

S4P 2026 Full Proposal

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1. General Information

ATTENTION: THIS IS AN EXAMPLE. YOU MUST SUBMIT YOUR PROPOSAL VIA OUR ONLINE PLATFORM.

Information

- 👉 Website
- 👉 Infofile
- 👉 Annex II - general conditions contract
- 👉 Evaluation matrix
- 👉 Evaluation / submission guidelines

1.1 Application ID

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

BELSPO Programme	S4Policy-Driven
Call Year	S4Policy-Driven Call 2026
Organisation of the Coordinator	Your organisation will automatically appear.
First Name Last Name Promotor of the Coordinator	Your name will automatically appear.
Has the promotor of the coordinator changed since the Expression of Interest?	☐ No ☐ Yes - Edits are to be made in Section 8: Coordinator
Application ID	The Application ID will automatically appear.
Acronym of the Proposal	The acronym will automatically appear.
Duration of the Project (months)	The duration of the project will automatically appear (editable)
Requested Budget of the Project (EUR)	The budget of the project will automatically appear (editable)
Strategic Area of Impact	The strategic area of impact will automatically appear.
Research Priority	The research priority will automatically appear.

1.2 Funded & Non-Funded Partners

information
↪ Coordinator = an institution / organisation
↪ Funded Partner = an institution / organisation
↪ Promotor of the Coordinator / Funded Partner = a person
↪ Non-Funded Partner = a person from an organisation
Please find more information in the Information File and in the designated sections in this form. To activate the section(s), please tick/untick the buttons below.

📄 instructions:
▶ Funded Partners: If you included Funded Partners in the Expression of Interest, you MUST tick the box below stating that your project HAS Funded Partners. Only by ticking the box, the section regarding Funded Partner(s) will be enabled.
▶ Please indicate if you wish to Add or Edit Funded Partners

▶ Non-Funded Partners: indicate by ticking the box that you wish to include Non-Funded Partners, in your proposal. The section Non-Funded Partner(s) will be enabled.
▶ What is a non-funded partner? More information in the section itself.

Funded Partners

- ☐ My project HAS Funded Partners.
- ☐ My project DOES NOT have Funded Partners.

- ☐ My Funded Partners are the same as those entered at the level of the Expression of Interest.
- ☐ I wish to ADD or EDIT a Funded Partner.

Non-Funded Partners

- ☐ My project HAS Non-Funded Partners, which I will add in this Full Proposal.
- ☐ My project DOES NOT have Non-Funded Partners.

1.3 Declarations

Instructions: Please read the following linked documents before accepting the declarations.

[Click here to read BELSPO's privacy statement](#)

[Click here to read BELSPO's Open Access Mandate](#)

[Click here to read the Code of Ethics for Scientific Research in Belgium](#)

<u>BELSPO's Privacy statement</u>	☐ I confirm to have read and to have asked all the partners involved and mentioned in this project proposal to read and accept BELSPO's privacy statement.
Personal data	☐ I give my consent to process my personal data, and I confirm to have obtained the explicit consent to process the personal data of all the partners involved and mentioned in this application, in agreement with BELSPO's privacy statement.
Authorisation	☐ I assure that the promoters of all partners are authorised by their institution to submit this application.
<u>BELSPO's Open Access Mandate</u>	☐ I ensure to respect BELSPO's Open Access Mandate for publications and research data.
<u>Code of ethics for scientific research in Belgium</u>	☐ I ensure to respect the Code of Ethics for Scientific Research in Belgium.
Use of Artificial Intelligence in the Proposal	☐ I declare that Artificial Intelligence has been used (to assist) in the preparation or writing of this Full Proposal.

2. Proposal Summary

2.1

Proposal Summary

Instructions

► If you wish to, you may adapt the title and summary of your project.

► 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.

ACRONYM - Title	The acronym and title will automatically appear.
Summary	The summary will automatically appear.
Summary of expected outputs	[insert text here]
Keyword 1	The keyword will automatically appear.
Keyword 2	The keyword will automatically appear.
Keyword 3	The keyword will automatically appear.
Keyword 4	The keyword will automatically appear.
Keyword 5	The keyword will automatically appear.
Keyword 6	The keyword will automatically appear.

3. State of the Art

Submission Guidelines → Describe the state of current knowledge at national and international level on the topic of the project (*about 1 page/1800 char.*).

Evaluation Criteria → 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. Question 3.2 Bibliographic references is not scored.

3.1 Description of the State of the Art Instructions ▶ Please describe the State of the Art in relation to the Research Priority and 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
[insert text here]
Upload Image 1 for State of the Art (optional)
Upload Image 2 for State of the Art (optional)

3.2 Bibliographic references
[insert text here]

4. Project Objectives & Scope

Submission Guidelines → List and elaborate on the project objectives, including how the objectives relate to the state of the art (previous section) (*about 2 pages/3000 char.*). In 4.3 elaborate further on how the project and its objectives will contribute to the scope of the call/research priority (*about 1/2 pages/750 char.*).

Evaluation Criteria → The quality, coherency and feasibility of the (list of) project objectives, and their compliance with the scope of the call/research priority.

🔴 **Note:** **not** all projects need to be original or innovative, but the approach/methods undertaken must be within scope and adequately explained in the scope of the proposal (4) & methodology (5.1)

4.1

Research Priority

Information

The text below is automatically added to the form. It is the same text as the call text of the Research Priority related to this application. You can find the (full) call text in the Information file.

Research Priority	The research priority will automatically appear.
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4.2

Project Objectives

Instructions

▶ Please list *and* explain the objectives of the project.

[insert text here]

4.3

Compliance with the Scope of the Research Priority

Instructions

▶ Explain how the project and its objectives will contribute to the scope of the call/research priority.

[insert text here]

5. Methodology

Submission Guidelines → The methodology sections should include a detailed description of the methods used. 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. (*min. 8 pages/28 000 char., max. 10 pages/36 000 char.*).

🔴 You may provide an overview & description of the Work Packages in the section "Workplan, Gantt Chart & Risks" (please follow the structure of your Gantt Chart).

 Instructions

- ▷ Workplan description → Section 7: Question 7.2
- ▷ List of deliverables → Section 7: upload Gantt Chart
- ▷ Overview of Data sources & Management → Section 6: Data Management Plan (section 6)
- ▷ Gender dimension in the research & Ethics (including responsible use of AI in the research) → Section 15: Gender & Section 16: Ethics & Research Security.
- ▷ Dissemination plan & deliverables → Section 13

Evaluation Criteria → Transparency of the methods/methodology described, achievability of the outcomes, are all relevant aspects of the research priority, scope & objectives covered?

🔴 **Note that** **not** all projects need to be original or innovative, but the approach/methods undertaken must be within scope and adequately explained in the scope of the proposal (4) & methodology (5.1).

5.1 **Methodology**🔴

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.

Potential Gender Bias in Research methods & Methodology:

- ▶ You must elaborate on potential gender bias aspects in the methods used in the research. This can be done in the designated section Gender → Section 15.
- ▶ You may upload a maximum of four images.
- ▶ Please limit your answer to 36 000 characters.

Methodology
[Insert text here]
Upload Image 1 for Methodology (optional)
Upload Image 2 for Methodology (optional)
Upload Image 3 for Methodology (optional)
Upload Image 4 for Methodology (optional)

6. Data Management Plan

Information

- 👉 [Open Access Data & Publications mandate by BELSPO](#)
- 👉 [Annex II](#)
- 👉 [FedOSC – Data 101: How to make your data more FAIR](#)

Submission Guidelines → See the instructions in the blue boxes for the different questions.

- ✦ A more elaborated and/or updated DMP is expected from selected & funded projects at month six of the project.

Evaluation Criteria → Accurate description of all requested information in the proposal, shortcomings, the quality of the provided information on data description, FAIR compliance and curation. More detailed information about the evaluation criteria is available in the Submission - Evaluation criteria document.

6.1 Data Management Plan Declarations

The Data Management Plan requested in this section as part of the Full Proposal 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 a Data Management Plan deliverable in the Gantt Chart.

☒ 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.

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

6.2 Data Plan & Summary

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 origins 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.

[Insert text here]

6.3 Open and FAIR compliance

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.

[Insert text here]

6.4 Curation, Storage and Preservation Costs

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.

Guiding questions:

- *Is there currently sufficient storage & backup capacity during the project? If yes, specify concisely. If no or insufficient storage or backup capacities are available, then explain how this will be taken care of.*
- *What are the expected costs for data storage and backup during the project? How will these costs be covered?*

[Insert text here]

6.5 Data Security & GDPR compliance

Instructions

- ▶ Please explain how you will ensure that the data are securely stored and not accessed or modified by unauthorized persons.
- ▶ If applicable: Please elaborate shortly how the project would handle Federal Administrative Data provided by the co-funding Federal Administration, and how data & other materials - such as drafts of reports - will be securely shared between third parties.

[Insert text here]

7. Workplan, Gantt Chart & Risk Management

Submission Guidelines

→ Gantt Chart & deliverables:

In the Gantt Chart both the work intensity & the overview of the work packages, tasks and corresponding deliverables/outputs should be represented:

(1) Work intensity of each partner within each task (expressed in person-month [PM])

Who should be in the Gantt Chart? The coordinator, the funded partner(s) (including staff working in-kind) + non-funded partners, subcontractors.

🔴 Note that the Gantt Chart reflects the total budget, including co-funding amount.

(2) Work Package - Task – Deliverable

All tasks & deliverables (including dissemination specific deliverables) should be included in the Gantt Chart.

🔴 Note that detailed elaboration of the work packages, tasks & deliverables (excluding dissemination) can be done in question 7.2

🔴 Note that there are 3 compulsory work packages:

- Coordination, project management and reporting
- Data management
- Dissemination/valorisation of deliverables

→ Risk Management: see blue boxes below.

Evaluation Criteria

→ Gantt Chart & WP description & deliverables:

Work planning (time schedule, duration and person-power per task per month), in relation to the feasibility of completing the project. Efficiency, timing, and synergy between tasks. Are the tasks within the WP's well-integrated and coherent?

Distribution of Tasks in the WP among partners, in function of their expertise and role in the project, and in function of the allocated time of person-power per task per partner.

→ Risk Management:

The risk assessment and the quality of the contingency plans. Do they correspond to the risk assessment and are they tested accordingly?

7.1 Gantt Chart & List of Deliverables

Instructions:

- ▶ Please download the Gantt Chart template, complete it and upload it to the platform.
- ▶ Note that some work packages are marked X, Y, Z. You may substitute these letters by numbers, as for the other work packages.
- ▶ Please add staff of the Coordinator and/or Funded Partner(s) that are working in-kind to the Gantt Chart as well.
- ▶ Please add the tasks of the Non-Funded Partners as well.
- ▶ Please verify that the PM in the Gantt Chart Correspond with the Budget Table.

Please note:

The S4Policy funding is a co-financed structure, meaning that there will be two contracts (one with BELSPO, and one with each relevant Federal Public Service). However, you can combine the budget from BELSPO and the relevant Federal Public Service when filling out the Gantt Chart.

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

[Upload the Gantt Chart] *(template available on the Belspo website)*

7.2 Workplan description

Instructions

Please provide the description of the Workplan:

- ▶ Description for each work package (WP).
- ▶ (Short) description for each task within the work packages.
- ▶ Where relevant, a (short) description of the output, deliverables or milestones related to a task or WP.

📋 Please refer to the WP's, tasks and deliverables using the *same* reference number as used in the Gantt Chart (and methodology section, if applicable)
In case you have structured your methodology section as such that it includes the description of your workplan, tasks & deliverables. Please copy the relevant sections here as well.

[Insert text here]

7.3 List of risks related to the implementation of the project

Instructions:

- ▶ Please enter the risks associated to the implementation of the project in relation to the tasks.
- ▶ Number the risks following the number of the tasks:
- ▶ Signal the likelihood of the risk (probability that it may occur), and its importance.
- ▶ Add as many lines as needed to cover the risks that could delay or hinder the project.

ATTENTION you NEED to click the button "Add item to list" to be able to SAVE a row. It will not save automatically!

Number of the task in the Gantt chart related to the risk	Title of the risk	Likelihood of the risk	Importance of the risk
[insert number]	[insert title]	[choose from list] (<i>very unlikely, unlikely, possible, likely, very likely</i>)	[choose from list] (<i>negligible, minor, moderate, significant, severe</i>)
[insert number]	[insert title]	[choose from list] (<i>very unlikely, unlikely, possible, likely, very likely</i>)	[choose from list] (<i>negligible, minor, moderate, significant, severe</i>)
...	...	...	...

7.4Contingency plan for the risks mentioned 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.

[Insert text here]

8. Coordinator

Information

Partners in a Belspo Project:

- ↪ Coordinator/Funded Partner = an institution
- ↪ Promotor of Coordinator/Funded partner = a person
- ↪ Team of Coordinator/Funded Partner = Staff working (in-kind) for the institution
- ↪ Non-Funded Partner: organisation or person from an organisation contributing in-kind and/or in-cash to the project

Budget

- 🔴 Note that you should fill out one Budget Table (section 12) for the Coordinator and, if any, Funded Partner(s). The promotor should be included in the staff category (either as contributing in-kind, or paid by the project).
- 🔴 Please find more information in the Information File.

🔑 Eligibility Coordinating Institution:

► Federal Scientific Institutions, Belgian universities, Belgian colleges of higher education, Belgian public research centres, and Belgian private non-profit research centres.

🔑 Eligibility Promotor

► FSI only: Your hierarchical authority should agree with the submission of the application.
► All other institutions: You need the authorisation/should be mandated contractually/have the legal statue in your institution to submit a proposal (for example: a PhD student cannot be the promotor of a coordinator/funded partner).

- 🔴 Note that you cannot change the promotor in this form. Please contact us via S4Policy@belspo.be if a change is needed.

Submission Guidelines

→ See blue boxes below.

Evaluation Criteria

→ The compatibility of the promotor's (and their team's) expertise with the project and their role (as coordinator of the project).

8.1 Coordinator: Organisation details

Please note: the information about the Coordinator organisation is taken from the Expression of Interest. You cannot change the organisation here. Please contact us at S4Policy@belspo.be in case a change is required.

Organisation	<i>The organisation will appear automatically.</i>
Department / Service	<i>The department / service will appear automatically.</i>
Website of the organisation	<i>The website will appear automatically.</i>

8.2 Coordinator: Promotor

Information

Provide professional information of the Promotor. Note that some of the fields are already completed with the information you entered in the Expression of Interest.

Last Name	<i>The name will appear automatically.</i>
First Name	<i>The name will appear automatically.</i>
Email	<i>The e-mail will appear automatically.</i>
Gender (promotor)	<i>The gender will appear automatically.</i>
Discipline 1 (promotor)	<i>The discipline will appear automatically.</i>
Discipline 2 (promotor)	<i>The discipline will appear automatically.</i>
Number of years active in research	[insert number here]
Number of years management experience	[insert number here]

Professional background and relevant experience in relation to the project, including managerial experience	[insert text here]
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8.3

Coordinator: Team

Instructions:

▶ Please enter relevant professional information of the Coordinator's team. *In the case it is already known which researchers/staff will be working on the project*

▶ Mention only persons that are named in the Budget table, under the Coordinator's Staff budget.

▶ Include both staff paid by the project, and working in kind for the project.

This question refers to staff belonging to the same institution of the Coordinator (or to be hired within the same institution) that will be working for the project.

[insert text here]

8.4

Coordinator: past top achievements, milestones, (peer-reviewed) publications and projects

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 are 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.

[insert text here]

9. Funded Partner(s)

Eligibility Funded Partner (= an Institution):

► Federal Scientific Institutions, Belgian universities, Belgian colleges of higher education, Belgian public research centres, and Belgian private non-profit research centres.

✦ In case of doubt, please fill out and send us the  institution request form.

Eligibility Promotors (= a person)

► FSI only: Your hierarchical authority should agree with the submission of the application.
► All other institutions: You need the authorisation/should be mandated contractually/have the legal statue in your institution to submit a proposal (for example: a PhD student cannot be the promotor of a coordinator/funded partner).

What is a Funded Partner?

► A Funded Partner is a project partner that is funded within the project.
► A Funded Partner must receive funding. Therefore, each Funded Partner added must be able to submit their own budget table in the Full Proposal.
► The Funded Partners and their promotors sign the contract (Base contract and Annex I).
► The Promotor/PI of a Funded Partner can be from the same institution as the coordinator promotor, but must be able to submit a separate budget table and to receive separate funding.
► Funded Partners sign the base contract, promotors are mentioned in the contract. Promotors sign the Annex I of the contract.

Submission Guideline

→ See blue boxes below.

Evaluation criteria

→ The quality of the individual funded partners within the frame of the project. If the project has multiple partners: Is the individual quality, expertise, and adequacy of the partner a good match for the project?

9.1.1 Funded Partner 1 - Funded Partner: Organisation details

Information:

This question appears because you choose to include (a) Funded Partner(s) in section 1. General Information. The information you entered in the Expression of Interest will appear here. However, you may change this information, or add any partners if you wish to.

Organisation	The organisation will appear automatically.
Department / Service	The department / service will appear automatically.
Website of the organisation	The website will appear automatically.

9.1.2 Funded Partner 1 - Funded Partner: Promotor

Some of the fields are already completed with the information you entered in the Expression of Interest.

Last Name	The name will appear automatically.
First Name	The name will appear automatically.
Gender	The name will appear automatically.
Language	The gender will appear automatically.
Email	The e-mail will appear automatically.
Telephone (work)	The telephone will appear automatically.
Postal Address (work)	The address will appear automatically.
Discipline 1 (primary)	The discipline will appear automatically.
Discipline 2 (secondary)	The discipline will appear automatically.
Number of years active in research	[insert number here]

Number of years of <i>management</i> experience	[insert number here]
Professional background and relevant experience in relation to the project, including managerial experience	[insert text here]

9.1.3 **Funded Partner 1 - Funded Partner: Team**

Instructions:
In the case it is already known which researchers & staff members would be included:
▶ Please enter relevant professional information of the Funded Partner's team, this is the staff working (in-kind) for the Funded Partner & under supervision of the Promotor.
▶ Mention only persons named in the Budget table, under the Funded Partner's Staff budget.
▶ Include both staff paid by the project, and working in kind for the project.

This question refers to staff belonging to the same institution of the Funded Partner (or to be hired within the same institution) that will be working for the project.

[insert text here]

9.1.4 **Funded Partner 1 - Funded Partner: *past* top achievements, milestones or (peer-reviewed) publications related to the project**

Instructions:
For the Funded Partner 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 are required to provide top achievements, milestones, (peer-reviewed) publications and projects in which the Funded Partner and their team have participated. These need to be relevant to the project proposal.

[insert text here]

10. Non-Funded Partner(s)

Eligibility Non-Funded Partners

- ▶ Non-Funded Partners can be from both Belgian and non-Belgian institutions.
- ▶ Type of institutions: Federal Scientific Institutions, Belgian universities, Belgian colleges of higher education, Belgian public and private non-profit research centres, international research institutions, non-research organisations.
- 🚩 Note: Federal departments and/or organisations in their capacity of service providers to the Federal Government cannot be Non-Funded Partners of a project.

Full Proposal instructions

Please note that:

- ▶ *Gantt Chart*: Non-Funded Partners must be added to the Gantt Chart
- ▶ *Budget Table*: Non-Funded Partners should NOT be added to the budget table. Only project staff that are providing P-M in kind, must be listed under the Staff costs of the Coordinator in the Budget Table, and are not considered Non-Funded Partners. They are part of the Coordinator's team. Please do not add them here.

What is a Non-Funded Partner?

- ▶ Non-Funded Partners are project partners that provide substantial contributions to the project. They may contribute in-kind or in-cash.
- ▶ They do not sign the Belspo contract but are mentioned in it.
- ▶ They will not receive funding.

Submission Guideline

→ See blue box below.

Evaluation criteria

→ The quality of the individual non-funded partners within the frame of the project. If the project has multiple partners: Is the individual quality, expertise, and adequacy of the partner a good match for the project?

10.1.1 Non Funded Partner 1 - Non-Funded Partner

Instructions:

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

Last name	[insert text here]
First Name	[insert text here]
Gender	[choose gender]
Language	[choose language]
Organisation / Institution	[insert text here]
Department / Service	[insert text here]
Professional background relevant to the project	[insert text here]
Description of the aspect(s) of the project of interest and motivation why	[insert text here]
Type of contribution <i>in kind / cash</i>	[select the type of contribution] (in-kind, cash, both in-kind and cash)
Contribution in EUR	[insert number here]
Description of the contribution to the project (in-kind and/or in cash)	[insert text here]

11. Partnership

11.1

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

Instructions

▶ Please describe how all project partners will provide the scientific expertise needed for the project.

▶ Specify the added value associated to addressing the research topic as a network of researchers.

[insert text here]

Note: you only have to fill out this question if you have a funded and/or non-funded partner.

12. Budget

Information:

Budget Rules



Available on the Belspo website.

Staff/personnel

Staff devoted to the implementation of the project (= recruited personnel and/or non-statutory personnel made (partially) available to the project and to be implemented on the project budget). Statutory staff and academic and scientific staff working within the framework of an institution - full-time or part-time - cannot apply for themselves for Belspo staff budget for that part.

✦ **Reminder:** the promoters of the coordinator/funded partner institutions need to have the authorisation by their institution to receive funding and to sign a research contract.

✦ **Attention:** please verify that the number of PM in the Gantt Chart correspond to the number of PM in the Budget Table.

Subcontractors

Subcontracting may only concern a limited part of the project and must take place in direct relation to the project's tasks. You can find the budget rules regarding subcontracting in the Budget Table & Budget Rules, in the template below, and in the Annex II: ART. 7: uitbesteding/sous-traitance, all available on our website.

Overheads

The budget category *overheads* covers the expenses listed under the category in the Budget Table, which correspond to the standard items/activities of every project. The overheads are a fixed compulsory amount for all Belspo projects. Our budget rules set overheads at 15% of the total of Staff costs and Specific Operating costs of your project - no more, no less. This amount is to be used throughout the duration of the project. Following Belspo's budget rules you must enter overhead costs for your project, regardless of what your institution provides.

✦ **Attention:** Standard laptops cannot be added in equipment, and will be removed by Belspo. This will change the overall budget.

Submission Guidelines

→ Upload the budget table, using only the template Belspo provides and include a budget breakdown for the total of the project budget, including the co-funding amount.

✦ **Attention:** Please verify that the number of PM in the Gantt Chart correspond to the number of PM in the Budget Table.

Evaluation Criteria

→ Is the budget realistic, well-balanced among funded partners (if applicable) and proportionate to their contribution? Is the budget in line with the objectives and expected outcomes of the project?

12.1 Budget of the project

Instructions:

- ▶ Please download, complete and upload the Budget table template linked here below.
- ▶ This template can also be found on the S4Policy website.
- ▶ Follow the budget rules provided in the document.
- ▶ Please do not delete the formulas in the template.
- ▶ Please add, if any, the PM of staff working in-kind to the table.

[Insert the S4P budget table link here](#)

[Upload the Budget table] *(template available on the Belspo website)*

13. Dissemination Plan

Submission Guidelines

- This section should include the deliverables related to dissemination, the description of the dissemination plan and the description of the S4P impact plan:
- ▶ List the deliverables/activities related to dissemination to *all* stakeholders and target groups (including (co-funding) federal administrations).
 - ▶ Provide a description of the dissemination plan.
 - ▶ Describe how the research outputs can be disseminated to relevant policymakers, during or after the finalisation of the output deliverable.

Evaluation Criteria

→ The capacity to promote the results and acquired knowledge, to enable (peer-reviewed) publication to the academic community and broader public, to facilitate uptake of research in policy sphere, to assess the accuracy of selected targeted audiences, the appropriateness of communication tools and approaches, etc.

13.1 Description of dissemination plan

Instructions:

- ▶ List & elaborate on your dissemination deliverables
- ▶ 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.

[insert text here]

14. Follow-up Committee

What is a Follow-Up Committee?

To maximise the impact of deliverables of the funded research projects, the setting up of a Follow-up Committee is **mandatory** for each selected research project. This committee should be understood as a forum for exchanges between the project promoters, relevant members of the (co-financing) federal administration, and potential users of the project results (academic and non-academic).

The Committee is central to the Science4Policy nature of this call: to encourage policy relevant research and deliverables, and contribute to Evidence Informed Policy Making (EIPM).

By pooling expertise, exchanging and providing (open) access to research, the aim is to consolidate the work of the scientific team(s). To facilitate *co-creation* during the different phases of the project, and of its results, and to *ensure proper dissemination of outputs/deliverables and integration* among appropriate users, in and outside the research field(s). It is advisable to submit the valorisation actions and outputs of the project, such as policy recommendations, to the committee to ask their opinion and input.

Composition

Depending on the topic, the composition may vary. The goal is to bring together the most pertinent actors within the project's research field(s). Therefore, it can be composed of external researchers, representatives of federal administrations other than the co-funding administration(s), representatives of non-federal administrations, representatives of civil society organisations, etc. Note that it is compulsory that the committee includes members that are potentially end-users of the results of project. In case the project is selected, the final composition will be co-decided by the co-funding Federal Administration and Belspo.

Tasks and purpose of the committee:

- Provide guidance, oversight, and support.
- Ensure that the project achieves its foreseen impact.
- Facilitate decision-making, resolve issues.
- Maintain effective communication to ensure the project remains aligned with stakeholder needs and expectations.
- Note that Follow-up Committee members are not remunerated.

👉 More information on the follow-up committee is available on the Belspo website.

Submission Guidelines

→ See blue boxes below.

Evaluation Criteria

→ Coherence of the composition of the follow-up committee, role of the members, way of working, in relation to the outcome of the project.

📌 Note that the proposal will not be scored based on *which people* you would like to have in your Follow-up Committee and have listed below. The application will be evaluated on relevancy of included stakeholders, its composition (for example: gender diversity), the type of profiles and institutions (and which role they could have), and the way of working of the committee.

14.1 List of potential Follow-up Committee members

Instructions:

► Please list the potential members of Follow-Up Committee marking their involvement in the project.

► Members may come from national or regional public bodies, EU or international institutions, civil society, the scientific community or the industrial sector.

► If you have not yet contacted potential members, do not add their names, but write instead 'member 1', 'member 2' etc. However, please do provide the institution they belong to in those cases.

Please note:

It is sufficient to include a list of potential stakeholders (including a motivation why). You are free to gather (a) letter(s) of intent, but you do not have to include these when submitting the proposal. Attention: BELSPO used to provide the template for the letter of intent, and previously you could include these in your submission dossier, but this is not foreseen anymore on our submission platform! Nor is it necessary to include these letters in your Full Proposal.

Institution	Member Full Name	Degree of implication in the project select one or more
[insert institution if known]	[insert name if known, otherwise describe the profile]	[choose degree of implication] (consulted, informed, involved)
[insert institution if known]	[insert name if known, otherwise describe the profile]	[choose degree of implication] (consulted, informed, involved)
[insert institution if known]	[insert name if known, otherwise describe the profile]	[choose degree of implication] (consulted, informed, involved)

...	...	...
-----	-----	-----

14.2 Contribution of each Follow-up Committee member 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.
- ▶ In case it is impossible to provide specific persons, please focus on elaborating on the desired composition of the Committee, how this will be achieved & ensured.

[insert text here]

14.3 Way of working of the 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.

[insert text here]

15. Gender

Information

In this section, all the questions related to gender are clustered.



Find extra information on the [Belspo Gender Mainstreaming Policy NL/FR](#) here.

Submission Guidelines

→ See blue boxes below for the different questions.

Evaluation Criteria

→ See submission – evaluation criteria.

15.1 Gender in the Research Consortium

Instructions

Please (1) explain the gender composition and balance in the project consortium (= Coordinator, Funded Partners and Non-Funded partners, and staff/persons working for the project within their teams), and (2) elaborate on how issues related to gender balance & inequality are considered and mitigated.

Please consider the following guiding questions:

- ▶ What is the (current) gender composition and balance of the project teams, globally and across leadership and technical roles?
- ▶ How are gender issues considered and what actions are planned to mitigate potential imbalances?
- ▶ How will the research team(s) monitor and adjust their efforts to ensure participation, access and contribution of all team members throughout the project's lifecycle?

[insert text here]

Note: you will only have to fill out this section if you have funded and/or non-funded partners.

15.2 Gender 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 Stakeholder Committee?
- ▶ What actions are planned to mitigate potential imbalances?

[insert text here]

15.3 Gender balance in the dissemination / outreach aspects of the project

Instructions

Please elaborate on the gender dimension in the dissemination / outreach aspects of your 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 team(s) ensure the oversight and acting on feedback?

[insert text here]

15.4 Gender dimension in the content of the project

Instructions

How will you address any potential gender biases & issues related to gender inequality in the content / research & methods of your project? Please explain the gender dimensions in the content of the research project below. Consider intersectionality wherever appropriate.

If you have made any comments related to gender & research methods used, in the previous section "methodology", please state this clearly.

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, DMP, 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?

[insert text here]

16. Ethics & Research Security

Information

- 👉 Living guidelines on the responsible use of generative AI in research (EU Commission) (link to be added).
- 👉 Belspo's guidelines & information on **Knowledge Security** in research.

Submission Guidelines

→ See blue boxes below for the different questions.

Evaluation Criteria

Assessment of awareness of ethical issues within the proposed project, are all relevant issues identified? Assessment of 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.

If no ethical issues are identified, the reasoning will be assessed.

Please refer to Belgian Code of Conduct for more information. You can find this document on our website.

16.1Types of Ethical Issues

Instructions:

▶ Please select the General Ethics Categories that are relevant for your project.

▶ The selection of the General Ethics Categories will prompt you to specify the ethical issues in subsequent questions.

▶ Ticking the boxes marked with (e) requires receiving ethical approval from the competent ethics committee (at the level of your institution or higher) at the latest before initiating any of the research activities concerned.

Select the ethics categories that apply for your project:	
☐ Life Sciences	
Life Sciences	☐ (e) Human subjects (minors, elderly, patients, volunteers, vulnerable people, etc.) ☐ (e) Human embryos ☐ (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
Other Life Sciences Ethical Issue - please name	[insert text here if applicable]
☐ Animal Welfare	
Animal Welfare	☐ (e) Non-human primates ☐ (e) Data from non-human primates ☐ Animals besides non-human primates ☐ Data from animals besides non-human primates ☒ Other
Other Animal Welfare Issue - please name	[insert text here if applicable]
☐ Environment, Health & Safety	
Environment, Health & Safety	☐ Elements causing harm to the environment, animals or plants (e.g. GMO plants,

	microorganisms, etc.) ☐ Hazardous materials causing harm to humans, including research staff (toxic chemicals, explosives, radioactive materials, etc.) ☐ Data regarding elements causing harm to the environment, animals or plants (e.g. GMO plants, microorganisms, etc.) ☐ Data regarding hazardous materials causing harm to humans, including research staff (toxic chemicals, explosives, radioactive materials, etc.) ☒ Other
Other Environment, Health & Safety Ethical Issue - please name	[insert text here if applicable]
☐ Interaction with Humans in Social Context	
Interaction with Humans in Social Context	☐ Individuals, groups and/or communities (minors, elderly, marginalised communities, vulnerable people, etc.) ☐ Human behaviour, beliefs or social practices ☐ Potential psychological or social harm to groups or individuals ☒ Other
Other Interaction with Humans in Social Context - please name	[insert text here if applicable]
☐ Data, Privacy and Artificial Intelligence	
Data, Privacy and Artificial Intelligence	☐ Collection and/or processing of personal data (e.g. health, sexual, lifestyle, ethnicity, political opinion, religious or philosophical conviction) ☐ Collection and/or processing of human genetic information ☐ Tracking location or observation of people ☐ Artificial intelligence in relation with privacy, transparency, and data governance ☐ Artificial intelligence in relation to intellectual property rights ☐ Artificial intelligence in relation to bias (fairness, diversity, non-discrimination) ☒ Other
Other Data, Privacy and Artificial Intelligence Ethical Issue - please name	[insert text here if applicable]
☐ Colonial, Post-Colonial and Identity	
Colonial, Post-Colonial and Identity	☐ Colonial or post-colonial history ☐ Ethnicity, cultural identity, or related social constructs ☐ Work with communities (historically) affected by colonialism ☐ Decolonisation processes ☒ Other
Other Colonial, Post-Colonial and Identity Ethical Issue - please name	[insert text here if applicable]
☐ International Partnerships, Security and Dual Use	
International Partnerships, Dual-Use and Security	☐ International collaboration (non-EU countries) ☐ Colonial research ☐ (e) Dual-use potential applications

	☐ (e) Military potential applications ☐ (e) Risk of research misuse ☐ (e) Risk of security compromise ☐ (e) Risk of human rights compromise ☒ Other
Other International Partnerships, Dual-Use and Security Ethical Issue - please name	[insert text here if applicable]
☒ Other Ethical Issues	
Please describe the other ethical issues:	[insert text here if applicable]
☐ Ethical issues do NOT apply to the project	

16.2 Comments on Ethical Issues

Please comment on the ethical issues marked above:

[insert text here]

If you selected "Ethical issues do NOT apply to the project →

Please explain why there are no ethical issues:

[insert text here]

16.3 Ethics declarations

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

☒ 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.

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

☒ I understand that BELSPO is entitled to request the advice of a relevant ethics board/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.