

Policy **4**Science

P4Science
BELSPO Platform
Full Proposal Manual
2026

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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.

Link to the Information File: [Information File 2026-2027](#)

Link to the Full Proposal template : [Full Proposal template 2026-2027](#)

Questions : P4Science programme: P4Science@belspo.be

BELSPO platform: platform.support@belspo.be

BEFORE YOU BEGIN

Please ensure that...

1. You have submitted an Expression of Interest in this P4Science call and passed eligibility.
2. You have read the Information File, and the templates (Gantt Chart & Budget Table) available in the P4Science website. (An example of Full Proposal template is also provided for information).
3. You understand the submission and evaluation criteria.
4. You have identified the Non-Funded Partners that will work with you in the project. (If applicable)

QUICK GUIDE

For experienced Coordinators who have submitted applications in previous calls...

1. Log in to the platform: <https://belspo.aimsgrants.com>
2. In the **Dashboard**, locate your proposal under '**Upcoming Tasks**' and click on '**Continue to Full Proposal**'. The Full Proposal Form will open.
3. Some tips to fill in the form ...
Note: Sections / Questions may not apply to your proposal, depending on whether you have Funded and Non-Funded Partners, and the type of project (Toolbox) selected.
 - **Section 1. General Information**
 - You may change the budget amounts.
 - Do not change the answer regarding the Funded Partners.
 - Your answer to the AI declaration has no impact in the outcome of the evaluation.
 - **Section 2. Proposal Summary**
 - You may change the title and the summary keeping the main idea of the project.
 - Remember title must be written as: ACRONYM – Title of the project.
 - **Section 5. Methodology & Section 6. Gantt Chart & Risk Management**
 - Note that the max. number of characters allowed including spaces is of 36.000.
 - Include the description of the Work Plan in the Methodology, in agreement with the Gantt Chart.
 - Make sure to include the mandatory WP, which depend on the type of project (toolbox); i.e. Coordination, DMP...
 - Classify deliverables correctly.
 - **Section 9. Funded Partner(s) & Section 10. Non-Funded Partner(s)**
 - Do not add new Funded Partners or delete existing ones.
 - Leave no empty tabs for Funded Partners, and Non-Funded Partners.
 - **Section 12. Budget**
 - Must match the totals in Section 1. for total budget and INCO budget.
 - Add INCO budget if you mentioned INCO activities in Section 5. Methodology.
4. Submit by clicking '**Save Draft & Exit**'.
 - If errors: Fix highlighted sections
 - If complete: Submission will be confirmed
 - Submission is final (cannot be undone)

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

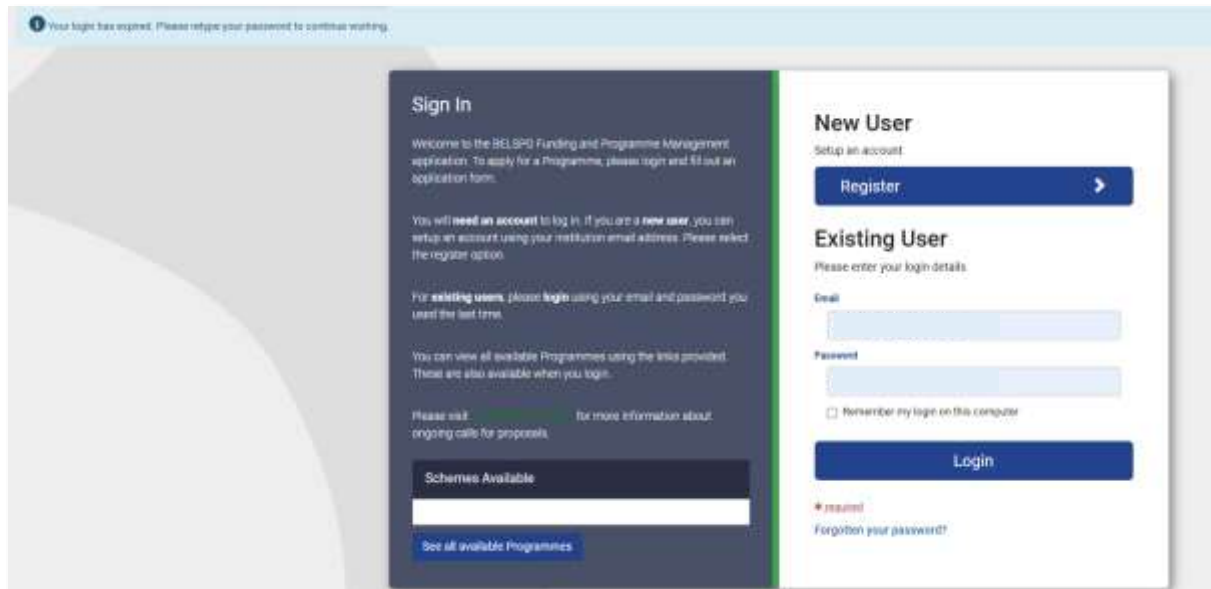
Your Expression of Interest nr 327694 TEST PROJECT 2025 submitted in Programme P4Science has **successfully undergone the eligibility check**.

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

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

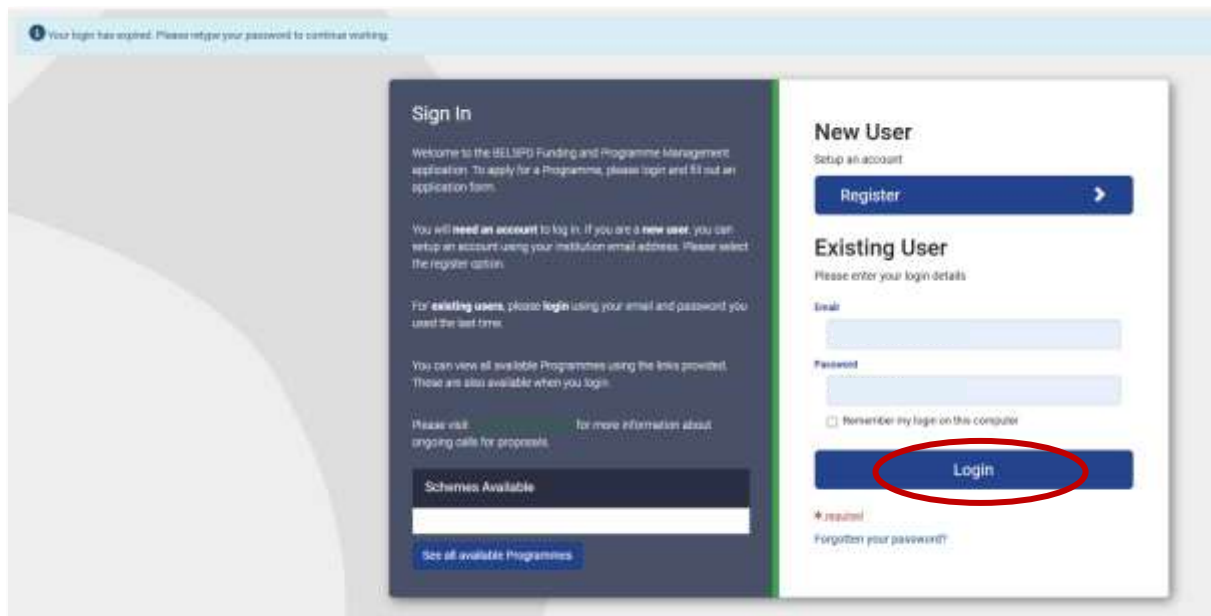
2.1. ACCESS THE PLATFORM

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

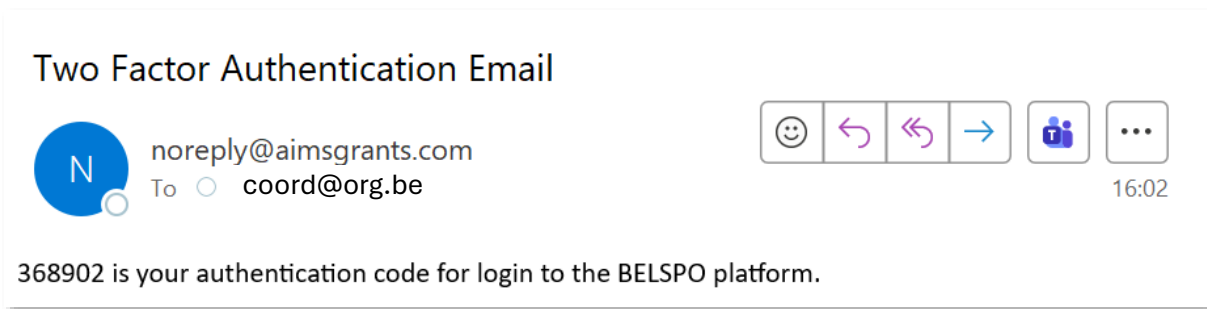


2.2. LOG IN TO THE PLATFORM

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



The Platform will request an authentication code. This authentication code will be sent to you by email:



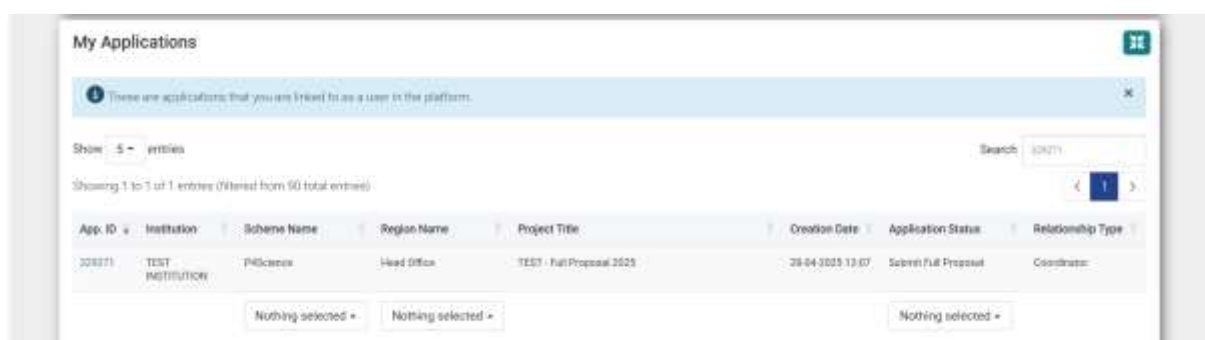
 Enter the Authentication code.  Click on Submit. You will land on your Dashboard.

2.3. 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

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



2.4. ACCESSING THE FULL PROPOSAL FORM

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



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

3.1. SECTIONS AND QUESTIONS

Sections of the Full Proposal Form

The Full Proposal Form is made of 16 sections. Each section appears under a tab:

1. Project information & Summary
2. State of the Art
3. Project Objectives ...

Questions of the Full Proposal Form

Each section contains one or more questions. Example: 1. General Information:

- 1.1 Project ID
- 1.2 Project Classification
- 1.3 Presence of Funded and Non-Funded Partners...

The blue boxes

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

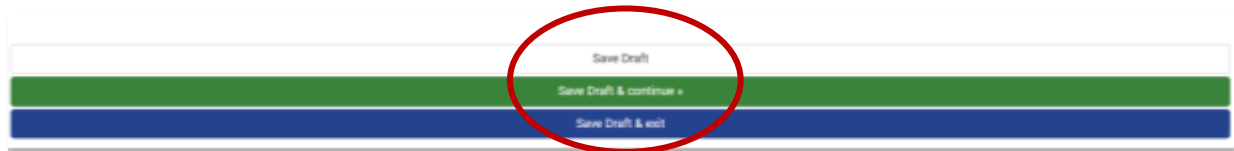
This box contains information that provide general information regarding the question, and/or instructions on how to fill in the question.

Click on the drop-down menu, or the Next Section button to move from one section to the other.

The screenshot displays the 'Full Proposal' form interface. At the top, the 'General Information' section is highlighted with a red circle and labeled 'SECTION'. Below this, a 'Drop-down menu' is shown, listing various sections such as '1. General Information (Incomplete)', '2. Proposal Summary (Complete)', '3. State of the Art (Complete)', '4. Project Objectives (Incomplete)', '5. Methodology (Incomplete)', '6. Grant Chart & Risk Management (Incomplete)', '7. Data Management Plan (Complete)', '8. Coordinator (Incomplete)', '9. Funded Partners (Complete)', '10. Non Funded Partners (Complete)', and '11. Acknowledgment (Complete)'. A red arrow points to this menu, labeled 'DROP-DOWN MENU TO NAVIGATE THE SECTIONS'. Below the menu, the '1.2 Project Information' question is highlighted with a red circle and labeled 'QUESTION'. Under the question title, a 'Blue box' is shown, containing text about the project's scope and impact. A red circle highlights this box, labeled 'BLUE BOX'.

 At the bottom of the page:

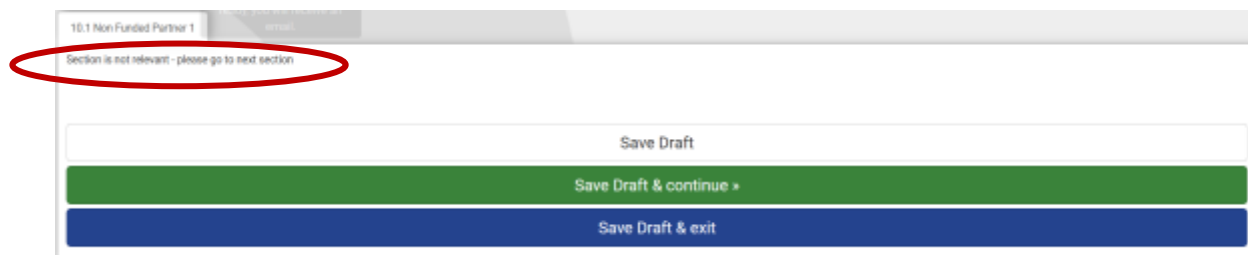
- Click Save Draft to save the progress you to move from one section to the other.
- Click Save Draft & Continue to save the progress and move to the next section (tab).
- Click Save Draft & exit to submit the Full Proposal.



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:

- *Section is not relevant – please go to next section, OR*
- *'X.X. Question is not relevant – please go to next question'.*



Summary of applicable and non-applicable sections or questions depending on the Toolbox :

	Toolbox Category Level 1			
	Capacity / Skill Development	R&D Project	Synergy Development	Valorisation / Impact
1. General Information	✓	✓	✓	✓
2. Proposal Summary	✓	✓	✓	✓
3. State of the Art	x	✓	x	x
4. Project Objectives	✓	✓	✓	✓
5. Methodology	✓	✓	✓	✓
6. Gantt Chart & Risk Management	✓	✓	✓	✓
7. Data Management Plan	x	✓	x	x
8. Coordinator	✓	✓	✓	✓
9. Funded Partner(s)	(✓)	(✓)	(✓)	(✓)
10. Non-Funded Partner(s)	(✓)	(✓)	(✓)	(✓)
11. Partnership	(✓)	(✓)	(✓)	(✓)
12. Budget	✓	✓	✓	✓
13. Dissemination Plan	x	✓	x	x
14. Follow-up Committee	x	✓	x	x
15. Gender	(✓)	✓	(✓)	✓
16. Ethics & Knowledge Security	✓	✓	✓	✓

(✓) = Only if there are funded and/or Non-Funded Partners.

Note that not all Gender questions are applicable to all Toolbox categories.

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 Project ID

Information:
This is a non-editable question where you will find the main elements that constitute the ID of your project.
Please note the **Application ID number (Appl ID)** and use it to refer to the project in any communication with BELSPO.

BELSPO Programme	P4Science
Call Year	P4Science Call 2026
Organisation of the Coordinator	TEST INSTITUTION

1.2 Project Classification

Information:
This is a non-editable question stating how your project is classified.

Research Priorities	Fair principle and AI models Heritage collection: innovative methods for conservation Present & past societies
Strategic Area of Impact	Political and economic structures and processes
Type of Project (Toolbox Level 1)	Valorisation / Impact =
Type of Project (Toolbox Level 2)	Knowledge valorisation Research assessments Science reporting

GREY
ZONE

4. Complete the Full Proposal form

Attention! Character limitation

Please note that boxes allow a limited number of characters, including spaces, and that any special characters may count as more than one character. The use of bold, italic, etc. is not possible.

4.1. COMPLETE SECTION 1. GENERAL INFORMATION

Section 1. General Information

The General Information section is made of 5 questions:

- 1.1. Project ID
- 1.2. Project Classification
- 1.3. Presence of Funded and Non-Funded Partners
- 1.4. Declarations

Question 1.1. Project ID



Under Project ID, you may change the Budget of the Proposal, and the INCO Budget.

Please make sure that the amounts entered here are the same of the Budget Table, in Section 12. Budget.

Budget of the Proposal (euro): (INCO budget not included) *	€ 540000,00
INCO Budget (euro)	€ 10000,00

Question 1.2. Project Classification



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

1.2 Project Classification

Information:
This is a non-editable question stating how your project is classified.

Research Priorities	Fair principle and AI models Heritage collection: innovative methods for conservation Present & past societies
Strategic Area of Impact	Political and social systems, structures and processes
Type of Project (Toolbox Level 1)	Valorisation / Impact =
Type of Project (Toolbox Level 2)	Knowledge valorisation Research assessments Science reporting

Question 1.3. Presence of Funded and Non-Funded Partners

Funded Partner

A Funded Partner is an institution different from that of the Coordinator. It 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.

Attention ! Do not change the answer to the question regarding Funded Partners.

The Platform technically allows you to modify your choice of Funded Partners that has been pre-populated in the Full Proposal from your Expression of Interest, but this information must not be modified.

1.3 Presence of Funded and Non-Funded Partners *

Information:
This question is applicable for all project types. It concerns the presence of Funded and Non-Funded Partners. Funded Partners were introduced in the Expression of Interest and remain the same. Non-Funded Partners are introduced in the Full Proposal for the first time.

Instructions:
► Funded Partners: The choice made at the level of the Expression of Interest appears here by default. **Do not change the selection.**
► Non-Funded Partners: By selecting, 'My project HAS Non-Funded Partners', the section regarding Non-Funded Partner(s) will be enabled.
► Note that if selected, the completion of the section is mandatory.

Funded Partners *

Non-Funded Partners *

 Indicate whether the project includes Non-Funded Partners. **This question is conditional;** depending on your answer, it will enable (or disable) the corresponding sections **9. Funded Partners** and **10. Non-Funded Partners**, in the Full Proposal form. If no Funded and Non-Funded Partners are present in the proposal, section **11. Partnership** and question **15.1. Gender in the Consortium** will also appear disabled.

Your answer in section 1.3. Presence of Funded and Non-Funded Partners:	Funded Partners?	NO	YES	NO	YES
	Non-Funded Partners?	NO	NO	YES	YES
The sections that appear enabled or disabled in the form:	9. Funded Partners	x	✓	x	✓
	10. Non-Funded Partners	x	x	✓	✓
	11. Partnership	x	✓	✓	✓
	15.1. Gender in the Consortium	x	✓	✓	✓

Question 1.4. Declarations

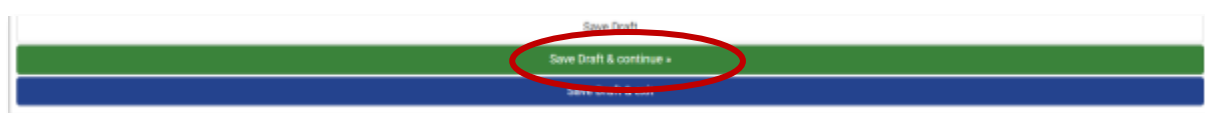
☒ Tick the declarations regarding privacy, the Open Access Mandate and the Code of Ethics for Scientific Research in Belgium.

☒ Additionally, tick the Artificial Intelligence declaration if you have used it in the preparation or writing of the proposal.

Attention ! Artificial Intelligence declaration

Note that ticking the Artificial Intelligence box has no impact whatsoever in the outcome of the evaluation.

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



4.2. COMPLETE SECTION 2. PROPOSAL SUMMARY

Section 2. Proposal Summary

The Proposal Summary section is made of 1 question:

2.1. Proposal Summary

 The title, summary and keywords entered at the level of the Expression of Interest appear here by default. You may make minor adjustments to the title and summary, bearing in mind that 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.

- Title: ✓ can be modified
- Summary: ✓ can be modified
- Keywords: ✗ cannot be modified

Attention ! Title modification

Please remember to include de acronym of the proposal in the title, if you decide to modify it: ACRONYM – Title of the proposal.

2.1 Proposal Summary *

Information:
This question is applicable for all project types.
Here you will find the title, summary and keywords you entered in the Expression of Interest.
Only the title and the summary are editable.

Instructions:
► If you wish to, you may adapt the title and summary of your project.
► Remember that the ACRONYM must be state in the title: 'ACRONYM - Title'.
► Note that the title and summary of the project may vary to some extent, but cannot diverge to the point that the expertise mobilised for the evaluation of the proposal will become irrelevant.

Title *

Summary * (You may enter up to 3999 chars.)

🔗 Click on Save Draft & Continue once you have completed this part of the form, to move on to the next section.

Save Draft

Save Draft & continue *

Save Draft & exit

4.3. COMPLETE SECTION 3. STATE OF THE ART

▶▶ Complete this section only for the Toolbox category '**R&D Project**'. If you have chosen another Toolbox category, [skip to the next section 4. Project Objectives](#).

Section 3. State of the Art

The State of the art section is made of 2 questions:

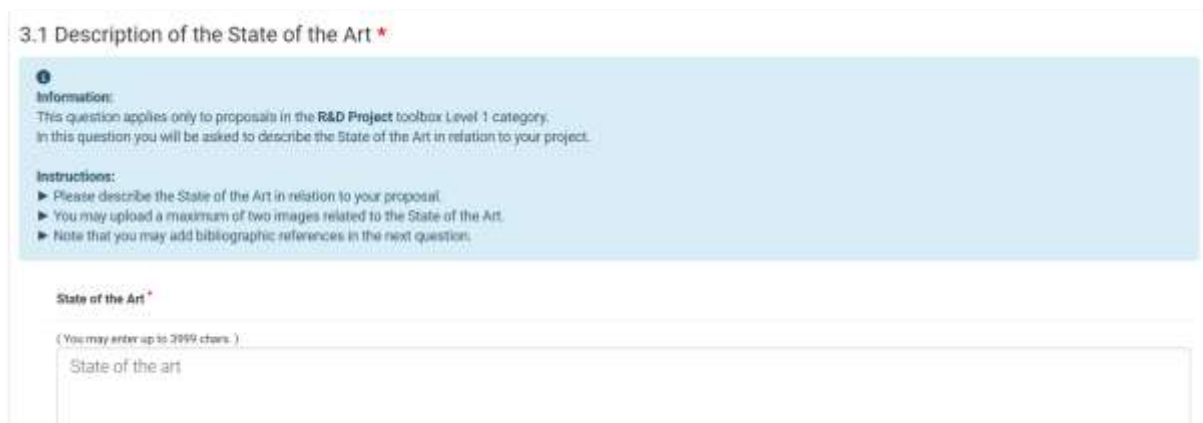
3.1. Description of the State of the Art

- State of the Art
- Upload Field 1 (for image)
- Upload Field 2 (for image)

3.2. Bibliographic References

Question 3.1. 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 question 3.2. Bibliographic References.



3.1 Description of the State of the Art *

Information:
This question applies only to proposals in the **R&D Project** toolbox Level 1 category.
In this question you will be asked to describe the State of the Art in relation to your project.

Instructions:

- ▶ Please describe the State of the Art in relation to your proposal.
- ▶ You may upload a maximum of two images related to the State of the Art.
- ▶ Note that you may add bibliographic references in the next question.

State of the Art *

(You may enter up to 3999 chars.)

State of the art

 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.

Question 3.2. Bibliographic References

 Add the list of publications that you refer to in your description of the state of the art.



3.2 Bibliographic References

Information:
This question applies only to proposals in the **R&D Project** toolbox Level 1 category (optional).
In this question you will be asked to provide the bibliographic references used to describe the State of the Art.

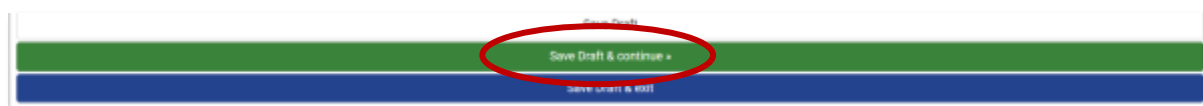
Instructions:

- ▶ Please provide the bibliographic references mentioned in the State of the Art.

(You may enter up to 3999 chars.)

Bibliography

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



Save Draft & continue »

Save Draft & continue

4.4. COMPLETE SECTION 4. PROJECT OBJECTIVES

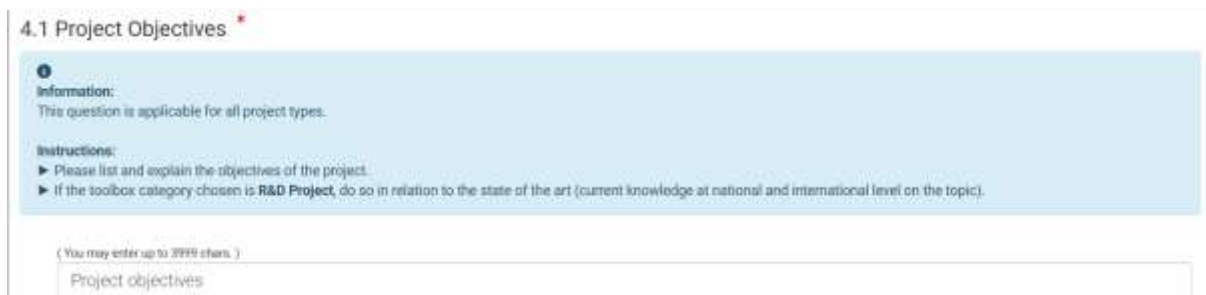
Section 4. Project Objectives

The Project Objectives section is made of one question:

4.1 Project 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, and provide a description for each one of them.



 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

5.2. INCO Activities

Question 5.1. Methodology

 Describe the methodology of the project, including the description of the Work Plan (Work Packages, Tasks, Deliverables). Make sure that these are numbered as followed and titled in the same way as in the Gantt Chart (Section 6).

- The maximum number of Work Packages is 10 for a given project.
- The maximum number of Tasks is 10 for each Work Package.
- There is no limitation in the number of Deliverables for each task.
- Name the Work Packages, Tasks and Deliverables as indicated in the table:

Work Package	WP2
Tasks for Work Package 2	T.2.1 - T.2.2 - T.2.3...
Deliverables for Task 2 in Work Package 1	D. 2.1.1 - D.2.1.2 - D.2.1.3...

- Include task leader's institution acronym (only one institution can be responsible of the task).
- Note that there are mandatory Work Packages for the different types of projects in relation to the Toolbox:

WPX: Coordination	Mandatory for all project types
WPY: Data Management Plan	Mandatory for R&D projects (do not forget to include a deliverable labelled Data Management Plan in month 6 th at the latest)
WPZ: Valorisation	Mandatory for all project types except Capacity Development

Attention! Number of characters.

Please note that though the Platform states you may enter an unlimited number of characters, the max. extension allowed is of 36 000 characters including 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 *

Information:
This question is applicable for all project types.
Here you will be asked to describe how the project will be implemented, the Work Packages and Tasks.

Instructions:

- Provide a detailed description of the methodology to achieve the foreseen results considering the different disciplines mobilised.
- Mention used methods, techniques, systems and/or way of working.
- Number, name and describe the work packages and tasks as in **Section 6, Question 5.1.Gantt Chart**.
- Please limit your answers to 36 000 characters.
- You may upload a maximum of four images.

Mandatory Work Packages:
(Replace X, Y, Z, with sequential numbers as for the other work packages).

- WP X: Coordination (mandatory for all project types).
- WP Y: Data Management (mandatory for R&D Projects - toolbox Level 1 category).
Do not forget to include a deliverable labelled Data Management Plan in month 6 at the latest.
- WP Z : Valorisation (mandatory for all project types, except Capacity Development - toolbox Level 1 category).

Methodology *

(You may enter unlimited number of characters.)

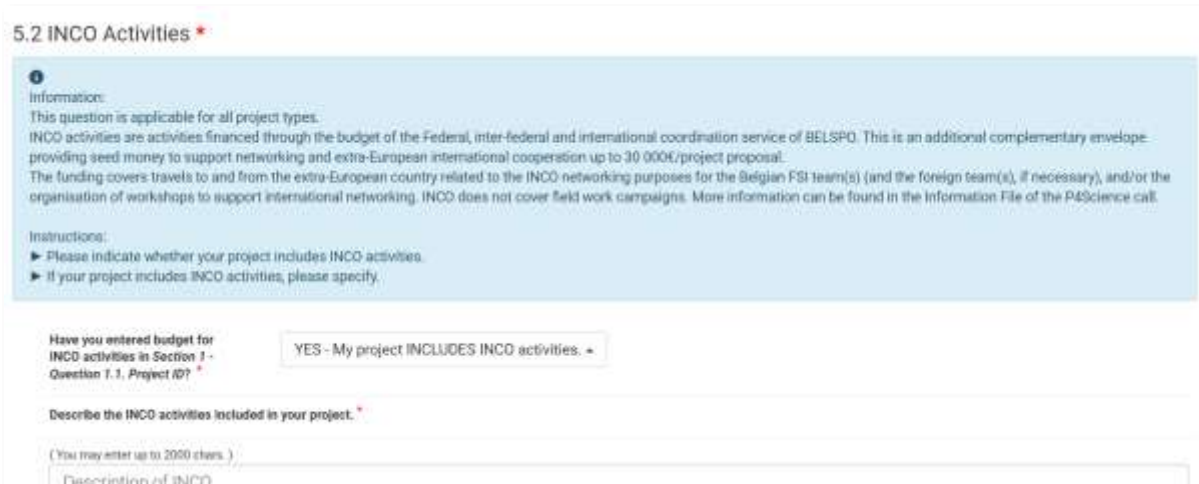
Methodology

 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.

Question 5.2. INCO Activities

 Answer YES / NO to indicate if your project includes INCO Activities.

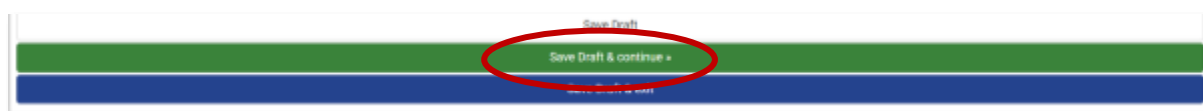
 If your project includes INCO Activities, please describe them.



Attention! INCO Activities

If you state that your project has INCO Activities, you must enter the budget of said activities under section 6. Budget, in the ad-hoc space of the template.

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



4.6. COMPLETE SECTION 6. GANTT CHART & RISK MANAGEMENT

Section 6. Gantt Chart & Risk Management

This section is made of two questions:

- 6.1. Gantt chart – upload field
- 6.2. Lists of Risks Related to the Implementation of the Project
- 6.3. Contingency Plan for the Risks Mentioned Above.

Question 6.1. Gantt Chart

 The Gantt Chart must be in agreement with the Work Plan entered under Section 5. Methodology. See indications on how to number Work Packages, Tasks and Deliverables, and which Work Packages are mandatory, above.

 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.

Attention! Deliverable Classification

You are requested to classify the deliverables of your project, using controlled lists in the Gantt Chart. The types of deliverables list consists of broad categories. To check what kind of deliverables are included within each of these broad categories, please go to tab. 4 in the Gantt Chart template, where examples of sub-types of deliverables are provided.



8.2 Gantt chart

Instructions:

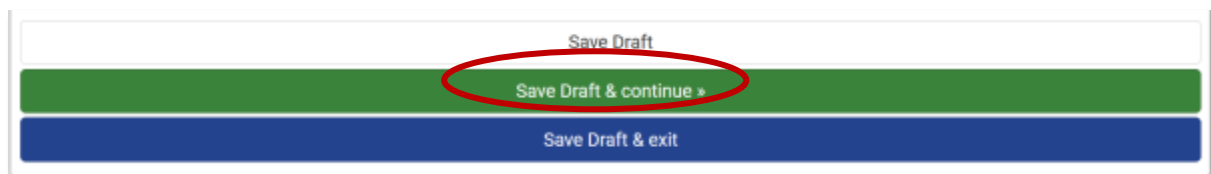
- Please download the Gantt Chart template, complete it and upload it to the platform.
- Note:** This is the Gantt Chart template that is available at the P4Science website.
- [Click here to download the Gantt Chart.](#) **DOWNLOAD**

UPLOAD

Select file to upload

Allowed file types: xls, xlsx

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



Save Draft

Save Draft & continue »

Save Draft & exit

Question 6.2. List of Risks Related to the Implementation of the Project

 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 5. Methodology and 6.1. Gantt Chart.

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

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

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

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

5.2 List of Risks Related to the implementation of the Project *

Information:
This question is applicable for all project types.
In this question, you will be required to list the risk associated with the implementation of the project and classify them.

Number of the task in the Gantt chart related to the risk *

Title of the risk *

Likelihood of the risk *

Importance of the risk *

Please select *

Please select *

+ Save & Add item to list

USE THE BAR TO SCROLL TO THE RIGHT

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

Number of the task in the Gantt chart related to the risk *

Title of the risk *

Likelihood of the risk *

Importance of the risk *

Please select *

Please select *

+ Save & Add item to list

SAVE & 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	Number of the task in the Gantt chart related to the risk *	Title of the risk *	Likelihood of the risk *	Importance of the risk *
	T.1.2	Title of the risk in relation to task T.1.2	Unlikely	Significant

+ Save & Add item to list

Question 6.3. Contingency Plan for the Risks Mentioned Above

 Explain the risks mentioned in the table in Question 6.2., and provide a contingency plan.

6.3 Contingency Plan for the Risks Mentioned Above *

Information:
This question is applicable for all project types.
In this question, you will be required to explain the risks listed above.

Instructions:

- Please explain the risks associated to the implementation of the project in relation to the tasks.
- Mention the specific contingency plan for each of the risk mentioned above.

You may enter up to 3999 chars

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

Save Draft

Save Draft & continue »

Save Draft & exit

4.7. COMPLETE SECTION 7. DATA MANAGEMENT PLAN

 Complete this section only if you have chosen the Toolbox category 'R&D Project'. If you have chosen another Toolbox category, [skip to the next section 8. Coordinator](#).

Section 7. Data Management Plan

This section is made of four questions:

- 7.1 Data Management Plan Declarations
- 7.2 Data Summary
- 7.3 Open and FAIR compliance
- 7.4. 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 7.1. Data Management Plan Declarations

☒ Tick the declarations the DMP document and the inclusion of the DMP deliverable.

7.1 Data Management Plan Declarations *

Information:
This question only applies to proposals in the **R&D Project** toolbox Level 1 category.
The Data Management Plan requested in this section as part of the Full Proposal is a simplified / abridged version of the document that must be produced if the project proposal is selected for funding.

Instructions:
► Read and approve the declarations.
► Remember to include Data Management Plan deliverable in the Gantt Chart.

DMP document * ☐ I understand that if this project proposal is selected for funding, a comprehensive Data Management Plan will have to be completed and handed in to BELSPO within the first 6 months from the official starting date of the project.

DMP deliverable * ☐ I have included a DMP deliverable in month 6 (at the latest) in the Gantt Chart that is part of this project proposal.

Question 7.2. 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.

7.2 Data Summary *

Information:
This question only applies to proposals in the **R&D Project** toolbox Level 1 category.
You will be asked here about the data that will be used in the project.

Instructions:
► Please provide information regarding the type(s) of data that will be used in the project (experimental, observational, images, text...).
► Explain if/how the data will be collected and/or if existing data will be reused.
► Mention the origin of the data (source of collected and/or re-used datasets).
► Include the estimated size of the data, how it will be collected and/or re-use of existing data.

(You may enter up to 3999 chars.)

Question 7.3. Open and FAIR compliance

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

7.3 Open and FAIR Compliance *

Information:
This question only applies to proposals in the **R&D Project** toolbox Level 1 category.
You will be asked here about the Open and FAIR compliance of the data that will be used in the project.

Instructions:
► Please provide information regarding the Open and FAIR management of data.
► List the identifiers or repositories that will be used.
► Mention the information that will be made available 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.
► State the 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 7.4. Curation, storage and preservation costs

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

7.4 Curation, Storage and Preservation Costs

Information:
This question only applies to proposals in the **R&D Project** toolbox Level 1 category.
You will be asked here about the curation, storage and preservation costs of the data that will be used in the project.

Instructions:
• Please provide information regarding the curation, storage and preservation costs of data.
• Explain who will be the person/entity/team that will be responsible for data management and quality assurance.

You may enter up to 3999 chars.

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

Save Draft

Save Draft & continue »

Save Draft & exit

4.8. COMPLETE SECTION 8. COORDINATOR

Section 8. Coordinator

The Coordinator section contains four questions:

- 8.1 Coordinator : Organisation Details
- 8.2 Coordinator: Promotor (= Principal Investigator)
- 8.3 Coordinator: Team
- 8.4 Coordinator: Top Achievements, Milestones or (Peer-reviewed) Publications and Projects

Question 8.1. Coordinator: Organisation Details

 This question is pre-populated with information coming from the Registration and the Expression of Interest, and it is not editable.

8.1 Coordinator: Organisation Details *

Information:
This is a non-editable question containing information of the organisation to which the Coordinator belongs.

Organisation	TEST INSTITUTION
Department / Service	Coordinator Department
Website of the organisation	Coordinator Organisation

Question 8.2. Coordinator: Promotor (= Principal Investigator)

This question is partially pre-populated with information coming from the Registration and the Expression of Interest.

 The Coordinator is required to complete it with information regarding their professional background.

8.2 Coordinator: Promotor (= Principal Investigator) *

Information:
This question is applicable for all project types.
Under this section you will be asked to provide professional information of the Promotor (Principal investigator, PI).
Note that some of the fields are already completed with the information you entered in the Expression of Interest.

Instructions:
▶ Please enter the requested information of the Promotor.

Last Name	Coordinator Last Name
First Name	Coordinator First Name
Gender	F
Discipline 1	Earth and Environmental sciences
Discipline 2	
Number of years active in research *	
Number of years of management experience	

Professional background and relevant experience in relation to the project, including managerial experience * (You may enter up to 2000 chars.)

Question 8.3. Top achievements, Milestones or (Peer-reviewed) Publications and Projects

 List a maximum of 5 top achievements, milestones or publications, and a list of maximum of 5 relevant projects in which the Coordinator and/or their team have participated, that related to the proposal under submission.

For the list of projects, provide the following details:

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

8.4 Coordinator: Top Achievements, Milestones, (Peer-reviewed) Publications and Projects. *



Information:

This section is applicable for all project types.
You will be required to provide top achievements, milestones, (peer-reviewed) publications and projects in which the **Coordinator and their team** have participated.
These need to be relevant to the project proposal.

Instructions:

For the Coordinator and their team:

- Please provide a list of **maximum of 5 relevant** top achievements, milestones, and (peer-reviewed) publications achieved over the past 5 years.
- Provide a list of **maximum of 5 relevant** projects, with details: Acronym, weblink, duration in months, funding source and role (Coordinator or Partner).

(You may enter up to 3999 chars.)

Coordinator top achievements

4.9. COMPLETE SECTION 9. FUNDED PARTNER

►► If you do not have Funded Partners, [skip to the next section 10. Non-Funded Partners](#).

Section 9. Funded Partner(s)

The Funded Partner(s) 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 1.3. Presence of Funded and Non-Funded Partners.

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 9.1 Funded Partner 1

Sub-tab 9.2 Funded Partner 2

Sub-tab 9.3 Funded Partner 3...

Questions

Within each sub-tab (under each Funded Partner) there are questions.

These questions cover two aspects.

The first part of the questions are related to the Funded Partner's professional background:

9.1.1 Funded Partner: Organisation details

9.1.2 Funded Partner: Promotor (= Principal Investigator)

9.1.3 Funded Partner: Team

9.1.4 Funded Partner: Top achievements, milestones or (peer-reviewed) publications



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.

SUB-TAB FOR EACH FUNDED PARTNER

11.1 Funded Partner 1 11.2 Funded Partner 2

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

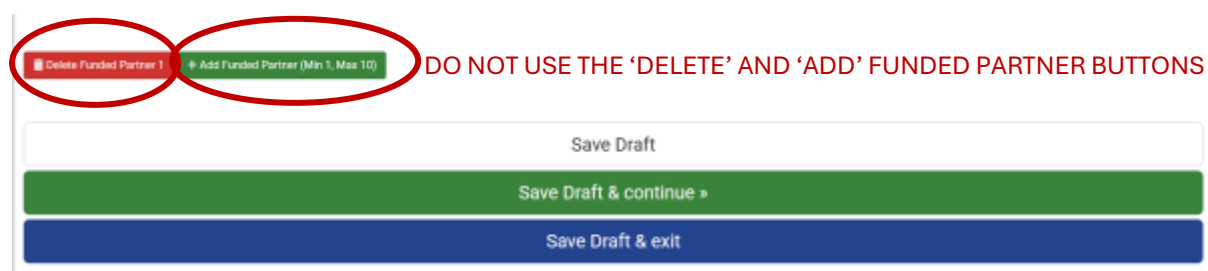
First Name * Funded Partner 1 First Name

Attention! Do not add or delete the sub-tabs

The Platform will show one sub-tab for each Funded Partner entered in the Expression of Interest. Though it is technically possible to add or delete sub-tabs, it is not permitted to do so.

Do not use the following buttons at the bottom of the tab:

- [Delete Funded Partner X](#)
- [Add Funded Partner](#).



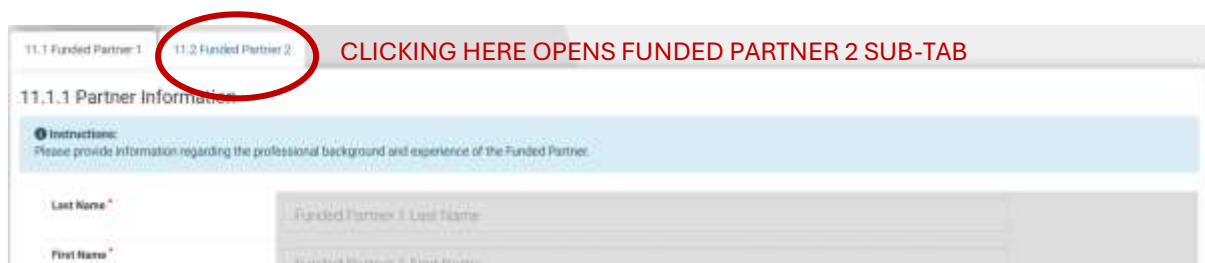
Question 9.1. Funded Partner 1

⏮ The same information requested for the Coordinator in [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 Funded Partner's questions.

- Question 9.1.1. Funded Partner: Organisation details 1
- Question 9.1.2. Funded Partner: Promotor (= Principal Investigator)
- Question 9.1.3. Funded Partner: Team
- Question 9.1.4. Funded Partner: Top achievements...

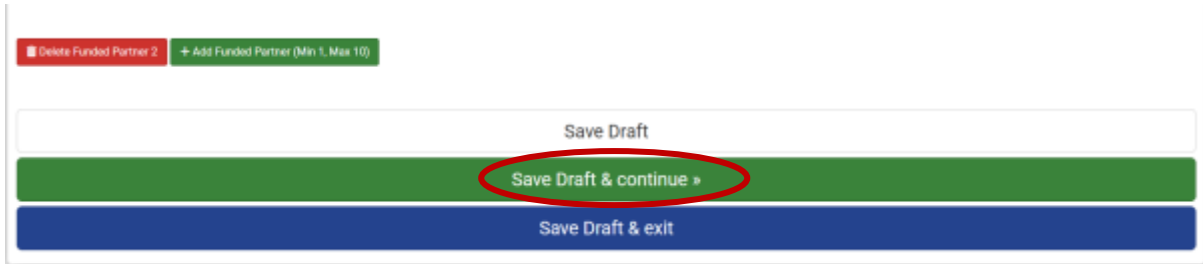
Filling in Funded Partner 2, Funded Partner 3...

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



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

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



4.10. COMPLETE SECTION 10. NON-FUNDED PARTNER

▶▶ If you do not have Non-Funded Partners, [skip to section 12. Budget](#).

Section 10. 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 1.3 Presence of Funded and Non-Funded Partners.

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 10.1 Non-Funded Partner 1 > Question 10.1.1. Non-Funded Partners

Sub-tab 10.2 Non-Funded Partner 2 > Question 10.2.1. Non-Funded Partners

Question 10.1.1. 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.
- Description of the aspects of the project of interest and motivation why they want to participate.
- 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).

12.1 Non-Funded Partner 1 SUB-TAB FOR NON-FUNDED PARTNER 1

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	
Gender	Please select +
Language	Please select +
Organisation / Institution	
Department / Service	
Professional background relevant to the project	(You may enter up to 2000 chars.)

Description of the aspect(s) of the project of interest and motivation why	(You may enter up to 2000 chars.)
--	---

Type of contribution in kind / cash	Please select +
Contribution in €	€
Description of the contribution to the project (in-kind and/or in cash)	(You may enter up to 3000 chars.)

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

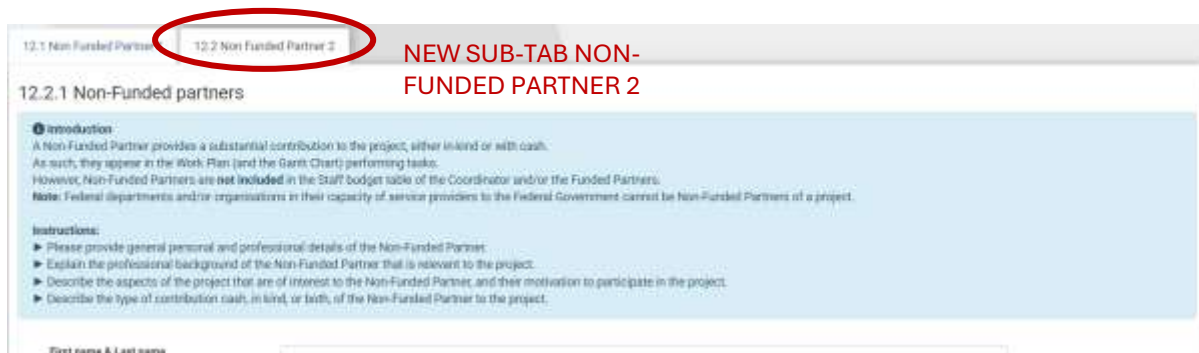
Save Draft & continue +

Save Draft & exit

Adding more Non-Funded Partners

▶▶ If you do not wish to add more Non-Funded Partners, skip to Section 11. Partnership.

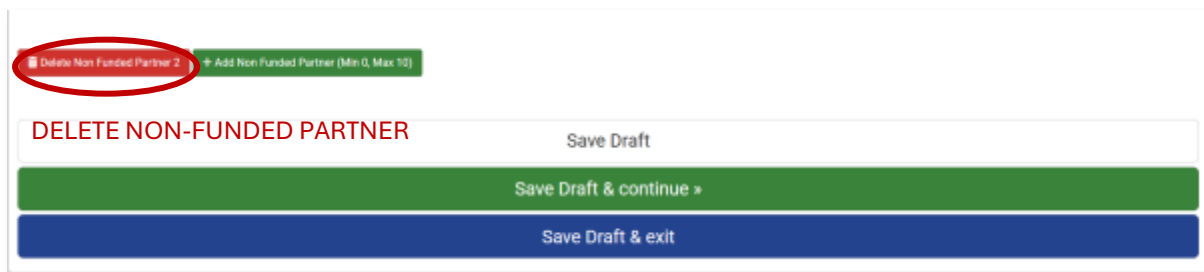
 If you have clicked on + Add Non-Funded Partner, a new sub-tab will appear. Please complete the sub tab in the same way as before.



Deleting Non-Funded Partners

 If you wish to delete a Non-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 1.3 Presence of Funded and Non-Funded Partners regarding Non-Funded Partners, to 'NO'.



Attention! Leaving empty tabs will prevent you from submitting

If you have added one sub-tab too many, please delete it before attempting to submit. Submission is not possible unless the mandatory fields of each tab are completed.

4.11. COMPLETE SECTION 11. PARTNERSHIP

▶▶ If you do NOT have Funded and/or Non-Funded Partners, [skip to the next section 12. Budget Overview](#).

Section 13. Partnership

The Partnership section is made of 1 questions:

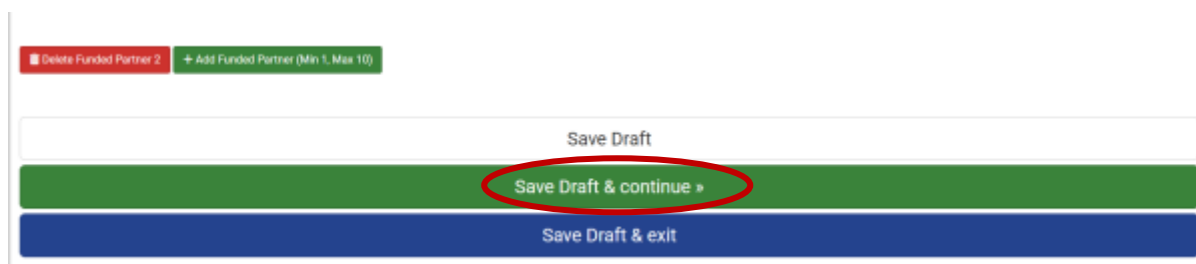
11.1 Combined Expertise of the Consortium

Question 11.1. 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.



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



4.12. COMPLETE SECTION 12. BUDGET

 The Budget Table must be in agreement with the amounts entered in Section 1. General Information, for the total budget and the INCO budget.

 Download the Budget Table from the Platform (or from the P4Science website). Complete it offline, and upload it to the Platform using the ad-hoc field. Please read attentively the Budget Information provided in the template before completing the budget.

12.1 Budget of the Project *

Information:
This question is applicable for all project types.
Here you will be requested to provide the budget of your project proposal.

Instructions:

- ▶ Please download, complete and upload the Budget table template linked here below.
- ▶ This template can also be found in the P4Science website.
- ▶ Follow the budget rules provided in the document.
- ▶ Please do not delete the formulas in the template.

[Click here to download the Budget table](#) **DOWNLOAD**

[Select file to upload](#) **UPLOAD**

Allowed File Type(s): xls, xlsx

Attention! Formulas and columns in the Budget Table template.

The Budget Table contains formulas that check the compliance with the budget rules, and make automatic calculations. Please do not delete any columns or formulas in the template.

Attention! On the use of dots and commas in the Budget Table.

Do not use dots or commas as separators for the thousand mark. The comma is used for decimals.

Staff costs

 In the Budget Table, under the category Staff Budget you must include the following information for the Coordinator and the Funded Partners:

- The promotor, whether they are paid or not (work in kind) by the project.
- The team members, whether they are paid or not (work in kind) by the project.

Several situations may present:

SITUATIONS			HOW TO FILL IN THE TABLE		
	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
Situation 1	NO	YES	Leave empty	Leave empty	Complete
Situation 2	YES	NO	Complete	Complete	Leave empty
Situation 3	YES	YES	Complete (for the part paid by the project)	Complete	Complete

INCO Costs

 Please enter Extra-EU Cooperation, INCO Costs. Note that a maximum of 30.000€ can be claimed for each project.

4.13. COMPLETE SECTION 13. DISSEMINATION PLAN

▶▶ Complete this section only if you have chosen the Toolbox category R&D Project; if you have chosen another Toolbox category, [skip this section and the next: Go to Section 15. Gender.](#)

Section 13. Dissemination plan

The Dissemination Plan section has one question:

13.1 Description of the Dissemination Plan.

Question 13.1 Description of the Dissemination Plan

 Please list all the deliverables that correspond to dissemination in the Gantt Chart, stating the deliverable number and the title. Describe, in an integrated manner, the Dissemination Plan, stating for how and in what form the dissemination plan is to be implemented, for each targeted group (the targeted groups are stated in the Gantt Chart).

 State the dissemination period; this is, the month(s) 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.



13.1 Description of the Dissemination Plan *

Information:
This question only applies to proposals in the **R&D Project** toolbox Level 1 category.
Here you will be requested to describe the dissemination plan of your project, based on the deliverables marked as 'dissemination' in the Gantt Chart.

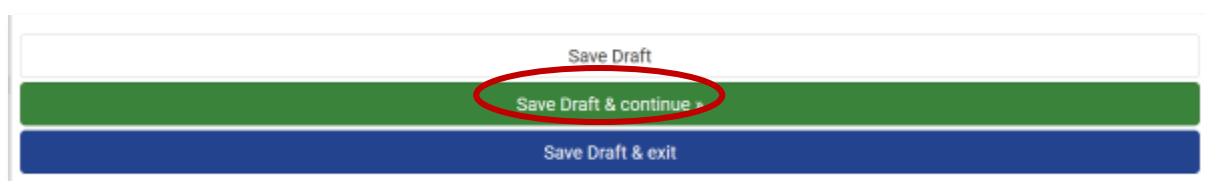
Instructions:

- ▶ Please refer to all the deliverables marked as 'dissemination' in the Gantt Chart.
- ▶ Describe, for each targeted group, how and in what form the dissemination plan is to be implemented.
- ▶ State the dissemination dates in which the deliverables marked as 'dissemination' will be made available to the foreseen public.
- ▶ Note that the dissemination date, may differ from the production date of the deliverable.

(You may enter up to 3999 chars.)

Description of dissemination plan

 Once you have completed the question, 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. COMPLETE SECTION 14. FOLLOW-UP COMMITTEE

▶▶ Complete this section only if you have chosen the Toolbox category 'R&D Project'. If you have chosen another Toolbox category, [skip to the next section 15. Gender](#).

Section 14. Stakeholder Committee

The Follow-up Committee section has 3 questions:

14.1 List of Potential Stakeholder committee members

14.2 Contribution of each Follow-up Committee Member to the Project

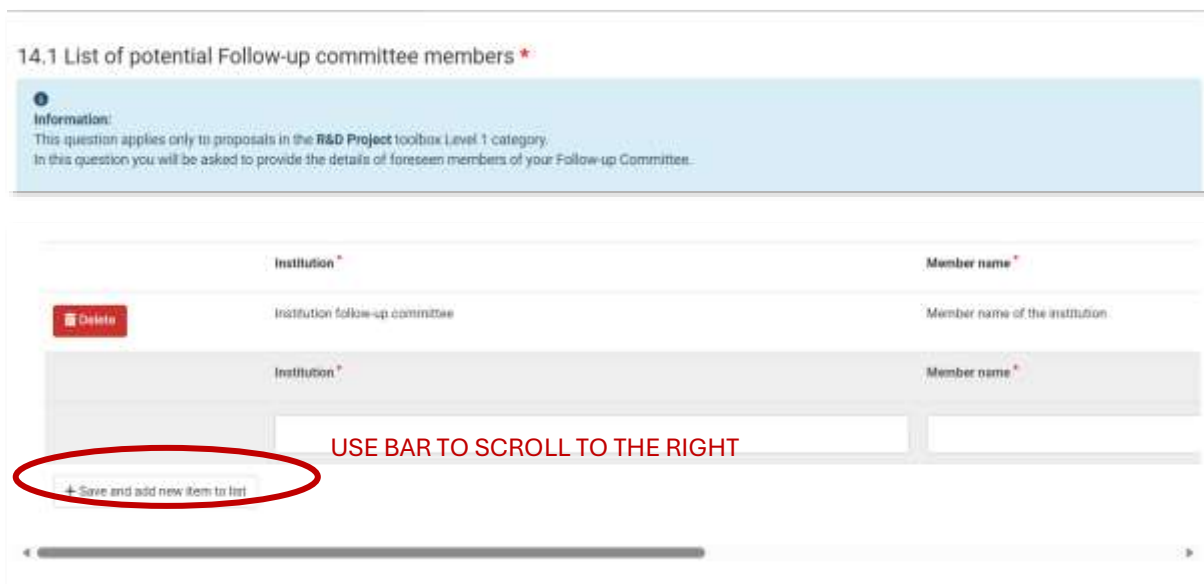
14.2 Way of Working of the Follow-up Committee

Question 14.1. List of Potential Stakeholder committee members

 List here the possible members of your Follow-up 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
- Degree of implication in the project: 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 ↑SHIFT on your keyboard and clicking LEFT with your mouse.



14.1 List of potential Follow-up committee members *

Information:
This question applies only to proposals in the **R&D Project** toolbox Level 1 category.
In this question you will be asked to provide the details of foreseen members of your Follow-up Committee.

Institution *	Member name *
Institution follow-up committee	Member name of the institution
Institution *	Member name *

+ Save and add new item to list

USE BAR TO SCROLL TO THE RIGHT

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

Institution *	Member name *
 Institution follow-up committee	Member name of the institution

 Save and add new item to list

ADD ITEM TO LIST

Question 14.2. Contribution of each Follow-up Committee Member to the Project

 Please describe, for each member, what their contribution will be, and how they will be involved in the project.

14.2 Contribution of each Follow-up Committee Member to the Project *

Information:
This question applies only to proposals in the **R&D Project** toolbox Level 1 category.
In this question you will be asked to explain how each members of your Follow-up Committee will contribute to the project.

Instructions:

- Describe the expected contribution to the project and role of each proposed member.
- If the actual person is still unknown, please refer to the foreseen institution/organisation.
- Explain why each proposed member is relevant to the project.

(You may enter up to 3999 chars.)

Contribution of member to the project

Question 14.3. Way of working of the Follow-up Committee

 Please describe here the way of working of the Stakeholder Committee.

14.3 Way of Working of the Follow-up Committee *

Information:
This question applies only to proposals in the **R&D Project** toolbox Level 1 category.
In this question you will be asked to explain the way of working of your Follow-up Committee.

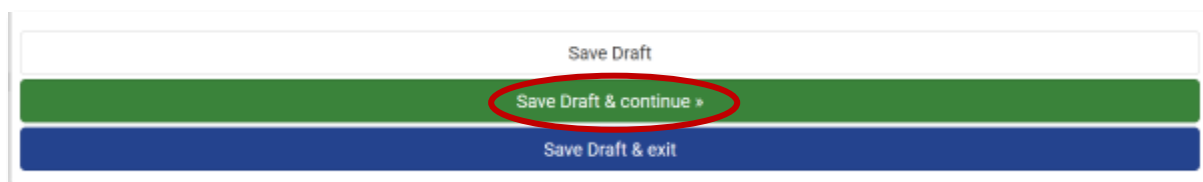
Instructions:

- Please describe the way of working of the Follow-up committee.
- Indicate how the committee will support the project, including advice, validation or feedback.
- State how often will the committee meet and in which format (online, in person, hybrid).
- Describe how information will be shared between the committee and the project team.

(You may enter up to 3999 chars.)

Way of working

 Once you have completed the questions, you have reached the end of the form. 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

4.15. COMPLETE SECTION 15. GENDER

Section 15. Gender

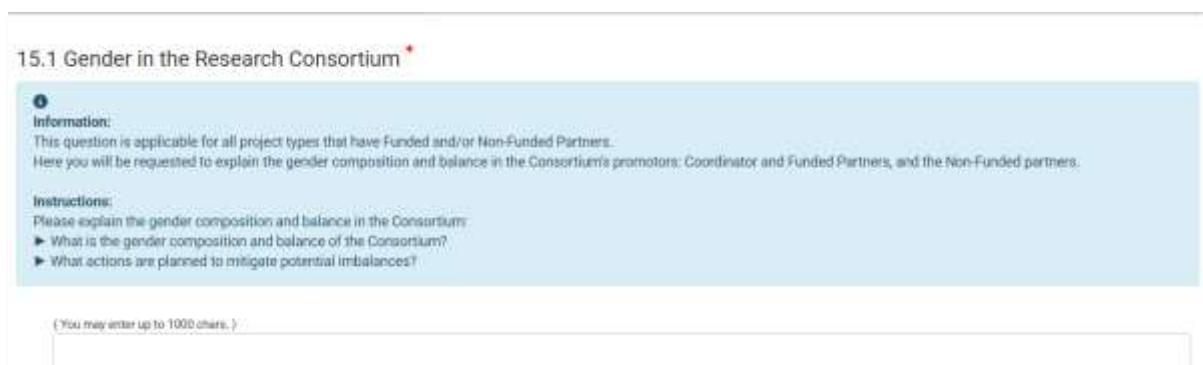
The Gender section contains 4 questions:

- 15.1 Gender in the Research Consortium
- 15.2 Gender balance in the Follow-up Committee
- 15.3 Gender balance in the Dissemination / Outreach aspects of the project
- 15.4 Gender dimension in the Content of the project.

Question 15.1. Gender in the Research Consortium

▶▶ This question is applicable only for projects that have Funded and/or Non-Funded Partners. If your project consists only of one Coordinator (single-team project), please skip to the next question.

 Describe to what extent the consortium is diverse in terms of gender, focusing on the promoters.



15.1 Gender in the Research Consortium *

Information:
This question is applicable for all project types that have Funded and/or Non-Funded Partners.
Here you will be requested to explain the gender composition and balance in the Consortium's promoters: Coordinator and Funded Partners, and the Non-Funded partners.

Instructions:
Please explain the gender composition and balance in the Consortium:
▶ What is the gender composition and balance of the Consortium?
▶ What actions are planned to mitigate potential imbalances?

(You may enter up to 1000 chars.)

Question 15.2. Gender in the Follow-up 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 question.

 Describe to what extent the Follow-up Committee is diverse in terms of gender.

15.2 Gender balance in the Follow-up Committee *



Information:

This section applies only to proposals in the **R&D Project** toolbox Level 1 category.
In this question you will be required to explain the gender composition and balance in the Follow-up Committee

Instructions:

Please explain the gender composition and balance in the Follow-up Committee, considering the following guiding questions:

- What is the gender composition and balance of the foreseen Follow-up Committee?
- What actions are planned to mitigate potential imbalances?

(You may enter up to 1000 chars.)

Gender balance in the follow-up Committee

Question 15.3. Gender Balance in the Dissemination / Outreach Aspects of the Project

►► Complete this section only if you have chosen the Toolbox category R&D Project or Valorisation / Impact; if you have chosen another Toolbox category, go to the next question.



Describe the gender balance in the dissemination and outreach aspects of the project.

15.3 Gender Balance in the Dissemination / Outreach Aspects of the Project *



Information:

This section applies to **R&D Project** and **Valorisation / Impact** toolbox Level 1 category.
In this question you will be required to explain the gender balance in the dissemination / outreach aspects of your project.

Instructions:

Please explain how gender balance is considered in the dissemination and outreach activities of the project.
Consider the following guiding questions:

- How will the project ensure that all dissemination and outreach activities are free from gender bias, and provide equal opportunities for all gender groups (measures, indicators, monitoring, etc.)?
- How will the teams ensure the oversight and acting on feedback?

(You may enter up to 1000 chars.)

Gender balance in the dissemination

Question 15.4. Gender Dimension in the Content of the Project

►► Complete this section only if you have chosen the Toolbox category R&D Project or Valorisation / Impact; if you have chosen another Toolbox category, [skip to the next section 16. Ethics & Knowledge Security](#).



Answer the question 'Is there a gender dimension in the content of the research?'. Depending on your answer YES / NO, a comment section will appear. Please comment on the gender aspect in the content of the project or lack thereof.

If your answer is YES



Explain the gender aspects in the content of the project.

15.4 Gender Dimension in the Content of the Project

Information:
This question only applies to proposal in the **R&D Project** toolbox Level 1 category.
Here you will be requested to explain the gender dimensions in the content of the project.

Instructions:
Please explain the gender dimensions in the content of the project. Note that only **human** sex/gender aspects need to be accounted for. Consider intersectionality wherever appropriate.
Please consider the following guiding questions:
► How are human sex and/or gender considerations integrated into the research design, including relevance to the research objectives, methodology, DMR potential influence on outcomes, and collection and analysis of sex/gender-specific data?
► What measures are taken to address the identified sex/gender issues in the content of the project?
► How might research results impact sex/gender groups differently?

Is there a gender dimension in content of the research? ☒ Yes ☐ No

Please explain what is the gender dimension in the content of the project, and how it is taken into account: *

(You may enter up to 1000 chars.)

Gender dimension in the content

If your answer is NO



Explain why the gender dimensions are not part of the content of the project.

15.4 Gender Dimension in the Content of the Project

Information:
This question only applies to proposal in the **R&D Project** toolbox Level 1 category.
Here you will be requested to explain the gender dimensions in the content of the project.

Instructions:
Please explain the gender dimensions in the content of the project. Note that only **human** sex/gender aspects need to be accounted for. Consider intersectionality wherever appropriate.
Please consider the following guiding questions:
► How are human sex and/or gender considerations integrated into the research design, including relevance to the research objectives, methodology, DMR potential influence on outcomes, and collection and analysis of sex/gender-specific data?
► What measures are taken to address the identified sex/gender issues in the content of the project?
► How might research results impact sex/gender groups differently?

Is there a gender dimension in content of the research? ☐ Yes ☒ No

Please explain why there is no gender dimension in the content of the project: *

(You may enter up to 1000 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

4.16. COMPLETE SECTION 16. ETHICS & KNOWLEDGE SECURITY

Section 16. Ethics & Knowledge Security

This section has 2 questions:

16.1 Types of Ethical and Knowledge Security Issues

16.2 Comments on Ethical and Knowledge Security Issues

Question 16.1. Types of Ethical and Knowledge Security Issues

☒ Research Ethics is a questionnaire regarding different ethics and knowledge-security related aspects of your Full Proposal. Please tick the main types of issues that apply to your project, or if there are any, state that there are no ethical and/or knowledge security issues.

16.1 Types of Ethical and Knowledge Security Issues *

Information:
This question is applicable for all project types.
In this question you will be asked to mark the different ethical issues present in your project proposal, if any.

Types of Ethical and Knowledge Security Issues *

- ☐ Life Sciences
- ☐ Animal Welfare
- ☐ Environment, Health & Safety
- ☐ Interaction with Humans in Social Context
- ☐ Data, Privacy and Artificial Intelligence
- ☐ Colonial, Post-Colonial and Identity
- ☐ International Partnerships, Security and Dual Use
- ☐ Other Ethical Issues

No Ethical and/or Knowledge Security Issues *

- ☐ Ethical and/or Knowledge Security Issues do not apply to the project

PICK AS MANY AS APPLICABLE

IF NONE APPLY, INDICATE IT HERE

 If you cannot find the type of issue listed, choose Other Ethical Issues and state the issue in the space provided without describing it.

Types of Ethical and Knowledge Security Issues *

- ☐ Life Sciences
- ☐ Animal Welfare
- ☐ Environment, Health & Safety
- ☐ Interaction with Humans in Social Context
- ☐ Data, Privacy and Artificial Intelligence
- ☐ Colonial, Post-Colonial and Identity
- ☐ International Partnerships, Security and Dual Use
- ☒ Other Ethical Issues

Other Life Sciences Ethical Issue - please name *

In the case there are issues

☒ By ticking the types of ethical and knowledge-security issues, new lists will open, where you will be able to specify the sub-types. Mark the sub-types that apply to your project.



Life Sciences *

- ☐ (a) Human subjects (minors, elderly, patients, volunteers, vulnerable people, etc.)
- ☒ (e) Human embryo
- ☐ (e) Human embryonic stem cells
- ☐ (e) Human foetal tissues/cells
- ☐ Other human cells or tissues
- ☐ Genetic resources covered by access and benefit sharing legislation and/or Nagoya protocol
- ☐ Traditional knowledge covered by access and benefit sharing legislation and/or Nagoya protocol
- ☐ Other

Attention! Regarding aspects marked with (e)

All aspects marked with (e), require the obtention of the ethics approval from the competent ethics committee before initiating any of the research activities concerned.

 If you cannot find the ethical / knowledge security aspect in the list, please mark 'Other' and state the issue in the space provided without describing it.



☐ Genetic resources covered by access and benefit sharing legislation and/or Nagoya protocol

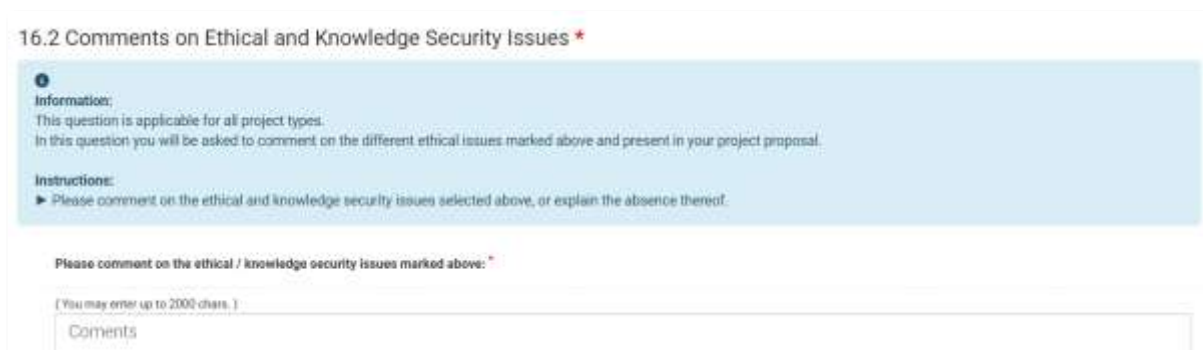
☐ Traditional knowledge covered by access and benefit sharing legislation and/or Nagoya protocol

☒ Other

Other Life Sciences Ethical Issue - please name *

In the case there are no issues

▶▶ Go directly to Question 16.2. Comments on Ethical and Knowledge Security Issues.



16.2 Comments on Ethical and Knowledge Security Issues *

Information:
This question is applicable for all project types.
In this question you will be asked to comment on the different ethical issues marked above and present in your project proposal.

Instructions:
▶ Please comment on the ethical and knowledge security issues selected above, or explain the absence thereof.

Please comment on the ethical / knowledge security issues marked above: *

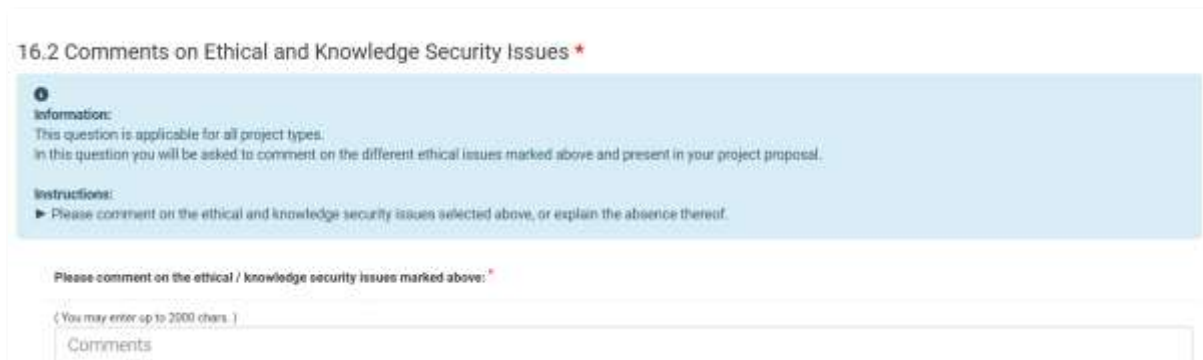
[You may enter up to 2000 chars.]

Comments

Question 16.2. Comments on Ethical and Knowledge Security Issues

If you have marked that there are issues

 You will be required to comment the issues selected in the previous question.



The screenshot shows a form titled "16.2 Comments on Ethical and Knowledge Security Issues" with a red asterisk. It contains an "Information" section stating the question is applicable for all project types and that the user will be asked to comment on ethical issues marked above. The "Instructions" section asks the user to comment on the ethical and knowledge security issues selected above or explain the absence thereof. Below this, there is a prompt: "Please comment on the ethical / knowledge security issues marked above:" followed by a text input field with a character limit of 2000 and a "Comments" button.

If you have marked that there are NO issues

 You will be required to explain why there are no ethical / knowledge security issues.



The screenshot shows a form titled "16.2 Comments on Ethical and Knowledge Security Issues" with a red asterisk. It contains an "Information" section stating the question is applicable for all project types and that the user will be asked to comment on ethical issues marked above. The "Instructions" section asks the user to comment on the ethical and knowledge security issues selected above or explain the absence thereof. Below this, there is a prompt: "Please explain why there are no ethical / knowledge security issues:" followed by a text input field with a character limit of 2000.

Question 16.3. Ethics declarations

☒ Please confirm that you have completed the ethics and knowledge security questions in good faith, and that you understand that you will have to obtain the approval of the competent ethics committee if you have ticked a box labelled (e), that you will send the relevant documents to BELSPO, and that you understand that BELSPO is entitled to request the advice of a relevant ethics committee at any stage of the project.

16.3 Ethics declarations *



Information:

This question is applicable for all project types.

Instructions:

► Please read and accept the following declarations.

Truthful completion *

☒ I confirm that the Ethics form has been filled in sincerely and truthfully.

Obtention of approval if marked (e) *

☒ I understand that all the ticked boxes marked with (e) trigger an absolute obligation to obtain the ethics approval from the competent ethics committee at the latest before initiating any of the research activities concerned.

Copy of documents *

☒ I will send a copy of the relevant ethic documents confirming the approval from the ethics committee to BELSPO before the start of the research project.

Project termination *

☒ I understand that BELSPO is entitled to request the advice of a relevant ethics committee at any stage of the project, if it appears that the checklist has been filled out incorrectly, or that conditions change during the course of the project, funding of the project may be terminated prematurely.



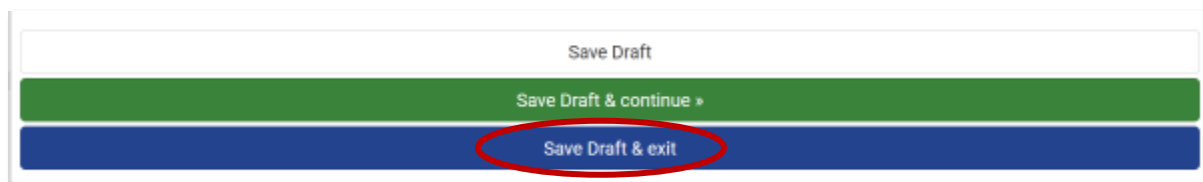
Once you have completed the questions, click on Save Draft at the bottom of the form.

Save Draft
Save Draft & continue »
Save Draft & exit

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 question, the Platform will take you to the section where the information is missing.

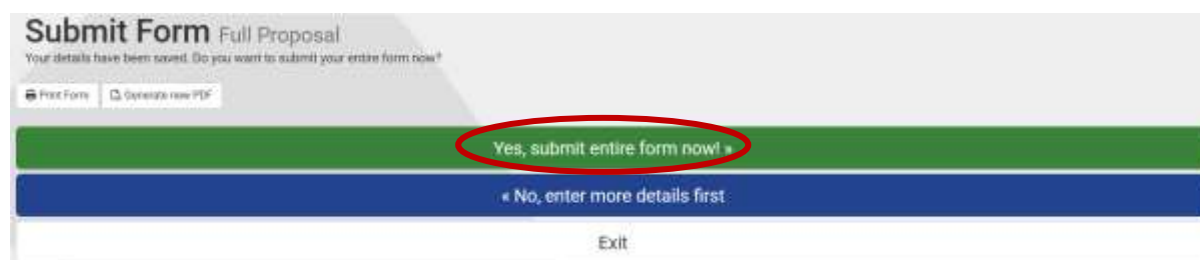
✎️ Complete the missing information.

🖱️ Click on Save Draft & Exit

If you have successfully completed the form:

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

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



6. Access your Expression of Interest in the Platform

5.1. BEFORE YOU HAVE SUBMITTED THE EXPRESSION OF INTEREST

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

Under Upcoming Tasks:

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

 Click on [Submit Full Proposal Form](#) to access the Full Proposal Form and keep editing.

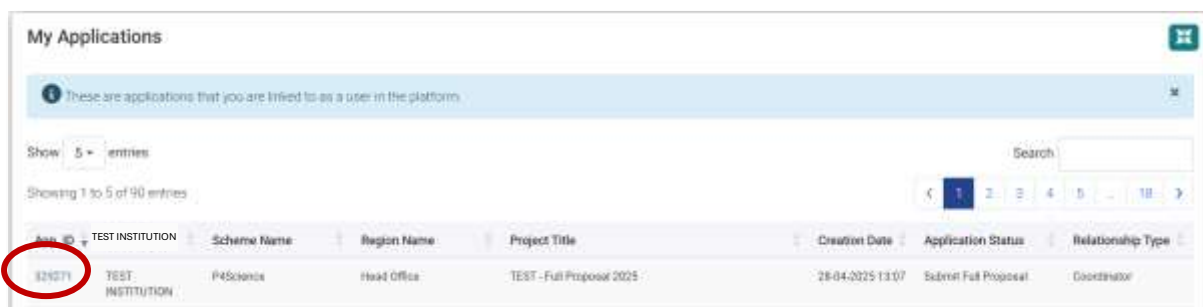


- **Appl. ID :** Is the unique identifier of your application in the BELSPO Platform. The ID number is a hyperlink. By clicking on the ID you will be led to the documents of the application. You will see your Expression of Interest but as long as you have not submitted the Full Proposal, it will show nothing.
- **Applicant:** This is the institution to which you are linked for this application.
- **Scheme:** This is the programme you are applying to.
- **Project title:** This is the title of your application.
- **Received:** This is the date you have received a task in the system in regards to this application. In this case, while the Expression of Interest is not submitted, your task is to submit the Full Proposal..
- **Task:** This is the task that you have to do on the platform. If you have not yet submitted the Full Proposal, and you want to continue your work, you must click on the task 'Submit Full Proposal Form' to access the form. Note that this will not submit the form, it will only lead you to the form.

Under My Applications:

My applications lists all applications you are coordinating.

Again, there is an hyperlink in the Application ID of your application, but as long as you have not submitted the Full Proposal won't appear there. It will only show the Expression of Interest.



The screenshot shows the 'My Applications' page with a table of applications. The first row is highlighted with a red circle around the Application ID.

App ID	TEST INSTITUTION	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
828271	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:

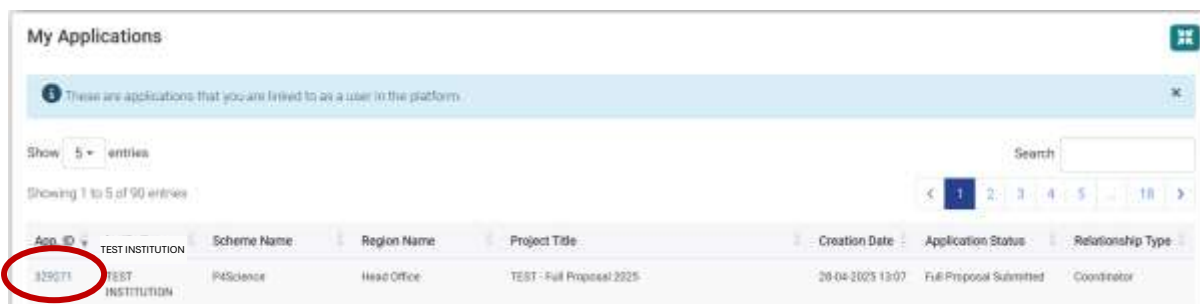
After submitting your Full Proposal, you will land back on the Dashboard.

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.



App ID	Institution	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
129271	TEST INSTITUTION	P4Science	Head Office	TEST - Full Proposal 2025	20-04-2025 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: [v] [OK]

Add file attachment

Show: [1] [v] entries

Search: []

File	Comment Type	Date
Generated PDF .pdf	Full Proposal PDF	29-04-2025 18:14
Smart chart (Smart 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 requirements	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.

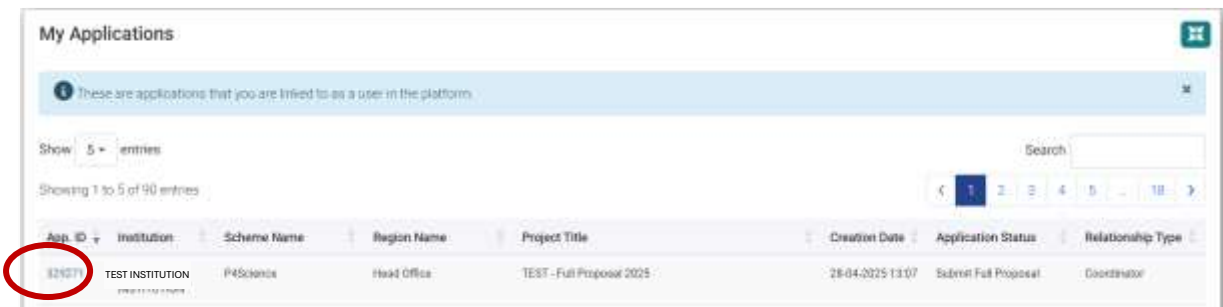
In order to do, you must go to the Dashboard.

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.



You will arrive to the Application page.

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

