



**FULL PROPOSALS (P4SCIENCE PES R&D PROJECT): SUBMISSION CONTENT FOR APPLICANTS VERSUS EVALUATION CRITERIA FOR INDIVIDUAL REMOTE EVALUATORS**

These guidelines consist of two columns, describing the required submission content and the criteria for the evaluation of project proposals.

- If you are an **APPLICANT**, you will find the submission content guidelines on the **LEFT**
- If you are an **EVALUATOR**, you will find the evaluation criteria guidelines on the **RIGHT**

<b>SUBMISSION CONTENT GUIDELINES FOR THE APPLICANTS</b>	<b>EVALUATION CRITERIA GUIDELINES FOR THE EVALUATORS</b>
	
<ul style="list-style-type: none"> <li>• Applicants are required to fill in the corresponding sections of the proposal</li> <li>• The different sections can be found as online fields within the online platform</li> <li>• Texts must be comprehensive, to the point, and focused on the specific criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluators are required to mark the specified criteria</li> <li>• Specific comments must be provided for each selection criteria</li> <li>• The comments must be comprehensive, to the point and focused on specific positive and/or negative aspects explaining/justifying the attributed appreciation</li> <li>• The comments must avoid summarising the research proposal content</li> </ul>

Information detail	
<p><b>Title of the proposal</b>  <b>Acronym of the proposal</b>  <b>Duration of the project</b> (In years).  <b>Budget</b>  <b>Contribution to SDG goals</b>  <b>Contribution to Open Access and Open Data</b>  <b>Integrity in the conduct of research</b></p> <p><b>Proposal summary (1 page).</b></p> <p><b>Keywords (6)</b></p>	<p>This section does not require an evaluation.</p>

**SECTION A: SCIENTIFIC INFORMATION**

1. Scope	1. Scope									
<p><b>1.a. Compliance with the scope of the call</b></p> <p>Explain how the project will contribute to the scope of the call (1 page).</p>	<p><b>1.a. Compliance with the scope of the call</b></p> <p><b>IN / OUT of scope evaluation</b></p> <p>Please indicate whether the project proposal is in scope, partially out of scope or totally out of scope. Provide a statement on your assessment in the comments section. The scope of the call refers to both the “scope” and the “scientific requests” as described in the Information File P4Science call Princess Elisabeth Station Antarctica</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If you consider the proposal as ‘OUT of scope’, your evaluation ends here.</li> <li>• If you consider the proposal ‘IN scope’ OR ‘partially OUT of scope’, you must complete the rest of the evaluation.</li> <li>• Proposals ‘partially OUT of scope’ may only be financed based upon the agreement of the Panel, who may impose adequate adjustments for it to be ‘IN scope’.</li> </ul>									
<p><b>1.b. Position of the project regarding the state of the art</b></p> <p>Indicate whether the project intends to go beyond the state of the art in terms of topic and methodology or stay within the existing state of the art but new for Belgium. Note that the proposal will be evaluated according to the position of the project in relation to the state of the art.</p> <p>Please put ‘x’ in the cells which are relevant to your project; filling out multiple lines is allowed. The meaning of the ‘x’ is explained within the table.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f2f2f2;">Positioning of the project regarding the state of the art...</th> <th style="background-color: #f2f2f2;">Within</th> <th style="background-color: #f2f2f2;">Beyond / Innovative</th> </tr> </thead> <tbody> <tr> <td style="background-color: #f2f2f2;">...in terms of topic</td> <td><i>Catching up (in Belgium) on an existing body of international evidence</i></td> <td><i>Exploring a gap in international research</i></td> </tr> <tr> <td style="background-color: #f2f2f2;">...in terms of methodology</td> <td><i>Reproducing an existing methodology</i></td> <td><i>Exploring new methodology</i></td> </tr> </tbody> </table> <p>And elaborate on your choice (1/2 page).</p>	Positioning of the project regarding the state of the art...	Within	Beyond / Innovative	...in terms of topic	<i>Catching up (in Belgium) on an existing body of international evidence</i>	<i>Exploring a gap in international research</i>	...in terms of methodology	<i>Reproducing an existing methodology</i>	<i>Exploring new methodology</i>	<p><b>1.b. Position of the project regarding the state of the art</b></p> <p>This section does not require an evaluation.</p>
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...in terms of methodology	<i>Reproducing an existing methodology</i>	<i>Exploring new methodology</i>								

2. State of the art	
<p><b>2.a. State of the art</b></p> <p>Describe the state of current knowledge at national and international level on the topic of the project (1 page).</p>	<p><b>2.a. State of the art</b></p> <p>Please assess if the state of the art indicates (1) good knowledge and understanding of the state of the art of all the relevant research areas and disciplines, and (2) if it includes a sufficiently broad overview of the relevant scientific perspectives within each of the research areas/disciplines. Please provide reasoning for your assessment in the comments section</p>
<p><b>2.b. Bibliographic references</b></p> <p>List the list of relevant publications mentioned in point 2.a. State of the Art (2 pages).</p>	<p><b>2.b. Bibliographic references</b></p> <p>This section does not require an evaluation.</p>

3. Research Objectives									
<p><b>3.a. List of project objectives</b></p> <p>Briefly list the objectives of the project.</p> <table border="1" data-bbox="100 694 1086 837"> <tr><td>Objective A</td><td></td></tr> <tr><td>Objective B</td><td></td></tr> <tr><td>Objective C</td><td></td></tr> <tr><td>...</td><td></td></tr> </table>	Objective A		Objective B		Objective C		...		<p><b>3.a. List of project objectives</b></p> <p>This section does not require an evaluation.</p> <p><i>Sections 3.a. List of project objectives and 3.b Description of the objectives are evaluated together.</i></p>
Objective A									
Objective B									
Objective C									
...									
<p><b>3.b. Description of the objectives</b></p> <p>Elaborate on your list of objectives, including how the objectives of the project relate to the scientific request(s) in the original call proposal and state of the art (current knowledge at national and international level on the topic) (2 pages).</p>	<p><b>3.b. Description of the objectives</b></p> <p>Sections 3.a. List of project objectives and 3.b Description of the objectives are evaluated together.</p> <p>Please assess the quality, coherency and feasibility of the (list of) research objectives. Please elaborate on your reasoning in the comments.</p> <ul style="list-style-type: none"> <li>• <i>Are the research objectives well-developed, clear and coherent?</i></li> <li>• <i>Are these objectives feasible within the duration and the budget of the project?</i></li> <li>• <i>Does the selection of research objectives reflect the original call proposal adequately, and cover the full scope of the proposal?</i></li> <li>• <i>Will these objectives enable the accomplishment of the project's outcome and scientific requests?</i></li> </ul>								

4. Methodology	
<p><b>4. Methodology</b></p> <p>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. Detail how your approach will enable to gather the expected results/deliverables) (10 pages).</p>	<p><b>4. Methodology</b></p> <p>Please evaluate the approach undertaken. Elaborate on your reasoning in the comments.</p> <ul style="list-style-type: none"> <li>• <i>Is the methodology transparent, described clearly and sufficiently extensive?</i></li> <li>• <i>Does the chosen methodology cover all relevant aspects of the scientific requests, scope of the proposal and list of objectives?</i></li> </ul>

• *Are the expected outcomes of the project achievable by means of the methodology presented?*

**Note:** not all projects need to be original or innovative, but the approach undertaken must be within scope and adequately explained in the scope of the proposal (see point 1.a). E.g. A non-original project can be deemed ‘excellent’ even if it is not innovative, provided there is adequate argumentation (in reference to point 1.a and 1.b), as not all project calls request novel or innovative research.

**5. Research Ethics**

Fill out the following form. Research involving activities marked with an asterisk (\*) in the first column 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.

Humans	YES	NO
* Does the project or the project data involve humans (children, patients, volunteers, vulnerable people) as subjects?	<input type="checkbox"/>	<input type="checkbox"/>
Human Embryo/Foetus	YES	NO
* Does the project or the project data involve human embryos?	<input type="checkbox"/>	<input type="checkbox"/>
* Does the project or the project data involve human foetal tissues/cells?	<input type="checkbox"/>	<input type="checkbox"/>
* Does the project or the project data involve human embryonic stem cells?	<input type="checkbox"/>	<input type="checkbox"/>
Human Cells and/or Tissues	YES	NO
Does the project or the project data involve the use of human cells or tissues (other than from human embryos and/or fetuses)?	<input type="checkbox"/>	<input type="checkbox"/>
Genetic Resources	YES	NO
Does your research use genetic resources and/or associated traditional knowledge covered by access and benefit sharing legislation and / or Nagoya protocol?	<input type="checkbox"/>	<input type="checkbox"/>
Privacy	YES	NO
Does the project involve collecting and/or processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project or the project data involve tracking the location or observation of people?	<input type="checkbox"/>	<input type="checkbox"/>
Animals	YES	NO
Does the project or the project data involve research on animals?	<input type="checkbox"/>	<input type="checkbox"/>
* Are those animals non-human primates?	<input type="checkbox"/>	<input type="checkbox"/>
Environment, Health and Safety	YES	NO
Does your project or your project data involve any activities dealing with elements that may cause harm to the environment, animals, or plants (e.g., GMO plants, microorganisms, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Does your project or your project data involve the use of elements (toxic chemicals, explosives, radioactive material, etc.) that may cause harm to humans, including the research staff?	<input type="checkbox"/>	<input type="checkbox"/>
International collaboration	YES	NO
Does your research involve international collaboration with non-EU countries?	<input type="checkbox"/>	<input type="checkbox"/>
Security	YES	NO
* Could your research have dual-use or military applications?	<input type="checkbox"/>	<input type="checkbox"/>
* Could your research be misused, compromise security and/or human rights?	<input type="checkbox"/>	<input type="checkbox"/>
Artificial Intelligence	YES	NO
Does your research involve Artificial Intelligence?	<input type="checkbox"/>	<input type="checkbox"/>
Other Ethical Issues	YES	NO
* Are there any other foreseen activities that may raise ethical issues or that should be taken in consideration?	<input type="checkbox"/>	<input type="checkbox"/>
If yes please specify: <i>Free text – limited extension, ½ page.</i>		

Please assess the awareness of ethical issues of the project, and how the project will handle the identified issues. Please refer to both the table and the additional comments provided by the applicant. Elaborate your reasoning in the comments, and if the proposal is deemed below ‘Good Quality’, please describe the necessary/possible improvements.

Please refer to Belgian Code of Conduct for more information. You can find this document on [our website](#).

Please explain the ethical issues. In the absence of ethical issues, please provide a brief explanation of why there are none (1 page).

### 6. Gender dimension in the research

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 (1 page).

### 6. Gender dimension in the research

Please use the Gender Checklist to assess how the project considers aspects and/or issues related to gender in the proposed research.

- *If the research involves humans as research objects, has the relevance of gender to the research topic been analysed?*
- *Does the methodology ensure that (possible) gender differences will be investigated; that sex/gender differentiated data will be collected and analysed throughout the research project?*
- *Does the proposal explicitly and comprehensively explain how gender issues will be handled?*
- *Have possibly differentiated outcomes and impacts of the research on women and men been considered?*
- *Are questionnaires, surveys, focus groups, etc. designed to unravel potentially relevant sex and/or gender differences in your data?*
- *Are the groups involved in the project (e.g. samples, testing groups) gender-balanced? and is data analysed according to the sex variable?*

## SECTION B: IMPLEMENTATION OF THE PROPOSAL

### 7. Workplan

#### 7.a. Gantt chart

Complete BELSPO's **GANTT chart (separate file available on the website)** in accordance with the description of the detailed work plan, tasks and deliverables above:

- Work intensity of each partner within each task (expressed in person-month [PM])
- Include for each partner the person-months funded by the S4Policy project and the person-months funded by other sources (see notes).

**Notes:**

- The Gantt chart includes funded & non-funded partners.
- 1 Person-month [PM] = 1 full-time equivalent [FTE] or 2 half-time equivalents over 1 month.
- Other sources of financing may include: salary payment by institutions other than BELSPO and/or via other projects, voluntary contributions, etc.  
→ Attention: If a given task requires 7 person-months, and only 6 months will be financed by the P4Science project (BELSPO), the 7th month must be included under 'Person-months other sources' instead of 'Person-months BELSPO'.

### 7. Workplan

#### 7.a. Gantt chart

Please refer to the description of the proposal, and point 7.a. Gantt chart (separate file).

Provide an overall assessment of the work planning (time schedule, duration and person-power per task per month), in relation to the feasibility of completing the project. During this assessment, please assess the efficiency, timing, and synergy between tasks, and if the tasks within the WP's are well-integrated and coherent.

Secondly, please assess the distribution of Tasks in the WP **among partners**, in function of their expertise and role in the project (it is not necessary to go into detail on what each partner does) and in function of the allocated time of person-power per task per partner.

<ul style="list-style-type: none"> <li>Compulsory work packages:             <ul style="list-style-type: none"> <li>- Coordination, project management and reporting</li> <li>- Data management</li> <li>- Dissemination</li> </ul> </li> </ul>	<p>If the proposal is deemed ‘Medium Quality’, ‘Good Quality’ or ‘Very Good Quality’, please describe the necessary/possible improvements in the comments. Please add recommendations regarding the duration and pertinence of the tasks in the comments.</p>																																				
<p><b>7.b. Work plan description</b></p> <p>WP= Work Package; T =Task; D =Deliverable</p> <p>Describe the work plan of the project in Work Packages, Tasks and Deliverables, assigning one leading institution for each Task.</p> <p>Add as many lines as needed to each work package, and as many Work Packages are required. Link the Deliverables to the list of objectives in section 3.a. Remember that WP Coordination, WP Data Management, and WP Valorisation (of deliverables), are compulsory.</p> <p>WP 1: [Insert here title of the Work Package]</p> <table border="1" data-bbox="114 639 907 1129"> <tr> <td><b>T.1.1.</b></td> <td>[Insert here title of the task]</td> </tr> <tr> <td></td> <td>[Insert here task leader's institution]</td> </tr> <tr> <td></td> <td>[Insert here brief description of the task]</td> </tr> <tr> <td><b>D.1.1.1</b></td> <td>[Insert here the title of Deliverable and state the objective it is linked to – cfr 3.a. List of project objectives]</td> </tr> <tr> <td><b>D.1.1.2</b></td> <td></td> </tr> <tr> <td><b>D.1.1.3</b></td> <td></td> </tr> <tr> <td><b>T.1.2.</b></td> <td>[Insert here title of the task]</td> </tr> <tr> <td></td> <td>[Insert here task leader's institution]</td> </tr> <tr> <td></td> <td>[Insert here brief description of the task]</td> </tr> <tr> <td><b>D.1.2.1</b></td> <td>[Insert here the title of Deliverable and state the objective it is linked to – cfr 3.a. List of project objectives]</td> </tr> <tr> <td><b>D.1.2.2</b></td> <td></td> </tr> <tr> <td><b>D.1.2.3</b></td> <td></td> </tr> <tr> <td><b>T.1.3</b></td> <td>[Insert here title of the task]</td> </tr> <tr> <td></td> <td>[Insert here task leader's institution]</td> </tr> <tr> <td></td> <td>[Insert here brief description of the task]</td> </tr> <tr> <td><b>D.1.3.1</b></td> <td>[Insert here the title of Deliverable and state the objective it is linked to – cfr 3.a. List of project objectives]</td> </tr> <tr> <td><b>D.1.3.2</b></td> <td></td> </tr> <tr> <td><b>D.1.3.3</b></td> <td></td> </tr> </table>	<b>T.1.1.</b>	[Insert here title of the task]		[Insert here task leader's institution]		[Insert here brief description of the task]	<b>D.1.1.1</b>	[Insert here the title of Deliverable and state the objective it is linked to – cfr 3.a. List of project objectives]	<b>D.1.1.2</b>		<b>D.1.1.3</b>		<b>T.1.2.</b>	[Insert here title of the task]		[Insert here task leader's institution]		[Insert here brief description of the task]	<b>D.1.2.1</b>	[Insert here the title of Deliverable and state the objective it is linked to – cfr 3.a. List of project objectives]	<b>D.1.2.2</b>		<b>D.1.2.3</b>		<b>T.1.3</b>	[Insert here title of the task]		[Insert here task leader's institution]		[Insert here brief description of the task]	<b>D.1.3.1</b>	[Insert here the title of Deliverable and state the objective it is linked to – cfr 3.a. List of project objectives]	<b>D.1.3.2</b>		<b>D.1.3.3</b>		<p><b>7.b. Work plan description</b></p> <p>Assess how the work planning is broken down in Work Packages, Tasks and Deliverables, and if and how it will enable the realisation of the project:</p> <ul style="list-style-type: none"> <li>Are the WP's, tasks, and deliverables coherent with the objectives, methodology and expected results of the project?</li> <li>Does the description of the work plan correspond to the Gantt chart?</li> </ul> <p>Please provide an overall assessment of the requested level of person-power of each partner throughout the work packages and tasks and suggest recommendations regarding the intensity of their activities and the importance of their contributions to each task within the WP and project.</p> <p><b>Note:</b> The WP dissemination is not evaluated here, but later in Point 12.</p>
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<b>8.a. Risk management description</b>		<b>8.a. Risk management description</b>																																					
<p>Complete the table matching the risk to the task. E.g. if the risk is associated to task 2.1, number the risk R.2.1. Add as many lines as needed to cover the risks that could delay or hinder the project.</p> <table border="1"> <thead> <tr> <th>Risk</th> <th>Name of the Risk</th> <th>Contingency Plan</th> </tr> </thead> <tbody> <tr> <td>R.X.X.</td> <td><i>[Insert here name of the risk]</i></td> <td><i>[Insert here contingency plan for the risk]</i></td> </tr> <tr> <td>R.X.X.</td> <td></td> <td></td> </tr> <tr> <td>R.X.X.</td> <td></td> <td></td> </tr> <tr> <td>R.X.X.</td> <td></td> <td></td> </tr> </tbody> </table>		Risk	Name of the Risk	Contingency Plan	R.X.X.	<i>[Insert here name of the risk]</i>	<i>[Insert here contingency plan for the risk]</i>	R.X.X.			R.X.X.			R.X.X.			<p>This section does not require an evaluation.</p>																						
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<b>8.b. Likelihood and importance of the risk</b>		<b>8.b. Likelihood and importance of the risk</b>																																					
<p>Locate the risks, in terms of its likelihood of occurrence and impact on the project, on the table by transferring the numbers (R.X.X).</p> <table border="1"> <thead> <tr> <th></th> <th>Negligible</th> <th>Minor</th> <th>Moderate</th> <th>Significant</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <th>Very likely</th> <td style="background-color: #90EE90;"></td> <td style="background-color: #FFFF00;"></td> <td style="background-color: #FFD700;"></td> <td style="background-color: #FF0000;"></td> <td style="background-color: #FF0000;"></td> </tr> <tr> <th>Likely</th> <td style="background-color: #008000;"></td> <td style="background-color: #90EE90;"></td> <td style="background-color: #FFFF00;"></td> <td style="background-color: #FFD700;"></td> <td style="background-color: #FF0000;"></td> </tr> <tr> <th>Possible</th> <td style="background-color: #008000;"></td> <td style="background-color: #90EE90;"></td> <td style="background-color: #FFFF00;"></td> <td style="background-color: #FFD700;"></td> <td style="background-color: #FFA500;"></td> </tr> <tr> <th>Unlikely</th> <td style="background-color: #008000;"></td> <td style="background-color: #90EE90;"></td> <td style="background-color: #90EE90;"></td> <td style="background-color: #FFFF00;"></td> <td style="background-color: #FFA500;"></td> </tr> <tr> <th>Very unlikely</th> <td style="background-color: #008000;"></td> <td style="background-color: #008000;"></td> <td style="background-color: #90EE90;"></td> <td style="background-color: #FFFF00;"></td> <td style="background-color: #FFFF00;"></td> </tr> </tbody> </table>			Negligible	Minor	Moderate	Significant	Severe	Very likely						Likely						Possible						Unlikely						Very unlikely						<p>Sections 8.a. Risk management description and 8.b. Likelihood and importance of the risk are evaluated together. Please evaluate the risk assessment and assess the quality of the contingency plans provided, if they correspond to the risk assessment and are tested accordingly.</p>	
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9. Data Management Plan		9. Data Management Plan	
<b>9.a. Data summary</b>		<b>9.a. Data summary</b>	
<p>Provide information regarding the data that will be used in the project.</p> <ul style="list-style-type: none"> <li>Type(s) of data that will be used in the project (experimental, observational, images, text...)</li> <li>Estimated size of the data.</li> <li>Collection and or/ re-use of existing data.</li> <li>Origins of the data (source of collected and/or re-used datasets).</li> </ul> <p>(1/2 page).</p>		<p>Sections 9.a. Data Summary, 9.b. Open and FAIR compliance and 9.c. Curation storage and preservation costs are evaluated together.</p>	

<p><b>9.b. Open and FAIR compliance</b></p> <p>Provide information on the Open and FAIR management of data.</p> <ul style="list-style-type: none"> <li>List of identifiers or repositories that will be used.</li> <li>Information on Open Access, as well as access provisions and IPR arrangement where relevant</li> <li>Provide information on standards, formats and vocabularies for data and metadata that will be used to make data interoperable.</li> <li>Licensing for data sharing and tools/software/models for data generation and validation/interpretation/re-use to ensure the re-usability of the data.</li> </ul> <p>(1/2 page).</p>	<p><b>9.b. Open and FAIR compliance</b></p> <p>Sections 9.a. Data Summary, 9.b. Open and FAIR compliance and 9.c. Curation storage and preservation costs are evaluated together.</p>
<p><b>9.c. Curation, storage and preservation costs</b></p> <p>Provide information regarding the curation, storage and preservation costs of data, during and after the project.</p> <ul style="list-style-type: none"> <li>The person/entity/team that will be responsible for data management and quality assurance.</li> <li>The estimated costs for curation and storage.</li> </ul> <p>(1/2 page).</p>	<p><b>9.c. Curation, storage and preservation costs</b></p> <p><b>Sections 9.a. Data Summary, 9.b. Open and FAIR compliance and 9.c. Curation storage and preservation costs are evaluated together.</b></p> <p>Please assess if all requested information is accurately described in the proposal, if there are any shortcomings and the quality of the provided information on data description, FAIR compliance and curation. Please elaborate your choice in the comments. If the proposal is deemed 'Good Quality' or 'Very Good Quality', please describe the necessary/possible improvements and recommendation in the comments.</p> <p>Summary</p> <ul style="list-style-type: none"> <li><i>Is the description of data and metadata adequate and sufficient?</i></li> <li><i>Has the acquisition, production, and (re)use of data been adequately addressed?</i></li> <li><i>Do data and metadata comply with current standards?</i></li> </ul> <p>Open and FAIR compliance</p> <ul style="list-style-type: none"> <li><i>Do the data &amp; data management comply with FAIR principles?</i></li> <li><i>Is provided Information on Open Access, as well as access provisions and IPR arrangement where relevant, adequately described?</i></li> <li><i>Have the legal issues/aspects of the data been adequately and sufficiently addressed?</i></li> </ul> <p>Curation, storage and preservation costs</p> <ul style="list-style-type: none"> <li><i>Is the data storage and back-up adequately and sufficiently described?</i></li> <li><i>Are the measures foreseen by the team to curate, store and enable reuse of the data according to FAIR principles satisfactory?</i></li> </ul>



10. Coordinator / Partnership	10. Coordinator / Partnership
<p><b>10.a. Coordinator (C=P1)</b></p> <p>Provide a short description of expertise and skills of the coordinator:</p> <ul style="list-style-type: none"> <li>Name &amp; Surname, Gender, Service/Department, Institution, Link to Gender Equality Plan of Institution (if there is any), Number of years active in research, Number of years of management experience.</li> <li>Their professional background and relevant experience in relation to the project, including managerial experience.</li> <li>Max. top 5 achievements, milestones or (peer-reviewed) publications related to the project</li> <li>A list of projects carried out over the past 5 years in fields related to the project (indicate duration, funding source and role)</li> <li>If possible, include web links for all the information above.</li> </ul>	<p><b>10.a. Coordinator (C=P1)</b></p> <p>Please assess the compatibility of the coordinator’s (and their team’s) expertise with the project and their role (as coordinator). Elaborate your reasoning in the comments. If the proposal is deemed below ‘Very Good Quality’, please describe the necessary/possible improvements.</p> <p><i>Please consider guiding questions:</i></p> <ul style="list-style-type: none"> <li><i>Is the individual quality, expertise, and adequacy of the coordinator a good match for the project?</i></li> <li><i>Does the coordinator have sufficient experience as a manager to coordinate the project?</i></li> </ul>
<p><b>10.b. Funded partners (if applicable)</b></p> <p>Provide a short description of expertise and skills of each partner:</p> <ul style="list-style-type: none"> <li>Name &amp; Surname, Gender, Service/Department, Institution, Link to Gender Equality Plan of Institution (if there is any), Number of years active in research</li> <li>Their professional background and relevant experience in relation to the project</li> <li>Max. top 5 achievements, milestones or (peer-reviewed) publications related to the project</li> <li>A list of the research projects carried out over the past five years in the field under consideration or related areas (specify the duration of the work and funding source).</li> <li>A list of projects carried out over the past 5 years in fields related to the project (indicate duration, funding source and role)</li> <li>If possible, include web links for all the information above.</li> </ul>	<p><b>10.b. Funded partners (if applicable)</b></p> <p>Please assess the quality of the individual funded partners within the frame of the project.</p> <p>Please consider guiding questions:</p> <ul style="list-style-type: none"> <li><i>If the project has multiple partners: Is the individual quality, expertise, and adequacy of the partner a good match for the project?</i></li> </ul>
<p><b>10.c. Non-funded partners (if applicable)</b></p> <p>To be included as non-funded partner, the non-funded partner must provide a substantial contribution to the research project appearing in the Work Plan (performing tasks). Federal departments are excluded.</p> <p>Provide a short description of each non-funded partner:</p> <ul style="list-style-type: none"> <li>Name, surname, Gender, Institution, Service/Department</li> <li>Professional background relevant to the project</li> <li>Description of the aspect(s) of the project of interest and motivation why</li> <li>Description of the contribution to the project (in-kind and/or in-cash)</li> </ul>	<p><b>10.c. Non-funded partners (if applicable)</b></p> <p>Please assess the quality of the individual non-funded partners within the frame of the project.</p> <p>Please consider guiding questions:</p> <ul style="list-style-type: none"> <li><i>If the project has multiple partners: Is the individual quality, expertise, and adequacy of the partner a good match for the project?</i></li> </ul>
<p><b>10.d. Combined expertise of the consortium (coordinator, funded and non-funded partners) (if applicable)</b></p> <p>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 (1 page).</p>	<p><b>10.d. Combined expertise of the consortium (coordinator, funded and non-funded partners) (if applicable)</b></p> <p>Please evaluate the adequacy (including expertise, experience and role) of the partnership among the coordinators and the (non-funded) partners, and its (additional) benefits to the research and research project overall. Guiding questions:</p>

	<ul style="list-style-type: none"> <li>• Does the experience of all partners (coordinator, funded and non-funded partners) cover the full scope of the research project to reach the objectives?</li> <li>• Are all network opportunities explored?</li> </ul>
<p><b>10.e. Gender balance in the project team (if applicable)</b></p>	<p><b>10.e. Gender balance in the project team (if applicable)</b></p>
<p>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 (1/2 page).</p>	<p>Assess the gender aspects and/or issues in the research team(s) and (if applicable) the network. Please take the following guiding questions into consideration during your evaluation:</p> <ul style="list-style-type: none"> <li>• Is the research team diverse and balanced in terms of gender?</li> <li>• Does the proposal include ways to improve the gender balance, if it has not yet been achieved?</li> <li>• Does the proposal adequately describe how the project will ensure that all gender groups within the research team can fairly and equally contribute to the project as foreseen in the workplan and on their level of expertise, and can access and participate in project activities.</li> <li>• How does the proposal suggest putting mechanisms in place to manage and monitor gender equality aspects?</li> </ul>

<p><b>11. Campaign information</b></p>	
<p>Fill in detailed information on the campaigns</p>	<p>This part does not require an evaluation.</p>

<p><b>12. Budget</b></p>	
<p>Please consult the <b>BUDGET RULES</b> file on the <b>P4Science</b> call website.</p> <p>Fill in the <b>budget table</b> (separate file).</p>	<p>Please consider if the is budget realistic, well-balanced among funded- partners (if applicable) and proportionate to their contribution, and if it is in line with the objectives and expected outcomes of the project? Please elaborate your choice in the comments.</p>

**SECTION C: OUTREACH AND DISSEMINATION**

13. Dissemination		13. Dissemination																	
<b>13.a. Dissemination plan</b>		<b>13.a. Dissemination plan</b>																	
<p>Classify all the deliverables (cfr. list and numbering in 7.b.) in terms of category of deliverable and targeted group and provide the foreseen dissemination period.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Deliverable</th> <th style="width: 20%;">Category of deliverable</th> <th style="width: 20%;">Targeted group</th> <th style="width: 40%;">Dissemination period</th> </tr> </thead> <tbody> <tr> <td><b>D.X.X. Title</b></td> <td><i>[From a list]</i></td> <td><i>[From a list, multiple choice allowed]</i></td> <td></td> </tr> <tr> <td><b>D.X.X. Title</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>D.X.X. Title</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Deliverable	Category of deliverable	Targeted group	Dissemination period	<b>D.X.X. Title</b>	<i>[From a list]</i>	<i>[From a list, multiple choice allowed]</i>		<b>D.X.X. Title</b>				<b>D.X.X. Title</b>				<p>This section does not require an evaluation.</p>	
Deliverable	Category of deliverable	Targeted group	Dissemination period																
<b>D.X.X. Title</b>	<i>[From a list]</i>	<i>[From a list, multiple choice allowed]</i>																	
<b>D.X.X. Title</b>																			
<b>D.X.X. Title</b>																			
<b>13.b. Description of dissemination plan</b>		<b>13.b. Description of dissemination plan</b>																	
<p>Describe, for each targeted group, how and in what form the dissemination is to be accomplished (1 page).</p>		<p>Sections ‘13.a. Dissemination plan’ and ‘13.b. Description of dissemination plan’ are evaluated together.</p> <p>Please assess the capacity of the research team to:</p> <ul style="list-style-type: none"> <li>Promote the results and acquired knowledge</li> <li>Enable (peer-reviewed) publication to the academic community and broader public</li> <li>Enable access to and use of data. Furthermore, assess the accuracy of selected targeted audiences, the appropriateness of communication tools and approaches, etc.</li> </ul> <p>Please elaborate your choice in the comments.</p>																	

14. Stakeholder committee		14. Stakeholder committee	
<b>14.a. List of potential Stakeholder committee members</b>		<b>14.a. List of potential Stakeholder committee members</b>	
<p>List the potential members of the Stakeholder committee and their role.</p> <ul style="list-style-type: none"> <li>Specify the functioning and role (informed, consulted, involved in research) of the follow-up committee</li> <li>Provide a motivated list of possible committee members with their role and profiles.</li> <li>Describe the gender balance in the composition of the committee</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Each project is accompanied by stakeholder committee. The objective of this committee is to provide an active follow-up of the project and to assist in the valorisation of the research, via exchange and provision of data and information, giving advice, suggesting means of valorisation, etc.</li> </ul>		<p>This section does not require an evaluation.</p>	

<ul style="list-style-type: none"> <li>• The stakeholder committee is composed of potential users of the results, such as representatives of public authorities at national, regional, European, or international level, social actors, scientists, industrial actors, etc.</li> <li>• The members of the stakeholder committee are non-funded.</li> <li>• The final composition of the stakeholder committee will be defined in collaboration with BELSPO.</li> </ul>	
<p><b>14.b. Way of working</b></p>	<p><b>14.b. Way of working</b></p>
<p>Describe the way of working of the Stakeholder Committee (1 page).</p>	<p>Sections 14.a. List of potential Stakeholder committee members and 14.b. Way of working are evaluated together. Please assess the following aspects and elaborate your reasoning in the comments:</p> <ul style="list-style-type: none"> <li>• <i>The coherence of the composition of the follow-up committee</i></li> <li>• <i>The proposed role for the members (informed, consulted, involved)</i></li> <li>• <i>To the way of working (number of meetings, method of information exchange, etc.), in relation to the foreseen outcome of the project.</i></li> <li>• <i>The involvement of non-scientific stakeholders in the early stages of the project (co-creation of results) – where appropriate. Take into account gender balance.</i></li> </ul> <p>Note: It is compulsory that the stakeholder committee includes members that are potentially end-users of the results of project.</p>

**SECTION D: STRENGTHS, WEAKNESSES AND RECOMMENDATIONS**

<p><b>15. Strengths and weaknesses</b></p>	
<p>This section is only available to the evaluator</p>	<p>Please list the strengths and weaknesses of the proposal. Use bullet points and short sentences.</p>
<p><b>16. Recommendations for improvement for the applicants</b></p>	
<p>This section is only available to the evaluator.</p>	<p>Please provide recommendations for the researchers to improve their project.</p>

**FULL PROPOSALS: EVALUATION CRITERIA FOR PANEL EVALUATORS**

These guidelines describe the criteria for the evaluation of project proposals at the stage of the PANEL.

DOCUMENTS AVAILABLE PRIOR TO THE PANEL MEETING	DOCUMENTS AVAILABLE DURING THE PANEL MEETING
<ul style="list-style-type: none"> <li>• Information File</li> <li>• Evaluation guidelines (this document)</li> <li>• Budget Rules</li> <li>• Scientific ranking of the proposals (from the marks given by individual evaluators)</li> <li>• Submitted project proposals (remotely evaluated), including:               <ul style="list-style-type: none"> <li>- General information</li> <li>- Scientific information (scope, state of the art, research objectives, methodology, research ethics form, gender dimension)</li> <li>- Implementation of the proposal (Gantt chart, work plan description, risk management, Data Management Plan, Coordinator/Partnership, budget table)</li> <li>- Outreach and dissemination (dissemination and stakeholder committee).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Proposals and pre-drafted consensus reports</li> <li>• Proposal ranking from which to elaborate the funding scenario (spread sheets)</li> <li>• Document (template) to explain the funding scenario(s) proposed during the Panel meeting</li> <li>• Any other type of information provided by BELSPO that would help the evaluation Panel to develop (a) funding scenario(s)</li> </ul>

**PANEL EVALUATION CRITERIA GUIDELINES FOR CO-FUNDED PROPOSALS**



The funding scenario(s) produced during the Panel meeting must be accompanied by a document explaining the choices made in terms of the following criteria and the suggestions/recommendations made by the remote evaluators within the consensus report.

**Available Call budget**

Project budget versus Call budget

**Coverage in terms of research topics**

Coverage in terms of the research topics of the projects

**Coverage in terms of participation**

Coverage in terms of institutions

**Critical mass**

Coverage in terms of synergy compared to previous financed subjects within the frame of P4Science.

**Adjustments, recommendations**

- Adjustments/recommendations in term of stakeholder committee, workplan, ...
- Adjustments of budget (either suggested by the remote evaluators or in view of the ensemble of proposals)