

Policy 4 Science

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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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



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.



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/AUUIID/071DDF788>

The screenshot shows the BELSPO login page. At the top left, there is a 'belspo' logo and a 'Not logged in' status. A notification bar at the top states '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 a welcome message, instructions for new users, and existing users, and a link to 'Schemes Available'. The right column is titled 'New User' and contains a 'Register' button. Below it is the 'Existing User' section with input fields for 'Email' and 'Password', a 'Remember my login on this computer' checkbox, and a 'Login' button. A red asterisk indicates a required field, and a link for 'Forgotten your password?' is provided.

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.

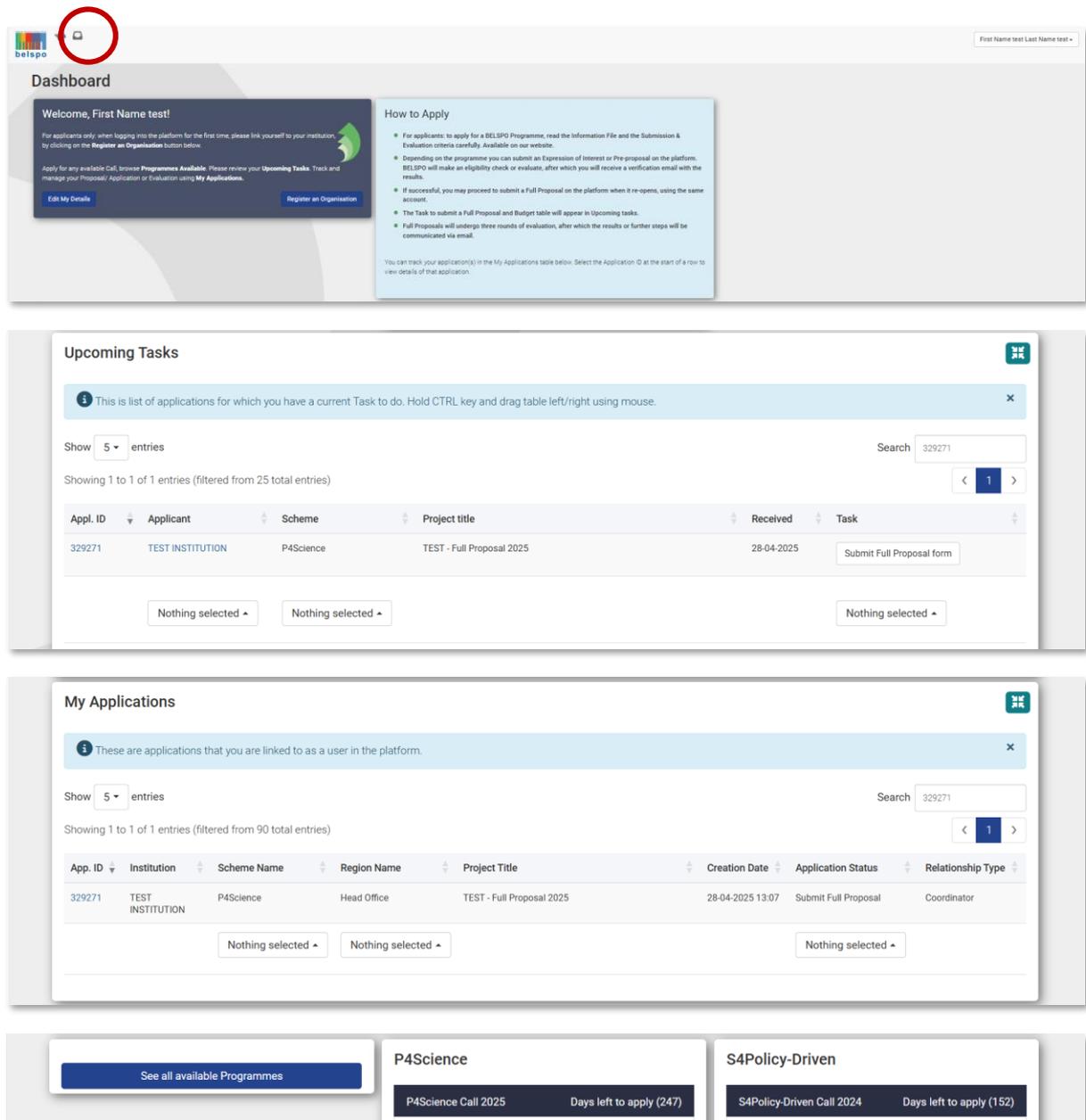
This screenshot is identical to the previous one, but with a red circle highlighting the 'Login' button in the 'Existing User' section. The 'Email' field is filled with 'Helena.calvo@belspo.be' and the 'Password' field is filled with dots. The 'Remember my login on this computer' checkbox is unchecked.

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.

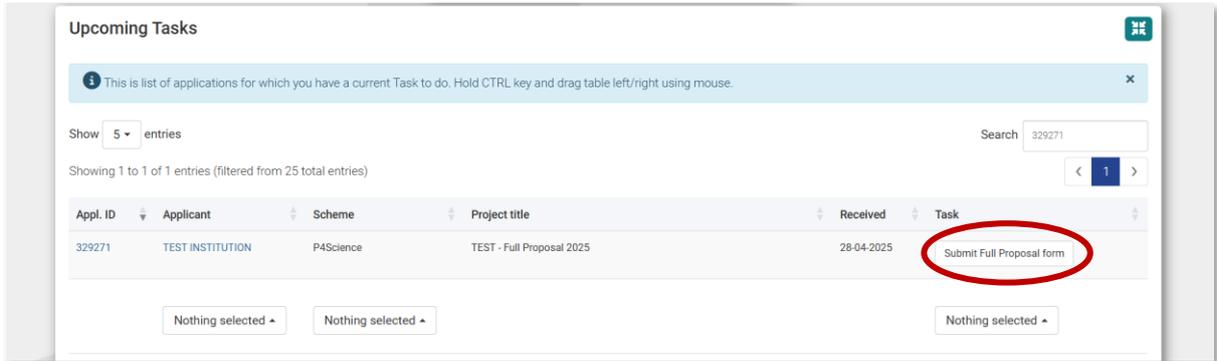


The screenshot displays the BELSPO Dashboard interface. At the top left, the BELSPO logo is visible, and a paper-tray icon is circled in red. The user's name 'First Name test Last Name test' is shown in the top right corner. The dashboard is divided into several sections:

- Welcome, First Name test!**: A dark blue box with instructions for first-time users and buttons for 'Edit My Details' and 'Register an Organisation'.
- How to Apply**: A light blue box containing a list of steps for applying, such as reading information files, submitting proposals, and undergoing evaluation rounds.
- Upcoming Tasks**: A section with a table of tasks. The table has columns for Appl. ID, Applicant, Scheme, Project title, Received, and Task. One task is listed: 'Submit Full Proposal form' for application 329271, received on 28-04-2025.
- My Applications**: A section with a table of applications. The table has columns for App. ID, Institution, Scheme Name, Region Name, Project Title, Creation Date, Application Status, and Relationship Type. One application is listed: 'TEST - Full Proposal 2025' for 'TEST INSTITUTION' in the 'Head Office' region, created on 28-04-2025 13:07, with a status of 'Submit Full Proposal' and a 'Coordinator' relationship.
- Programmes**: A row of three buttons: 'See all available Programmes', 'P4Science' (with sub-items 'P4Science Call 2025' and 'Days left to apply (247)'), and 'S4Policy-Driven' (with sub-items 'S4Policy-Driven Call 2024' and 'Days left to apply (152)').

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.



The screenshot displays the 'Upcoming Tasks' section of a web application. At the top, there is a header 'Upcoming Tasks' and a notification bar stating: 'This is list of applications for which you have a current Task to do. Hold CTRL key and drag table left/right using mouse.' Below the notification, there is a search bar with the value '329271' and a 'Show 5 entries' dropdown. The main content is a table with the following data:

Appl. ID	Applicant	Scheme	Project title	Received	Task
329271	TEST INSTITUTION	P4Science	TEST - Full Proposal 2025	28-04-2025	Submit Full Proposal form

Below the table, there are three 'Nothing selected' buttons. The text 'Showing 1 to 1 of 1 entries (filtered from 25 total entries)' is visible above the table.

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:

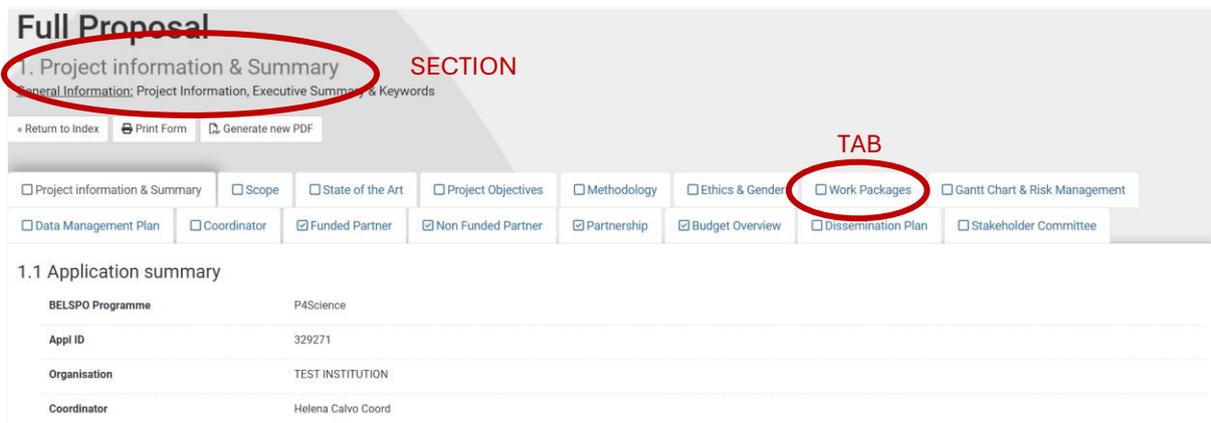
- 1.1 Application Summary
- 1.2 Project Information
- 1.3 Proposal Summary...

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.



Full Proposal

1. Project information & Summary **SECTION**

General Information: Project Information, Executive Summary, & Keywords

Return to Index | Print Form | Generate new PDF

Project information & Summary | Scope | State of the Art | Project Objectives | Methodology | Ethics & Gender | **Work Packages** | Gantt Chart & Risk Management

Data Management Plan | Coordinator | Funded Partner | Non Funded Partner | Partnership | Budget Overview | Dissemination Plan | Stakeholder Committee

TAB

1.1 Application summary

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



1.2 Project Information **QUESTION**

BLUE BOX

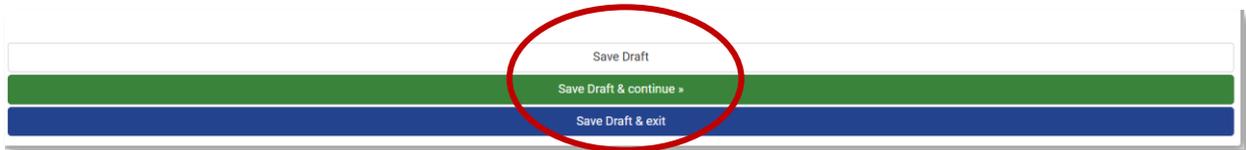
INTRODUCTION: SCOPE OF THE PROJECT & IMPACT

1. 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.

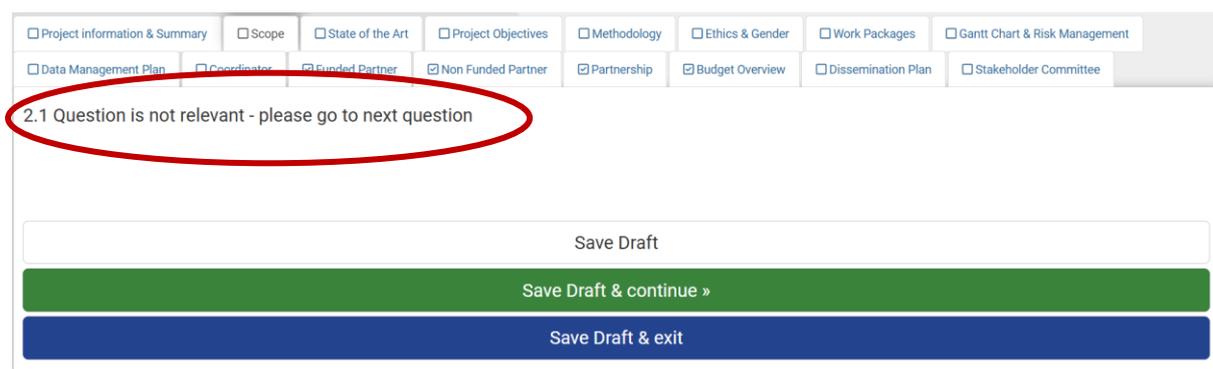
 At the bottom of the page:

- 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	✓	✓	x	x
	6.1. Ethics			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.

1.1 Application summary

BELSP0 Programme	P4Science
Appl ID	329271
Organisation	TEST INSTITUTION
Coordinator	Helena Calvo Coord

1.2 Project Information

INTRODUCTION: SCOPE OF THE PROJECT & IMPACT

1. 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 set by the DC of the ESL using the template 'Confirmation by DC of the Institution' available on the P4Science website.

Project submitted in previous call?	No
Project type (category Level 1 toolbox) *	R&D Project ▾
Project type (category Level 2 toolbox) *	National R&D project ▾
Research Priority *	Heritage Colletion Research ▾
Acronym of project	TEST
Title of project *	TEST - Full Proposal 2025
Duration of the project (months)	48
Total budget of the project	€

GREY ZONE

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 budgeted 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.

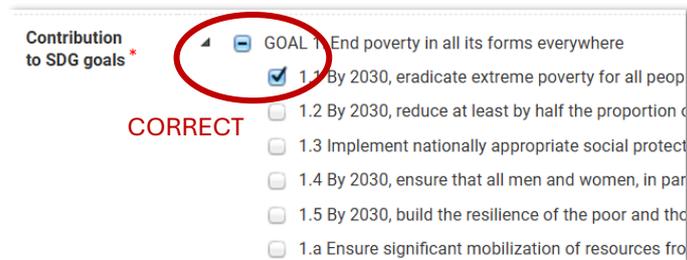
 You must also specify the ulterior impact of your project by indicating which Sustainable Development Goals will the project contribute to and its Directionality.

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:



Contribution to SDG goals *

GOAL 1: End poverty in all its forms everywhere

1.1 By 2030, eradicate extreme poverty for all people who are living on less than \$1.25 a day

1.2 By 2030, reduce at least by half the proportion of the population living in poverty

1.3 Implement nationally appropriate social protection systems and measures for all, especially the poor and vulnerable

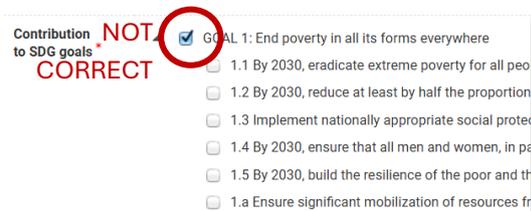
1.4 By 2030, ensure that all men and women, in particular the young and vulnerable, enjoy decent and equitable work conditions

1.5 By 2030, build the resilience of the poor and those in vulnerable situations and reduce their exposure and vulnerability to climate-related events and disasters

1.a Ensure significant mobilization of resources from a variety of sources, including through enhanced development cooperation, in order to generate increased financial flows for least developed countries, landlocked developing countries and small island developing States

CORRECT

This is **not correct**:



Contribution to SDG goals *

GOAL 1: End poverty in all its forms everywhere

1.1 By 2030, eradicate extreme poverty for all people who are living on less than \$1.25 a day

1.2 By 2030, reduce at least by half the proportion of the population living in poverty

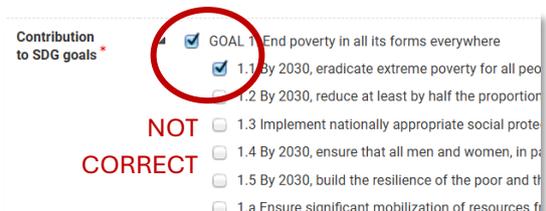
1.3 Implement nationally appropriate social protection systems and measures for all, especially the poor and vulnerable

1.4 By 2030, ensure that all men and women, in particular the young and vulnerable, enjoy decent and equitable work conditions

1.5 By 2030, build the resilience of the poor and those in vulnerable situations and reduce their exposure and vulnerability to climate-related events and disasters

1.a Ensure significant mobilization of resources from a variety of sources, including through enhanced development cooperation, in order to generate increased financial flows for least developed countries, landlocked developing countries and small island developing States

NOT CORRECT



Contribution to SDG goals *

GOAL 1: End poverty in all its forms everywhere

1.1 By 2030, eradicate extreme poverty for all people who are living on less than \$1.25 a day

1.2 By 2030, reduce at least by half the proportion of the population living in poverty

1.3 Implement nationally appropriate social protection systems and measures for all, especially the poor and vulnerable

1.4 By 2030, ensure that all men and women, in particular the young and vulnerable, enjoy decent and equitable work conditions

1.5 By 2030, build the resilience of the poor and those in vulnerable situations and reduce their exposure and vulnerability to climate-related events and disasters

1.a Ensure significant mobilization of resources from a variety of sources, including through enhanced development cooperation, in order to generate increased financial flows for least developed countries, landlocked developing countries and small island developing States

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.

Is a Funded Partner needed for this application? *	Please select ▾
Is a Non-Funded Partner needed for this application *	Please select ▾

- **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.)

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 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:
 - BELPSO's privacy statement
 - BELPSO'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 BELPSO'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 BELPSO's privacy statement.

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

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

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

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 Save Draft & Continue 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.

3.1 State of the art

Information
This question is only relevant for toolbox category 'R&D Project'.

Instructions:

- ▶ Section 3.1.A. Please write a description of the state of the art, without bibliography.
- ▶ You may accompany the text with two images by using the upload fields below.
- ▶ Section 3.1.B. Please enter the bibliographic references in relation to the state of the art.

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.

A. State of the art (You may enter up to 3999 chars.)

Describe the state of current knowledge at national and international level on the topic of the project.*

 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.

B. Bibliographic references* (You may enter up to 3999 chars.)

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

4.4. COMPLETE SECTION 4. PROJECT OBJECTIVES

Section 4. Project Objectives

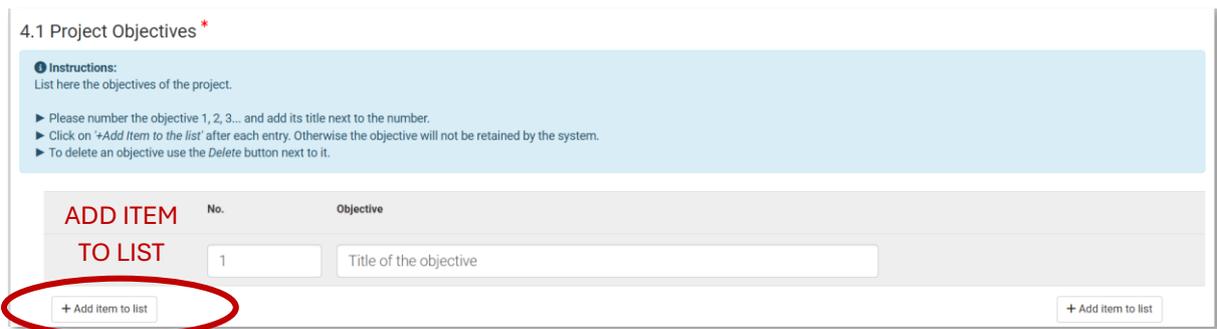
The Project Objectives section is made of two questions:

- 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.



4.1 Project Objectives *

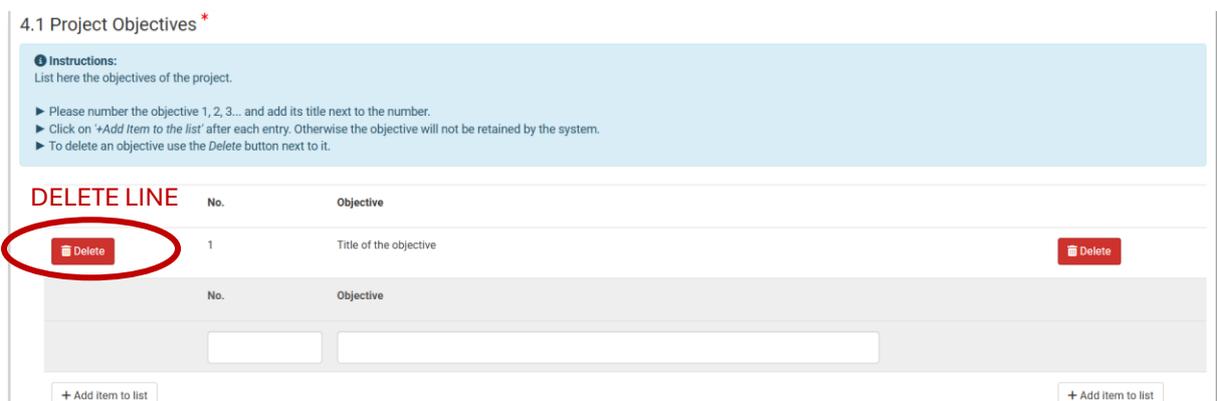
Instructions:
List here the objectives of the project.

- ▶ Please number the objective 1, 2, 3... and add its title next to the number.
- ▶ Click on **+Add Item to the list** after each entry. Otherwise the objective will not be retained by the system.
- ▶ To delete an objective use the **Delete** button next to it.

ADD ITEM TO LIST	No.	Objective
	1	Title of the objective

+ Add item to list **+ Add item to list**

 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.



4.1 Project Objectives *

Instructions:
List here the objectives of the project.

- ▶ Please number the objective 1, 2, 3... and add its title next to the number.
- ▶ Click on **+Add Item to the list** after each entry. Otherwise the objective will not be retained by the system.
- ▶ To delete an objective use the **Delete** button next to it.

DELETE LINE	No.	Objective
Delete	1	Title of the objective Delete

	No.	Objective

+ Add item to list **+ Add item to list**

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.

4.2 Description of the objectives *

Instructions:
Explain here the objectives of the project listed above.
If the toolbox category chosen is 'R&D Project', do so in relation to the state of the art (current knowledge at national and international level on the topic).

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 up to 3999 chars.)

3999 chars left

 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.

6.1 Research Ethics

Introduction:
This section is only relevant for toolbox categories ‘Capacity/Skill development’ and ‘R&D Project’. Fill out the questionnaire below. Note that research involving activities marked with the symbol (+) require the advice of the ad hoc Board at the level of their institution and an official agreement delivered by the Belgian competent authorities. All relevant authorisations from the specific ethics committee have to be obtained before the beginning of the project. When conducting surveys, interviews, or focus groups where personal information is gathered and stored, data storage, protection, and other relevant issues have to be explained in the data management plan.

Instructions:

- ▶ Please provide a YES/NO answer to each question
- ▶ Please explain the ethical issues on the text field below.
- ▶ If you have answered ‘YES’ to the question ‘Other ethical issues’, an extra text field will appear where you will be prompted to explain these other relevant issues.

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.

Humans

+ Does the project or the project data involve humans (children, patients, volunteers, vulnerable people) as subjects? Yes No

THIS QUESTION IS (+)

 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?

Other Ethical Issues

+ Are there any other foreseen activities that may raise ethical issues or that should be taken in consideration? Yes No

+ Please describe the ethical issues signaled above. In the absence of ethical issues, please provide a brief explanation of why there are none.

(You may enter up to 3999 chars.)

- **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.

Other Ethical Issues

+ Are there any other foreseen activities that may raise ethical issues or that should be taken in consideration? Yes No

If yes please specify (You may enter up to 1500 chars.)

1500 chars left

+ Please describe the ethical issues signaled above. In the absence of ethical issues, please provide a brief explanation of why there are none. * (You may enter up to 3999 chars.)

 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.

Other Ethical Issues

+ Are there any other foreseen activities that may raise ethical issues or that should be taken in consideration? Yes No

+ Please describe the ethical issues signaled above. In the absence of ethical issues, please provide a brief explanation of why there are none. * (You may enter up to 3999 chars.)

3999 chars left

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.

7.1 Work Package 1 **SUB-TAB FOR WP1**

7.1.1 Work Package

INTRODUCTION

The Work Plan of the project is divided in Work Packages (WP), Tasks and Deliverables:

- **Work Package** is the unit of work within a project that includes the necessary information, resources and activities to achieve a specific goal.
- **Tasks** are the specific individual pieces of work that need to be completed; the activities that compose the Work Packages. Tasks are 'actions' that take place in a given period of time.
- **Deliverables** are the items produced through the implementation of Tasks. Deliverables are 'names' that are accomplished at a specific point in time.

MANDATORY WORK PACKAGES

There are mandatory Work Packages depending on the presence Funded and/or Non-Funded Partners in the project, and for some of the toolbox categories:

- **WP Coordination** is compulsory if there are partners in the project.

WP Number * Title of Work Package *

Question 7.1. Work Package 1 > 7.1.2 Task Description



Under Task description you may add 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.

7.1.2 Task description

Instructions:
Each Work Package is divided in Tasks.
▶ Please add a maximum of 10 Tasks to each Work Package.
▶ Number them as explained below.
▶ Provide the acronym of the institution that will be leading the task, a title and a start and end month, followed by a short description.

How to number the Tasks:
▶ Name the Tasks referencing the Work Package.
Example 1: For Work Package 1 (WP1), task 1 = T.1.1, task 2 = T.1.2, ...
Example 2: For Work Package 2 (WP 2), task 1 = T.2.1, task 2 = T2.2, ...

Task Number *	Task leader's <i>[Insert here acronym of the institution that is leading the task]</i> *	Title of the task *	Start Month *	End Month *	Task description *
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select ▾	Please select ▾	<input type="text" value="(You may enter up to 1500 chars.)"/>

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 add 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).

7.1.3 Deliverables

Information

Deliverables must be classified into different types.

You are requested to choose the type for each deliverable on the drop-down menu below.

To understand which category is best suited for each deliverable, please check Annex A to the Full Proposal template available on the P4Science website.

Deliverable Number *	Title of Deliverable *	Type of Deliverable *	Objective Number *	Objective(s)
<input type="text"/>	<input type="text"/>	Please select ▾	<input type="text"/>	<input type="text"/>

+ Add item to list

USE THE BAR TO SCROLL TO THE RIGHT



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 ↑SHIFT 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.

The screenshot shows a form with the following fields: Deliverable Number*, Title of Deliverable*, Type of Deliverable* (with a dropdown menu), Objective Number*, and Objective(s). Below these fields is a button labeled "+ Add item to list" which is circled in red. To the right of the button, the text "ADD ITEM TO LIST" is written in red.

🖱️ 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.

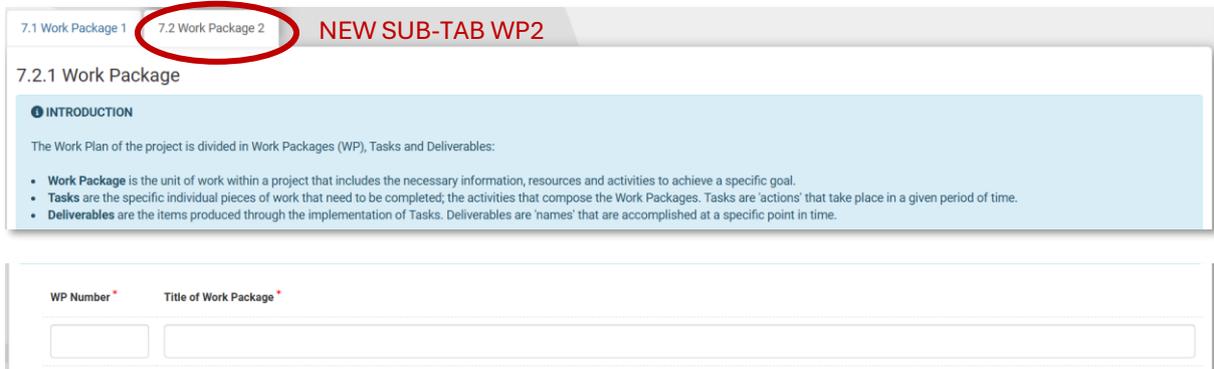
The screenshot shows a table with the following columns: Deliverable Number*, Title of Deliverable*, Type of Deliverable*, Objective Number*, and Objective(s). The first row contains the data: D.1.1.1, Title of Deliverable 1.1.1, Paper, 1, and Objective titl. A red "DELETE" button is circled in red next to the first row. Below the table is a form with the same fields as the first screenshot and a "+ Add item to list" button.

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

The screenshot shows a button labeled "+ Add Work Package (Min 1, Max 10)" which is circled in red. To the right of the button, the text "ADD ANOTHER WORK PACKAGE" is written in red. Below the button is a green notification bar that says "✓ Draft saved 9:35AM". Below the notification bar are three buttons: "Save Draft", "Save Draft & continue »", and "Save Draft & exit".

Adding more Work Packages

If you have clicked on [+ Add another work package](#), a new sub-tab will appear.



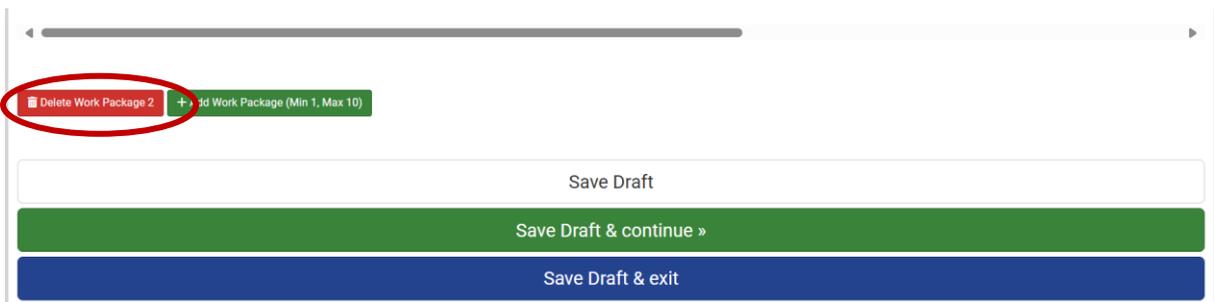
The screenshot shows a web interface with two sub-tabs at the top: "7.1 Work Package 1" and "7.2 Work Package 2". The "7.2 Work Package 2" tab is highlighted with a red circle and labeled "NEW SUB-TAB WP2". Below the tabs, the content area is titled "7.2.1 Work Package" and contains an "INTRODUCTION" section. The introduction text states: "The Work Plan of the project is divided in Work Packages (WP), Tasks and Deliverables:" followed by a bulleted list: "• **Work Package** is the unit of work within a project that includes the necessary information, resources and activities to achieve a specific goal.", "• **Tasks** are the specific individual pieces of work that need to be completed; the activities that compose the Work Packages. Tasks are 'actions' that take place in a given period of time.", and "• **Deliverables** are the items produced through the implementation of Tasks. Deliverables are 'names' that are accomplished at a specific point in time." Below the introduction is a form with two input fields: "WP Number" and "Title of Work Package".

 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.



The screenshot shows the bottom of the page with a horizontal scrollbar at the top. Below the scrollbar, there are three buttons: "Delete Work Package 2" (with a trash icon and a red circle around it), "+ Add Work Package (Min 1, Max 10)", "Save Draft", "Save Draft & continue »", and "Save Draft & exit".

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	Light Green	Yellow	Dark Green	Red	Red
	Likely	Green	Light Green	Yellow	Orange	Red
	Possible	Green	Light Green	Yellow	Orange	Orange
	Unlikely	Green	Light Green	Light Green	Yellow	Orange
	Very unlikely	Green	Green	Light Green	Yellow	Yellow

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 **↑SHIFT** on your keyboard and clicking **LEFT** with your mouse.

8.1 Risk Management description

Instructions on how to fill in this section:

- ▶ Please enter the risks associated to the implementation of the project in relation to the tasks.
- ▶ Number the risks following the number of the tasks:

Risk Number	Name of the Risk *	Contingency Plan *	Likelihood of the risk *	Importance
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select ▾	Please s

+ Add item to list

USE THE BAR TO SCROLL TO THE RIGHT

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

Risk Number	Name of the Risk *	Contingency Plan *	Likelihood of the risk *	Importance
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select ▾	Please s

+ Add item to list

ADD ITEM TO LIST

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.

DELETE

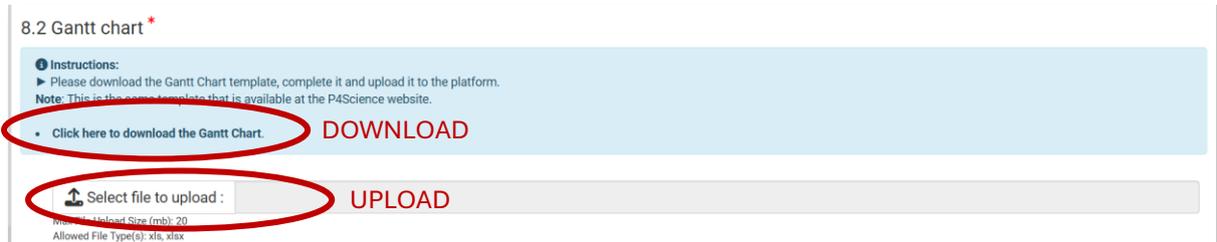
Risk Number	Name of the Risk *	Contingency Plan *	Likelihood of the risk *	Importance
R.1.1	Risk 1.1. associated to task 1.1	Brief description of contingency plan for Risk 1.1	Possible	Minor

+ Add item to list

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.



8.2 Gantt chart *

Instructions:
▶ Please download the Gantt Chart template, complete it and upload it to the platform.
Note: This is the correct template that is available at the P4Science website.

• [Click here to download the Gantt Chart.](#) **DOWNLOAD**

 Select file to upload : **UPLOAD**

Maximum Upload Size (mb): 20
Allowed File Type(s): xls, xlsx

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



Save Draft

Save Draft & continue »

Save Draft & exit

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 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 including 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. <i>If there is none, please write 'Not Applicable'</i>	<input type="text"/>

Number of years active in research *	<input type="text"/>
Number of years of management experience *	<input type="text"/>
Professional background and relevant experience in relation to the project, including managerial experience *	(You may enter up to 3999 chars.) <input type="text"/>

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. *	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select ▾
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select ▾
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select ▾
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select ▾
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	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 ↑SHIFT on your keyboard and clicking LEFT with your mouse.

10.4 Staff Costs of the Coordinator

GENERAL INFORMATION REGARDING BUDGET RULES

Note: Beware that the platform does not check for compliance with Budget Rules
Please fill in the Budget Table in the Budget Rules document prior to submitting this form.
You will be asked to upload this document, duly completed in Section 10.11. Budget Table.

Degree	Discipline	Expertise	Last name of researcher	First name of researcher
Please select ▾	Please select ▾	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

USE THE BAR TO SCROLL TO THE RIGHT

 Once the information of first person has been entered:

- Click on **+ Add** to add the next person.
- Click on **Delete** 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.

Type of contract	Estimated full time monthly cost (€)(only for persons paid by the project)	P-M paid by the project	Total Staff cost (€)	P-M provided in kind (if applicable)	
Labour ▾	€ 7500	20	€ 150000	0	DELETE 
Please select ▾	€		€		ADD 
Totals		20	€ 150000		

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 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.

10.5 Specific Operating Costs of the Coordinator

INFORMATION REGARDING SPECIFIC OPERATING COSTS
WHAT COSTS CAN BE INCLUDED UNDER SPECIFIC OPERATING COSTS?

Nature of the Operating Cost	Cost (€)	
Cost 1	€ 5000	DELETE 
Cost 2	€ 4500,00	ADD 
Total (€)	€ 9500,00	

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.

10.6 Equipment Costs of the Coordinator

INFORMATION REGARDING EQUIPMENT COSTS

WHAT COSTS CAN BE INCLUDED UNDER EQUIPMENT COSTS?
Purchase and installation of scientific and technical apparatus and instruments, including specific hardware, and **excluding standard personal computers.**

Nature of the Equipment	Cost (€)	
Cost 1	€ 15000,00	DELETE 
Cost 2	€ 5000	ADD 
Total (€)	€ 20000,00	

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.

10.7 Subcontracting Costs of the Coordinator

INFORMATION REGARDING SUBCONTRACTING COSTS

WHAT COSTS CAN BE INCLUDED UNDER SUBCONTRACTING?
Expenses incurred by a third party to carry out tasks or provide services that require special scientific or technical competences outside the institution's normal area of activity. Subcontracting may only concern a limited part of the project, and must take place in direct relation to the the project's tasks.

Nature of the Subcontracting	Cost (€)	
Cost 1	€ 5000	DELETE 
Cost 2	€ 2500	ADD 
Total (€)	€ 7500	

Question 10.8. – This question is not relevant to P4Science

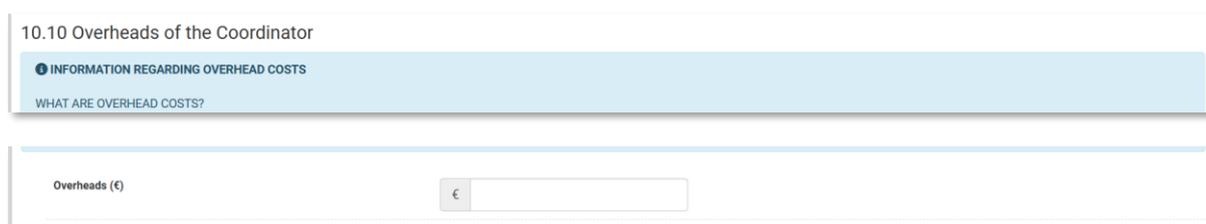
▶▶ Skip to the next question.

Question 10.9. – This question is not relevant to P4Science

▶▶ Skip to the next question.

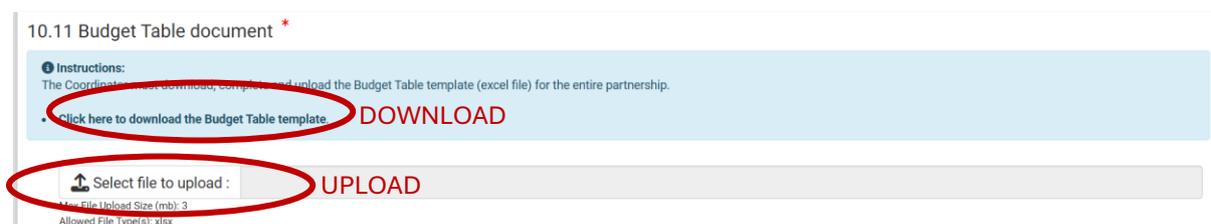
Question 10.10. Overheads of the Coordinator

 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.

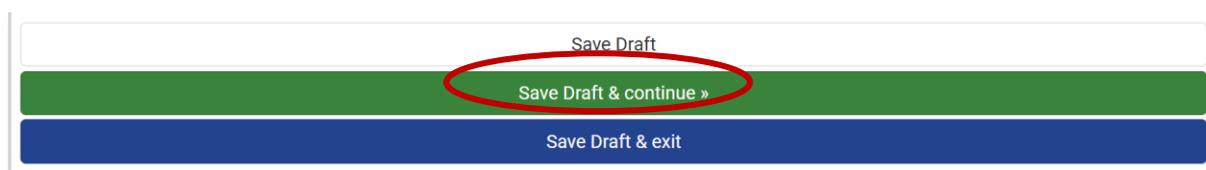


Question 10.11. Budget Table document

 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.

The screenshot shows the P4Science platform interface. At the top, there are two sub-tabs: '11.1 Funded Partner 1' and '11.2 Funded Partner 2'. The '11.1 Funded Partner 1' tab is selected and circled in red. Below the tabs, the text 'SUB-TAB FOR EACH FUNDED PARTNER' is written in red. The main content area is titled '11.1.1 Partner Information'. It contains an 'Instructions' box with the text: 'Please provide information regarding the professional background and experience of the Funded Partner.' Below the instructions, there are two input fields: 'Last Name *' and 'First Name *'. The 'Last Name *' field contains the text 'Funded Partner 1 Last Name' and the 'First Name *' field contains the text 'Funded Partner 1 First Name'.

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**.

DO NOT USE THE 'DELETE' AND 'ADD' FUNDED PARTNER BUTTONS

Save Draft

Save Draft & continue »

Save Draft & exit

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.



11.1 Funded Partner 1 **11.2 Funded Partner 2** **CLICKING HERE OPENS FUNDED PARTNER 2 SUB-TAB**

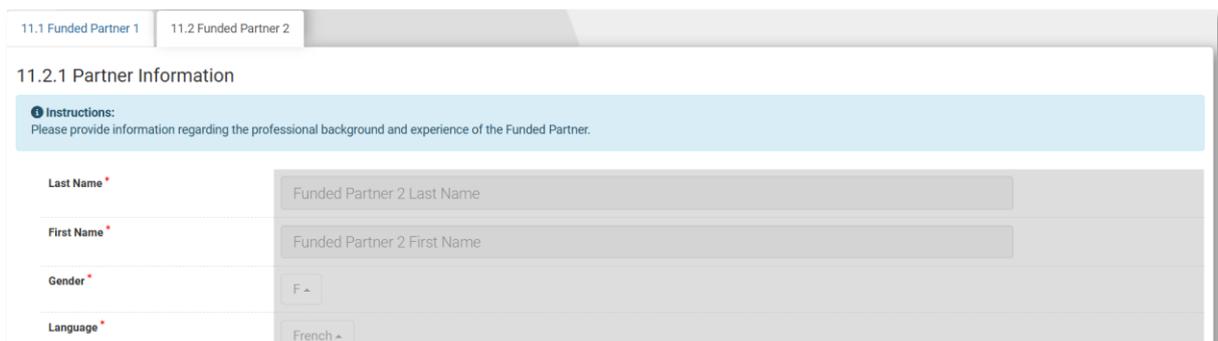
11.1.1 Partner Information

Instructions:
Please provide information regarding the professional background and experience of the Funded Partner.

Last Name * Funded Partner 1 Last Name

First Name * Funded Partner 1 First Name

 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.



11.1 Funded Partner 1 **11.2 Funded Partner 2**

11.2.1 Partner Information

Instructions:
Please provide information regarding the professional background and experience of the Funded Partner.

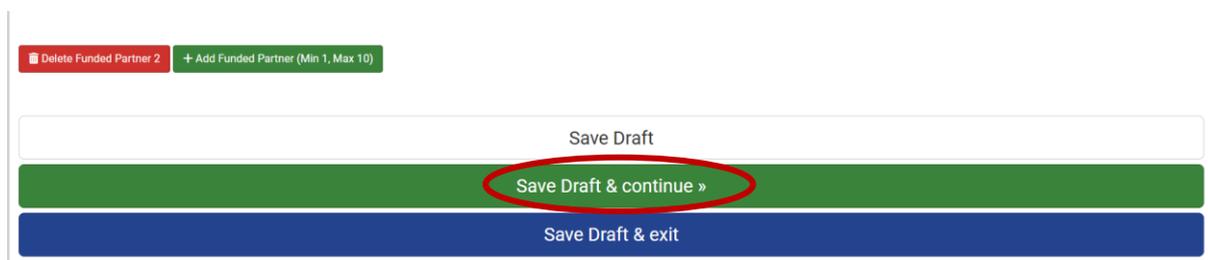
Last Name * Funded Partner 2 Last Name

First Name * Funded Partner 2 First Name

Gender * F ▾

Language * French ▾

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



Delete Funded Partner 2 + Add Funded Partner (Min 1, Max 10)

Save Draft

Save Draft & continue »

Save Draft & exit

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.

12.1.1 Non-Funded partners

Introduction

A Non-Funded Partner provides a substantial contribution to the project, either in-kind or with cash.

First name & Last name	<input type="text"/>
Gender	Please select ▾
Language	Please select ▾
Organisation / Institution	<input type="text"/>
Department / Service	<input type="text"/>
Professional background relevant to the project	(You may enter up to 2000 chars.) <input type="text"/>
Description of the aspect(s) of the project of interest and motivation why	(You may enter up to 2000 chars.) <input type="text"/>
Type of contribution in kind / cash	Please select ▾
Contribution in €	€ <input type="text"/>
Description of the contribution to the project (in-kind and/or in cash)	(You may enter up to 3999 chars.) <input type="text"/>



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.

ADD NON-FUNDED PARTNER 2

+ Add Non Funded Partner (Min 0, Max 10)
Save Draft GO TO THE NEXT SECTION
Save Draft & continue »
Save Draft & exit

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.

12.1 Non Funded Partner 1 12.2 Non Funded Partner 2 **NEW SUB-TAB NON-FUNDED PARTNER 2**

12.2.1 Non-Funded partners

Introduction
A Non-Funded Partner provides a substantial contribution to the project, either in-kind or with cash. As such, they appear in the Work Plan (and the Gantt Chart) performing tasks. However, Non-Funded Partners are **not included** in the Staff budget table of the Coordinator and/or the Funded Partners.
Note: Federal departments and/or organisations in their capacity of service providers to the Federal Government cannot be Non-Funded Partners of a project.

Instructions:

- ▶ Please provide general personal and professional details of the Non-Funded Partner.
- ▶ Explain the professional background of the Non-Funded Partner that is relevant to the project.
- ▶ Describe the aspects of the project that are of interest to the Non-Funded Partner, and their motivation to participate in the project.
- ▶ Describe the type of contribution cash, in kind, or both, of the Non-Funded Partner to the project.

First name & Last name

 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.

ADD NON-FUNDED PARTNER 2

+ Add Non Funded Partner (Min 0, Max 10)

Save Draft **GO TO THE NEXT SECTION**

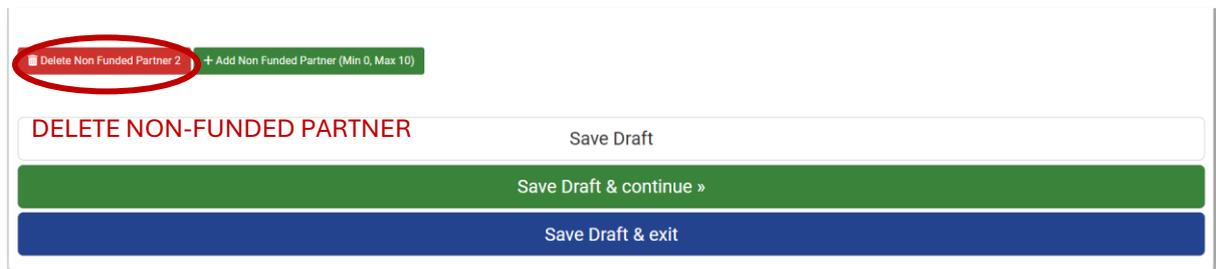
Save Draft & continue »

Save Draft & exit

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'.



The screenshot shows a user interface for deleting a non-funded partner. At the top, there are two buttons: a red button labeled "Delete Non-Funded Partner 2" which is circled in red, and a green button labeled "+ Add Non-Funded Partner (Min 0, Max 10)". Below these buttons is a white input field containing the text "DELETE NON-FUNDED PARTNER" in red. To the right of this field is a "Save Draft" button. Below the input field are two large buttons: a green button labeled "Save Draft & continue »" and a blue button labeled "Save Draft & exit".

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.

13.1 Combined expertise of the consortium (coordinator, funded and/or non-funded partners) - if applicable

 Describe how all project partners will provide the scientific expertise needed for the project, and the added value associated to addressing the research topic as a network of researchers.

(You may enter up to 3999 chars.)

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.

13.2 Gender balance in the project team - if applicable

 Describe to what extent the project team of funded partners is diverse in terms of gender, and possible pathways to improve gender balance if it has not been yet achieved. Describe how the project will ensure that all gender groups can provide input, can access and can participate in project activities, as well as the mechanisms in place to manage and monitor gender equality aspects.

(You may enter up to 3999 chars.)

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

Save Draft

Save Draft & continue »

Save Draft & exit

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.

15.1 Dissemination plan

Instructions:

- ▶ Please list all the Deliverables linked to dissemination that appear in section 7.1.3. Deliverables of 7. Work Plan
- ▶ Number and name them as in section 7. Work Plan, and classify them in the same way.
- ▶ Add one or more targeted groups for the Deliverable.
- ▶ Add the month in which the Deliverable will be made available to the foreseen public.

Note that the date you provide here is not necessarily the date provided in section 7. Work Plan as deliverables accomplished at a given time may be made available at a later period.

- [Click here to download the list of Types of Deliverables.](#)

Deliverable Number *	Deliverable Title *	Type of deliverable *	Targeted group *	Dissemination period *
<input type="text"/>	<input type="text"/>	Please select ▾	Nothing selected ▾	<input type="text"/>

[+ Add item to list](#)

USE BAR TO SCROLL TO THE RIGHT

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

15.1 Dissemination plan

Instructions:

- ▶ Please list all the Deliverables linked to dissemination that appear in section 7.1.3. Deliverables of 7. Work Plan
- ▶ Number and name them as in section 7. Work Plan, and classify them in the same way.
- ▶ Add one or more targeted groups for the Deliverable.
- ▶ Add the month in which the Deliverable will be made available to the foreseen public.

Note that the date you provide here is not necessarily the date provided in section 7. Work Plan as deliverables accomplished at a given time may be made available at a later period.

- [Click here to download the list of Types of Deliverables.](#)

Deliverable Number *	Deliverable Title *	Type of deliverable *	Targeted group *	Dissemination period *
<input type="text"/>	<input type="text"/>	Please select ▾	Nothing selected ▾	<input type="text"/>

[+ Add item to list](#)

ADD ITEM TO LIST

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.

15.2 Description of dissemination plan *

Instructions:

- ▶ Please refer to the list above.
- ▶ Describe, for each targeted group, how and in what form the dissemination plan is to be implemented.

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. Describe, for each targeted group, how and in what form the dissemination is to be accomplished.

(You may enter up to 3999 chars.)

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



The image shows a horizontal bar at the bottom of a form containing three buttons. From top to bottom, the buttons are: a white button labeled "Save Draft", a green button labeled "Save Draft & continue »", and a blue button labeled "Save Draft & exit". The green button is circled in red.

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.

16.1 List of potential Stakeholder committee members

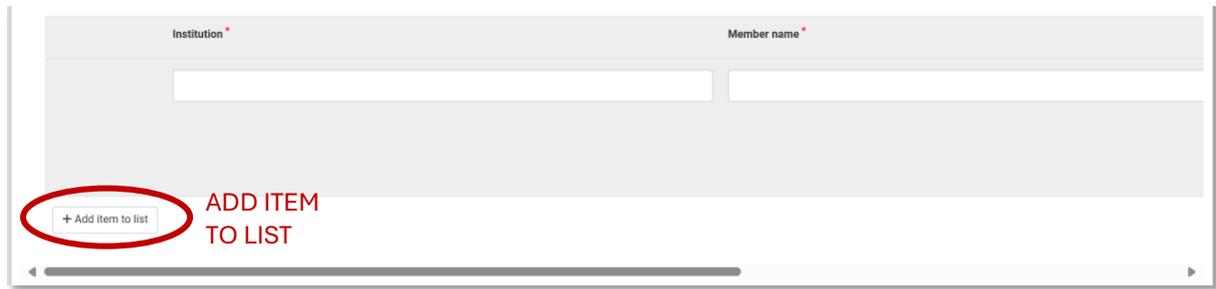
Introduction
The Stakeholder Committee is only mandatory for toolbox category *R&D Project*
The Stakeholder Committee is a group of individuals representing various interests and perspectives related to the project. It typically includes representatives from different sectors, such as academia, industry,

Institution *	Member name *
<input type="text"/>	<input type="text"/>

+ Add item to list

 **USE BAR TO SCROLL TO THE RIGHT**

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



The screenshot shows a form with two input fields: 'Institution *' and 'Member name *'. Below these fields is a large grey area. At the bottom left, a button labeled '+ Add item to list' is circled in red. To its right, the text 'ADD ITEM TO LIST' is written in red capital letters.

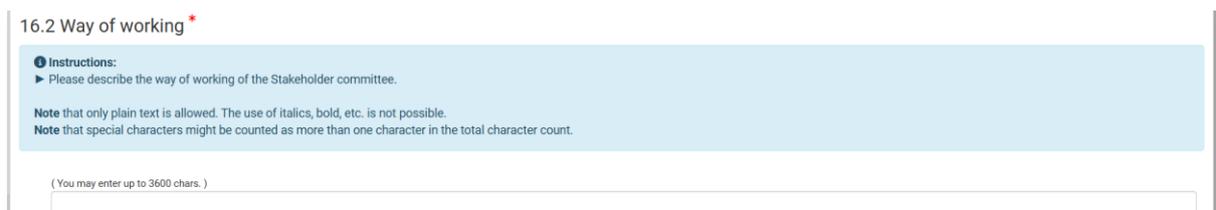
📌 Once you have completed the questions, click on Save Draft & Continue at the bottom of the form to go to the next section.



The screenshot shows the bottom of a form with three buttons stacked vertically: 'Save Draft' (white), 'Save Draft & continue »' (green), and 'Save Draft & exit' (blue). The green button is circled in red.

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.



The screenshot shows a question titled '16.2 Way of working *'. Below the title is a light blue box with instructions: 'Instructions: Please describe the way of working of the Stakeholder committee. 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.' Below the instructions is a text input field with the placeholder '(You may enter up to 3600 chars.)'.

📌 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.

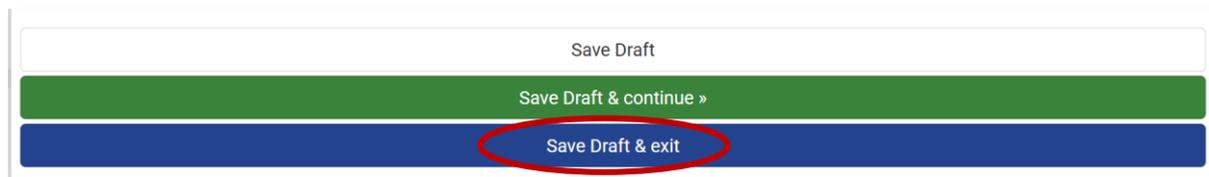


The screenshot shows the bottom of a form with three buttons stacked vertically: 'Save Draft' (white), 'Save Draft & continue »' (green), and 'Save Draft & exit' (blue). The white button is circled in red.

5. Submit your Full Proposal

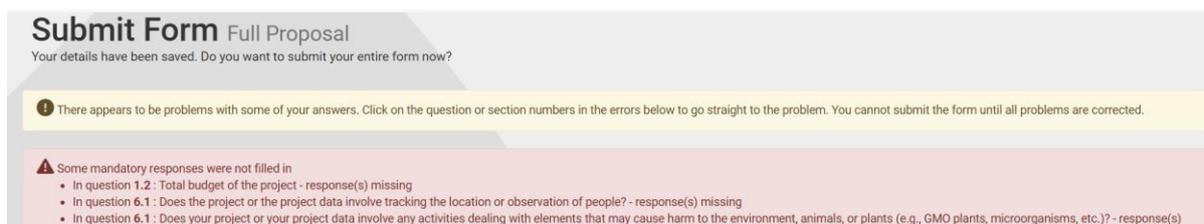
Once you have completed all the sections, you can submit the Full Proposal. Wherever you find yourself in the Full Proposal form, go to the bottom of the page.

 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.

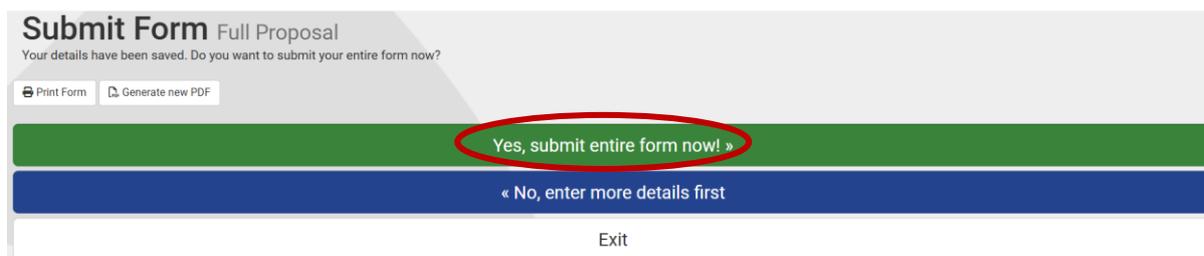
 Complete the missing information.

 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

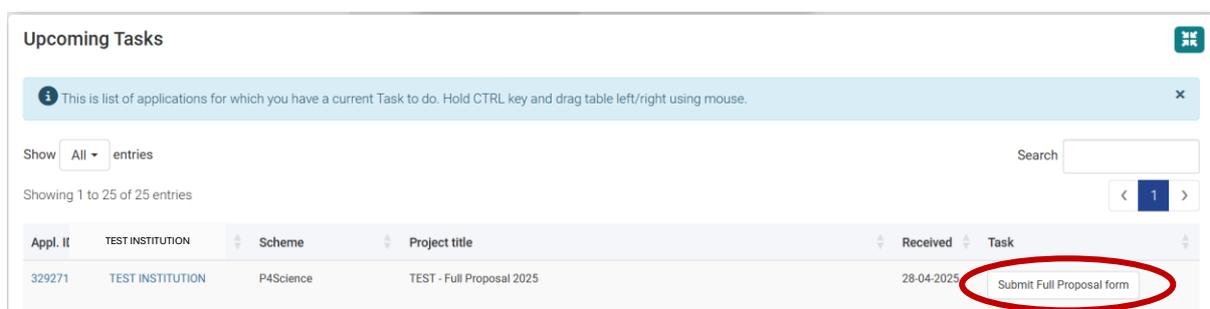
5.1. BEFORE YOU HAVE SUBMITTED THE EXPRESSION OF INTEREST

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.



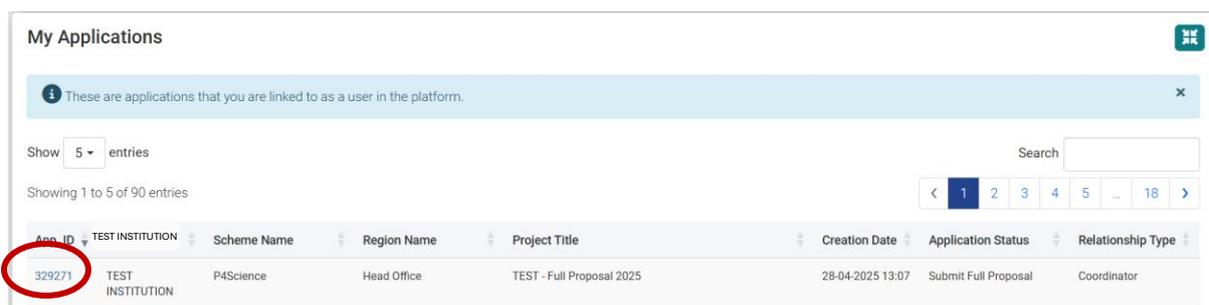
Appl. ID	TEST INSTITUTION	Scheme	Project title	Received	Task
329271	TEST INSTITUTION	P4Science	TEST - Full Proposal 2025	28-04-2025	Submit Full Proposal form

- **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 a 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.



The screenshot shows a web interface titled "My Applications". It includes a search bar, a "Show 5 entries" dropdown, and a table of application records. The table has columns for App. ID, TEST INSTITUTION, Scheme Name, Region Name, Project Title, Creation Date, Application Status, and Relationship Type. The first row of data is highlighted, with the "App. ID" cell containing the value "329271" circled in red.

App. ID	TEST INSTITUTION	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
329271	TEST INSTITUTION	P4Science	Head Office	TEST - Full Proposal 2025	28-04-2025 13:07	Submit Full Proposal	Coordinator

- **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:

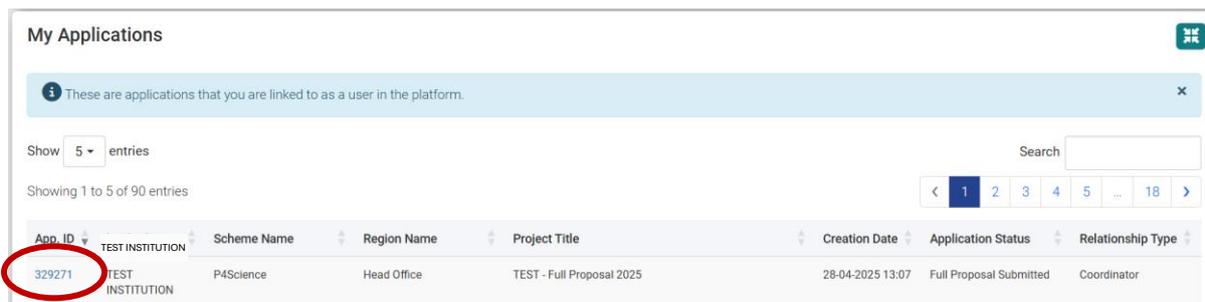
After submitting your Full Proposal, you will land back on the Dashboard.

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 screenshot shows the 'My Applications' dashboard. At the top, there is a message: 'These are applications that you are linked to as a user in the platform.' Below this, there is a 'Show 5 entries' dropdown and a search bar. A pagination bar shows 'Showing 1 to 5 of 90 entries' and page numbers 1 through 18. The main table has columns: App. ID, Scheme Name, Region Name, Project Title, Creation Date, Application Status, and Relationship Type. The first row is highlighted, and the 'App. ID' '329271' is circled in red.

App. ID	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
329271	TEST INSTITUTION	P4Science	TEST - Full Proposal 2025	28-04-2025 13:07	Full Proposal Submitted	Coordinator

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.

Application

Summary
Documents

Correspondence log

Comment Type: OK

Add file attachment

Show 50 entries Search

File	Comment Type	Date
Generated PDF .pdf	Full Proposal PDF	29-04-2025 18:14
Gantt chart (Gantt chart test.xlsx)	Full Proposal Attachments	29-04-2025 18:13
Budget Table document (Budget table test.xlsx)	Full Proposal Attachments	29-04-2025 18:13
Form Created Expression of interest form	Expression of interest	28-04-2025 13:20

The Summary tab

Click on Summary to check the Summary tab.

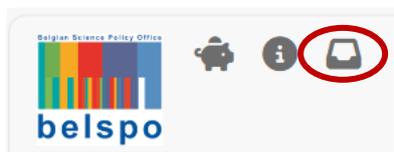
Application

Summary
Documents

Standard Details

TEST INSTITUTION <small>Applicant</small>	App ID 329271	Contract Number
TEST INSTITUTION		
Programme Calls P4Science Call 2025	Programme P4Science	Application Status Full Proposal Submitted
Project Summary Summary of the TEST - Full Proposal 2025	Project Title TEST - Full Proposal 2025	Project Start Date
		Project End Date
Extension End Date	Amendments	Proposal Type R&D Project
Toolbox multi National R&D project	Acronym TEST	

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.

My Applications

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

Show 5 entries

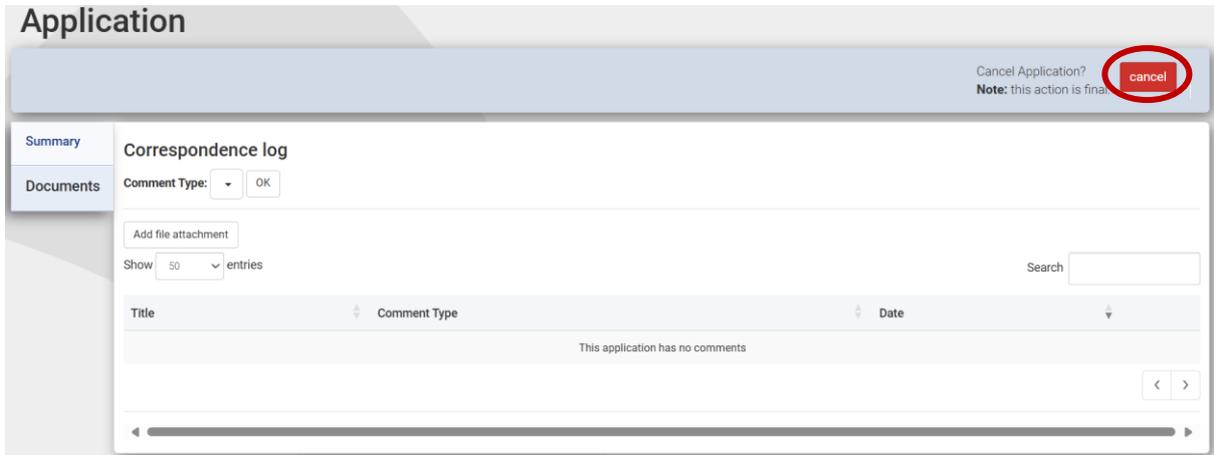
Showing 1 to 5 of 90 entries

Search

App. ID	Institution	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
329271	TEST INSTITUTION	P4Science	Head Office	TEST - Full Proposal 2025	28-04-2025 13:07	Submit Full Proposal	Coordinator

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, there is a confirmation dialog box with the text 'Cancel Application?' and 'Note: this action is final'. A red circle highlights the 'cancel' button in this dialog. Below the dialog, the main content area is titled 'Correspondence log'. It includes a 'Comment Type' dropdown menu, an 'Add file attachment' button, and a 'Show 50 entries' dropdown. A search bar is also present. The main table area is currently empty, displaying the message 'This application has no comments'. The table headers are 'Title', 'Comment Type', and 'Date'. Navigation arrows are visible at the bottom of the table area.