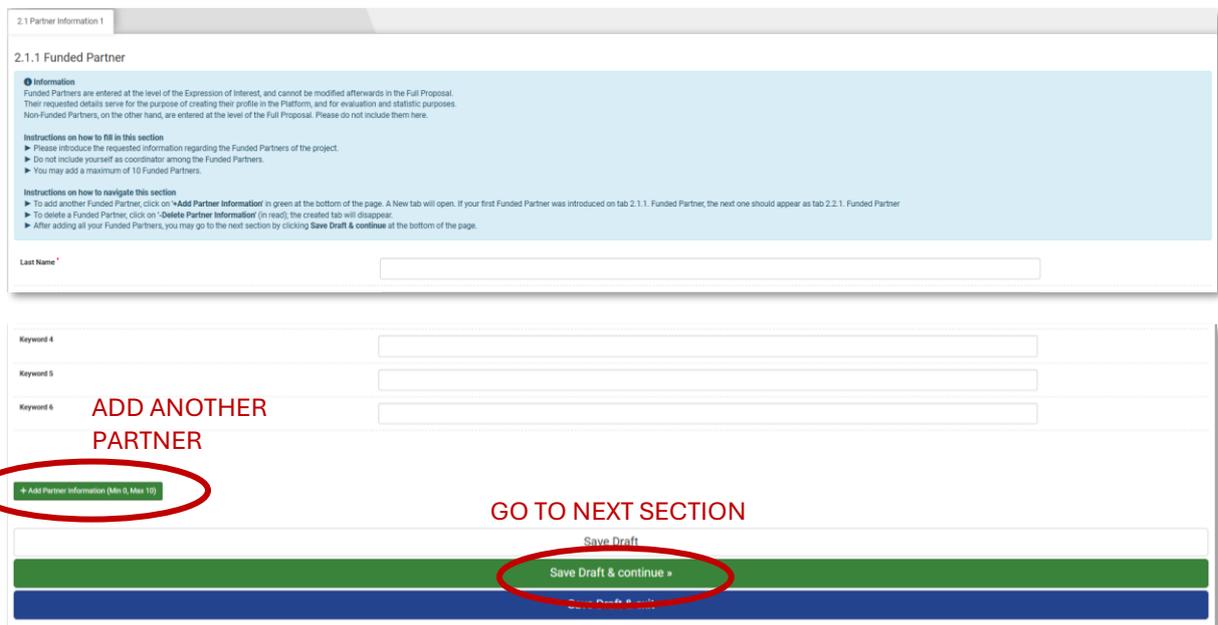
2.1.1 Funded Partner

Question 2.1. Partner Information 1 > 2.1.1 Funded Partner

 Under 2.1.1 Funded Partner, the Coordinator must enter the information of the first Funded Partner. Note that Coordinator must not enter their own information as Funded Partner. Their information appears in section 1. Expression of Interest.

 Once the first Funded Partner has been entered, at the bottom of the page:

- Click on **+ Add Partner information** on the left of the form to add another Funded Partner.
- Click on **Save Draft & continue** in the middle of the form to move on to the next section.



2.1 Partner Information 1

2.1.1 Funded Partner

Information
Funded Partners are entered at the level of the Expression of Interest, and cannot be modified afterwards in the Full Proposal. Their requested details serve for the purpose of creating their profile in the Platform, and for evaluation and statistic purposes. Non-Funded Partners, on the other hand, are entered at the level of the Full Proposal. Please do not include them here.

Instructions on how to fill in this section

- ▶ Please introduce the requested information regarding the Funded Partners of the project.
- ▶ Do not include yourself as coordinator among the Funded Partners.
- ▶ You may add a maximum of 10 Funded Partners.

Instructions on how to navigate this section

- ▶ To add another Funded Partner, click on **+Add Partner information!** in green at the bottom of the page. A new tab will open. If your first Funded Partner was introduced on tab 2.1.1. Funded Partner, the next one should appear as tab 2.2.1. Funded Partner
- ▶ To delete a Funded Partner, click on **-Delete Partner information!** (in red), the created tab will disappear.
- ▶ After adding all your Funded Partners, you may go to the next section by clicking **Save Draft & continue** at the bottom of the page.

Last Name *

Keyword 4

Keyword 5

Keyword 6

ADD ANOTHER PARTNER

GO TO NEXT SECTION

Save Draft

Save Draft & continue >

Question 2.2. Partner Information 2 > 2.2.1 Funded Partner

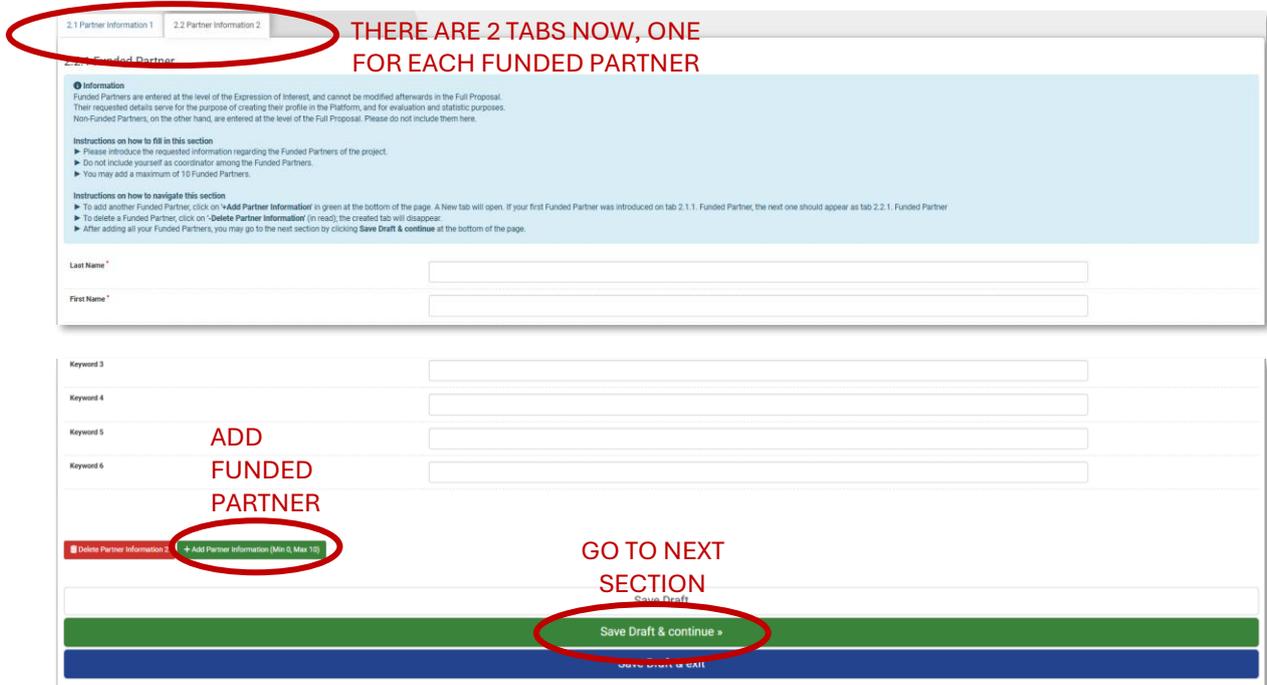
▶▶ Skip, if you have do not have a second Funded Partner. Go to 3.4. FILL IN SECTION 3. PROPOSED EVALUATIONS.

If you have clicked on + Add Partner Information, you will see a new sub-tab appear: 2.2. Partner Information 2. You can navigate these sub-tabs by clicking on them.

 Enter the information of the second Funded Partner.

 Once the information of the second Funded Partner has been entered:

- Click on + Add Partner information at the bottom of the form to add another Funded Partner.
- Click on Save Draft & continue at the bottom of the form to move on to the next section.



THERE ARE 2 TABS NOW, ONE FOR EACH FUNDED PARTNER

ADD FUNDED PARTNER

GO TO NEXT SECTION

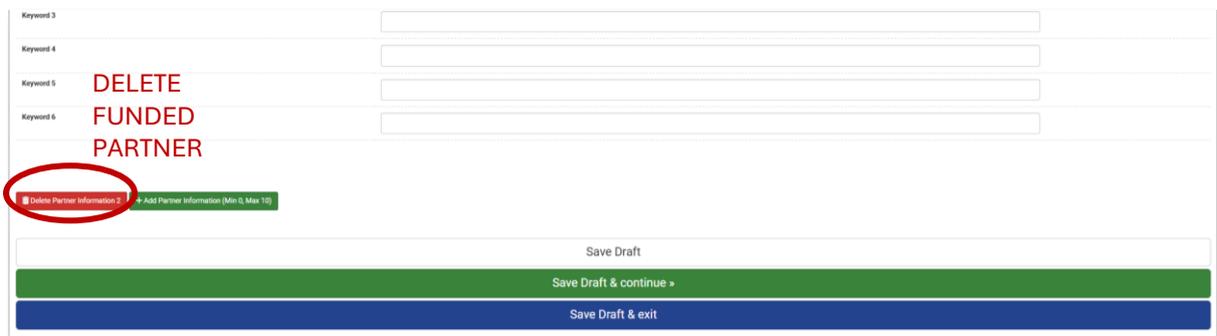
 Repeat + Add Partner Information until you have entered all Funded Partners needed for your application. Note that the max. number of Funded Partners that can be added is 10.

Delete Funded Partners

You may edit the information provided for the Funded Partners anytime before you submit the Expression of Interest. But it is also possible to delete the entire Funded Partner, if you have clicked one time to many on the [+ Add Partner information](#) button.

Note that if you have created an 'extra' Funded Partner tab that you have left deliberately blank, the system will state that there is an error. You must delete the extra tab to be able to submit the form.

 To delete a Funded Partner X from your Expression of Interest, you must scroll down the sub-tab of said Funded Partner X and click on  [Delete Partner information X](#).



Keyword 3

Keyword 4

Keyword 5 **DELETE**

Keyword 6 **FUNDED**
PARTNER

Save Draft

Save Draft & continue >

Save Draft & exit

Note that this works only for Funded Partners other than the first one. The only way to delete the first Funded Partner is to state that there are NO Funded Partners for this application.

 To delete Funded Partner 1, you need to go back to [3.2. FILL IN SECTION 1. EXPRESSION OF INTEREST – Question 1.2. Project Information](#), and answer NO to the question: Is a Partner needed for this application?

3.4. FILL IN SECTION 3. PROPOSED EVALUATORS

IT IS MANDATORY TO PROVIDE 4 PROPOSED EVALUATORS

A proposed evaluator is an evaluator suggested by the applicants to review the quality, feasibility and potential impact of their Full Proposal. Proposed evaluators must be free of conflict of interest. BELSPO may use proposed evaluators to compose the team of reviewers that will perform the individual evaluation of your Full Proposal.

Section 3. Proposed Evaluators

The Proposed Evaluators section is made min. 4 and max. 6 sub-tabs, each corresponding to one proposed evaluator:

- 3.1. Proposed Evaluator 1
- 3.2. Proposed Evaluator 2
- 3.3. Proposed Evaluator 3...

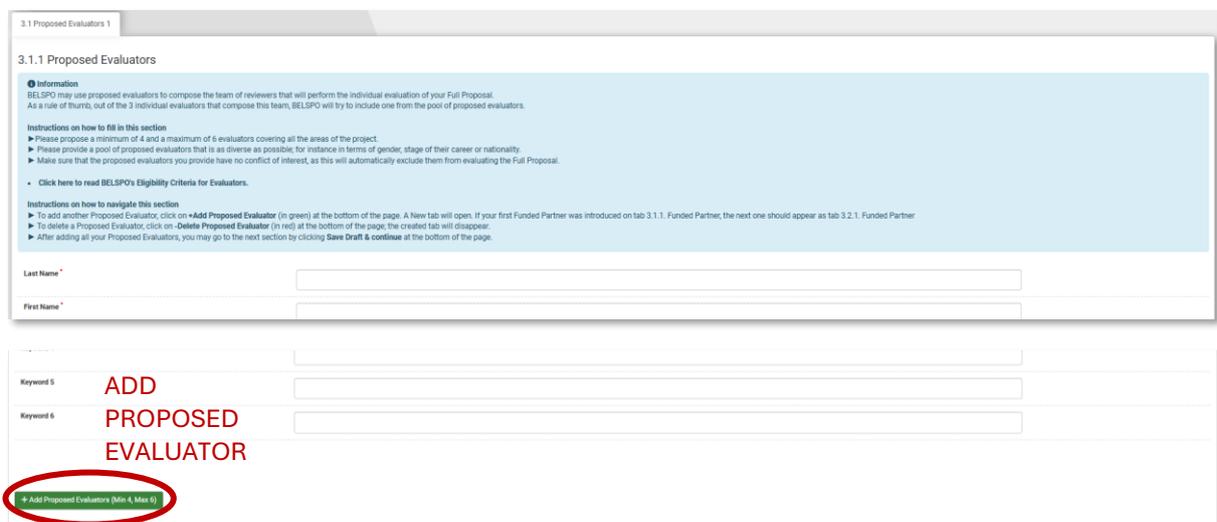
Only the first tab is visible, in order to add more Proposed Evaluators, you must click on +Add Proposed Evaluators at the bottom of the page.

Question 3.1. Proposed Evaluators 1 > 3.1.1 Proposed Evaluators

 Under 3.1.1 Proposed Evaluators, the Coordinator must enter the information of the first Proposed Evaluator.

Once the information of the first Proposed Evaluator has been entered, you must create a new sub-tabs to include a second Proposed Evaluator. It is mandatory to include 4 Proposed Evaluators in your Expression of Interest, but you may add up to 6 Proposed Evaluators.

 Click on [+ Add Proposed Evaluator](#) at the bottom of the form to add a sub-tab for a new Proposed Evaluator.



3.1 Proposed Evaluators 1

3.1.1 Proposed Evaluators

Information
BELSPO may use proposed evaluators to compose the team of reviewers that will perform the individual evaluation of your Full Proposal.
As a rule of thumb, out of the 3 individual evaluators that compose this team, BELSPO will try to include one from the pool of proposed evaluators.

Instructions on how to fill in this section

- ▶ Please propose a minimum of 4 and a maximum of 6 evaluators covering all the areas of the project.
- ▶ Please provide a pool of proposed evaluators that is as diverse as possible, for instance in terms of gender, stage of their career or nationality.
- ▶ Make sure that the proposed evaluators you provide have no conflict of interest, as this will automatically exclude them from evaluating the Full Proposal.

• [Click here to read BELSPO's Eligibility Criteria for Evaluators.](#)

Instructions on how to navigate this section

- ▶ To add another Proposed Evaluator, click on **+Add Proposed Evaluator** (in green) at the bottom of the page. A new tab will open. If your first Funded Partner was introduced on tab 3.1.1, Funded Partner, the next one should appear as tab 3.2.1, Funded Partner
- ▶ To delete a Proposed Evaluator, click on **-Delete Proposed Evaluator** (in red) at the bottom of the page; the created tab will disappear.
- ▶ After adding all your Proposed Evaluators, you may go to the next section by clicking **Save Draft & continue** at the bottom of the page.

Last Name *

First Name *

Keyword 5 **ADD**

Keyword 6 **PROPOSED EVALUATOR**

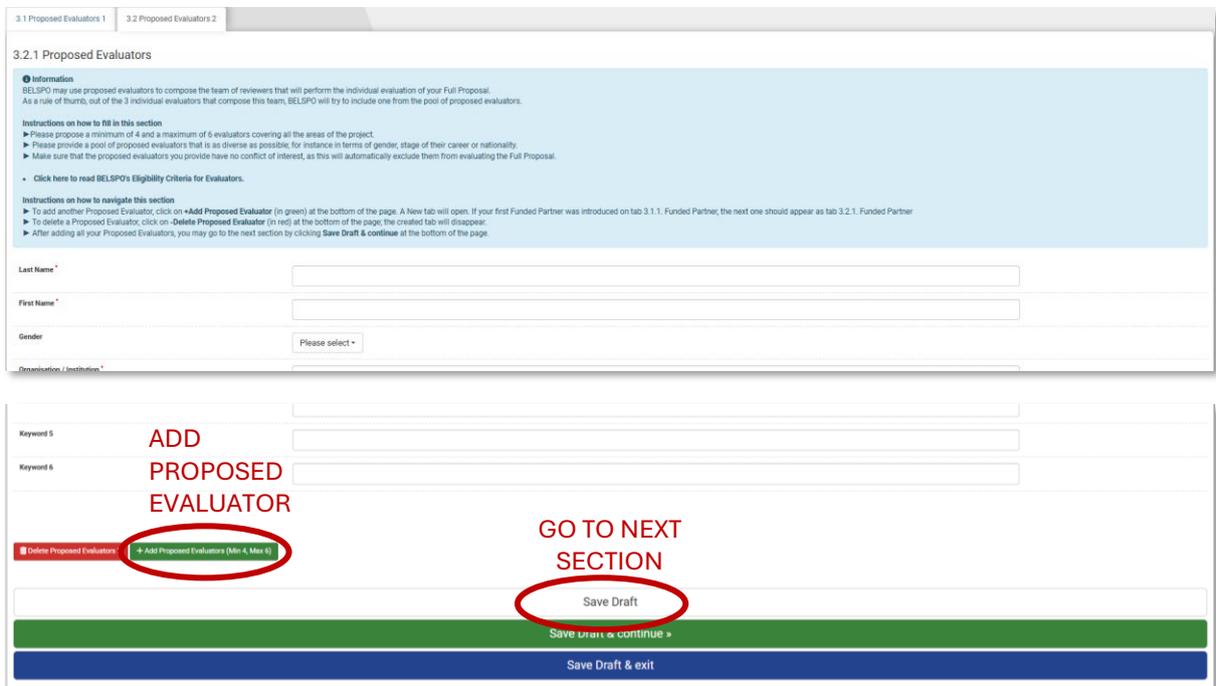
+ Add Proposed Evaluators (Min 4, Max 6)

Question 3.2. Proposed Evaluators 2 > 3.2.1 Proposed Evaluators

 Under 3.2.1 Proposed Evaluators, the Coordinator must enter the information of the second Proposed Evaluator.

 Once the information of the second Proposed Evaluator has been entered, you must create another new sub-tab to include a third Proposed Evaluator:

- Click on + Add Proposed Evaluator at the bottom of the form to add a sub-tab for a new Proposed Evaluator. You must add a minimum of 4 Proposed Evaluators.
- Click on Save Draft & continue at the bottom of the form to move on to the next section.



3.2.1 Proposed Evaluators

Information
BELSPO may use proposed evaluators to compose the team of reviewers that will perform the individual evaluation of your Full Proposal.
As a rule of thumb, out of the 3 individual evaluators that compose this team, BELSPO will try to include one from the pool of proposed evaluators.

Instructions on how to fill in this section

- ▶ Please propose a minimum of 4 and a maximum of 6 evaluators covering all the areas of the project.
- ▶ Please provide a pool of proposed evaluators that is as diverse as possible, for instance in terms of gender, stage of their career or nationality.
- ▶ Make sure that the proposed evaluators you provide have no conflict of interest, as this will automatically exclude them from evaluating the Full Proposal.

• Click here to read BELSPO's Eligibility Criteria for Evaluators.

Instructions on how to navigate this section

- ▶ To add another Proposed Evaluator, click on **+Add Proposed Evaluator** (in green) at the bottom of the page. A new tab will open. If your first Funded Partner was introduced on tab 3.1.1. Funded Partner, the next one should appear as tab 3.2.1. Funded Partner
- ▶ To delete a Proposed Evaluator, click on **-Delete Proposed Evaluator** (in red) at the bottom of the page; the created tab will disappear.
- ▶ After adding all your Proposed Evaluators, you may go to the next section by clicking **Save Draft & continue** at the bottom of the page.

Last Name *

First Name *

Gender

Discipline / Institution *

Keyword 5

Keyword 6

ADD PROPOSED EVALUATOR

GO TO NEXT SECTION

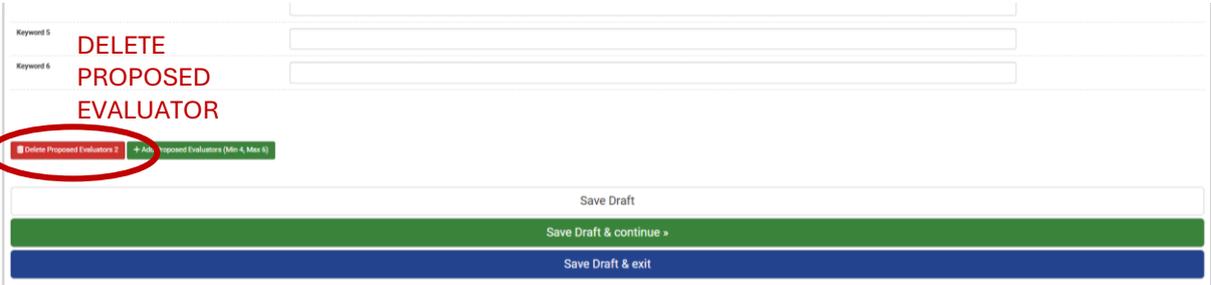
 Repeat + Add Proposed Evaluator until you have included at least 4 Proposed Evaluators in your Expression of Interest. You can enter a maximum of 6 Proposed Evaluators.

Delete Proposed Evaluators

You may edit the information provided for the Proposed Evaluators any time before you submit the Expression of Interest. But it is also possible to delete the entire Proposed Evaluator, if you have clicked one time to many on the [+ Add Proposed Evaluator](#) button.

Note that if you have created an 'extra' Proposed Evaluator tab that you have left deliberately blank, the system will state that there is an error. You must delete the extra tab to be able to submit the form.

 To delete Proposed Evaluator X from the Expression of Interest, you must scroll down the sub-tab of said Proposed Evaluator X and click on [Delete Proposed Evaluator X](#).



The screenshot shows a form with two rows for 'Keyword 5' and 'Keyword 6'. Each row has a text input field and a 'DELETE PROPOSED EVALUATOR' button. The 'DELETE PROPOSED EVALUATOR' button for the second row is circled in red. Below the form, there are three buttons: 'Save Draft', 'Save Draft & continue >', and 'Save Draft & exit'.

Note that you must introduce at least 4 Proposed Evaluators, and that since Proposed Evaluators are mandatory, you cannot delete all of the sub-tabs – the sub-tab for Proposed Evaluator 1 will remain.

3.5. FILL IN SECTION 4. NON-GRATA EVALUATORS

▶▶ Skip, if you do not want to provide Non-Grata Evaluators. Go to [3.6. SUBMIT EXPRESSION OF INTEREST](#).

IT IS OPTIONAL TO PROVIDE NON-GRATA EVALUATORS

A Non-Grata Evaluator is an evaluator indicated by the applicants that is not to review their Full Proposal. BELSPO will not choose this person to evaluate the Full Proposal.

Section 4. Non-Grata Evaluators

The Non-Grata Evaluators section is made min. 1 and max. 2 sub-tabs, each corresponding to one Non-Grata evaluator:

4.1. Non-Grata Evaluator 1

4.2. Non-Grata Evaluator 2

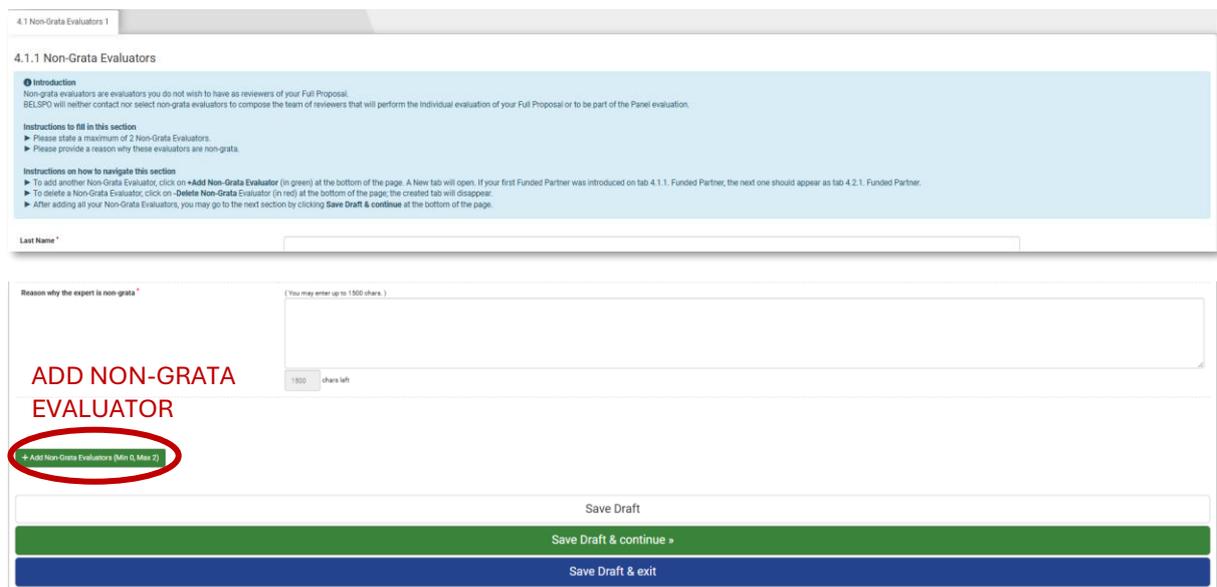
Only the first tab is visible, in order to add more Non-Grata Evaluators, you must click on +Add Proposed Evaluators at the bottom of the page.

Question 4.1. Non-Grata Evaluators 1 > [4.1.1 Non-Grata Evaluators](#)

 Under 4.1.1 Non-Grata Evaluators, the Coordinator can enter the information of the first Non-Grata Evaluator.

Once the information of the first Non-Grata Evaluator has been entered, you can create a new sub-tab to include a second Non-Grata Evaluator. You may add a total of 2 Non-Grata Evaluators.

 Click on [+ Add Non-Grata Evaluator](#) at the bottom of the form to add a sub-tab for a new Non-Grata Evaluator.



4.1 Non-Grata Evaluators 1

4.1.1 Non-Grata Evaluators

Introduction
Non-grata evaluators are evaluators you do not wish to have as reviewers of your Full Proposal. BELSPO will neither contact nor select non-grata evaluators to compose the team of reviewers that will perform the individual evaluation of your Full Proposal or to be part of the Panel evaluation.

Instructions to fill in this section

- ▶ Please state a maximum of 2 Non-Grata Evaluators.
- ▶ Please provide a reason why these evaluators are non-grata.

Instructions on how to navigate this section

- ▶ To add another Non-Grata Evaluator, click on **+Add Non-Grata Evaluator** (in green) at the bottom of the page. A New tab will open. If your first Funded Partner was introduced on tab 4.1.1. Funded Partner, the next one should appear as tab 4.2.1. Funded Partner.
- ▶ To delete a Non-Grata Evaluator, click on **-Delete Non-Grata Evaluator** (in red) at the bottom of the page; the created tab will disappear.
- ▶ After adding all your Non-Grata Evaluators, you may go to the next section by clicking **Save Draft & continue** at the bottom of the page.

Last Name *

Reason why the expert is non-grata * (You may enter up to 1500 chars.)

1500 chars left

ADD NON-GRATA EVALUATOR

+ Add Non-Grata Evaluators (Min 0, Max 2)

Save Draft

Save Draft & continue >

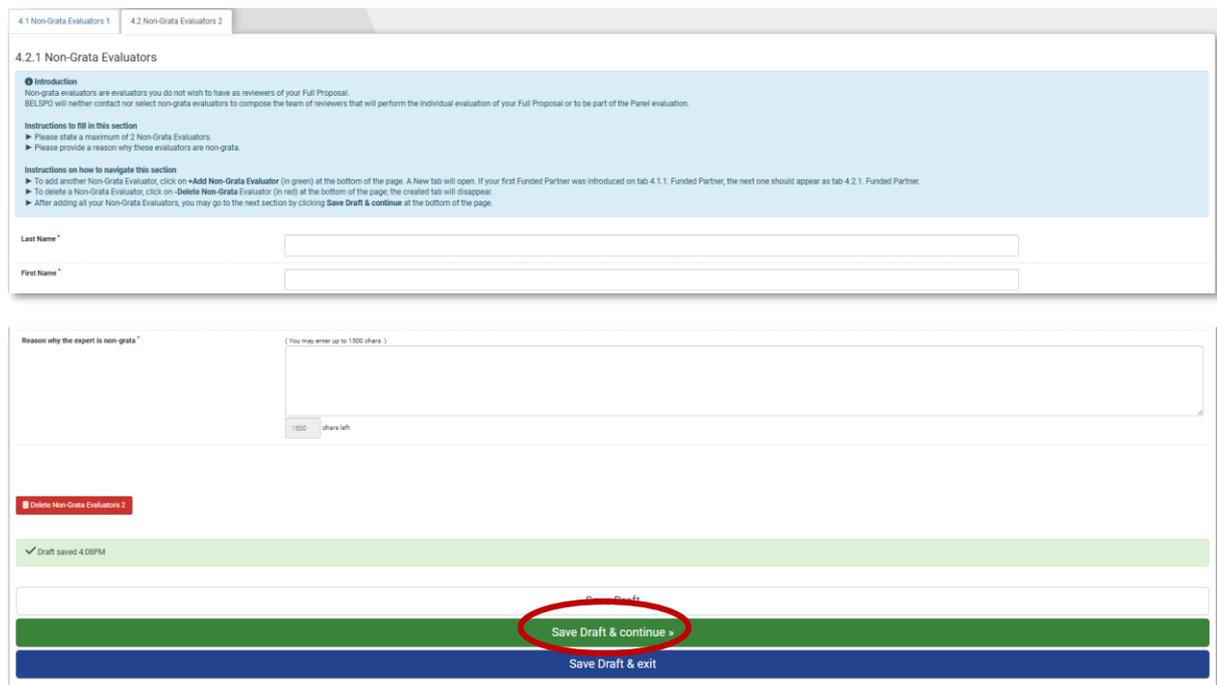
Save Draft & exit

Question 4.2 Non-Grata Evaluators 2 > 4.2.1 Non-Grata Evaluators

▶▶ Skip, if you do not want to include a second Non-Grata Evaluator. Go [3.6. SUBMIT EXPRESSION OF INTEREST](#).

 Under 4.2.1 Non-Grata Evaluators, the Coordinator can enter the information of the second Non-Grata Evaluator.

 Click on [Save Draft & Continue](#) to proceed to the next section.



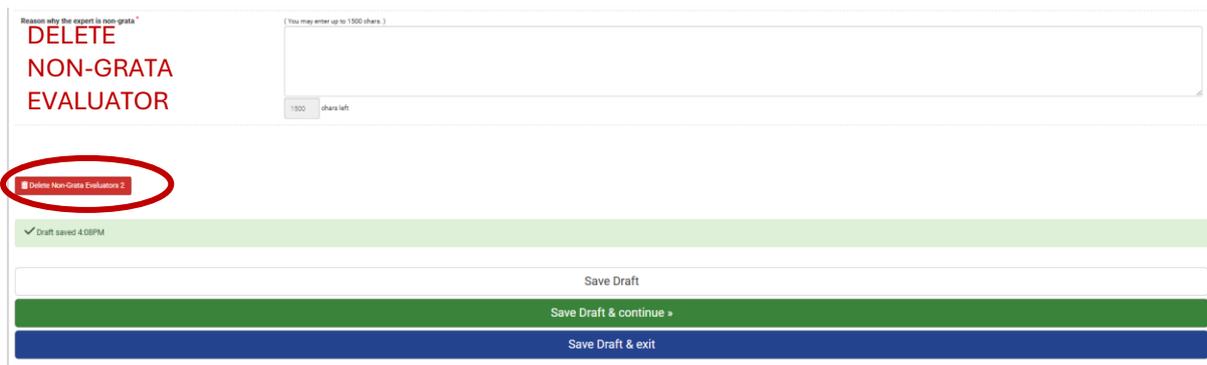
The screenshot shows the '4.2.1 Non-Grata Evaluators' section of the BELSPO platform. It includes an introduction, instructions on how to fill in the section, and instructions on how to navigate. Below the instructions are input fields for 'Last Name' and 'First Name'. A large text area is provided for 'Reason why the expert is non-grata'. At the bottom, there is a 'Delete Non-Grata Evaluators 2' button, a green bar indicating 'Draft saved 4:08PM', and two buttons: 'Save Draft & continue' (circled in red) and 'Save Draft & exit'.

Delete Non-Grata Evaluators

You may edit the information provided for the Non-Grata Evaluators any time before you submit the Expression of Interest. But it is also possible to delete the entire Non-Grata Evaluator, if you have clicked one time to many on the [+ Add Non-Grata Evaluator](#) button.

Note that if you have created an 'extra' Non-Grata Evaluator tab that you have left deliberately blank, the system will state that there is an error. You must delete the extra tab to be able to submit the form.

 To delete the sub-tab of Non-Grata Evaluator 2 from your Expression of Interest you must scroll down the sub-tab of Non-Grata Evaluator 2 and click on  [Delete Non-Grata Evaluator](#).



Reason why this request is non-grata *

**DELETE
NON-GRATA
EVALUATOR**

(You may enter up to 1500 chars)

1500 chars left

Delete Non-Grata Evaluators 2

✓ Draft saved 4:08PM

Save Draft

Save Draft & continue >

Save Draft & exit

Note that this works only for the second Non-Grata evaluator. The only way to delete the first Non-Grata Evaluator is to state that there are NO Non-Grata Evaluators for this application.

 To delete Funded Partner 1, you need to go back to [3.2. FILL IN SECTION 1. EXPRESSION OF INTEREST – Question 1.2. Project Information](#), and answer NO to the question: Is a Non-Grata evaluator needed for this application?

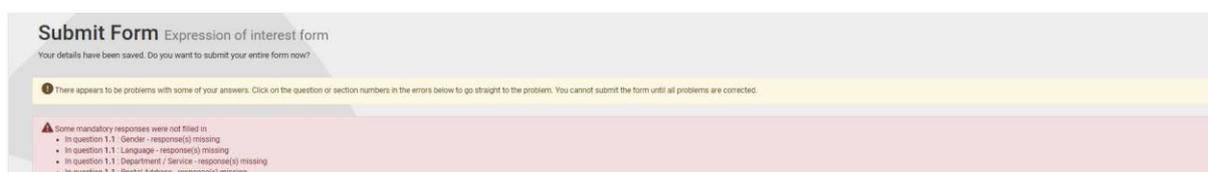
3.6. SUBMIT EXPRESSION OF INTEREST

Once you have completed all the sections, you can submit the Expression of Interest. Wherever you find yourself in the Expression of Interest form, go to the bottom of the page.

 [Click on Save Draft & Exit](#)

If you have NOT completed all the required sections:

If you have not completed all the required sections, the following message will appear: 'There appears to be problems with some of your answers. Click on the question or section numbers in the errors below to go straight to the problem. You cannot submit the form until all problems are corrected'.



Each incomplete answer will be noted.

By passing the mouse over the number of the question, the Platform will take you to the section where the information is missing.

 Complete the missing information.

 [Click on Save Draft & Exit](#)

If you have successfully completed the form:

 If you have successfully completed all required sections, the following screen will appear:

- Click on [Yes, submit entire form now!](#) If you are sure you want to submit. Note that the submission cannot be undone.
- Click on [No, enter more details first](#), if you want to keep editing the Expression of Interest.



4. Access your Expression of Interest in the Platform

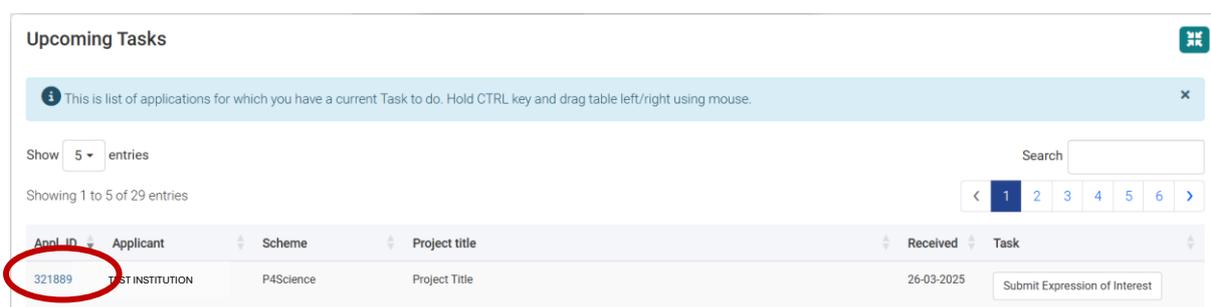
4.1. BEFORE YOU HAVE SUBMITTED THE EXPRESSION OF INTEREST

If you save your progress but do not submit your Expression of Interest, you will find the application on your Dashboard in two places:

Under Upcoming Tasks:

Upcoming tasks lists all the applications for which you have tasks to accomplish in the BELSPO Platform.

Note that there is a hyperlink in the Application ID of your application, but as long as you have not submitted the Expression of Interest it will show nothing.



The screenshot shows the 'Upcoming Tasks' section of the BELSPO Platform. It features a table with the following columns: Appl. ID, Applicant, Scheme, Project title, Received, and Task. The first row of data is circled in red, showing the application ID 321889, the applicant TEST INSTITUTION, the scheme P4Science, and the project title Project Title. The 'Received' date is 26-03-2025, and the task is 'Submit Expression of Interest'. Above the table, there is a search bar and a pagination control showing page 1 of 6.

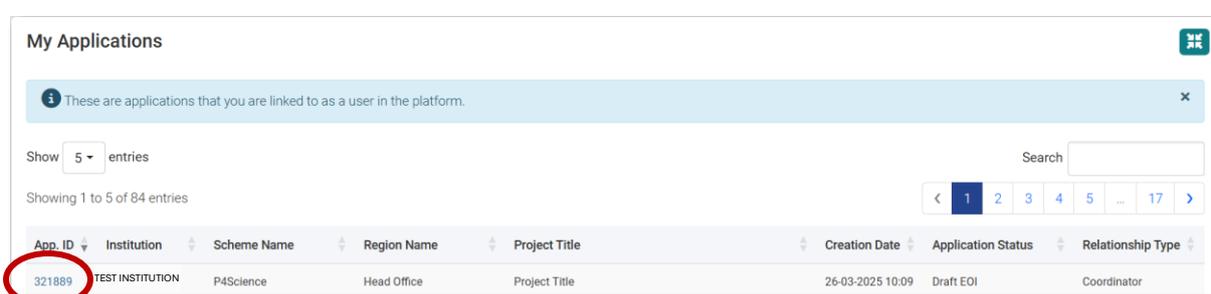
Appl. ID	Applicant	Scheme	Project title	Received	Task
321889	TEST INSTITUTION	P4Science	Project Title	26-03-2025	Submit Expression of Interest

- **Appl. ID** : Is the unique identifier of your application in the BELSPO Platform.
- **Applicant**: This is the institution to which you are linked for this application.
- **Scheme**: This is the programme you are applying to.
- **Project title**: This is the title of your application. It states 'Project Title' as long as you have not submitted the Expression of Interest.
- **Received**: This is the date you have received a task in the system in regards to this application. In this case, while the Expression of Interest is not submitted, your task is to submit the Expression of Interest.
- **Task**: This is the task that you have to do on the platform.

Under My Applications:

My applications lists all applications you are coordinating.

Again, there is an hyperlink in the Application ID of your application, but as long as you have not submitted the Expression of Interest it will show nothing.



My Applications

These are applications that you are linked to as a user in the platform.

Show 5 entries

Showing 1 to 5 of 84 entries

Search

App. ID	Institution	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
321889	TEST INSTITUTION	P4Science	Head Office	Project Title	26-03-2025 10:09	Draft EOI	Coordinator

- **Appl. ID** : Is the unique identifier of your application in the BELSPO Platform.
- **Institution**: This is the institution to which you are linked for this application.
- **Scheme Name**: This is the programme you are applying to.
- **Region Name**: By default this will always say 'Head Office'.
- **Project title**: This is the title of your application. It states 'Project Title' as long as you have not submitted the Expression of Interest.
- **Creation Date**: This is the date you created the application.
- **Application Status**: This is the status of your Expression of Interest. As long as it is not submitted it will say 'Draft Eoi'.
- **Relationship Type**: This is the role that you have in this application.

4.2. AFTER YOU HAVE SUBMITTED THE EXPRESSION OF INTEREST

Under My Applications:

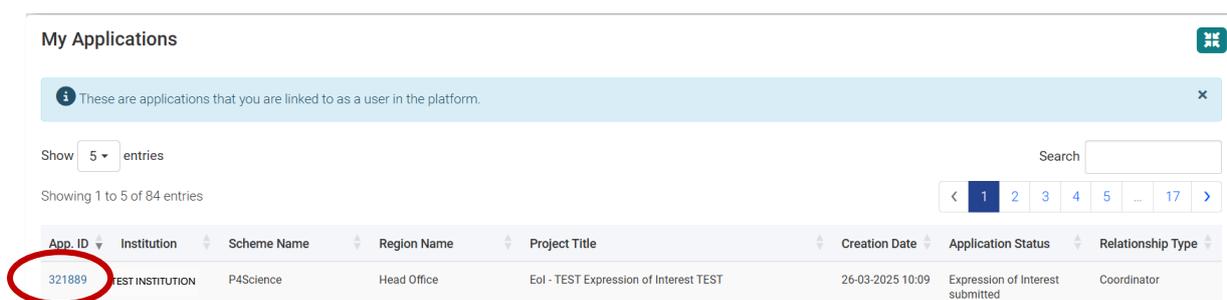
After submitting your Expression of Interest, you will land back on the Dashboard.

Your Expression of Interest not appear under My Upcoming Tasks list unless:

- BELSPO finds an issue while conducting the eligibility check, in which case BELSPO will contact you to revise it.
- It is time to submit your Full Proposal.

Until then, it will only be visible under My Applications.

Now, the Project Title of your Expression of Interest will appear, and the Application Status will have changed from Draft Eol to Expression of Interest submitted.



My Applications

These are applications that you are linked to as a user in the platform.

Show 5 entries

Showing 1 to 5 of 84 entries

Search

App. ID	Institution	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
321889	TEST INSTITUTION	P4Science	Head Office	Eol - TEST Expression of Interest TEST	26-03-2025 10:09	Expression of Interest submitted	Coordinator

Click on the [Application Number](#) hyperlink to access your Expression of Interest once you have submitted it. You will arrive to the Application page.

The Application page:

Application page

The Application page is where all the information regarding your application is kept.

There are 2 tabs in this page: Summary and Documents. The Application page opens on the Documents tab.

- **Summary tab:** It is the technical sheet of your application. Contains the main information. These appear under the title 'Standard Details'.
- **Documents tab:** The Documents tab contains all the documents of your application. These appear under the title 'Correspondence Log'. At this point, you will only find your Expression of Interest submitted.

The Documents tab

Click on Form Created Expression of Interest Form to Download the Expression of Interest in RTF form.

Application

Summary Documents

Correspondence log

Comment Type: [v] OK

Add file attachment

Show 50 entries

Search

Title	Comment Type	Date
Form Created Expression of Interest form	Expression of Interest	26-03-2025 10:34

The Summary tab

Click on Summary to check the Summary tab.

Application

Summary Documents

Standard Details

Applicant TEST INSTITUTION	App ID 321889	Contract Number
Programme Calls P4Science Call 2025	Programme P4Science	Application Status Expression of Interest submitted
Project Summary f	Project Title Eol - TEST Expression of Interest TEST	Project Start Date
		Project End Date
Extension End Date	Amendments	Proposal Type R&D Project
Toolbox multi National R&D project	Acronym Eol TEST	

Click on the Paper-tray icon on the upper left hand corner of the page to go back to the Dashboard.

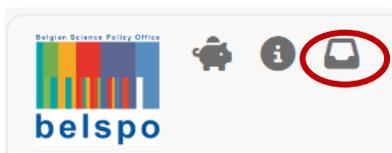


5. Delete your Expression of Interest in the Platform

Deleting your Expression of Interest is only possible BEFORE submission.

In order to do, you must go to the Dashboard.

Click on the Paper-tray icon on the upper left hand corner of the page to go back to the Dashboard.



Scroll down to the Upcoming Tasks list.

Click on the Application Number hyperlink. You will arrive to the Application page.

Upcoming Tasks

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

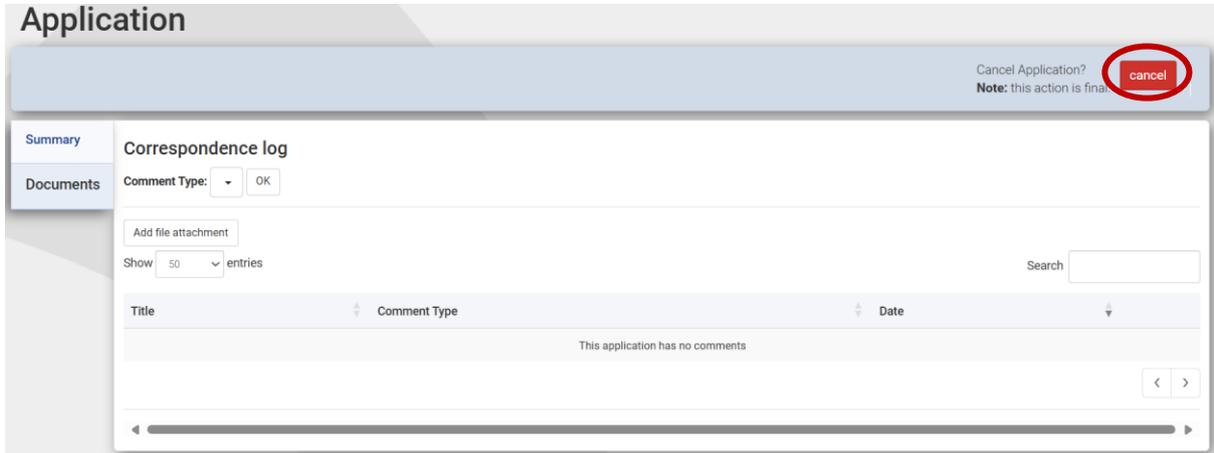
Show 5 entries

Showing 1 to 5 of 28 entries

App. ID	Applicant	Scheme	Project title	Received	Task
321658	TEST INSTITUTION	P4Science	Project Title	24-03-2025	Submit Expression of Interest

You will arrive to the Application page.

 Click on the cancel button. This action cannot be undone.



The screenshot shows the 'Application' page interface. At the top right, a dialog box asks 'Cancel Application?' with a note: 'Note: this action is final.' A red circle highlights the 'cancel' button in the dialog. The main content area is titled 'Correspondence log' and includes a 'Comment Type' dropdown menu, an 'Add file attachment' button, and a 'Show 50 entries' dropdown. A search bar is also present. Below these elements is a table with columns for 'Title', 'Comment Type', and 'Date'. The table is currently empty, displaying the message 'This application has no comments'. Navigation arrows are visible at the bottom of the table area.