P4Science

BELSPO Platform

Full Proposal Manual

2025

UPDATE : 5/05/2025

Section 3.2. Applicable and Non-Applicable Sections / Questions – page 12.

Table - the section « State of the Art » is only applicable for Toolbox category 1 « R&D Project»

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Contents

FOREWORD

This manual is a practical guide to submit a **Full Proposal** to the **P4Science programme**. All Full Proposals of the P4Science programme must be submitted using the **BELSPO Platform**.

Full Proposals 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 a Full Proposal. A draft template of the Full Proposal 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

Full Proposal 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_FullProposal_template_v2.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. Eligibility check of the Expression of Interest

In order to submit a **Full Proposal**, the **Coordinator** must have submitted an Expression of Interest first. The Expression of Interest undergoes an eligibility check by BELSPO, who ensures that all the information has been correctly entered in the system. If the eligibility check is successful, the Coordinator receives an email stating they have been assigned a task in the BELSPO Platform to **Submit the Full Proposal Form.**

Once BELSPO has accomplished the eligibility check of the Expression of Interest, you will receive an email from the Platform communicating the opening and closing dates for the submission of the Full Proposal.

P4Science - TEST PROJECT 2025 - Eligibility check

N noreply@aimsgrants.com

To

Dear

Your Expression of Interest nr 327694 TEST PROJECT 2025 submitted in Programme P4Science has **successfully undergone the eligibility check.**

The next step in the process is the submission of the Full Proposal.

You may proceed to submit the Full Proposal when the platform re-opens for submission on [date to be completed by BELSPO].

The Full Proposal submission deadline is [hard deadline for submission of Full Proposals from system] @ 14:00pm Brussels' time.

To submit the Full Proposal, please log in on the platform and fill in the Full Proposal form.

Click on the following link to access the platform: https://belspo.aimsgrants.com

BELSPO strongly recommends you to complete the following templates provided on the P4Science website in preparation of the online submission:

- Full Proposal
- Gantt Chart
- Budget Table

You will find them listed under Documents - Templates for submission of proposals:

https://www.belspo.be/belspo/P4Science-S4Policy/P4Science_call_2025_en.stm

Please note that both the Gantt chart and the Budget Table are mandatory annexes to the Full Proposal.

Kind regards,

The BELSPO team.

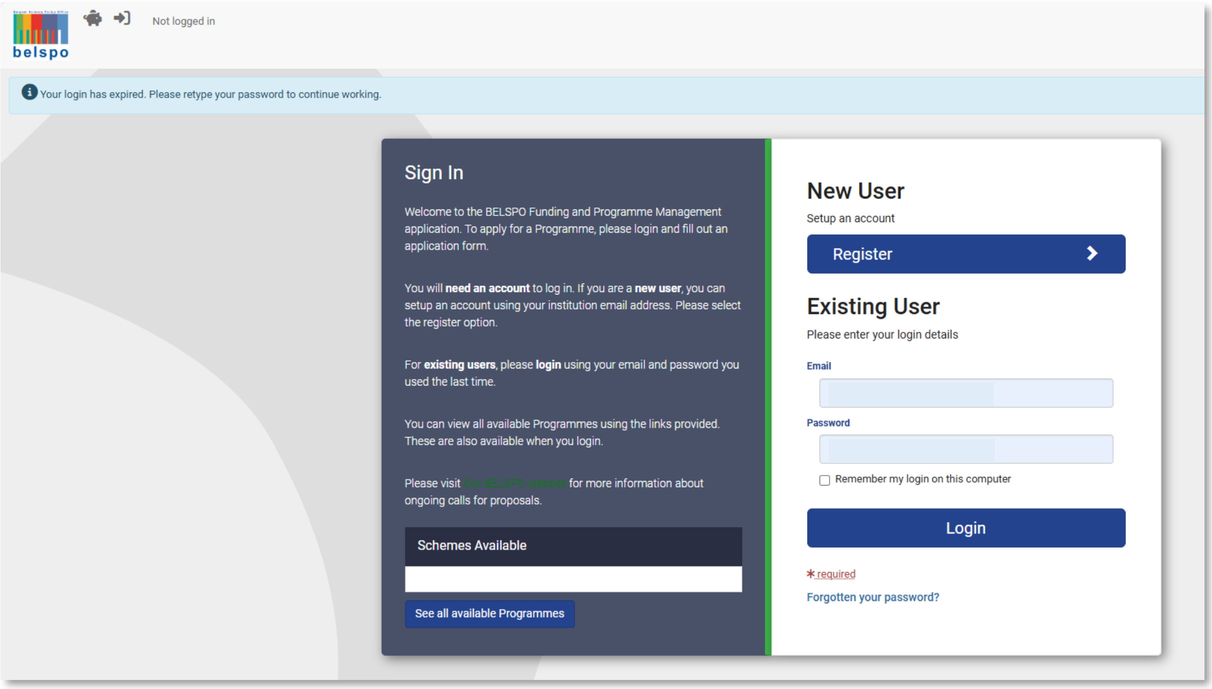
Belgian Science Policy Office

belspo

2. Log in to the Platform & Access to the Full Proposal

1.1. ACCESS THE PLATFORM

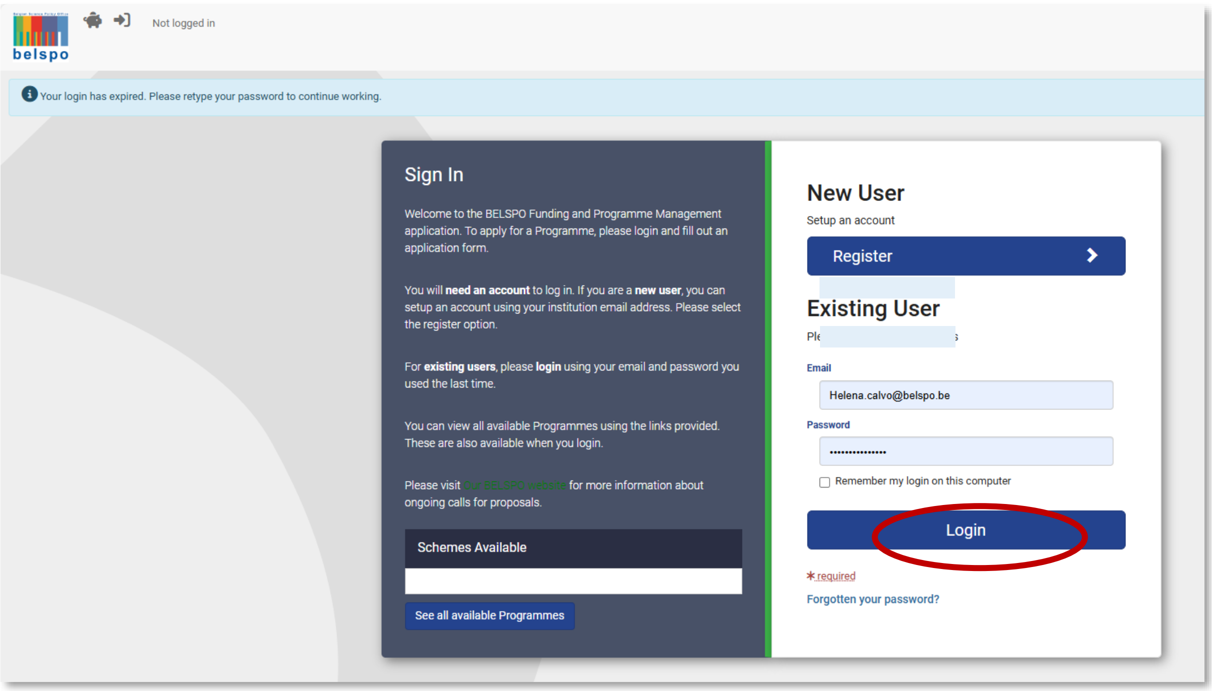
Access the BELSPO Platform here: https://belspo.aimsgrants.com/AUUID/071DDF788



1.2. LOG IN TO THE PLATFORM

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

Click on Login.

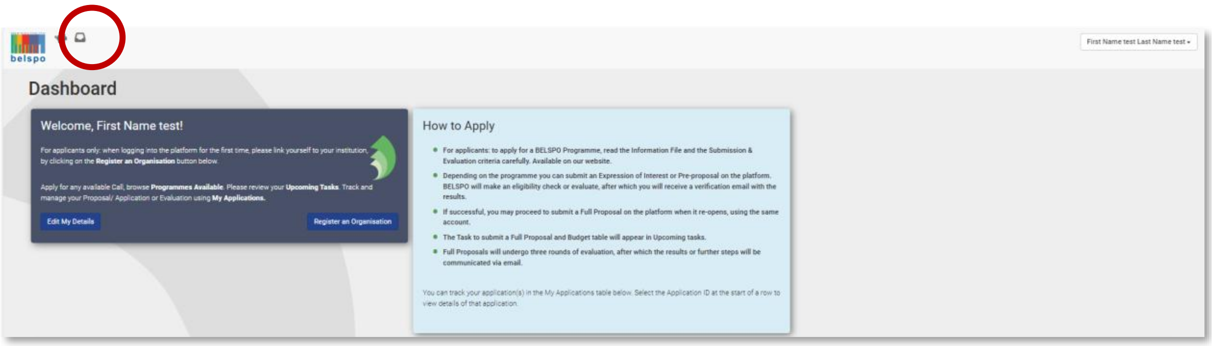


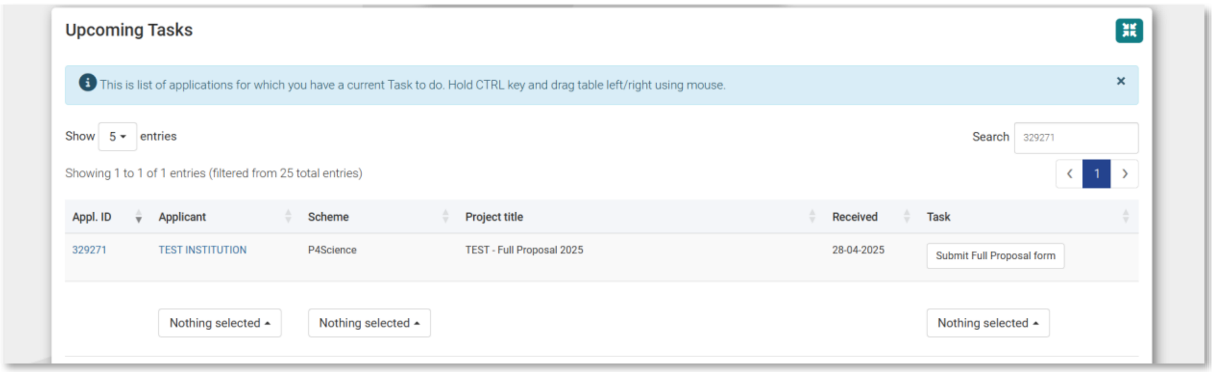
1.3. GETTING FAMILIAR WITH THE DASHBOARD

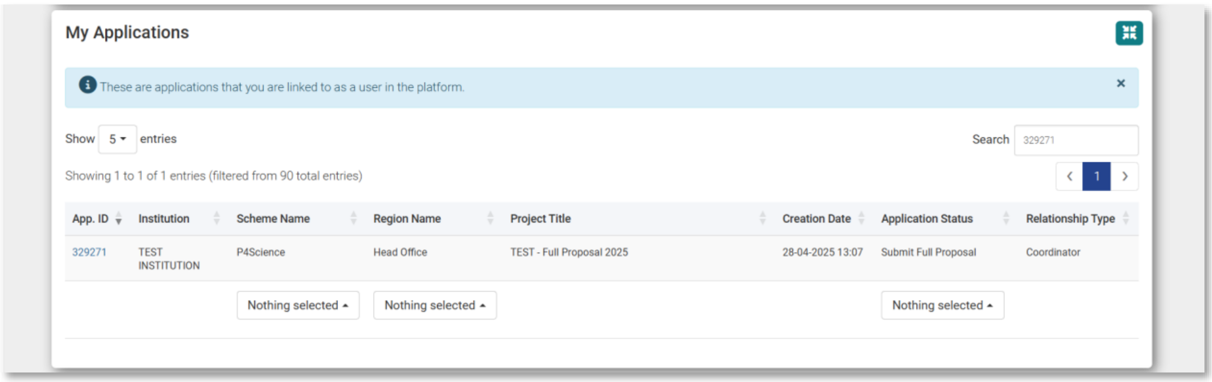
The **Dashboard** is your home page in the Platform. It is made of different sections:

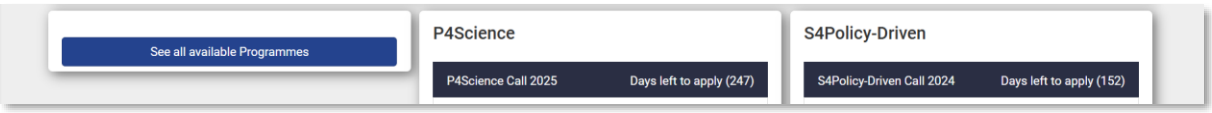
- Welcome: welcome message with 2 buttons:
  Edit my details – allows you to edit your personal details
  Register an organisation – allows you to link yourself to an organisation
- How to Apply: general information on how to apply to the different BELSPO programmes
- Upcoming Tasks : here you will find 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.



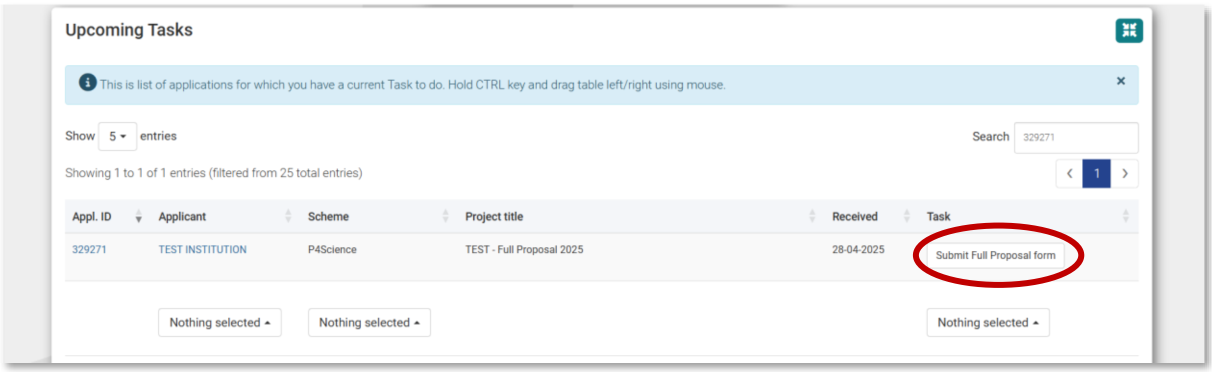






1.4. ACCESSING THE FULL PROPOSAL FORM

Under Upcoming Tasks, find your project and click on the task Submit Full Proposal form. This will not submit your Full Proposal, but give you access to the Full Proposal form you need to complete.



3. Get familiar with the layout of the Full Proposal form

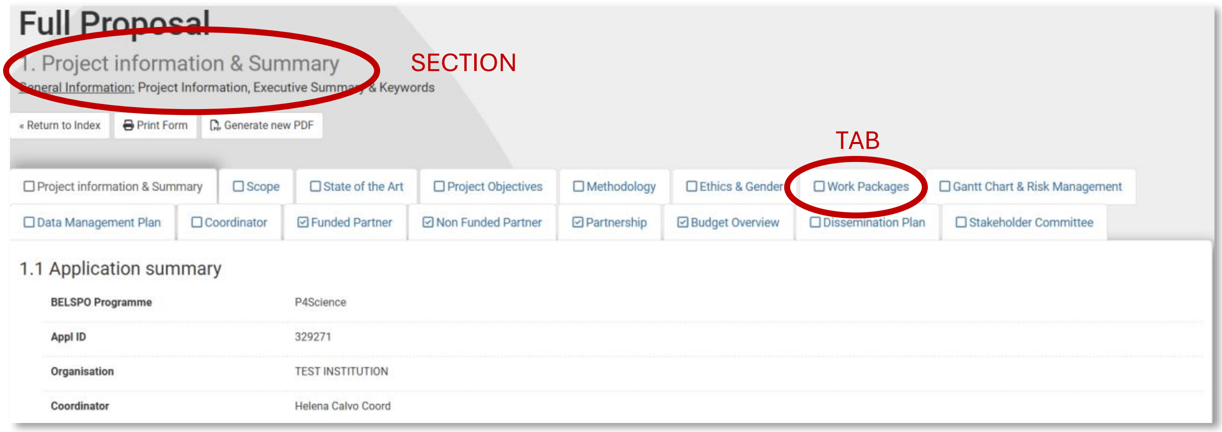
3.1. SECTIONS AND QUESTIONS

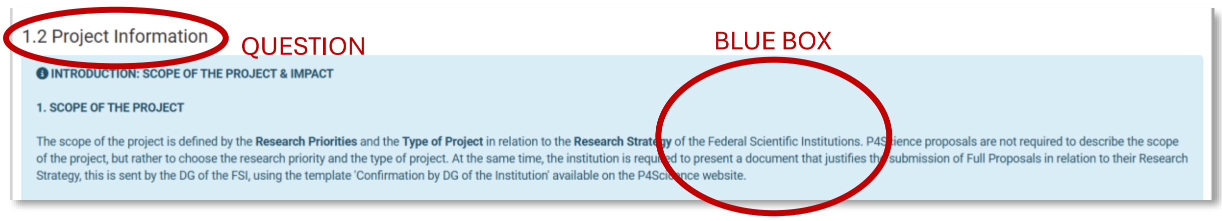
Sections of the Full Proposal Form
The Full Proposal Form is made of 16 sections. Each section appears under a tab:
1. Project information & Summary
2. Scope
3. State of the Art
4. Project Objectives ...

Sub-sections (questions) of the Full Proposal Form
Each section contains several sub-sections or questions. Example: 1. Project Information & Summary:
1.1 Application Summary
1.2 Project Information
1.3 Proposal 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.

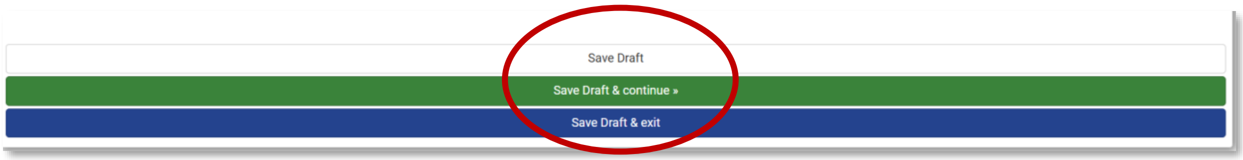
Click on the tabs to move from one section to the other.





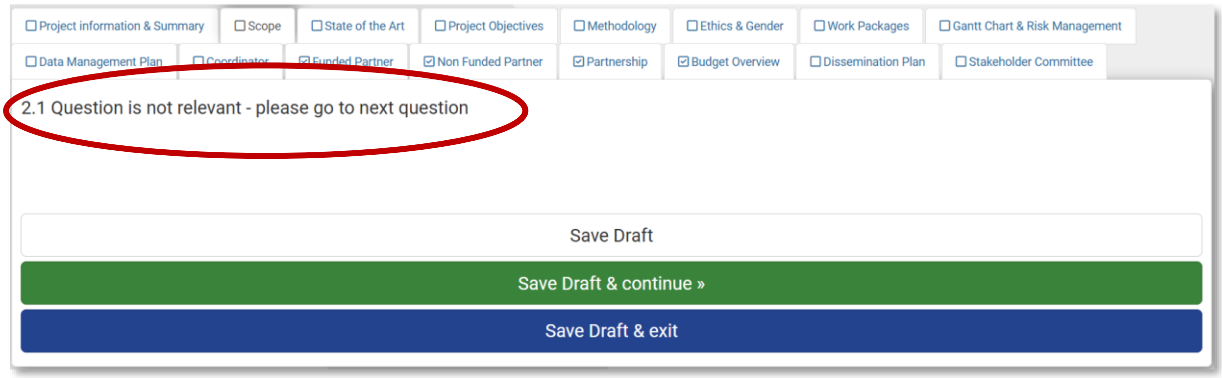
At the bottom of the page:

- 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 Full Proposal.



3.2. APPLICABLE AND NON-APPLICABLE SECTIONS AND/OR QUESTIONS

Sections or questions within sections will be applicable or not depending on the Programme and the Toolbox Category Level 1 chosen for the Expression of Interest. The applicable sections or questions will automatically appear for you to fill in. The non-applicable sections or questions will display the following message: *'X.X. Question is not relevant – please go to next question'.*

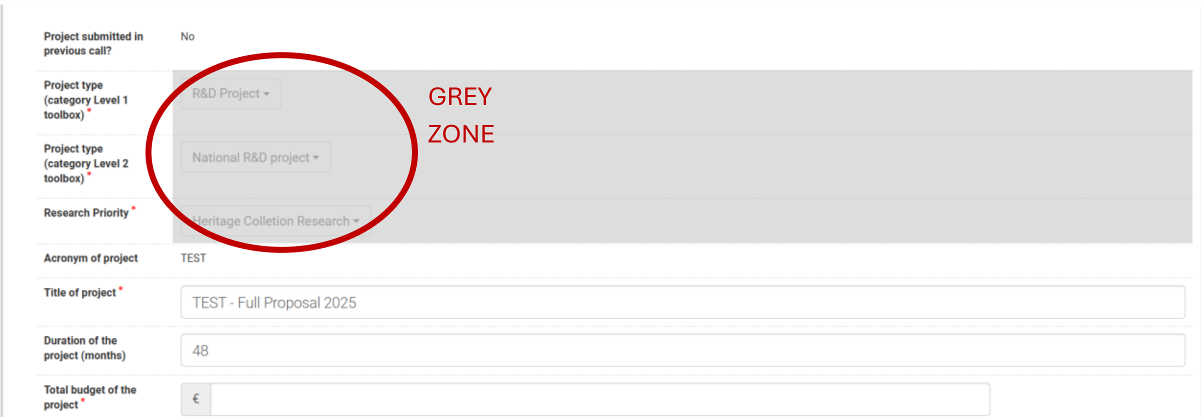


Here is a summary of the applicable and non-applicable sections or questions depending on the chosen Toolbox Category Level 1:

		Toolbox Category Level 1			
		Capacity / Skill Development	R&D Project	Synergy Development	Valorisation / Impact
1. Project Information & Summary		✓	✓	✓	✓
2. Scope		x	x	x	x
3. State of the Art		x	✓	x	x
4. Project Objectives		✓	✓	✓	✓
5. Methodology		✓	✓	✓	✓
6. Ethics & Gender	6.1. Ethics	✓	✓	x	x
	6.2. Gender (...) in research	✓	✓	x	✓
7. Work Packages		✓	✓	✓	✓
8. Gantt Chart & Risk Management		✓	✓	✓	✓
9. Data Management Plan		x	✓	x	x
10. Coordinator		✓	✓	✓	✓
11. Funded Partner(s) – *if any*		✓	✓	✓	✓
12. Non-Funded Partner(s) – *if any*		✓	✓	✓	✓
13. Partnership – *if any Funded and/or Non-Funded Partners*		✓	✓	✓	✓
14. Budget Overview		✓	✓	✓	✓
15. Dissemination Plan		x	✓	✓	✓
16. Stakeholder Committee		x	✓	x	x

3.3. INFORMATION THAT APPEARS BY DEFAULT ON THE FULL PROPOSAL FORM

Some of the Full Proposal fields appear already completed, pre-populated from the Expression of Interest. Part of them cannot be edited, such as the Programme, Application ID… In some cases, the information appears as grey zones. This is normal.



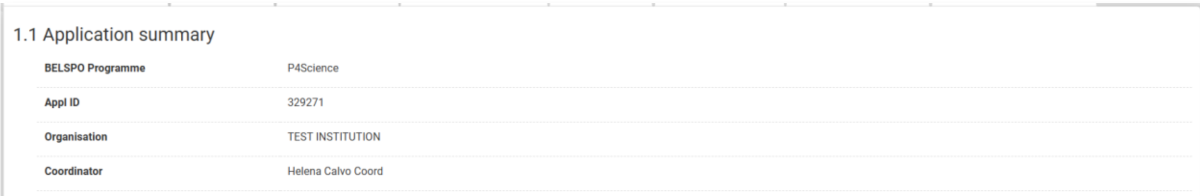
4. Complete the Full Proposal form

4.1. COMPLETE SECTION 1. PROJECT INFORMATION & SUMMARY

Section 1. Project Information & Summary
The Project Information & Summary 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. Declarations

Question 1.1. Application Summary

This question cannot be edited. Skip to the next question.


1.1 Application summary

BELSPO Programme	P4Science
Appl ID	329271
Organisation	TEST INSTITUTION
Coordinator	Helena Calvo Coord

Question 1.2. Project Information

Under Project Information, you must specify the Title of the Project, the Duration of the project and the Total budged of the project.

Acronym of project	TEST
Title of project *	TEST - Full Proposal 2025
Duration of the project (months)	48
Total budget of the project *	€

- **Title of the project:** The title is pre-populated from the Expression of Interest. It is possible to alter it, but you must maintain the acronym. The acronym must be included in the title of the project as follows: '**ACRONYM – Title of the Project'**
- **Duration of the project:** The duration of the project is pre-populated from the Expression of Interest. It is possible to alter it at the level of the Full Proposal.
- **Total budget of the project:** Though the total budget of the project is entered at the level of the Expression of Interest, it appears empty on the Full Proposal Form. This is because you must state here the actual total budget of the project; the sum of the total budget for all the Funded Partners and the Coordinator, as calculated using the Excel template available on the website.

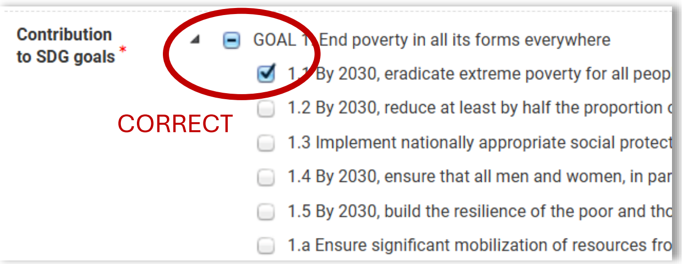
You must also specify the ulterior impact of your project by indicating which Sustainable Development Goals will the project contribute to and its Directionality.

Sustainable Development Goals.

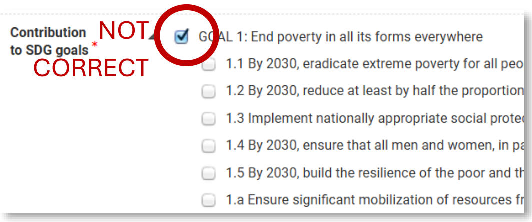
The UN Sustainable Development Goals are a set of 17 global objectives established by the UN to address pressing global challenges such as poverty, inequality and climate change by 2030. These goals are divided into a number of Targets. You are required to signal a min. of 1 and a max. of 3 targets with which the project aligns, to indicate the societal impact of your work.

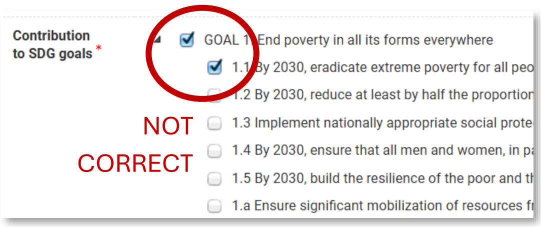
To fill in the SDG Goals at the level of the ***target***, clicking on the arrow next to the goal (▷). The menu will expand and the *targets* will appear. Then, click on the box corresponding to the foreseen *target*. Click from 1 to 3 targets (from the same or different goals).

This is the **correct** way to mark a target:



This is **not correct**:





Directionality

Directionality is the strategic orientation of the project's activities towards specific goals. It signals the contribution of the project to a particular direction of transformative change. This means that the project is not just focused on achieving its immediate objectives, but also on how it aligns and supports broader, long-term transformations in society, the economy, or the environment.

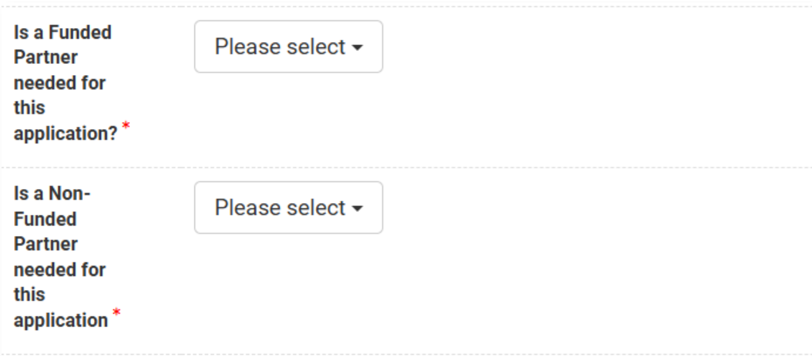
To fill in the directionality of the project, choose one option of the drop-down menu.

Funded and Non-Funded Partners

Funded Partner
An Funded Partner is an institution different from that of the Coordinator that is part of the project's consortium and receives funding from the project. Funded Partners are entered at the level of the Expression of Interest and cannot be changed. In the Full Proposal, Funded Partners appear in different sections of the document, such as 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, who will be responsible for performing the project's tasks on behalf of their institution.

Non-Funded Partner
A Non-Funded Partner is an institution different from that of the Coordinator that is part of the project's consortium but receives no funding from the project. Non-Funded Partners appear in different sections of the Full Proposal, such as the Work Plan and the Gantt chart, performing tasks in kind. Non-Funded Partners may also contribute in cash to the project. When the details of the Non-Funded Partner are asked, they refer to the person representing the contributing institution. If the project is selected for funding, Non-Funded Partners do not sign the contract, but their contribution is appears in the document.

Indicate whether the project includes Funded Partners and Non-Funded Partners. **These questions are conditional**; depending on your answer, they will enable (or disable) the corresponding section in the Full Proposal form.

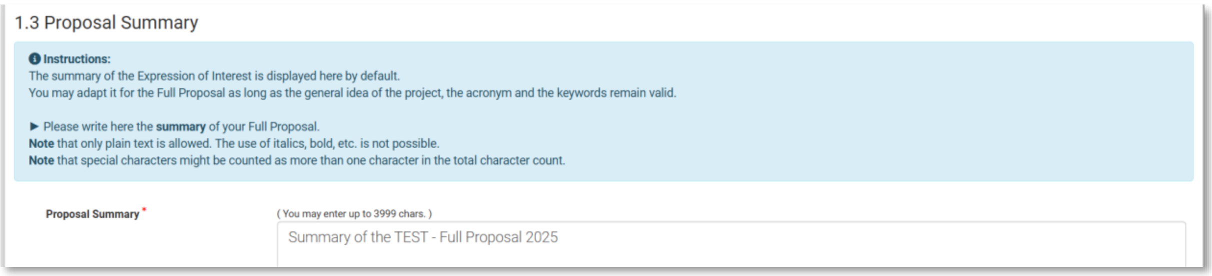


- **Funded Partners:** Answer YES to this question if you introduced Funded Partners at the level of the Expression of Interest. This will enable section 11. Funded Partner and 13. Partnership.
- **Non-Funded Partners:** Answer YES to this question if your project includes Non-Funded Partners. This will enable section 12. Non-Funded Partner and 13. Partnership.

If you answer NO to both questions, none of the sections 11. Funded Partner, 12. Non-Funded Partners and 13. Partnership will be disabled, displaying the text 'Question not relevant'.

Question 1.3. Summary

The summary entered at the level of the Expression of Interest appears here by default. You may edit this summary to make minor adjustments. The general idea of the project, the acronym, the keywords and the proposed evaluators must not be rendered useless through the modification of the text. 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.



1.3 Proposal Summary

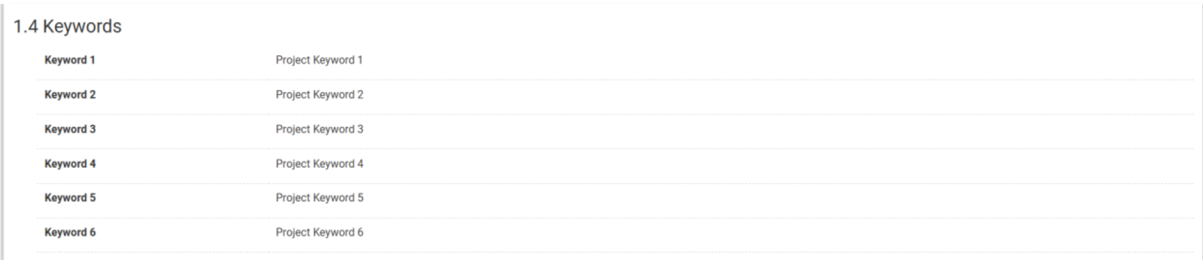
Instructions:
The summary of the Expression of Interest is displayed here by default.
You may adapt it for the Full Proposal as long as the general idea of the project, the acronym and the keywords remain valid.

► Please write here the **summary** of your Full Proposal.
Note that only plain text is allowed. The use of italics, bold, etc. is not possible.
Note that special characters might be counted as more than one character in the total character count.

Proposal Summary * (You may enter up to 3999 chars.)
Summary of the TEST - Full Proposal 2025

Question 1.4. Keywords

This question cannot be edited. Skip to the next question.



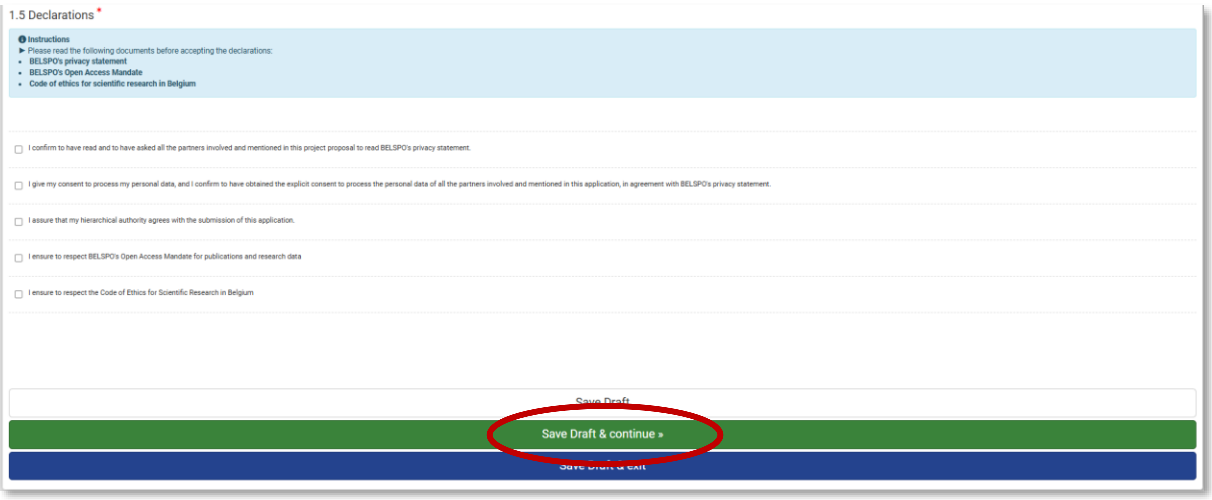
1.4 Keywords

Keyword 1	Project Keyword 1
Keyword 2	Project Keyword 2
Keyword 3	Project Keyword 3
Keyword 4	Project Keyword 4
Keyword 5	Project Keyword 5
Keyword 6	Project Keyword 6

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 <u>Save Draft & Continue</u> once you have completed this part of the form, to move on to the next section.



4.2. IGNORE SECTION 2. SCOPE

⏭ Skip this section. Scope is demonstrated by the alignment of the Expression of Interest with your Institution's Research Strategy in the document 'Confirmation of Submitted EoI/Proposals & Adequacy with Research Strategy' sent by your Director General directly to BELPSO.

Click on <u>Save Draft & Continue</u> to move on to the next section.

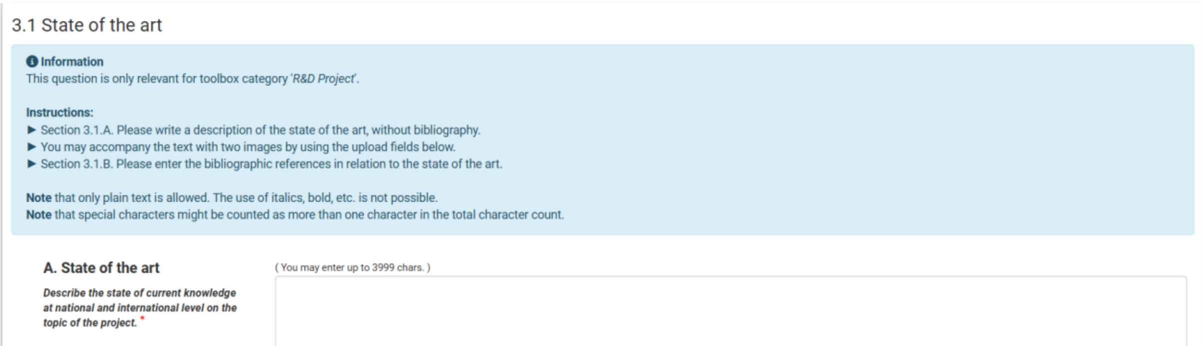
4.3. COMPLETE SECTION 3. STATE OF THE ART

⏭ Complete this section only if you have chosen the Toolbox category 'R&D Project'. If you have chosen another Toolbox category, go to the next section.

Section 3. State of the Art
The State of the art section is made of one question with different fields:
3.1. State of the Art
- A. State of the Art (description)
  Upload Field 1 (for image)
  Upload Field 2 (for image)
- B. Bibliography

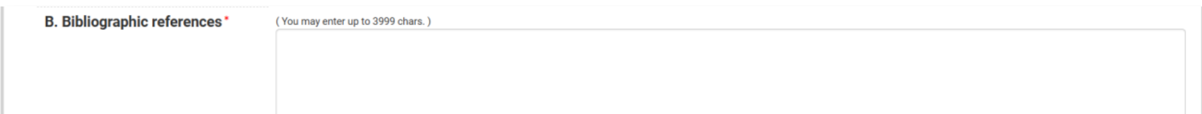
Question 3.1. State of the Art

Under sub-question **A. State of the Art**, describe the current knowledge of the State of the Art at national and International level on the topic of the project. Do not include the list of bibliographic references here, but on sub-question B. 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.



Under **Upload 1** and **Upload 2**, you have the option to add two images to accompany the description of the State of the Art using the upload fields. These accept the usual image formats of maximum size 2mb.

Under **B. Bibliographic references**, add the list of publications that you refer to in your description of the state of the art. 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.



Click on <u>Save Draft & Continue</u> to move on to the next section.

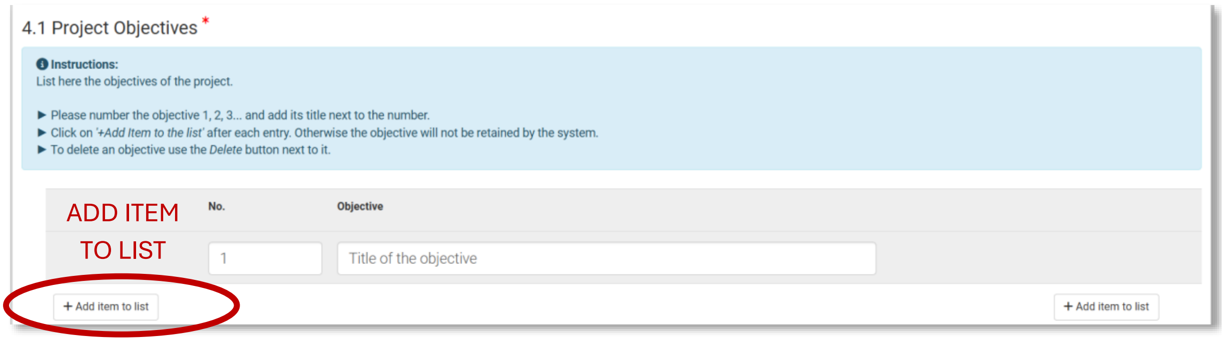
4.4. COMPLETE SECTION 4. PROJECT OBJECTIVES

Section 4. Project Objectives
The Project Objectives section is made of two questions:
4.1 Project Objectives (List of objectives)
4.2 Description of the objectives

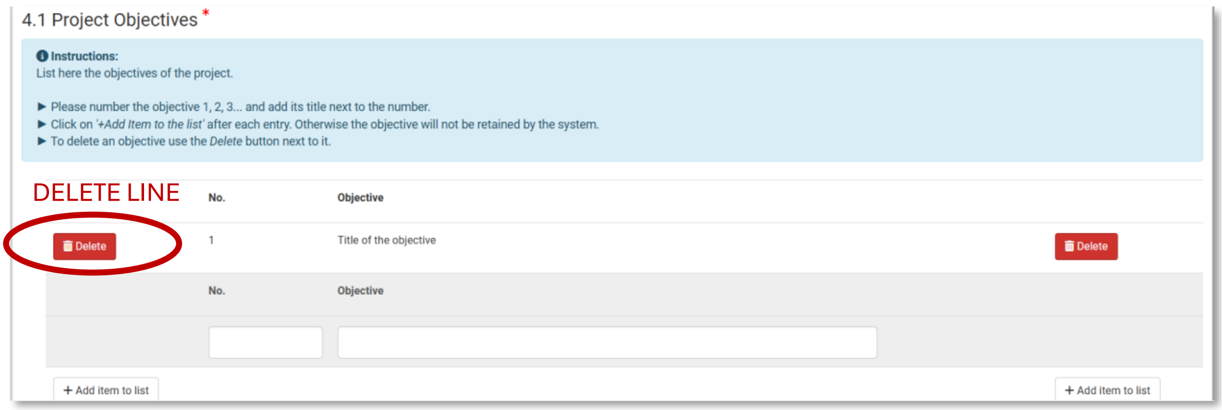
Question 4.1. Project Objectives

Provide a list of objectives for the project (number and title). Number the objectives 1, 2, 3... avoiding the use of sub-objectives. You do not need to describe them here in length, as the following question allows you to elaborate on them.

After each objective has been entered, click on the button + Add item to list, for it to be registered in the platform. Note that if you do not click on this button, your objective will not be saved.

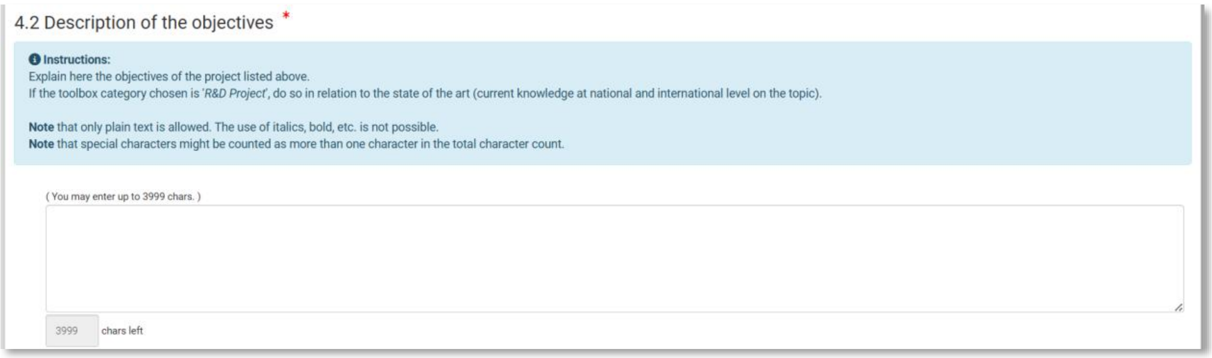


Note that you cannot edit the objectives once you have entered them, or rearrange the order they appear in. But if after entering an objective you wish to delete it, you can click on the Delete button that appears next to it.



Question 4.2. Description of the objectives

Describe the objectives mentioned on the list of Question 4.1. 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.



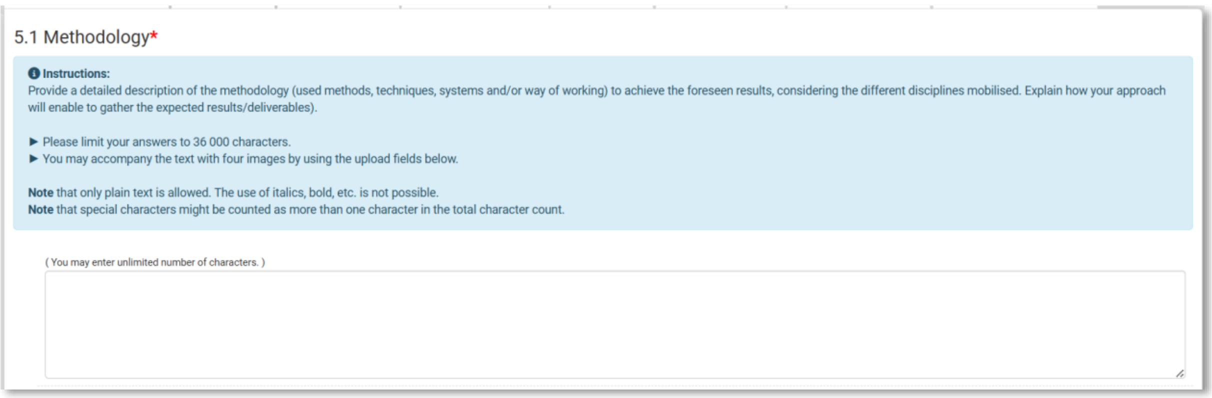
Click on Save Draft & Continue to move on to the next section.

4.5. COMPLETE SECTION 5. METHODOLOGY

Section 5. Methodology
The Methodology section is made of one question, and contains 4 upload fields:
5.1 Methodology
Upload 1
Upload 2
Upload 3
Upload 4

Question 5.1. Methodology

Describe the methodology of the project. Please note that the max. extension of 36 000 characters includes spaces, and that any special characters may count as more than one character. The use of bold, italic, etc is not possible.


5.1 Methodology*

Instructions:
Provide a detailed description of the methodology (used methods, techniques, systems and/or way of working) to achieve the foreseen results, considering the different disciplines mobilised. Explain how your approach will enable to gather the expected results/deliverables).

► Please limit your answers to 36 000 characters.
► You may accompany the text with four images by using the upload fields below.

Note that only plain text is allowed. The use of italics, bold, etc. is not possible.
Note that special characters might be counted as more than one character in the total character count.

(You may enter unlimited number of characters.)

Under **Upload 1, Upload 3, Upload 3** and **Upload 4**, you have the option to add images to accompany the description of the State of the Art using the upload fields. These accept the usual image formats of maximum size 2mb.

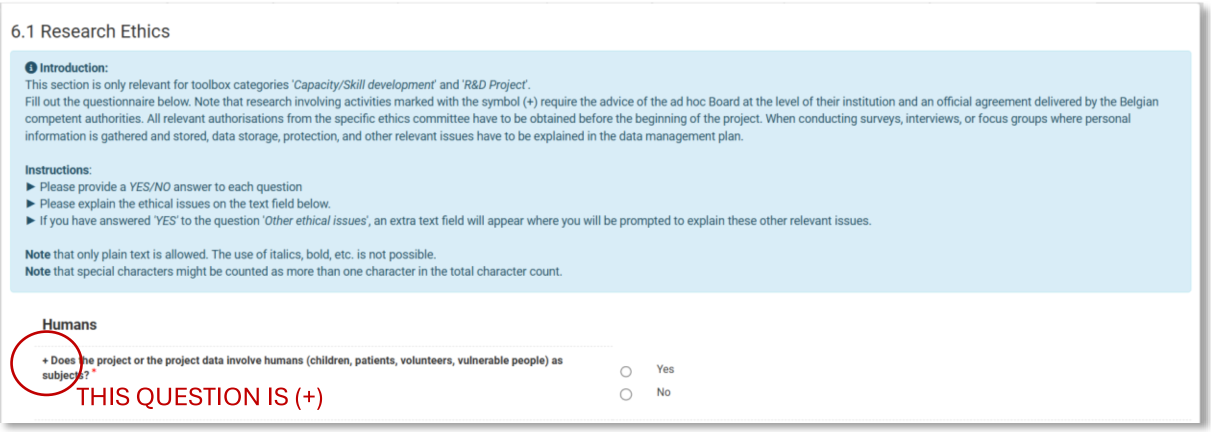
4.6. COMPLETE SECTION 6. ETHICS & GENDER

Section 6. Ethics & Gender
The Ethics & Gender section contains 2 questions:
6.1 Research Ethics (questionnaire)
6.2 Gender Dimension in the research

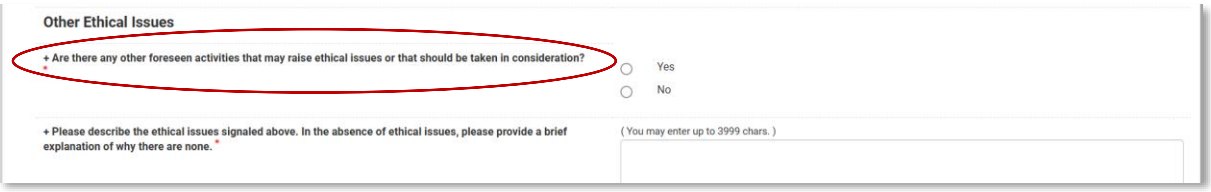
Question 6.1. Research Ethics

⏭ Complete this section only if you have chosen the Toolbox categories ‘Capacity/Skill development’ or ‘R&D Project’. If you have chosen another Toolbox category, go to the next section.

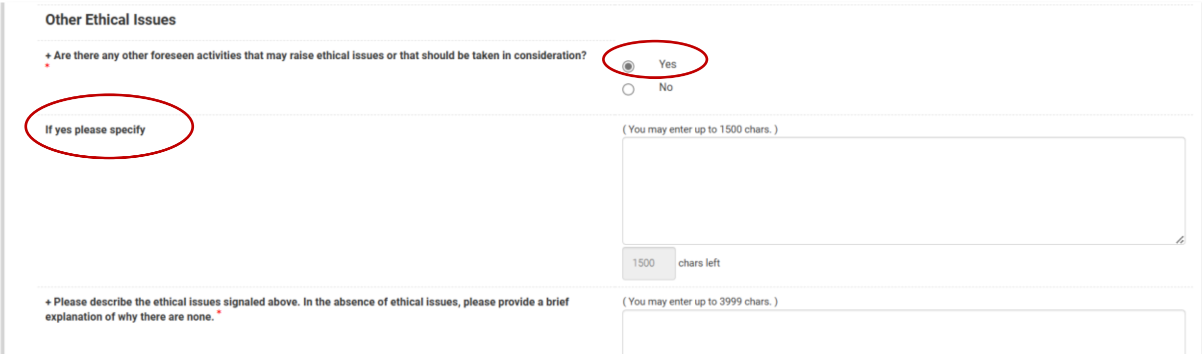
✏ Research Ethics is a questionnaire regarding different ethics-related aspects of your Full Proposal. You must answer YES or NO to each of the questions, bearing in mind that if the activities mentioned are preceded by (+), they require the advice of the ad hoc Board at the level of the involved institutions and an official agreement delivered by the Belgian competent authorities. All relevant authorisations must be obtained before the beginning of the project.



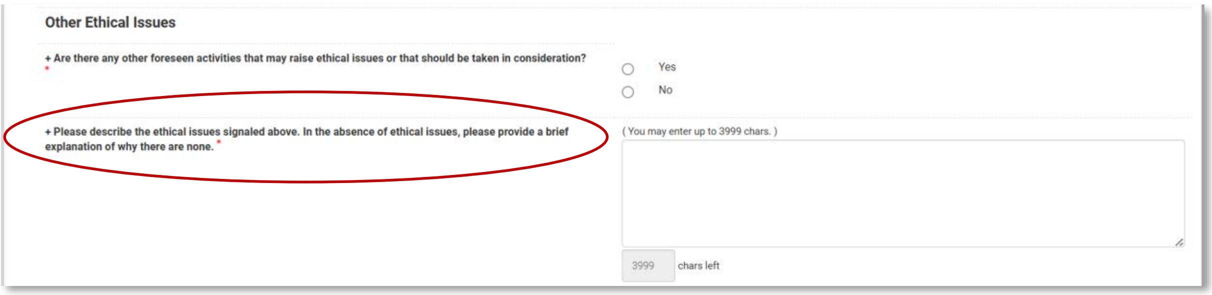
✏ At the bottom of the questionnaire, there is a conditional question under ‘Other Ethical Issues’: *(+) Are there any other foreseen activities that may raise ethical issues or that should be taken in consideration?*



- **If the answer is YES**, a new question will appear prompting you to specify which other ethical issues must be addressed. You must note the list of other ethical issues that must be considered in the project and that have not been mentioned in any of the questions above. Note that the character limit is of 1500 characters including spaces.
- **If the answer is NO**, this new question will not appear.



Regardless of your answer to the conditional question under ‘Other Ethical Issues’, there is a last mandatory text you must complete where you explain all the ethical issues the project must address or, in the case where you would have answered ‘no’ to all the questions in the questionnaire, where you must provide an explanation of why there are no ethical issues. 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.

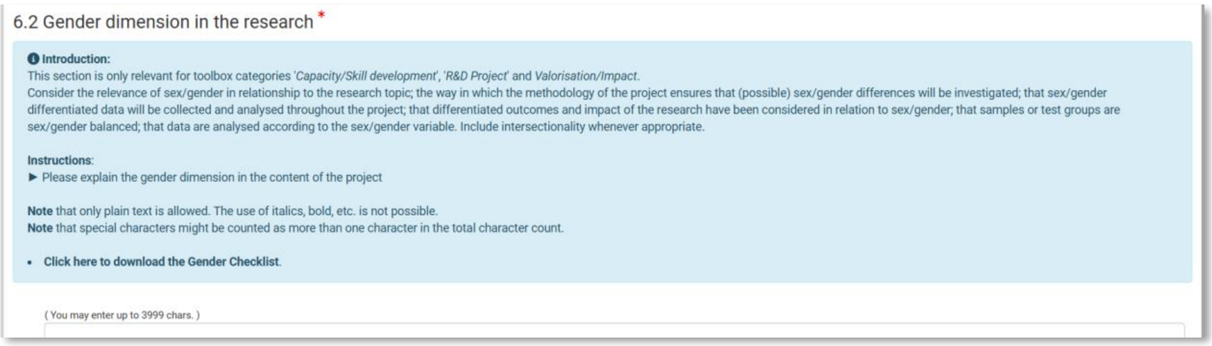


Question 6.2. Gender dimension in the research

Complete this section only if you have chosen the Toolbox categories ‘Capacity/Skill development’, ‘R&D Project’ or ‘Valorisation/Impact’. If you have chosen another Toolbox category, go to the next section.

Please do not answer here in relation to the GENDER BALANCE in the project. There is another question for this in relation to the Partnership in Section 13 – Question 13.2. Gender balance in the project team. What is required here is the relationship of sex/gender to the topic of the project, including intersectionality whenever appropriate.

Provide the gender dimension in the content of the project. 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.


6.2 Gender dimension in the research *

Introduction:
This section is only relevant for toolbox categories '*Capacity/Skill development*', '*R&D Project*' and *Valorisation/Impact*.
Consider the relevance of sex/gender in relationship to the research topic; the way in which the methodology of the project ensures that (possible) sex/gender differences will be investigated; that sex/gender differentiated data will be collected and analysed throughout the project; that differentiated outcomes and impact of the research have been considered in relation to sex/gender; that samples or test groups are sex/gender balanced; that data are analysed according to the sex/gender variable. Include intersectionality whenever appropriate.

Instructions:
► Please explain the gender dimension in the content of the project

Note that only plain text is allowed. The use of italics, bold, etc. is not possible.
Note that special characters might be counted as more than one character in the total character count.

- **Click here to download the Gender Checklist**.

(You may enter up to 3999 chars.)

Click on Save Draft & Continue to move on to the next section.

4.7. COMPLETE SECTION 6. WORK PACKAGES

Section 7. Work Packages
The Work Packages section is made of a min. of 1 sub-tab and a max. of 10 sub-tabs (questions), each corresponding to one Work Package:
7.1 Work Package 1
7.2 Work Package 2
7.3 Work Package 3...

Only the first tab is visible. In order to add more Work Packages, you must click on + Add Work Package at the bottom of the page. You can add a max. of 10 Work Packages.

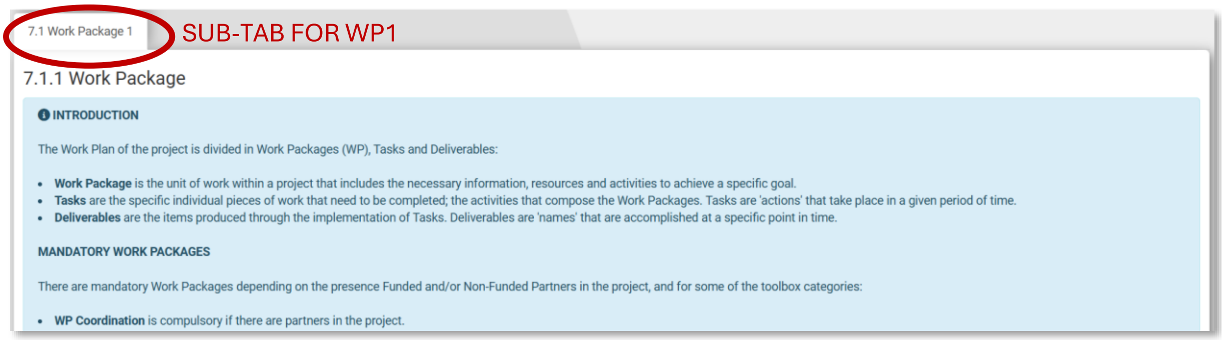
Questions
Under each sub-tab (under each work package) there are three questions:
7.1.1 Work Package (number and title the work package)
7.1.2 Task Description (number and title of tasks with description associated to the work package)
7.1.3 Deliverables (number and title of deliverables with description associated to the tasks)

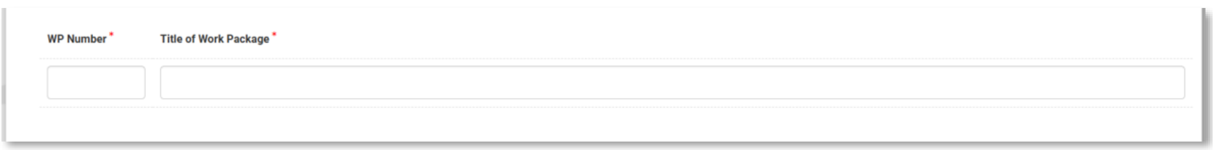
Question 7.1. Work Package 1 > 7.1.1 Work Package

Mandatory Work packages
The WP Coordination, project management and reporting is compulsory for all projects.
There are additional compulsory work packages depending on the Toolbox Category Level 1.

- WP Data Management: compulsory for R&D Project. Note that within this work package, a mandatory deliverable, the DMP document must be included in month 6.
- WP Valorisation / Dissemination / Exploitation of results : compulsory for R&D Project; Synergy Development; Valorisation / Impact.

Number the work package as **WP1**, and add a title.

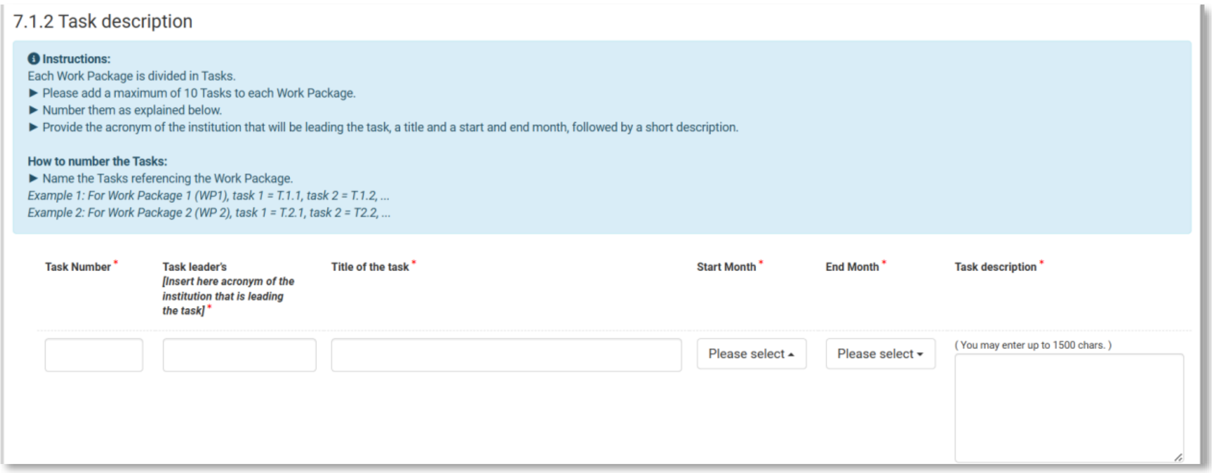




Question 7.1. Work Package 1 > 7.1.2 Task Description

Under Task description you may a maximum of 10 tasks to the work package.

- Number the tasks referencing the work package.
  For example, for **WP1**, number the tasks: **T.1.1**, **T.1.2**, **T.1.3**...
  For **WP2** number the tasks: **T.2.1**, **T.2.2**, **T.2.3**...
- Add the task leader's institution acronym.
- Provide a title for the task.
- Add the start month (example month = 1) and end month (example month = 6).
- Provide a task description. Please note that the max. extension of 1500 characters includes spaces, and that any special characters may count as more than one character. The use of bold, italic, etc is not possible.

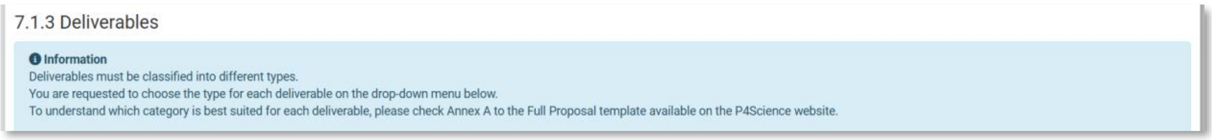


Question 7.1. Work Package 1 > 7.1.3 Deliverables

Deliverables
When entering the deliverables, you will be asked to choose the type of deliverable.
The drop-down list that appears in the platform is made of broad categories. Please check the list on the website to understand how you should classify your deliverables:
https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.belspo.be%2Fbelspo%2FP4Science-S4Policy%2Fcall%2FP4Science_2025%2FP4S-call2024-25_Type-of-Deliverables.xlsx&wdOrigin=BROWSELINK

Under Deliverables you may as many deliverables as required for the work package.

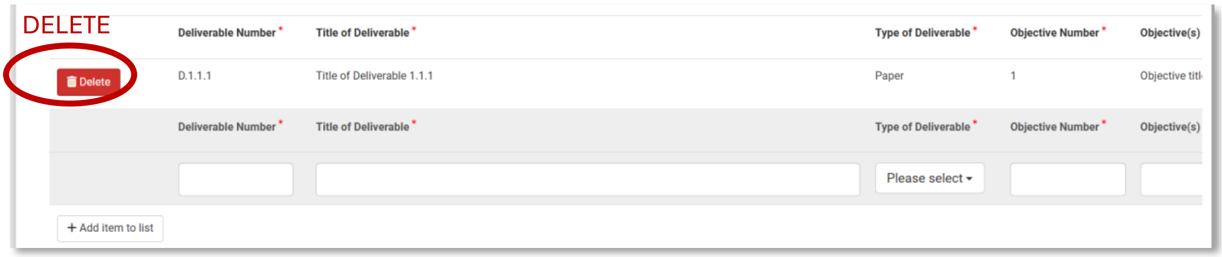
- Number the deliverables referencing the tasks.
  For example, **WP1** and **T.1.2**, number the deliverables: **D.1.2.1**, **D.1.2.2**, **D.1.2.3**...
  For **WP2** and **T.2.3**, number the deliverables: **D.2.3.1**, **D.2.3.2**, **D.3.2.3**...
- Provide a title for the deliverable.
- Choose the type of deliverable.
- Add the objective number and the title of the objective to which the deliverable corresponds – you will have to pick one from the list of objectives in Section 4. Project Objectives.
- Add end month of the deliverable, this is the month in which the deliverable will be accomplished (example month = 6).



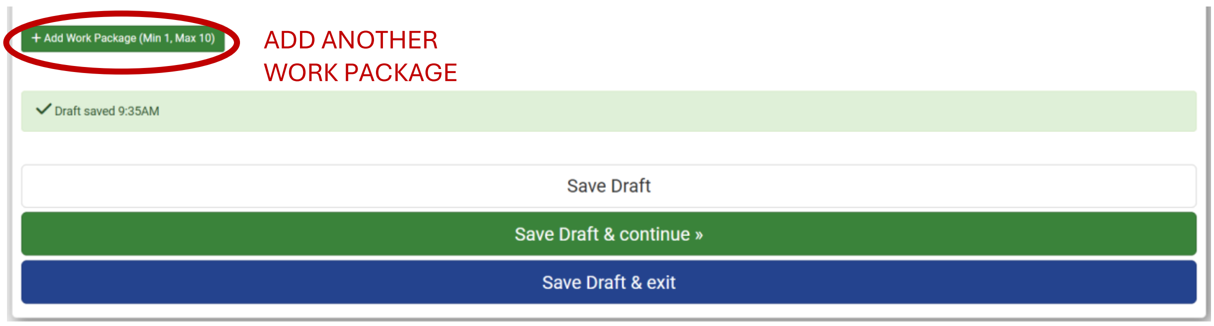
Use the bar to scroll from the left to the right side of the page and complete the line for the deliverable. You may alternatively scroll by pressing ↑SHITF on your keyboard and clicking LEFT with your mouse.

Once the information of first deliverable has been entered click on + Add item to list. Otherwise the deliverable will not be saved.

Note that you cannot edit the deliverable once you have entered it, or rearrange the order of deliverables on the list. But if after entering a deliverable you wish to delete it, you can click on the Delete button that appears next to it.

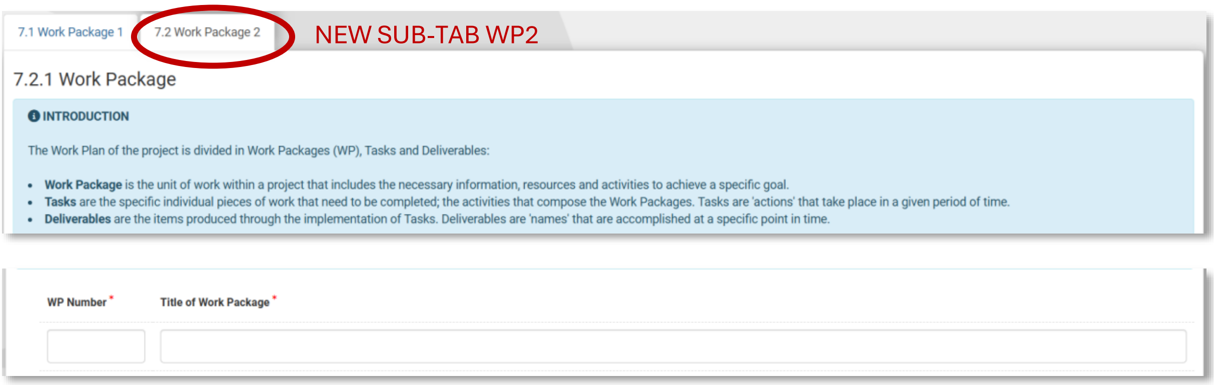


Once you have entered all the deliverables required for the work package click on + Add another work package to add another work package.



Adding more Work Packages

If you have clicked on + Add another work package, a new sub-tab will appear.

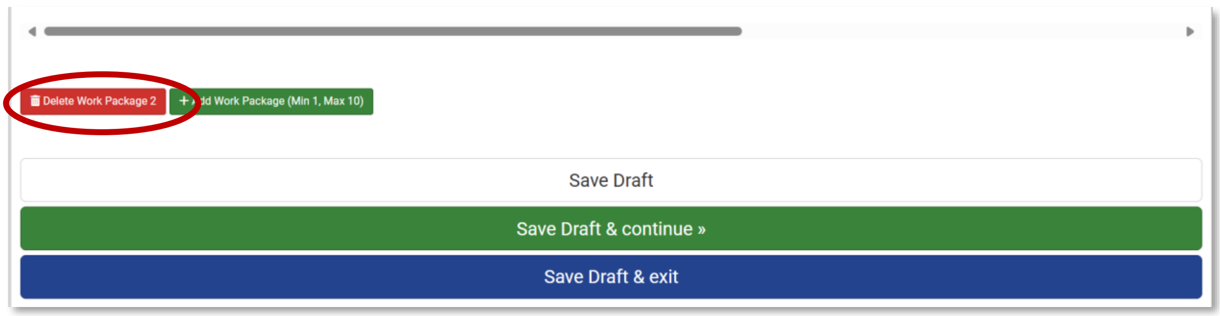


You must complete the sub tab in the same way as before (see beginning of section 4.7).

Once you have entered all the information required for the work package click on + Add another work package to add another work package. You must add as many work packages as needed (including the mandatory ones), but not exceeding 10 work packages.

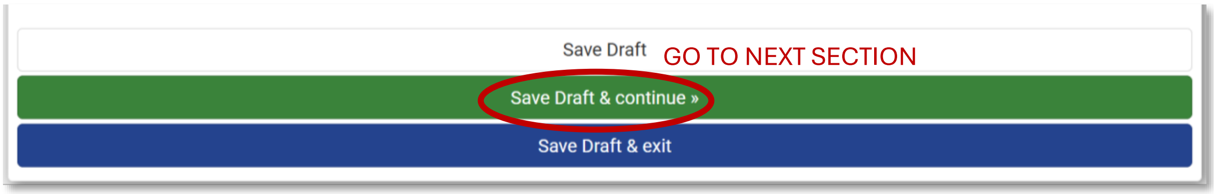
Deleting Work Packages

If you wish to delete a work package, scroll down to the bottom of the page, and click on Delete Work Package X. Note that the first Work Package cannot be deleted in this way, but that the information in the sub-tab must be manually removed.



Moving on to the next section after having added all the work packages

After adding all the work packages, at the bottom of the page click on Save Draft & continue to move to the next section.



4.8. COMPLETE SECTION 8. GANTT CHART & RISK MANAGEMENT

Section 8. Gantt Chart & Risk Management
The Gantt Chart & Risk Management section is made of 2 questions:
8.1 Risk Management description
8.2 Gantt Chart

Question 8.1. Risk Management description

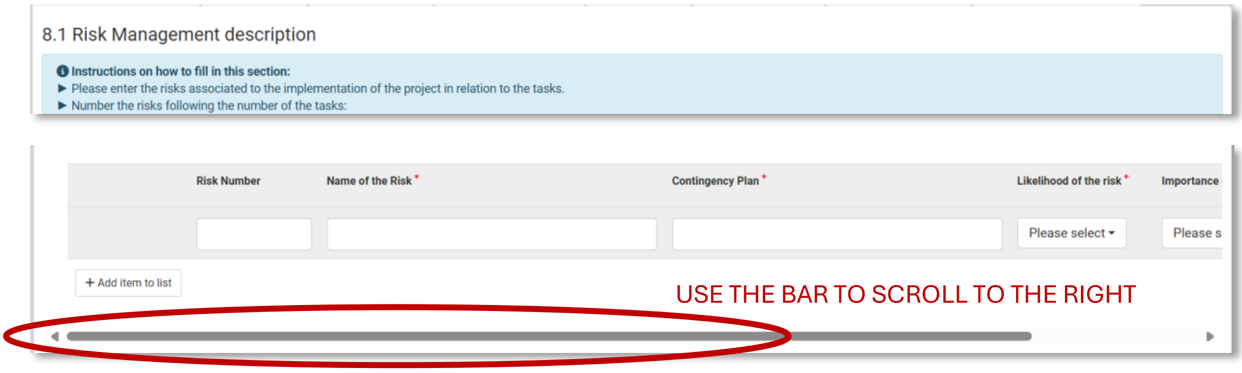
Risk management here refers to the risks present in the implementation of the project. You must add a list of risks in relation to the tasks listed in Section 6. Work Packages.

- Number the risks referencing the tasks.
  For example, if there is a risk for task **T.1.1**, the risk must be numbered: **R.1.1**.
  If there is a risk associated with task **T.2.3**, the risk must be numbered: **R.2.3**
- Add the name of the risk.
- Provide a short description for its contingency plan.
- Determine the likelihood of the risk (the probability that the risk will happen).
- Determine the importance of the risk (if it were to occur, would the consequences be severe?)

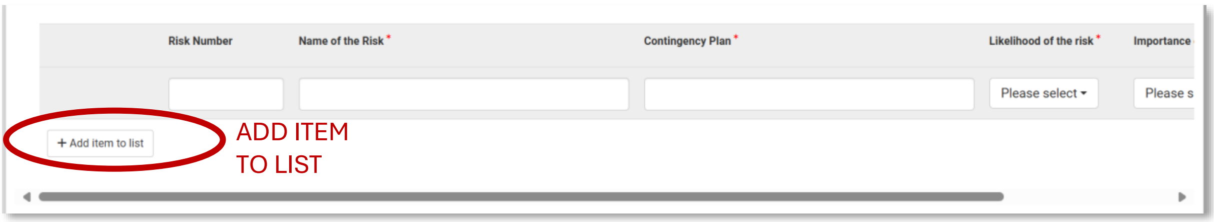
You may use the following table as visual aid to determine the likelihood vs importance of the risk. This table does not appear in the Platform, where the scales of likelihood and importance appear as drop-down menus.

		IMPORTANCE OF THE RISK				
		Negligible	Minor	Moderate	Significant	Severe
LIKELIHOOD OF THE RISK	Very likely					
	Likely					
	Possible					
	Unlikely					
	Very unlikely					

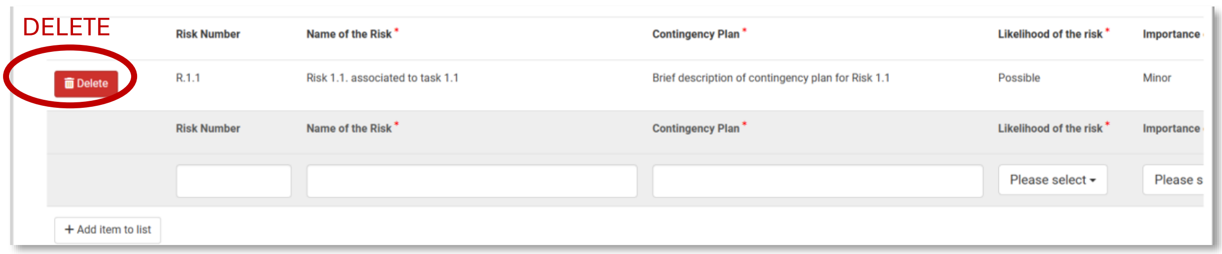
Use the bar to scroll from the left to the right side of the page and complete the line for the deliverable. You may alternatively scroll by pressing ↑SHITF on your keyboard and clicking LEFT with your mouse.



Once the information of the first risk has been entered click on + Add item to list. Otherwise the risk will not be saved.



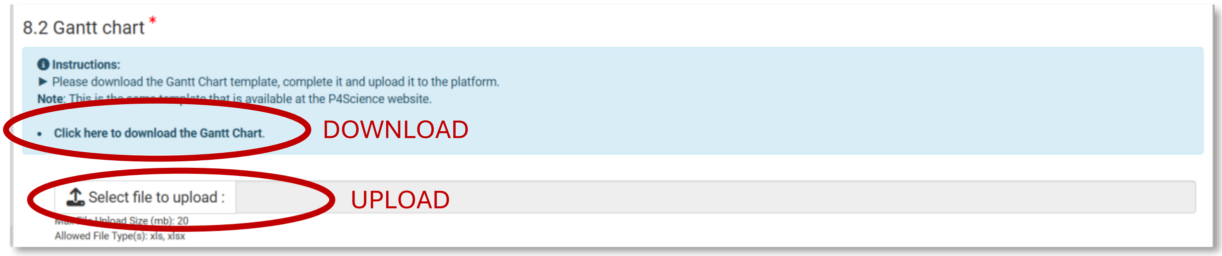
Note that you cannot edit the risk once you have entered it, or rearrange the order of risks on the list. But if after entering a risk you wish to delete it, you can click on the Delete button that appears next to it.



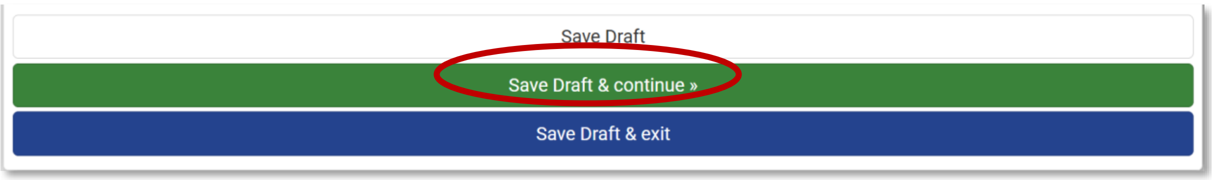
Question 8.2. Gantt Chart

The Gantt Chart must be in agreement with the Work Plan entered online directly in the Platform.

Download the Gantt Chart template from the Platform or from the P4Science website. Complete it and upload it using the upload field. Note that the uploaded document must be in Excel format.



Click on Save Draft & continue to move to the next section.



4.9. COMPLETE SECTION 9. DATA MANAGEMENT PLAN

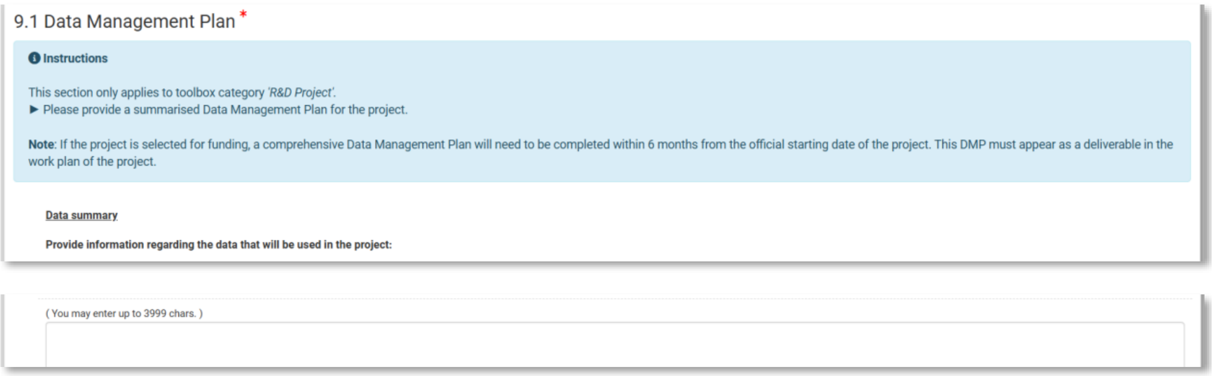
⏭ Complete this section only if you have chosen the Toolbox category ‘R&D Project’. If you have chosen another Toolbox category, go to the next section.

Section 9. Data Management Plan
The State of the art section is made of three questions:
9.1 Data Management Plan – Data Summary
9.2 Open and FAIR compliance
9.3. Curation, storage and preservation costs.

Note that this is intended to be a brief summary of the Data Management Plan, and that if the project is selected for funding, a detailed version of the DMP will have to be provided in month 6 of the project – it is a compulsory deliverable.

Question 9.1. Data Management Plan – Data summary

✎ Describe the type and size of data, and whether data will be collected, or (re)used, as well as the origins of the data. 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.


9.1 Data Management Plan *

Instructions

This section only applies to toolbox category *'R&D Project'*.
► Please provide a summarised Data Management Plan for the project.

Note: If the project is selected for funding, a comprehensive Data Management Plan will need to be completed within 6 months from the official starting date of the project. This DMP must appear as a deliverable in the work plan of the project.

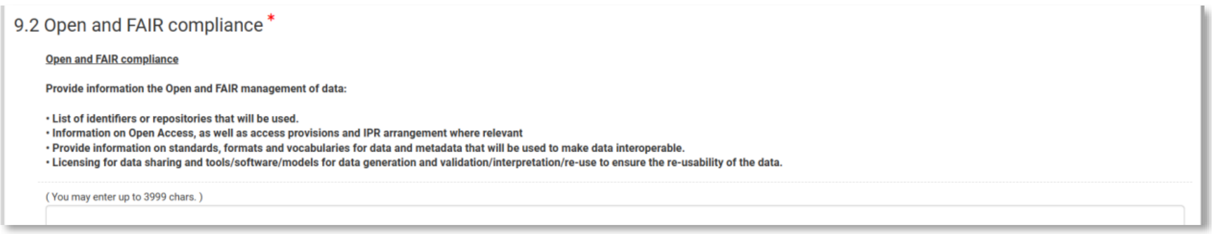
Data summary

Provide information regarding the data that will be used in the project:

(You may enter up to 3999 chars.)

Question 9.2. Open and FAIR compliance

✎ Describe the compliance with Open and FAIR principles of the data. 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.


9.2 Open and FAIR compliance *

Open and FAIR compliance

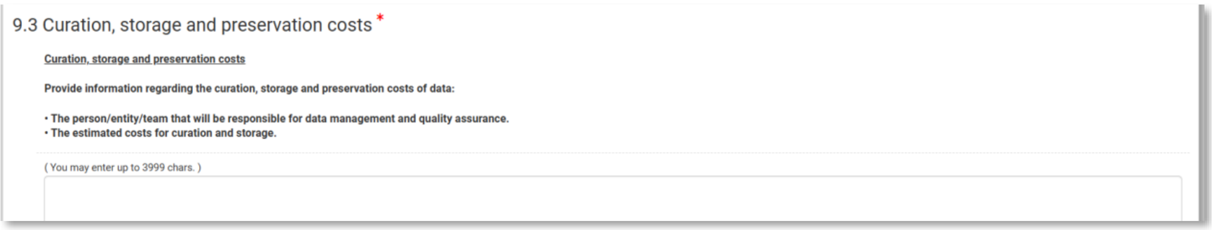
Provide information the Open and FAIR management of data:

- List of identifiers or repositories that will be used.
- Information on Open Access, as well as access provisions and IPR arrangement where relevant
- Provide information on standards, formats and vocabularies for data and metadata that will be used to make data interoperable.
- Licensing for data sharing and tools/software/models for data generation and validation/interpretation/re-use to ensure the re-usability of the data.

(You may enter up to 3999 chars.)

Question 9.3. Curation, storage and preservation costs

Describe how will data be curated, stored and preserved and the costs associated. 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.


9.3 Curation, storage and preservation costs *

Curation, storage and preservation costs

Provide information regarding the curation, storage and preservation costs of data:

- **The person/entity/team that will be responsible for data management and quality assurance.**
- **The estimated costs for curation and storage.**

(You may enter up to 3999 chars.)

4.10. COMPLETE SECTION 10. COORDINATOR

Section 10. Coordinator
The Coordinator section contains questions that can be divided in 2 aspects.

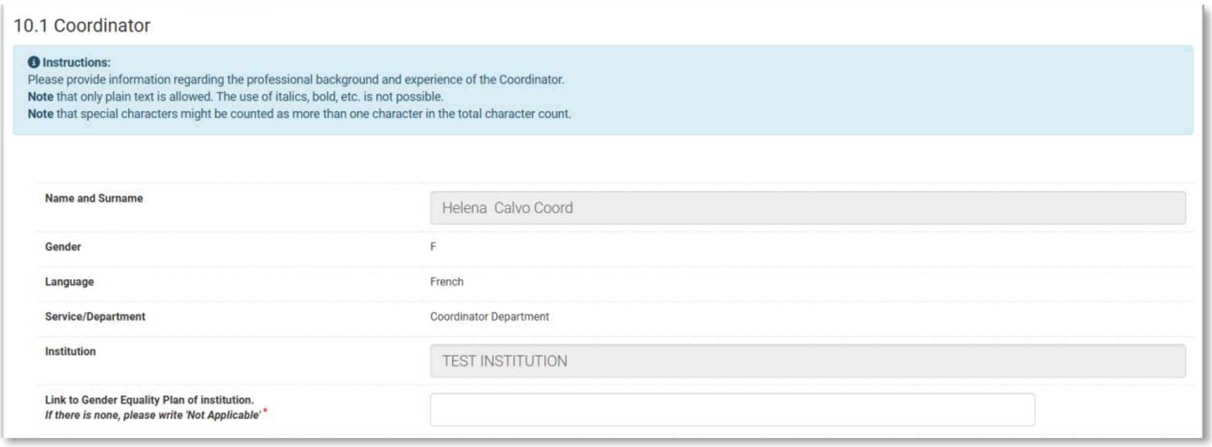
Questions related to the Coordinator's professional background
10.1 Coordinator (professional background)
10.2 Top achievements, milestones or (peer-reviewed) publications related to the project
10.3 Projects carried out over the past 5 years in fields related to the project

Questions related to the Coordinator's budget.
10.4 Staff costs of the coordinator
10.5 Specific operating costs of the coordinator
10.6. Equipment costs of the coordinator
10.7 Subcontracting costs of the coordinator
10.8 Question not relevant for P4Science
10.9 Question not relevant for P4Science
10.10 Overheads of the coordinator
10.11 Budget table document

Note that the Platform does not check for budget rules. Before you enter the amounts online please fill in the Budget table available on the P4Science website or in the blue box under section 10.4: https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.belspo.be%2Fbelspo%2FP4Science-S4Policy%2Fcall%2FP4Science_2025%2FP4S_call2024-25_BudgetTable.xlsx&wdOrigin=BROWSELINK

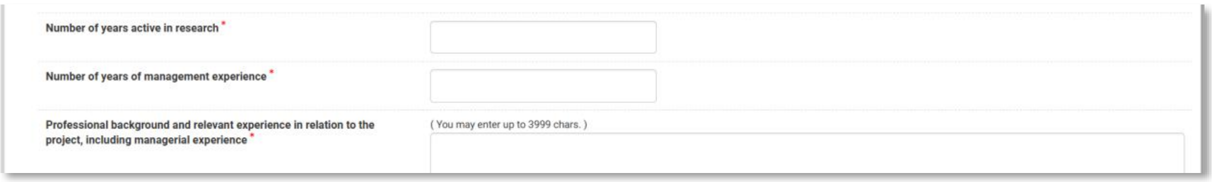
Question 10.1. Coordinator

This question is partially pre-populated with information coming from the Expression of Interest. The Coordinator is are required to complete it with information regarding their professional background. Please note that the max. extension of the professional background field is 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.


10.1 Coordinator

Instructions:
Please provide information regarding the professional background and experience of the Coordinator.
Note that only plain text is allowed. The use of italics, bold, etc. is not possible.
Note that special characters might be counted as more than one character in the total character count.

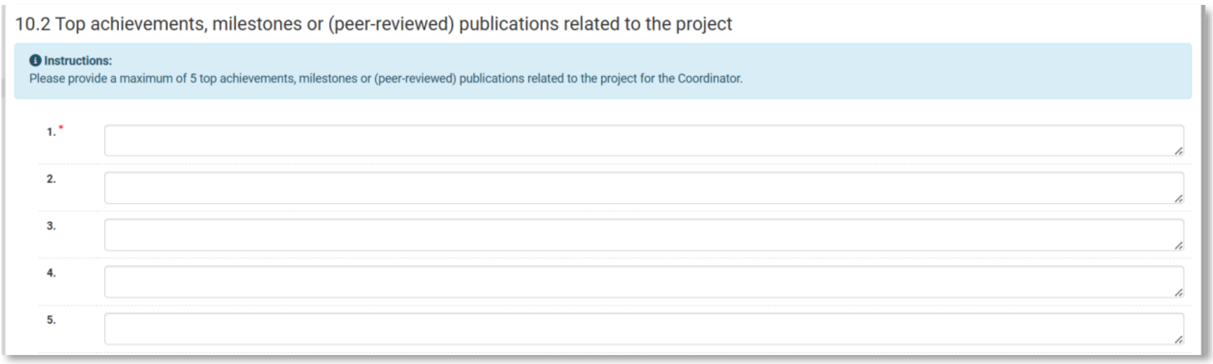
Name and Surname	Helena Calvo Coord
Gender	F
Language	French
Service/Department	Coordinator Department
Institution	TEST INSTITUTION
Link to Gender Equality Plan of institution. *If there is none, please write 'Not Applicable'* *	



Number of years active in research *	
Number of years of management experience *	
Professional background and relevant experience in relation to the project, including managerial experience *	(You may enter up to 3999 chars.)

Question 10.2. Top achievements, milestones or (peer-reviewed) publications related to the project

Provide information regarding min. of 1 and max. of 5 top achievements, milestones or publications of the Coordinator that relate to the project.


10.2 Top achievements, milestones or (peer-reviewed) publications related to the project

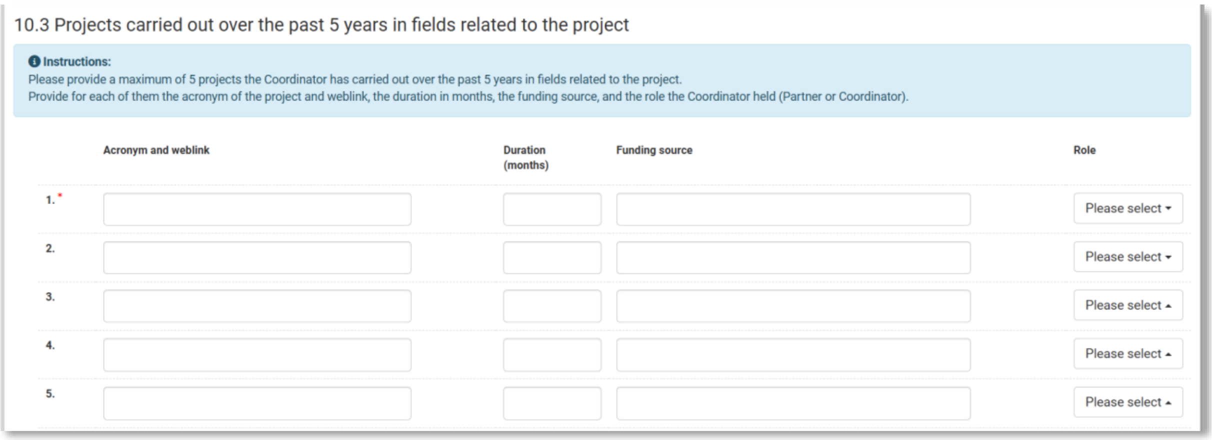
Instructions:
Please provide a maximum of 5 top achievements, milestones or (peer-reviewed) publications related to the project for the Coordinator.

1. *
2.
3.
4.
5.

Question 10.3. Projects carried out over the 5 past years in fields related to the project

Provide information regarding min. of 1 and max. of 5 projects the Coordinator has been involved in during the past 5 years in fields related to the project.

- Acronym and weblink of the project
- Duration of the project in months
- Funding source of the project
- Role (coordinator or partner)



10.3 Projects carried out over the past 5 years in fields related to the project

Instructions:
Please provide a maximum of 5 projects the Coordinator has carried out over the past 5 years in fields related to the project.
Provide for each of them the acronym of the project and weblink, the duration in months, the funding source, and the role the Coordinator held (Partner or Coordinator).

	Acronym and weblink	Duration (months)	Funding source	Role
1. *				Please select
2.				Please select
3.				Please select
4.				Please select
5.				Please select

Question 10.4. Staff Costs of the Coordinator

The Platform does not check for compliance with budget rules. Please make sure that the amounts entered are correct by using the Excel file available.

This questions refers to the Staff Costs of the Coordinator, including all the persons from the Coordinator's institution that will be working under the guidance of the Coordinator whether they are paid by the project, contributing in kind to the project, or both.

- Use a line to enter the information of the Coordinator (as a person).
- Use as many lines as needed to enter the information of the Coordinator's staff: Persons that will work for the Coordinator (in their group), under their guidance.

Do NOT enter Non-Funded Partners here. Non-Funded Partners refer to persons working in-kind that are not part of the Coordinator's team or of the Funded Partner's teams (that belong to other institutions). These will be introduced in Section 12.

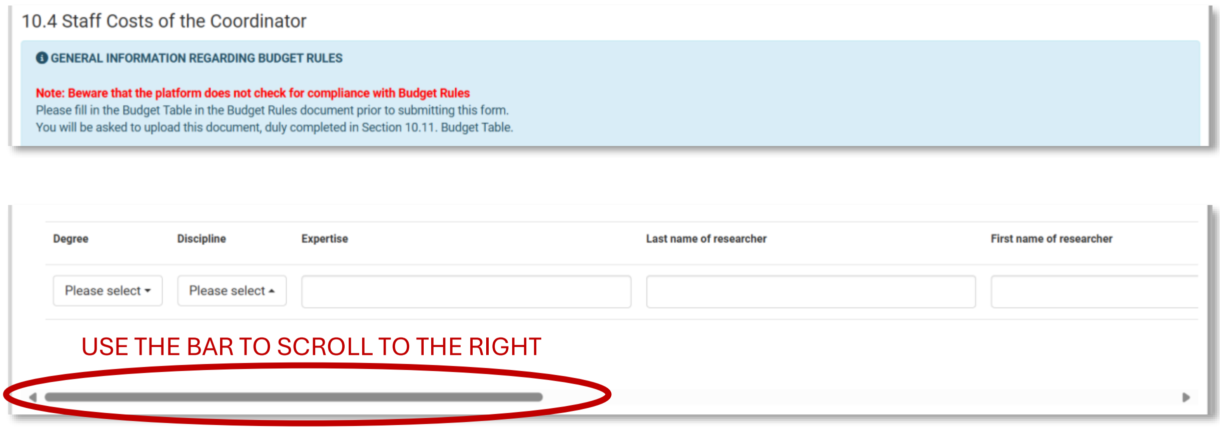
- If the person in question will be paid by the project, the estimated full time monthly costs must be provided, including TAXES, etc
- If the person will NOT be paid by the project (will be working in kind), the full time monthly costs must not be provided.

	Is the person paid by the project?	Does the person contribute in kind to the project?	Estimated full time monthly cost (€)	P-M paid by the project	P-M provided in kind
The Coordinator	x	✓	x	x	✓
	✓	x	✓	✓	x
	✓	✓	✓ (for the part paid by the project)	✓	✓
The Coordinator's staff	x	✓	x	x	✓
	✓	x	✓	✓	x
	✓	✓	✓ (for the part paid by the project)	✓	✓

Please enter the following information regarding the Coordinator and their team:

- Degree: Choose the degree the person holds.
- Discipline (from drop-down menu).
- Expertise (free text field).
- Last name and First name of researcher – if the person is known, otherwise you can name them Staff 1, Staff 2...
- Gender (M / F / X) – if the person is known
- Language (FR / NL / EN) – if the person is known
- Type of contract – Please check the specific rules that apply for Tax-Free Scholarships before entering this type of contract.
- Estimated FULL time monthly FULL cost (only for persons that will be paid by the project).
  Do not add monthly costs of persons that are only contributing in kind to the project.
  Do not use dots or commas as separators for the thousand mark. The comma is used for decimals.
- P-M (person-months) paid by the project.
- Total staff costs (number of person-months x full time monthly cost).
- P-M (person-months) provided in kind (if applicable).

Use the bar to scroll from the left to the right side of the page and complete the line for the deliverable. You may alternatively scroll by pressing ↑SHITF on your keyboard and clicking LEFT with your mouse.

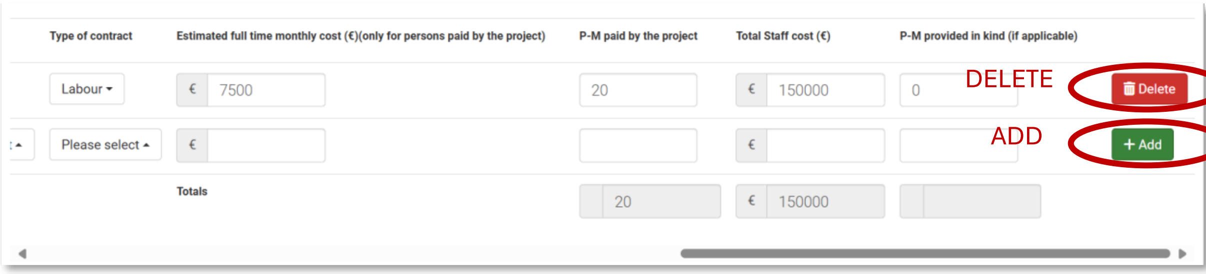


Once the information of first person has been entered:

- Click on <u>+ Add</u> to add the next person.
- Click on <u>Delete</u> to delete the person entered.

Note that these buttons appear on the right side of the page, and you will not be able to see them unless you scroll to the right.

You cannot delete the first line, but you can manually delete the information entered in it.



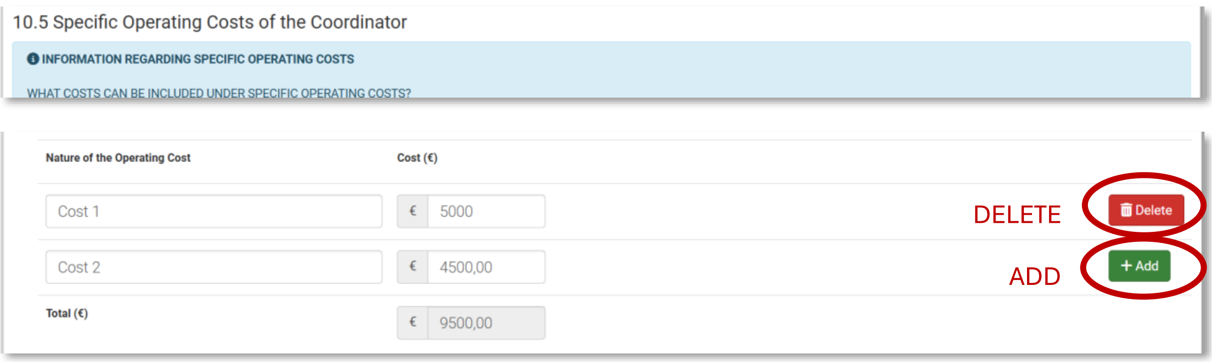
Question 10.5. Specific Operating Costs of the Coordinator

Please enter the Specific Operating Costs for the Coordinator. Do not use dots or commas as separators for the thousand mark. The <u>comma</u> is used for decimals. Beware that budget rules apply, but the platform does not check for compliance.

Once the information of first person has been entered:

- Click on <u>+ Add</u> to add the next item.
- Click on <u>Delete</u> to delete the item.

You cannot delete the first line, but you can manually delete the information entered in it.



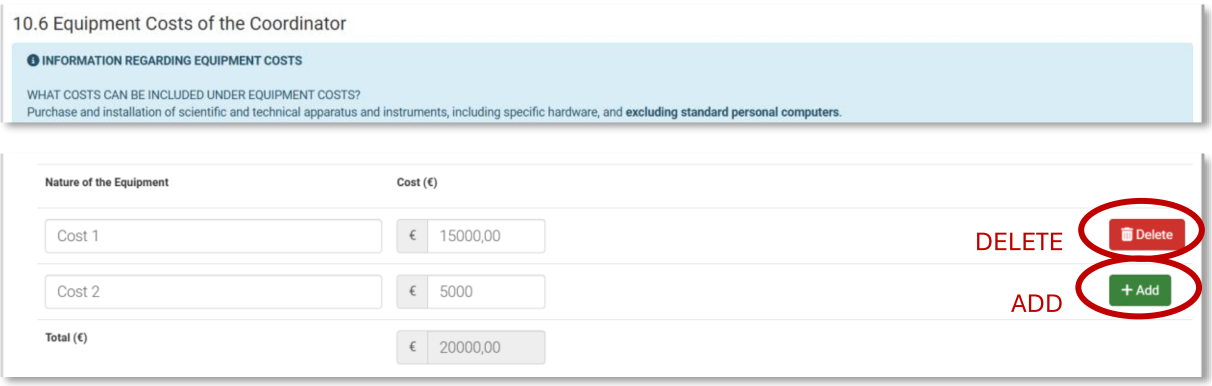
Question 10.6. Equipment Costs of the Coordinator

Please enter the Equipment Costs for the Coordinator. Do not use dots or commas as separators for the thousand mark. The comma is used for decimals. Beware that budget rules apply, but the platform does not check for compliance.

Once the information of first person has been entered:

- Click on + Add to add the next item.
- Click on Delete to delete the item.

You cannot delete the first line, but you can manually delete the information entered in it.



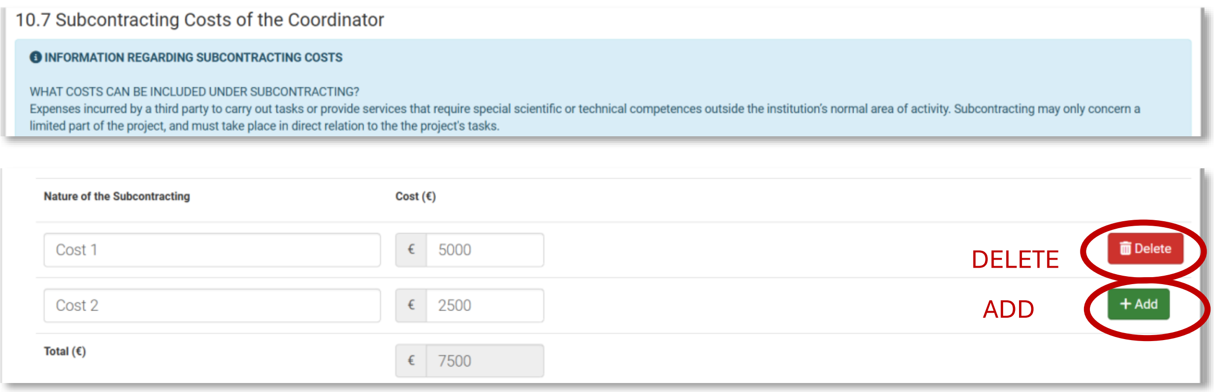
Question 10.7. Subcontracting Costs of the Coordinator

Please enter the Subcontracting Costs for the Coordinator. Do not use dots or commas as separators for the thousand mark. The comma is used for decimals. Beware that budget rules apply, but the platform does not check for compliance.

Once the information of first person has been entered:

- Click on + Add to add the next item.
- Click on Delete to delete the item.

You cannot delete the first line, but you can manually delete the information entered in it.



Question 10.8. – This question is not relevant to P4Science

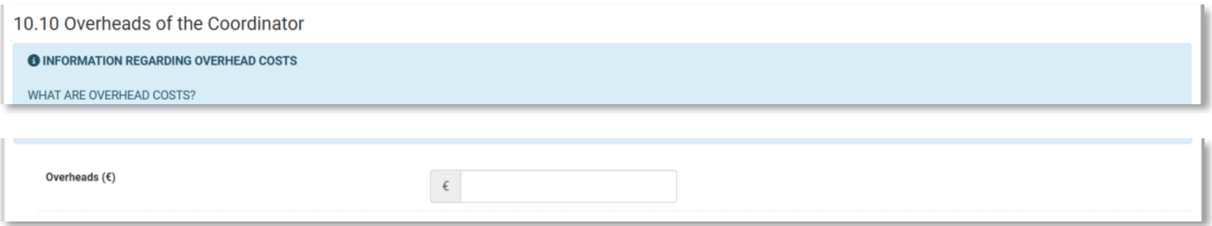
⏭ Skip to the next question.

Question 10.9. – This question is not relevant to P4Science

⏭ Skip to the next question.

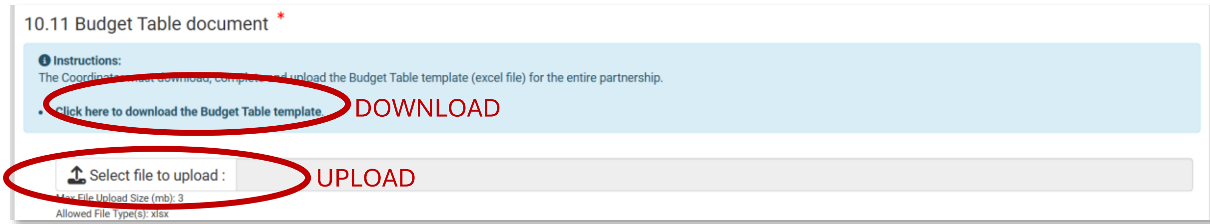
Question 10.10. Overheads of the Coordinator

Please enter the Subcontracting Costs for the Coordinator. Do not use dots or commas as separators for the thousand mark. The comma is used for decimals. Beware that budget rules apply, but the platform does not check for compliance.

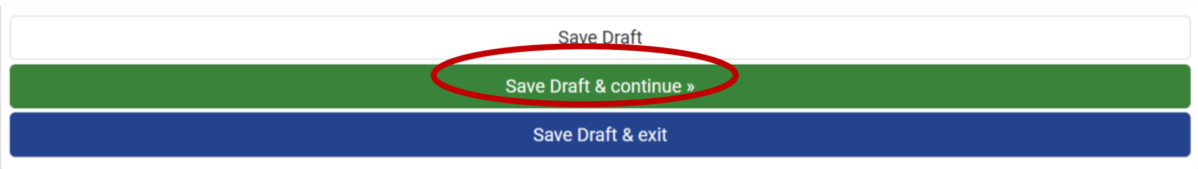


Question 10.11. Budget Table document

Download the Budget Table template from the Platform or the P4Science website, complete it for all the consortium (Coordinator and Funded Partners) and upload it using the upload field. Note that the uploaded document must be in Excel format.



Click on Save Draft & continue to move to the next section.



4.11. COMPLETE SECTION 11. FUNDED PARTNER

If you do not have Funded Partners, skip to the next Section 12. Non-Funded Partner.

Section 11. Funded Partner
The Funded Partner section will only appear if you have answered YES to the question 'Is a funded Partner needed for this application', in Section 1. Project Information – Question 1.2. Project Information.

The Funded Partner section is divided in as many sub-tabs as Funded Partners were entered in the Expression of Interest. All sub-tabs are visible.
Sub-tab 11.1 Funded Partner 1
Sub-tab 11.2 Funded Partner 2
Sub-tab 11.3 Funded Partner 3...

Questions
Within each sub-tab (under each Funded Partner) there are several questions.
These questions cover two aspects.
The first part of the questions are related to the Funded Partner's professional background:

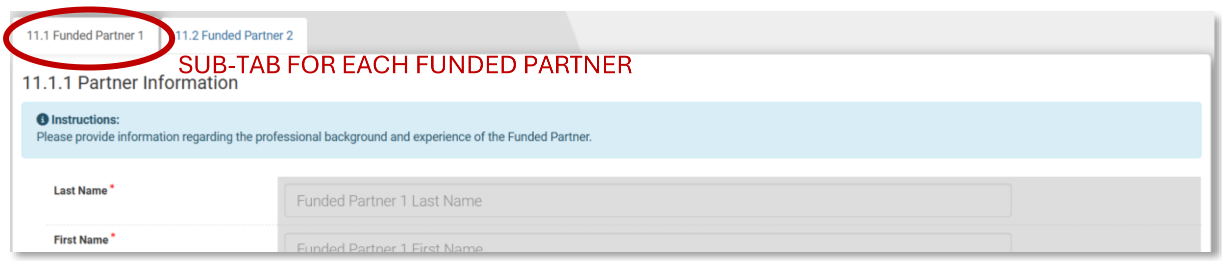
11.1.1 Partner information (professional background)
11.1.2 Top achievements, milestones or (peer-reviewed) publications related to the project
11.1.3 Projects carried out over the past 5 years in fields related to the project

The second part of the questions are related to the Funded Partner's budget.

11.1.4 Staff costs of the Funded Partner
11.1.5 Specific operating costs of the Funded Partner
11.1.6. Equipment costs of the Funded Partner
11.1.7 Subcontracting costs of the Funded Partner
11.1.8 Question not relevant for P4Science
11.1.9 Question not relevant for P4Science
11.1.10 Overheads of the Funded Partner

Note that the Platform does not check for budget rules. Before you enter the amounts online please fill in the Budget table available on the P4Science website or in the blue box under section 10.4: https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.belspo.be%2Fbelspo%2FP4Science-S4Policy%2Fcall%2FP4Science_2025%2FP4S_call2024-25_BudgetTable.xlsx&wdOrigin=BROWSELINK

Each Funded Partner entered at the level of the Expression of Interest will appear as a sub-tab. Click on the sub-tabs to navigate from one to another.



Question 11.1. Funded Partner 1

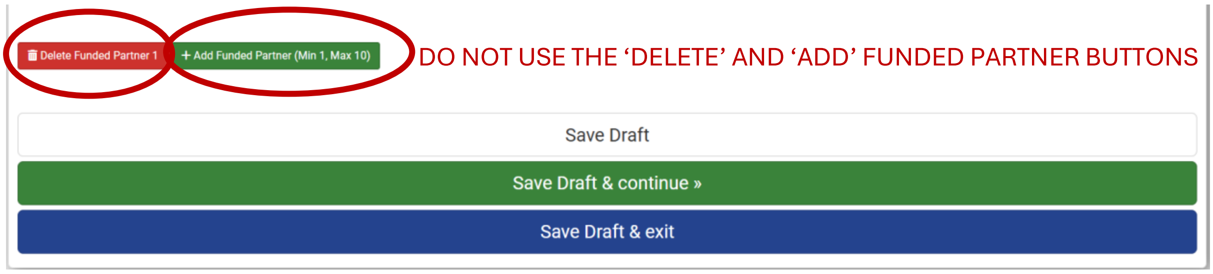
The same information requested for the Coordinator in is Section 4.10 is now required for the Funded Partner. Please go back to Section 4.10 and follow the same instructions to answer the following questions:

- Question 11.1. Funded Partner 1 > 11.1.1. Partner Information
- Question 11.1. Funded Partner 1 > 11.1.2. Top achievements, milestones...
- Question 11.1. Funded Partner 1 > 11.1.3. Projects carried out over the 5 past years...
- Question 11.1. Funded Partner 1 > 11.1.4. Staff Costs of the Funded Partner
- Question 11.1. Funded Partner 1 > 11.1.5. Specific Operating Costs of the Funded Partner
- Question 11.1. Funded Partner 1 > 11.1.6. Equipment Costs of the Funded Partner
- Question 11.1. Funded Partner 1 > 11.1.7. Subcontracting Costs of the Funded Partner
- Question 11.1. Funded Partner 1 > 11.1.10. Overheads of the Funded Partner

At the bottom of the form there are two **buttons that you must NOT use**:

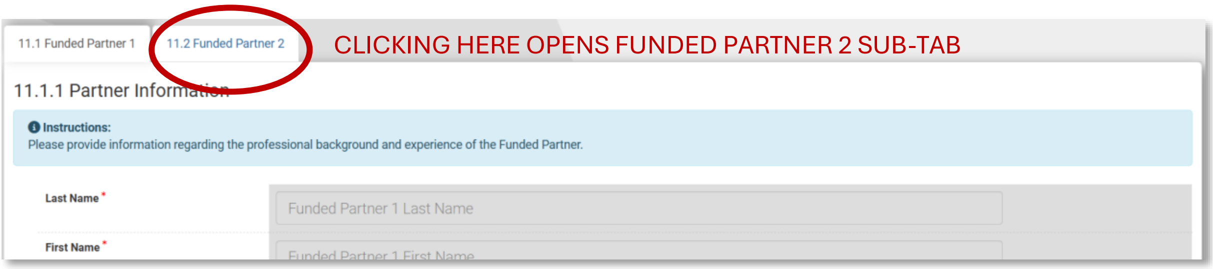
- Delete Funded Partner X
- Add Funded Partner.

Though the Platform allows it, **it is NOT permitted for you to delete or add more Funded Partners**.

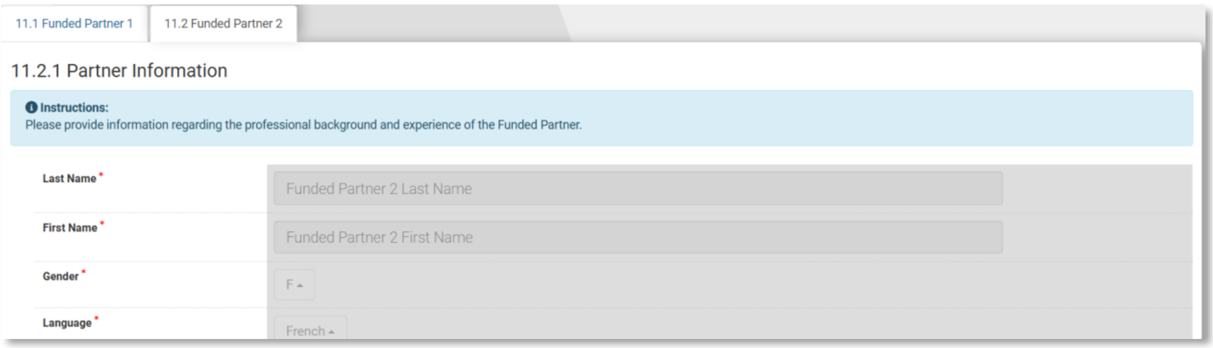


Filling in Funded Partner 2, Funded Partner 3…

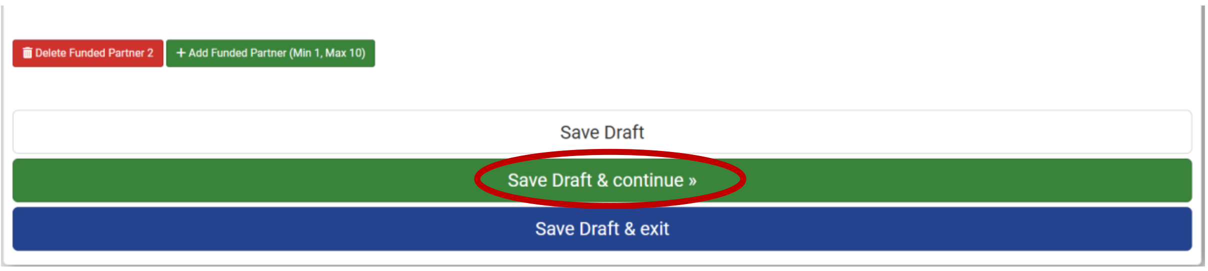
If you have more Funded Partners, to go to the next Funded Partner (in this case Funded Partner 2), click on the sub-tab at the top of the page.



The Sub-tab 11.2 Funded Partner 2 will open, and you will be able to follow the same steps to fill it out as with the first one.



Once all the Funded Partners have been completed, click on Save Draft & continue to move to the next section.



4.12. COMPLETE SECTION 12. NON-FUNDED PARTNER

⏭ If you do not have Non-Funded Partners, skip to Section 13. Partnership.

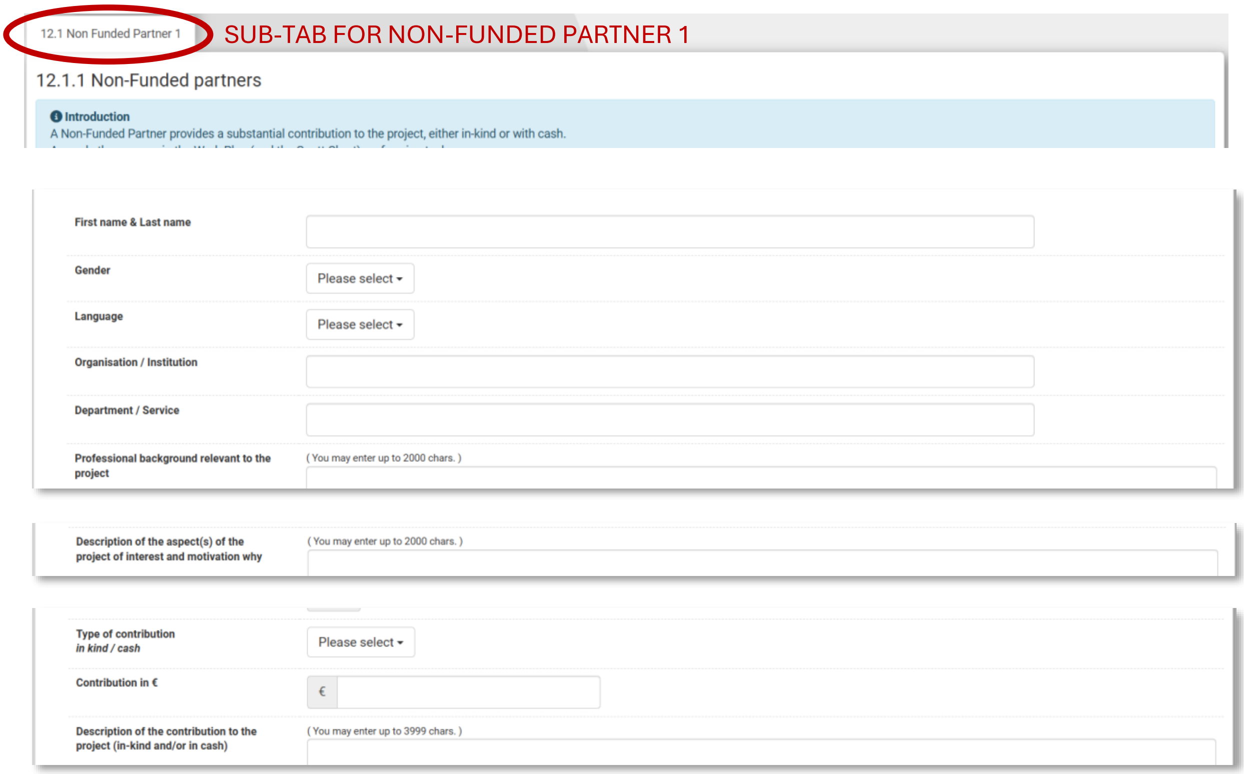
Section 12. Non-Funded Partner
The Non-Funded Partner section will only appear if you have answered YES to the question 'Is a non-funded Partner needed for this application', in Section 1. Project Information – Question 1.2. Project Information.

Sub-tabs & Questions
The Non-Funded Partner section is divided in sub-tabs. Only one sub-tab appears at first, but you can add subsequent tabs, one for each Non-Funded Partner needed. Within each sub-tab (under each Non-Funded Partner) there is only one question, made of different fields.
Sub-tab 12.1 Non-Funded Partner 1 > Question 12.1.1. Non-Funded Partners
Sub-tab 12.2 Non-Funded Partner 2 > Question 12.2.1. Non-Funded Partners
Sub-tab 12.3 Non-Funded Partner 3 > Question 12.3.1. Non-Funded Partners...

Question 12.1.1. Non-Funded Partner 1

✎ Complete the different fields that appear in the sub-tab for the Non-Funded Partner.

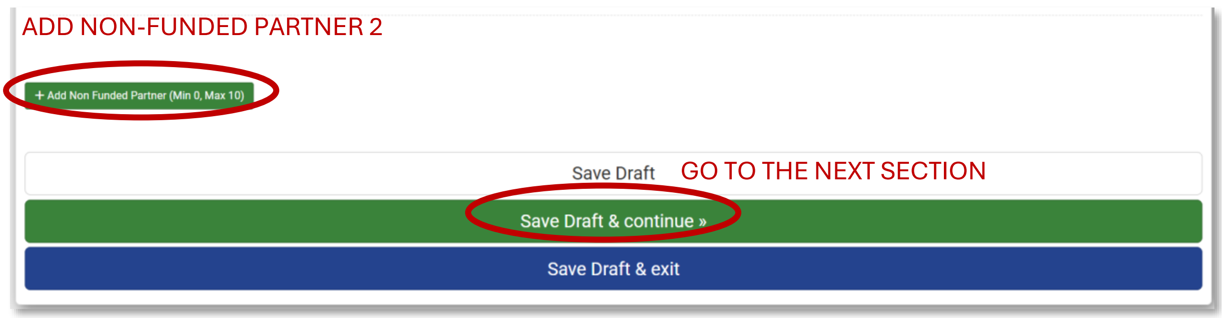
- First name & Last name
- Gender
- Language
- Organisation / Institution
- Department / service
- Professional background relevant to the project. Please note that the max. extension of 2000 characters includes spaces, and that any special characters may count as more than one character. The use of bold, italic, etc is not possible.
- Description of the aspects of the project of interest and motivation why they want to participate. Please note that the max. extension of 2000 characters includes spaces, and that any special characters may count as more than one character. The use of bold, italic, etc is not possible.
- Type of contribution (in kind / cash / both)
- Contribution in € (if it is a cash contribution)
- Description of the contribution to the project (description of the in-kind and/or cash contribution). 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.



Once you have completed the fields for Non-Funded Partner 1, scroll to the bottom of the page to:

- Click on +Add Non-Funded Partner to add another Non-Funded Partner, OR
- Click on Save Draft & Continue, to go to the next section if you do not want to add more Non-Funded Partners.

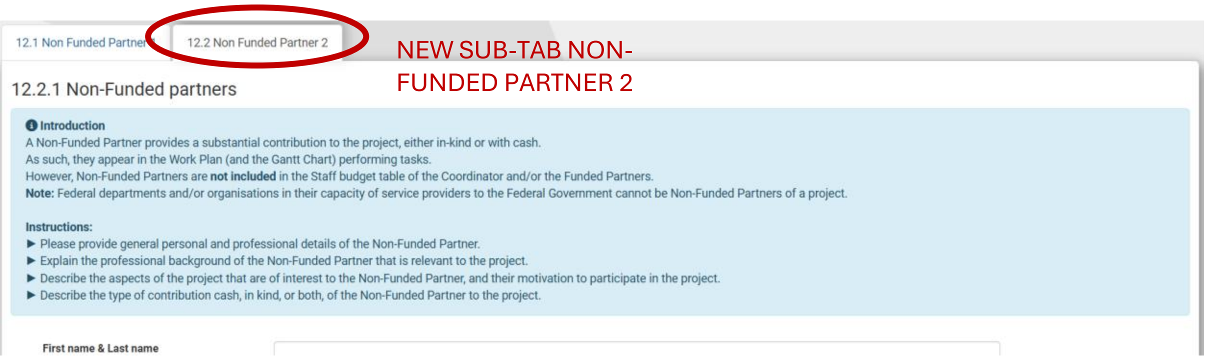
Note that you can add a maximum of 10 Non-Funded Partners.



Adding more Non-Funded Partners

If you do not wish to add more Non-Funded Partners, skip to Section 13. Partnership.

If you have clicked on + Add another work package, a new sub-tab will appear.

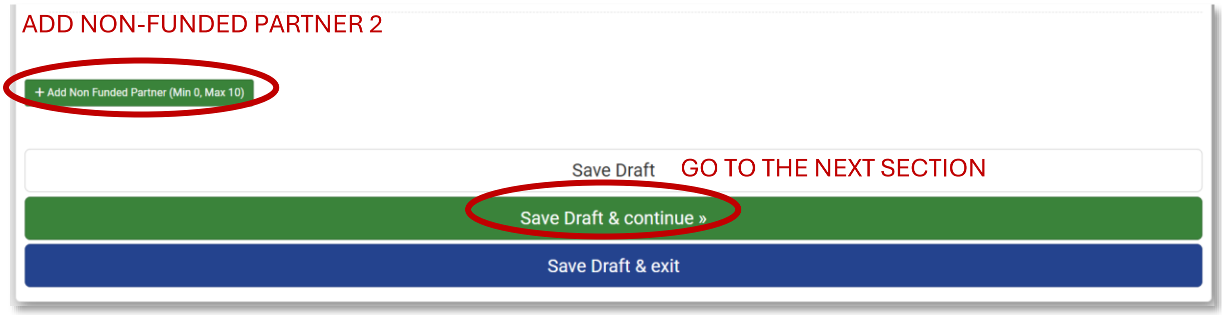


You must complete the sub tab in the same way as before (see beginning of section 4.12).

Once you have completed the fields for Non-Funded Partner 1, scroll to the bottom of the page to:

- Click on +Add Non-Funded Partner to add another Non-Funded Partner, OR
- Click on Save Draft & Continue, to go to the next section if you do not want to add more Non-Funded Partners.

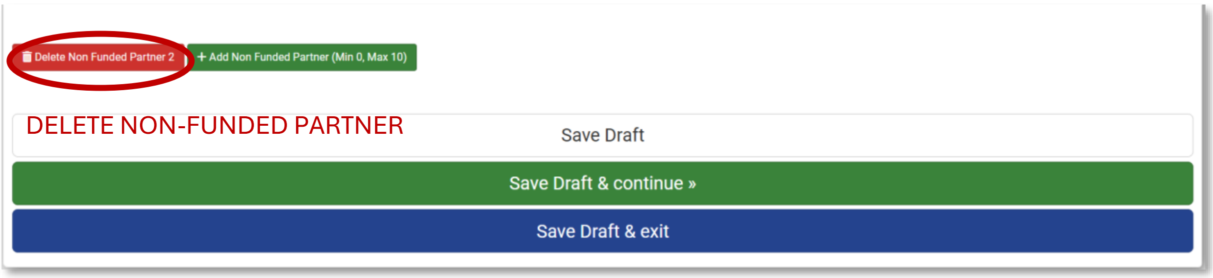
Note that you can add a maximum of 10 Non-Funded Partners.



Deleting Non-Funded Partners

If you wish to delete a Funded Partner, scroll down to the bottom of the page, and click on Delete Non-Funded Partner X.

Note that the first Non-Funded cannot be deleted in this way, but Non-Funded Partners can be altogether removed by changing your answer in Section 4.1 – Question 1.2 Project information regarding Non-Funded Partners, to 'NO'.



4.13. PARTNERSHIP

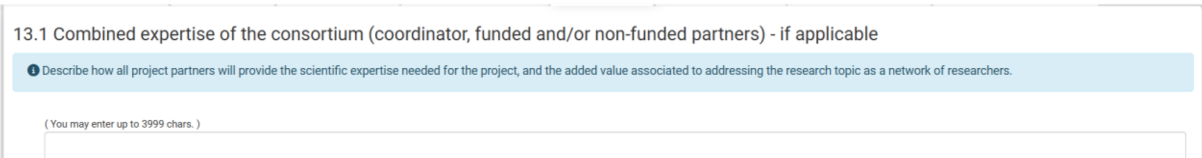
If you do NOT have Funded and/or Non-Funded Partners, skip to the next Section 14. Budget Overview.

> **Section 13. Partnership**
> The Partnership section is made of 2 questions:
> 13.1 Combined expertise of the consortium
> 13.2 Gender balance in the project team

You must consider that if there are Funded Partners and/or Non-Funded Partners in the project, both questions are APPLICABLE.

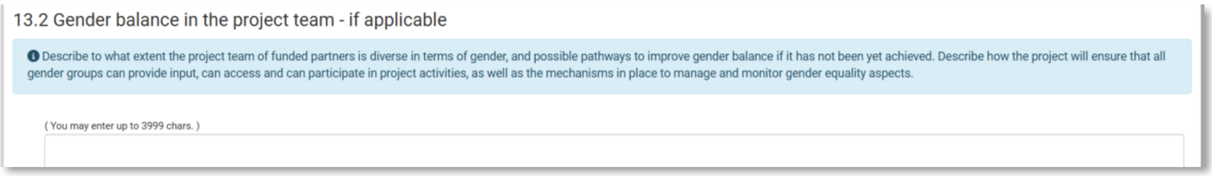
Question 13.1. Combined expertise of the consortium (Coordinator, Funded and/or Non-Funded Partners).

Describe how all the partners in the project will provide the necessary expertise to implement the project and detail the added value in addressing the topic of the project as a network of researchers. 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.

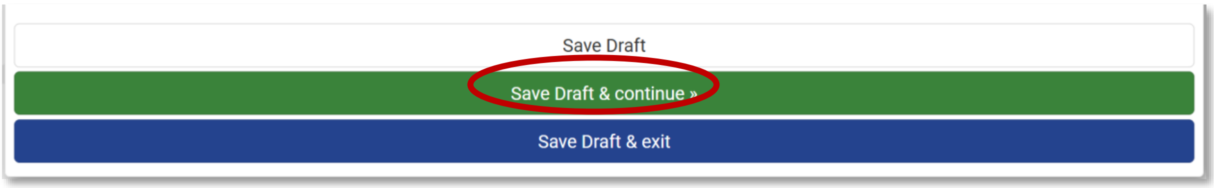


Question 13.2. Gender balance in the project team

Describe to what extent the consortium is diverse in terms of gender. 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.



Once you have completed the questions, click on <u>Save Draft & Continue</u> at the bottom of the form to go to the next section.



4.14. BUDGET OVERVIEW

This section provides an overview of the budget as introduced in the platform, displaying the breakdown of the total budget of the project into different budget categories for the Coordinator and the Funded Partners. It is a recapitulative table that you do not need to fill in.

4.15. DISSEMINATION PLAN

Complete this section only if you have chosen the Toolbox category R&D Project or Synergy Development; if you have chosen another Toolbox category, go to the next section.

Section 15. Dissemination plan
The Dissemination Plan section has 2 questions:
15.1 Dissemination Plan (list of deliverables)
15.2 Description of the Dissemination Plan

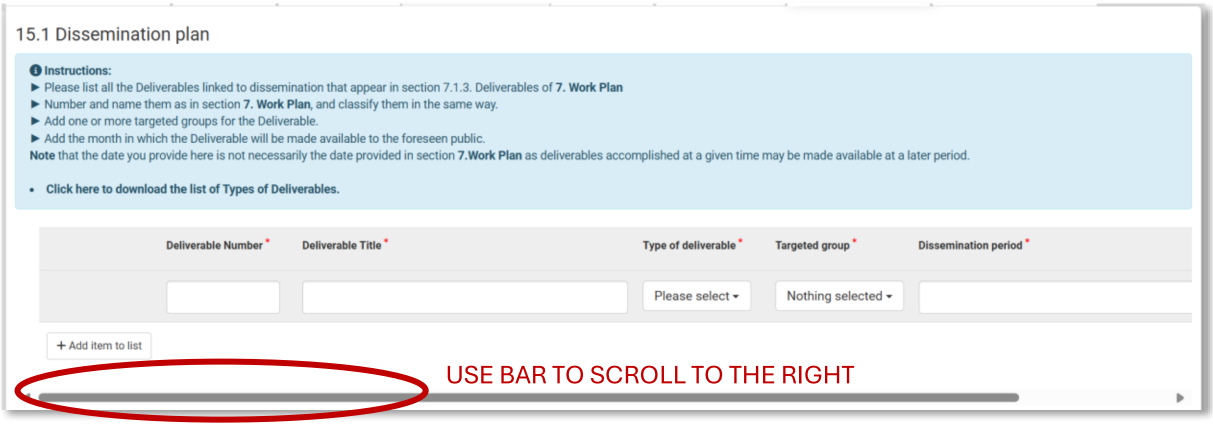
Question 15.1 Dissemination Plan

Deliverables
When entering the deliverables, you will be asked to choose the type of deliverable.
The drop-down list that appears in the platform is made of broad categories. Please check the list on the website to understand how you should classify your deliverables:
https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.belspo.be%2Fbelspo%2FP4Science-S4Policy%2Fcall%2FP4Science_2025%2FP4S-call2024-25_Type-of-Deliverables.xlsx&wdOrigin=BROWSELINK

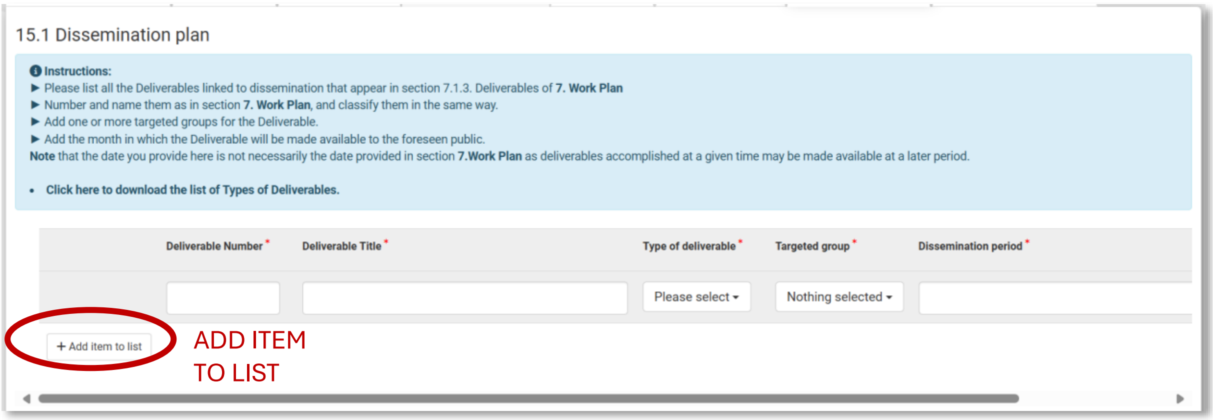
The Dissemination Plan refers to the deliverables of the project that you have included in Section 4.7 – Question 7.1. Work Package – Deliverables that focus on dissemination. You must copy the deliverables and provide information regarding them in relation to dissemination.

- Deliverable number (copy the numbering used in the Work Plan).
- Deliverable title (copy the title given in the Work Plan).
- Type of deliverable: You must pick one type of deliverable (see document on how to classify deliverables).
- Targeted group: You can choose one or more targeted groups for the deliverable.
- Dissemination period: State the period in months in which the dissemination will take place. Note that the period may be not the same as the month in which the deliverable is accomplished. For instance, the programme and content of a lecture can be produced as deliverable in month 24, but the lecture itself may be given later on, and in more than one occasion: Months 30-36, Months 44-48.

Use the bar to scroll from the left to the right side of the page and complete the line for the deliverable. You may alternatively scroll by pressing ↑SHITF on your keyboard and clicking LEFT with your mouse.

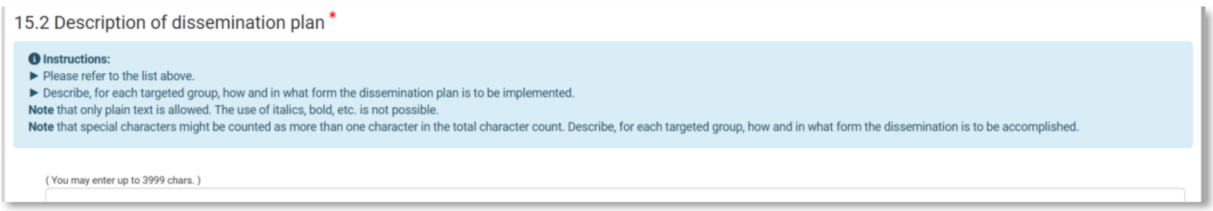


Once the information of the first deliverable has been entered click on + Add item to list. Otherwise the deliverable will not be saved.

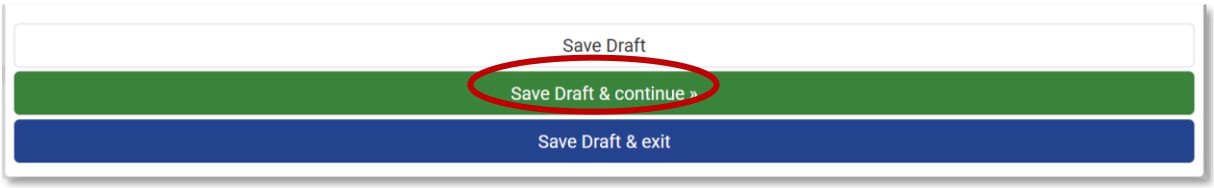


Question 15.1 Description of the Dissemination Plan

Describe here in an integrated manner the Dissemination Plan. 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.



Once you have completed the questions, click on Save Draft & Continue at the bottom of the form to go to the next section.



4.16. STAKEHOLDER COMMITTEE

Complete this section only if you have chosen the Toolbox category ‘R&D Project’. If you have chosen another Toolbox category, go to the next section.

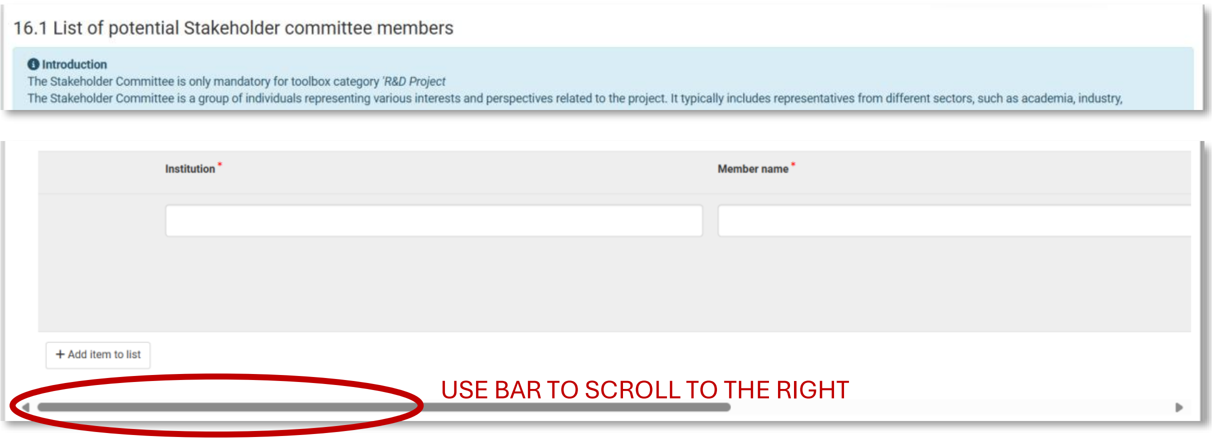
Section 16. Stakeholder Committee
The Dissemination Plan section has 2 questions:
16.1 List of Potential Stakeholder committee members
16.2 Way of Working

Question 16.1. List of Potential Stakeholder committee members

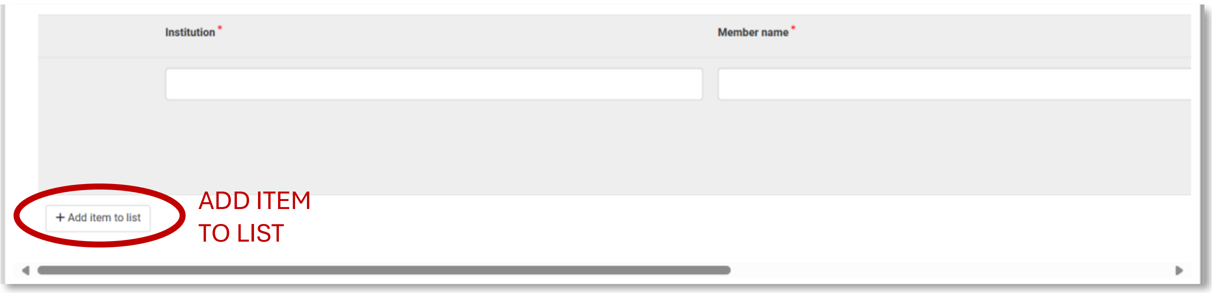
List here the possible members of your Stakeholder Committee. If you do not have contacted yet the potential member, do not add their names, but write instead ‘member 1’, ‘member 2’ etc.

- Institution: Institution of the person
- Member Name: First Name & Last Name of the person
- Function: Description of what their contribution will be, and how they will be involved in the project. Please note that the max. extension of 1000 characters includes spaces, and that any special characters may count as more than one character. The use of bold, italic, etc is not possible.
- Role: Consulted / Informed / Involved in the project.

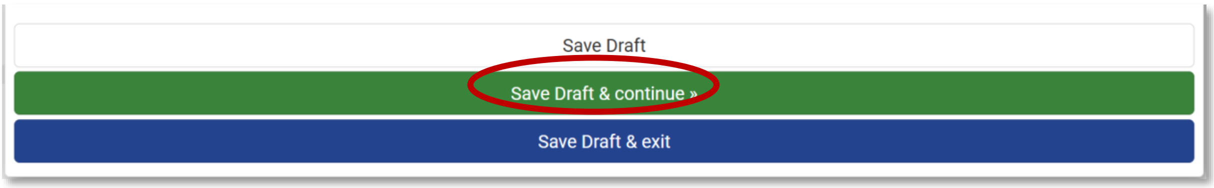
Use the bar to scroll from the left to the right side of the page and complete the line for the deliverable. You may alternatively scroll by pressing ↑SHITF on your keyboard and clicking LEFT with your mouse.



Once the information of the first member has been entered click on + Add item to list. Otherwise the deliverable will not be saved.

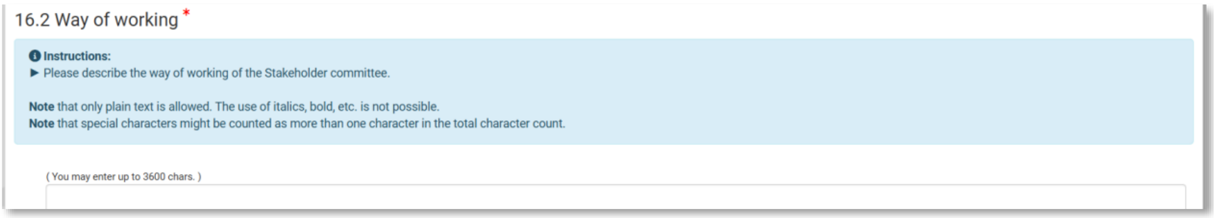


Once you have completed the questions, click on Save Draft & Continue at the bottom of the form to go to the next section.

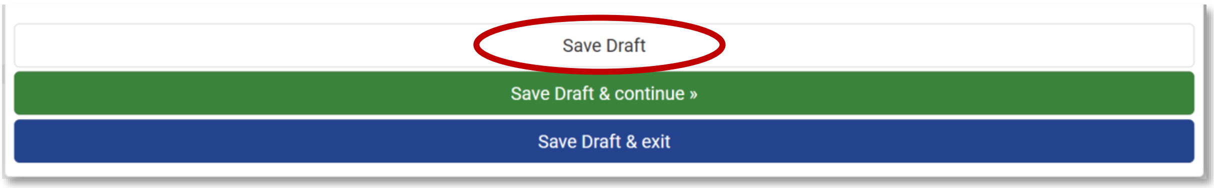


Question 16.2. Way of working

- Describe here the way of working of the Stakeholder Committee. Please note that the max. extension of 3600 characters includes spaces, and that any special characters may count as more than one character. The use of bold, italic, etc is not possible.



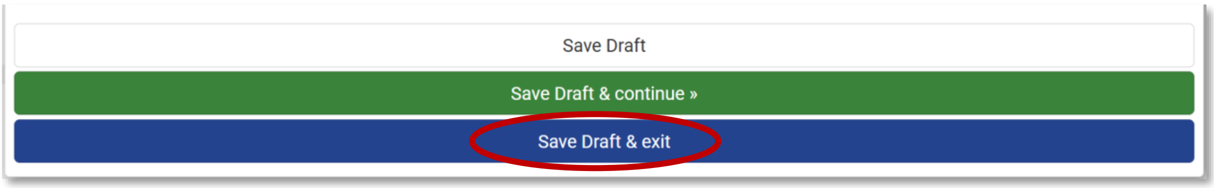
Once you have completed the questions, you have reached the end of the form. Click on Save Draft at the bottom of the form to save your progress.



5. Submit your Full Proposal

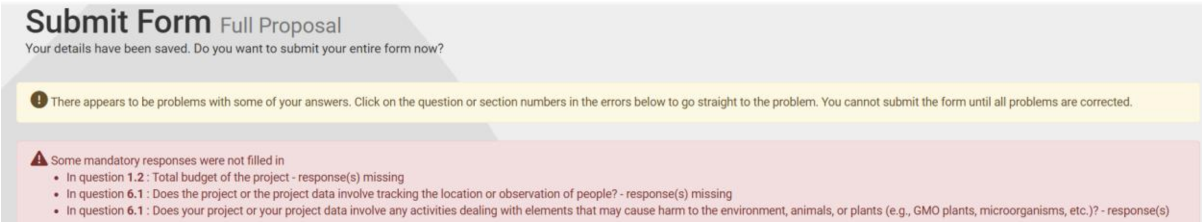
Once you have completed all the sections, you can submit the Full Proposal.
Wherever you find yourself in the Full Proposal form, go to the bottom of the page.

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 on the red box. By clicking on the number of 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.

6. Access your Expression of Interest in the Platform

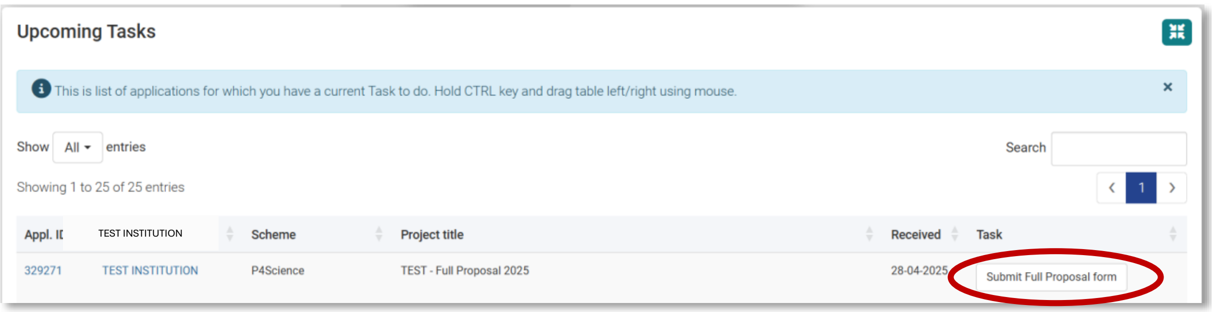
5.1. BEFORE YOU HAVE SUBMITTED THE EXPRESSION OF INTEREST

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.

Click on Submit Full Proposal Form to access the Full Proposal Form and keep editing.

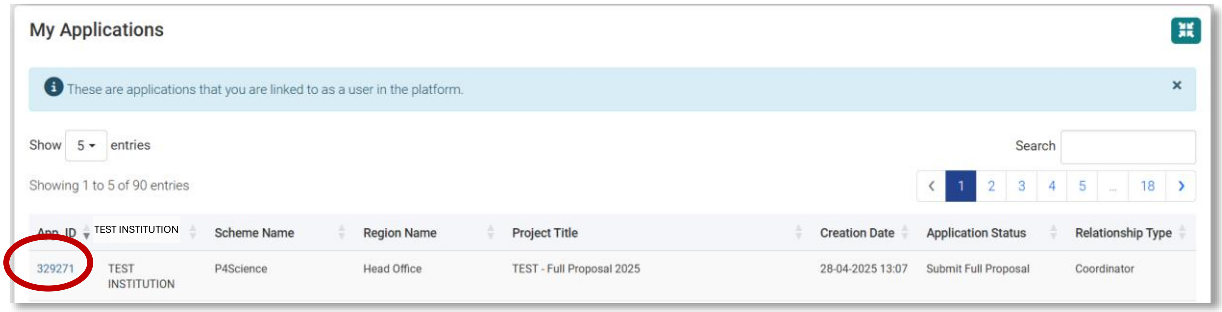


- **Appl. ID** : Is the unique identifier of your application in the BELSPO Platform. The ID number is a hyperlink. By clicking on the ID you will be led to the documents of the application. You will see your Expression of Interest but as long as you have not submitted the Full Proposal, it will show nothing.
- **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.
- **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 Full Proposal..
- **Task:** This is the task that you have to do on the platform. If you have not yet submitted the Full Proposal, and you want to continue your work, you must click on the task 'Submit Full Proposal Form' to access the form. Note that this will not submit the form, it will only lead you to the form.

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 Full Proposal won't appear there. It will only show the Expression of Interest.



- **Appl. ID** : Is the unique identifier of your application in the BELSPO Platform. The ID number is a hyperlink. By clicking on the ID you will be led to the documents of the application. You will see your Expression of Interest but as long as you have not submitted the Full Proposal, it will show nothing.
- **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.
- **Creation Date:** This is the date you created the application.
- **Application Status:** This is the status of your Application. As long as it is not submitted it will say 'Submit Full Proposal'.
- **Relationship Type:** This is the role that you have in this application.

5.2. AFTER YOU HAVE SUBMITTED THE EXPRESSION OF INTEREST

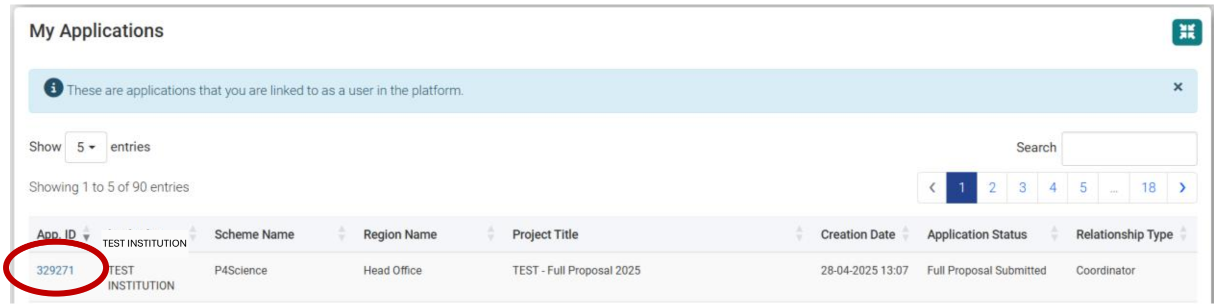
Under My Applications:

After submitting your Full Proposal, you will land back on the Dashboard.

Your Full Proposal 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, and the task 'Submit Full Proposal' will appear again.

Your Full Proposal will only be visible under My Applications.
Now, Application Status will have changed from 'Submit Full Proposal' to 'Full Proposal Submitted'.

Click on the Application Number hyperlink to access your Full Proposal once you have submitted it. You will arrive to the Application page.



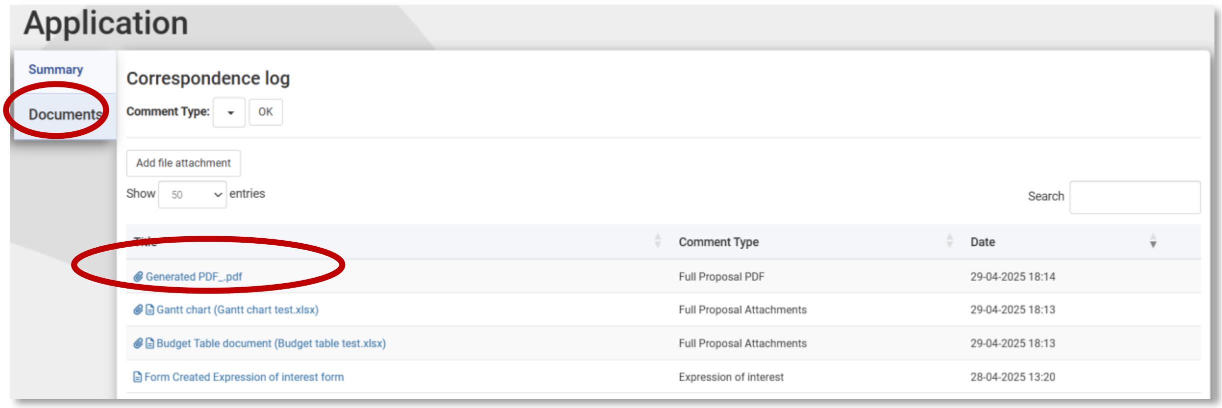
The Application page:

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 Full Proposal here.

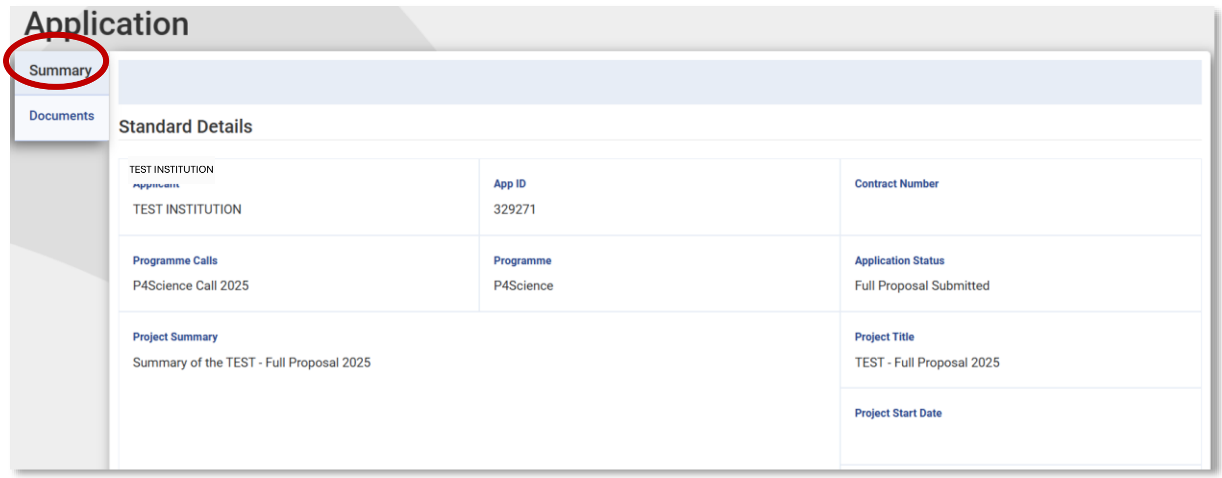
The Documents tab

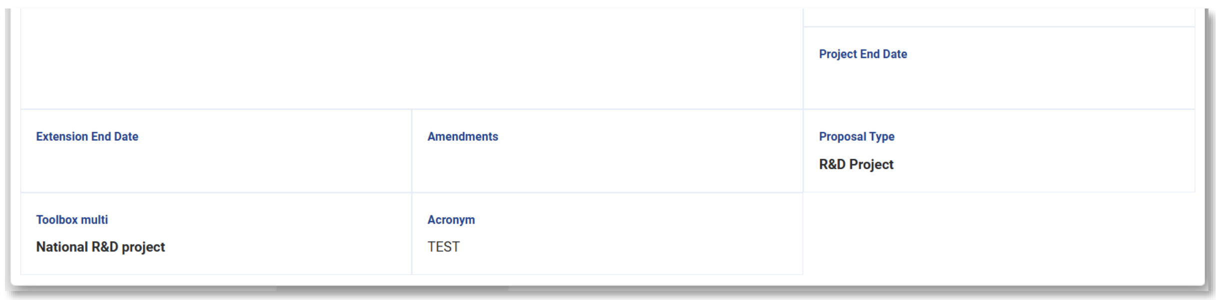
Click on Generated PDF_.pdf with Comment type ‘Full Proposal PDF’ to Download a PDF the Full Proposal form.



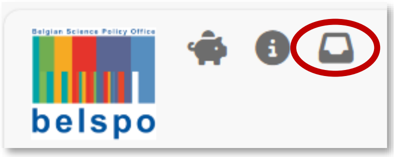
The Summary tab

Click on Summary to check the Summary tab.





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



7. Delete your Full Proposal in the Platform

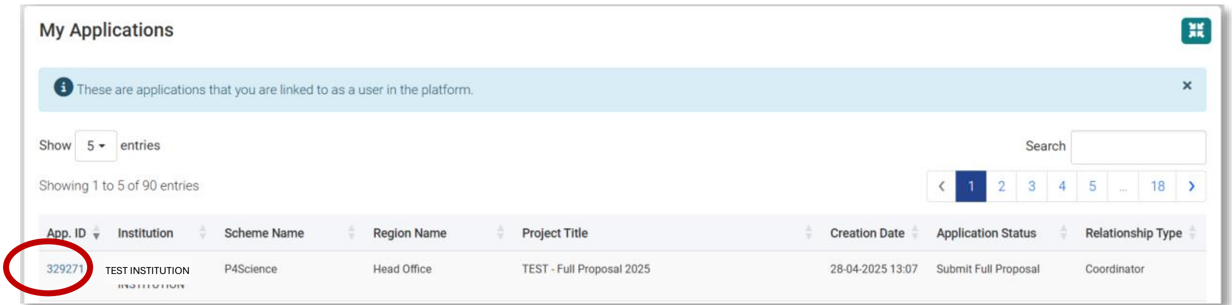
Deleting your Expression of Interest is only possible BEFORE submission.

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.



You will arrive to the Application page.

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