

S4Policy – DRIVEN
BELSPO Platform
Applicant Guidelines

Foreword

The Applicant Guidelines concern the submission of the Expression of Interest (EoI) & the Full Proposal (FP) by the coordinator of the project.

All Expression of Interests and Full Proposals for the S4Policy-Driven call must be submitted via the BELSPO Platform: <https://belspo.aimsgrants.com>, using the templates and online forms provided. Applications will not be accepted if submitted by any other means or in any other form. Both the Coordinator and Funded Partners will have to enter information on the platform.

Before you begin, make sure to consult the information documents of this call on the S4Policy-DRIVEN website.

Please contact S4Policy@belspo.be if you have any questions.
Please contact platform.support@belspo if you have any technical problems.

Brief glossary of terms:

- *APPLICATION: It is the ensemble of the Expression of Interest and Full Proposal*
- *APPLICANTS: Coordinator and Funded Partners*
- *COORDINATOR: Coordinating institution of an application (to be) funded by BELSPO*
- *FUNDED PARTNER: Institution (to be) funded by BELSPO.*
- *PROMOTOR: Person representing the Coordinator and/or a Funded Partner.*

How to use the BELSPO platform?



Use of the BELSPO Platform: General Information

Registration to the Platform Register to the Platform

Coordinators and Funded Partners must **make sure their organisation is eligible for funding** and that all promoters have the correct statute to apply for funding. If in doubt, **please contact your institution.**

Coordinator – Coordinators register to the platform and must do so prior to submitting an application. To register, the coordinator must use their professional mail address.

Funded Partner – Funded Partners should be mentioned in the application at the level of the Expression of Interest and Full Proposal, but they don't have to register to the platform during the application process.

Non-Funded Partners – Non-Funded Partners are mentioned in the Full Proposal, but do not have access to the platform.

Link yourself to an Organisation

Attention

Keep in mind that BELSPO has to verify your organisation before you can create an Expression of Interest. This might take some time if you are working outside of office hours, during working hours we will verify you as soon as possible after registration.

Please note that the verification email will not arrive immediately if you link yourself to an organisation outside of office hours.

If you cannot find your organisation, please send the following documents to S4Policy@belspo.be:

- A *completed Institution Request Form* ([downloadable here](#)), and,
- The relevant **articles of your organisation's statutes** (see information on the form).

BELSPO will first verify if your organisation is eligible for funding according to the eligibility criteria and contact you back by email to inform you if you are allowed to create a new organisation on the platform.

Please note that without the requested information, BELSPO cannot make an eligibility check. Unless the information has been sent to us you will not be able to apply.

Submission Eol & Full Proposal form

Online Form

Attention Character Count & Flat Text

The text fields on the platform have a limited character amount. The character count includes white/blank space, which means that extra spaces, tabs or enters will result in a loss of characters to use.

The text entered in the forms will transform into flat text. Please note that any type of manual formatting in the text fields will count as characters.

Expression of Interest

Creating and submitting an Expression of Interest

It is the task of the coordinator to create and submit the Expression of Interest.

Attention

Only the coordinator, using their own account can submit an Expression of Interest. A staff member cannot submit in your name. This also applies to the Full Proposal.

Made a mistake in the Expression of Interest?

Before submission - Please delete your draft and create a new Eol form. Do not add a file to the application, only the submission form will be taken in consideration (see point **Error! Reference source not found.**).

After submission - If you have made a mistake in the Eol, but have already submitted this Eol, please mail us at S4Policy@belspo.be, and state which mistake you have made and the correction. Please do not submit a second Eol for the same project. Also, you should not add a file to the application, only the submission form will be taken in consideration.

Full Proposal & Budget Table

Change of Coordinator and/or Funded Partner

Changes of Coordinator and/or Funded Partner **organisations** are not allowed at the level of the Full Proposal.

Changes of **promotors (persons)** for the Coordinator and Funded Partner are feasible at the level of the Full Proposal, under the condition that this change does not imply substantial deviation in the content of the Expression of Interest to the point of rendering it useless for the purpose of composing the team of evaluators.

Creating and Submitting a Full Proposal

It is the task of the coordinator to create and submit the Full Proposal.

Coordinators will receive an email with the results of the eligibility check. They must login using the same account of the Expression of Interest Submission.

Coordinators can save their progress if needed and close the Platform. The Full Proposal is divided into sections “tabs”. Once submitted successfully, you will receive an e-mail.

Budget table – Rules Compliance

The budget is entered on the platform. Please note that the **platform does not check** the compliance of the entered values with the budget rules. Please download the Budget Table template (Excel document available on our website and the platform) and use it to complete a draft version of your budget where you can check the compliance with the budget rules before entering the values online. You will need to upload the Budget Table (Excel document) to the Platform.

Applicant User Manual

BELSPO Platform

S4Policy-Driven Application submission

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1. General Information

The BELSPO platform is hosted by AIMS, therefore you will encounter this name in the platform and emails sent from the platform.

1.1. Contact Technical Support

If you encounter any issues when using the platform, please contact
platform.support@belspo.be

1.2. Accessibility Disclaimer

Please direct any questions regarding the accessibility of the information on the call and/or the use of the platform, to S4Policy@belspo.be or platform.support@belspo.be. We will do our best to improve the accessibility of our call process.

1.3. GDPR Information

When registering or working on the platform for the first time, you will encounter several GDPR related checkboxes. The **Privacy Statement** of each Programme can be found [here](#).

I agree my data will be stored

☐

i You must confirm consent to the storage of your user data to continue

I consent to be contacted by BELSPO for purposes relating to future BELSPO Calls for Proposals.

☐

i Box should be ticked if you to be added to BELSPO mailing lists to be contacted for purposes relating to this Call or future BELSPO Calls for Proposals and/or new BELSPO Programmes.

☒ *I agree my data will be stored*

Your data will be stored on the platform confirm the GDPR. This checkbox mandatory, as we cannot process your Proposal without storing your data on the platform.

☒ *I consent to be contacted by BELSPO for purposes relating to future BELSPO Calls for Proposals.*

BELSPO will only contact you in relation to Calls for proposals, either to announce a new Call or Programme, to update you on important information regarding BELSPO calls, or to invite you to evaluate proposals. You can change your preferences in the “edit my details” section or the Contacts > “edit my details”.

1.4. Forgot Your Password

If you can't remember your password to log on to BELSPO platform, you can use "Forgot your password" link on BELSPO login page:

The screenshot shows a login interface with two main sections: 'New User' and 'Existing User'. The 'New User' section has a 'Register' button with a right arrow. The 'Existing User' section has input fields for 'Email' and 'Password', a 'Remember my login on this computer' checkbox, and a 'Login' button. At the bottom, there is a link 'Forgotten your password?' which is circled in red. A red asterisk and the word 'required' are positioned above this link.

New User
Setup an account
[Register](#)

Existing User
Please enter your login details

Email

Password

☐ Remember my login on this computer

[Login](#)

*required
[Forgotten your password?](#)

Reset Password

* New Password

New Password

0%

Password strength must reach 100%. Passwords must be at least 12 chars long, include at least 1 number, 1 upper or lower case character and have one or more special characters e.g. (! ? <).

* Confirm

update

* required

Reset Password
 You have successfully chosen a new password.

» Continue to Your Account

1.5. Lay Out of Text in the Online Form

The Expression of Interest and Full Proposal are online forms. The text fields in the forms have a **limited character amount**. The character count **includes white/blank spaces**, which means that extra spaces, tabs or enters will result in a loss of characters to use.

The text entered in the forms will transform into **flat text**. Please note that any type of manual formatting in the text fields, such as basic HTML formatting, will count as characters.

2. Registration on the platform

2.1. Register yourself as a user

Coordinators must register on the BELSPO platform themselves. After registering, the coordinator will receive an email from noreply@aimssoftware.com to confirm their registration. **Note** that the email may around 15 minutes to arrive to the inbox. Please check the spam folder.

Sign In

Welcome to the BELSPO Funding and Programme Management application. To apply for a Programme, please login and fill out an application form.

You will **need an account** to login. If you are a **new user**, you can setup an account using your institution email address. Please select the register option.

For **existing users**, please **login** using your email and password you used the last time.

You can view all available Programmes using the links provided. These are also available when you login.

Please visit [our BELSPO website](#) for more information about ongoing calls for proposals.

Schemes Available

S4Policy-Driven - S4Policy-Driven Call 2024

New User

Setup an account

Register

Existing User

Please enter your login details

Email

Enter your email

Password

Enter your password

☐ Remember my login on this computer

Login

*required

[Forgotten your password?](#)

Not logged in

belspo

New User

Setup an account

Please enter your name, a valid email address and a password. Passwords must be at least 12 characters long, and must be accepted by our password strength checker.

First names

Last name

Email

Enter a valid email address

Email Confirmation

Password

100%

Password strength must reach 100%. Passwords must be at least 12 characters long, include at least 1 number, 1 upper or lower case character and have one or more special characters e.g. (! ? <).

Password Confirmation

① Password strength must reach 100%. Passwords must be at least 12 characters long, include at least 1 number, 1 upper or lower case character and have one or more special characters e.g. (! ? <).

Password Confirmation

I agree my data will be stored

☐

① You must confirm consent to the storage of your user data to continue

I grant BELSPO the permission to add me to BELSPO mailing lists to contact me for purposes relating to this Call or future BELSPO Calls for Proposals and/or new BELSPO Programmes.

☐

① Box should be ticked if you to be added to BELSPO mailing lists to be contacted for purposes relating to this Call or future BELSPO Calls for Proposals and/or new BELSPO Programmes.

Register

*required

2.2. Edit My Details & Register an Organisation

Before the you can create an Expression of Interest, you will have **to link yourself to your organisation/institution** and verify your personal details.

Attention

Keep in mind that BELSPO must verify your organisation manually before you can start working on the platform due to configuration of the system. During the submission period BELSPO will approve your registration as soon as possible, during working hours. This may take some time, depending on the amounts of request received. Please do not begin creating an Expression of interest before you receive a confirmation email that your registration with the organisation has been approved, as the information will not appear correctly on the form.

You will receive an email after the organisation has been **verified by BELSPO**. Once received, the coordinator will be able to create an Expression of Interest on the platform. **Please note** that if you try to start the submission of your Expression of Interest without linking yourself to your organisation, this will not work.

If you want to check that you have registered with your organisation already, click on 'Edit My Details':

to your institution, by clicking on the **Register an Organisation** button below.

How to navigate the dashboard?

My Upcoming Tasks: Have a look at **My Upcoming Tasks** to see the applications for which you have a task.

My Applications: Use **My Applications** to track your applications. Select the **Application ID** (App. ID, in blue) to view details of your application.

My Meetings (for evaluators only): Access any documents and information via **My Meetings**.

If you have any troubles with the platform, please contact **platform.support@belspo.be**

Edit My Details **Register With an Organisation**

bottom of the page, or by clicking on the **piggy bank** icon in the upper left corner of the page.

- Read** all documents and information carefully. All necessary documents are available on www.belspo.be.
- Submit your proposal via this platform.** Start with a Pre-Proposal/Expression of Interest. If you may proceed, you will receive the task to submit the Full Proposal.
- Further steps/requests/results will be **communicated via e-mail**.

Please note: if you opened a form, an application with an application ID is created. If you return to the dashboard, you will see a task appearing in **My Upcoming Tasks**. If you click on the piggy bank again, a new form will open.

Upcoming Tasks

Edit My Details - Select Contact

Below is a list of Organisations to which you are associated on the BELSPO platform. If you wish to edit your personal details please click the "Select" button beside your name..

Contact ID	Contact Type	Name	
180047	Yourself		Select
270362	Organisation	TEST INSTITUTION	Select

You can check your personal details by clicking on 'select' next to your name.

Edit My Details - Select Contact

Below is a list of Organisations to which you are associated on the BELSPO platform. If you wish to edit your personal details please click the "Select" button beside your name..

Contact ID	Contact Type	Name	
180047	Yourself	Chloë Rogiers Coordinator	Select
270362	Organisation	TEST INSTITUTION	Select

To register with your organisation, go to 'Register with an Organisation':

to your institution, by clicking on the **Register an Organisation** button below.

How to navigate the dashboard?

My Upcoming Tasks: Have a look at **My Upcoming Tasks** to see the applications for which you have a task.

My Applications: Use **My Applications** to track your applications. Select the **Application ID** (App. ID, in blue) to view details of your application.

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If you have any troubles with the platform, please contact **platform.support@belspo.be**

Edit My Details **Register With an Organisation**

bottom of the page, or by clicking on the **piggy bank** icon in the upper left corner of the page.

- Read** all documents and information carefully. All necessary documents are available on www.belspo.be.
- Submit your proposal via this platform.** Start with a Pre-Proposal/Expression of Interest. If you may proceed, you will receive the task to submit the Full Proposal.
- Further steps/requests/results will be **communicated via e-mail**.

Please note: if you opened a form, an application with an application ID is created. If you return to the dashboard, you will see a task appearing in **My Upcoming Tasks**. If you click on the piggy bank again, a new form will open.

Upcoming Tasks



Search Parameters

Organisation Name

Hogwarts

Search

Create Organisation

Search

Organisation Name	Organisation No.	Telephone number
Hogwarts		Register

3. Apply for a Call in a Programme

Once you have registered to the platform and are linked to an organisation verified by BELSPO, and you have verified your personal details, you can create an Expression of Interest in the Programme you wish to apply for.

Once logged in you will land on the Dashboard page, this is where you will see an overview of all your Tasks on the platform, and the applications you are linked to.

The screenshot displays the BELSPO Dashboard interface. At the top left, the BELSPO logo is visible. The main header area includes a 'Welcome, Chloé!' message and a 'How to Apply' section with a list of steps: 1. Apply for one of the available Programmes, 2. Read the Information File and the Submission & Evaluation criteria carefully, 3. Depending on the programme you can submit an Expression of Interest or Pre-proposal, 4. BELSPO will make an eligibility check or evaluate, 5. If successful, you may proceed to submit a Full Proposal form, 6. The Task to submit a Full Proposal and Budget table will appear in Upcoming tasks, 7. Full Proposals will undergo three rounds of evaluation, 8. Results or further steps will be communicated via email. Below this, a note states: 'You can track your application(s) and take any action that you need to do from the My Applications table below. Select the Application ID at the start of a row to view details of that application.'

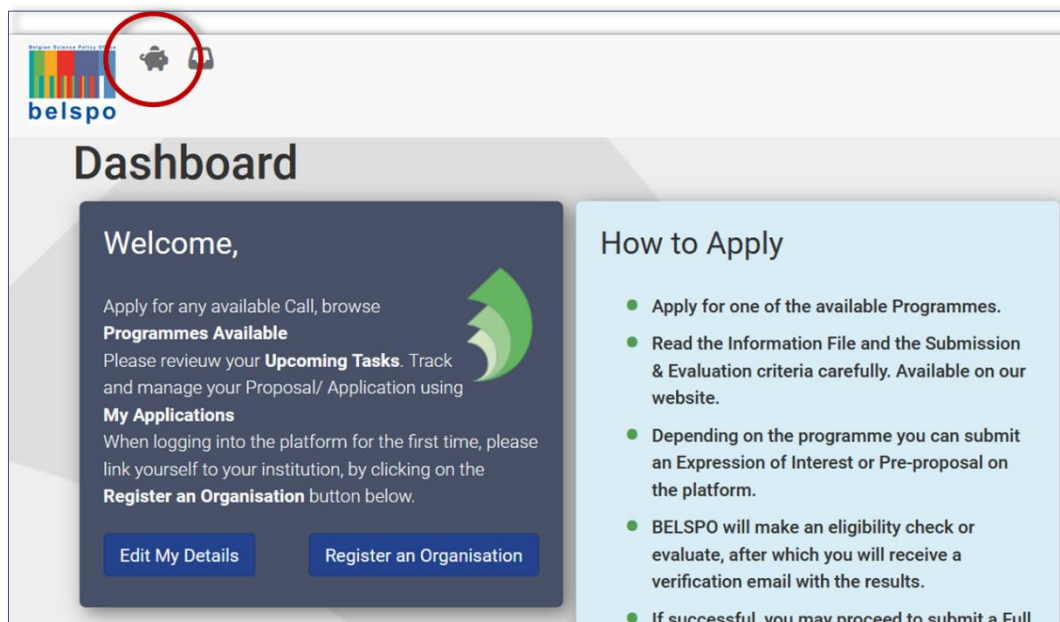
The 'Upcoming Tasks' section shows a table with columns: Appl. ID, Applicant, Scheme, Project title, Received, and Task. A message indicates 'No data available in table'.

The 'My Applications' section shows a table with columns: App. ID, Institution, Scheme Name, Region Name, Project Title, Creation Date, Application Status, and Relationship Type. A message indicates 'No data available in table'.

At the bottom, there is a button 'See all available Programmes' and a section titled 'S4Policy-Driven' with a sub-header 'S4Policy-Driven Call 2024' and a 'Days left to apply (71)' indicator. Below this, a list of links is provided: 'Download here the Information File for the call', 'Download here the FAQ for the Programme call', 'Download here the FAQ Topics', 'Download here the Evaluation matrix', 'Download here the Gender checklist', 'Download here the Budget table/ rules', and 'Download here the Submission Evaluation criteria'. At the bottom of this section are two buttons: 'Find out more' and 'Apply Now'.

3.1. Expression of Interest form

Only the Coordinator of a project should submit an Expression of Interest.



Dashboard

Welcome,

Apply for any available Call, browse **Programmes Available**

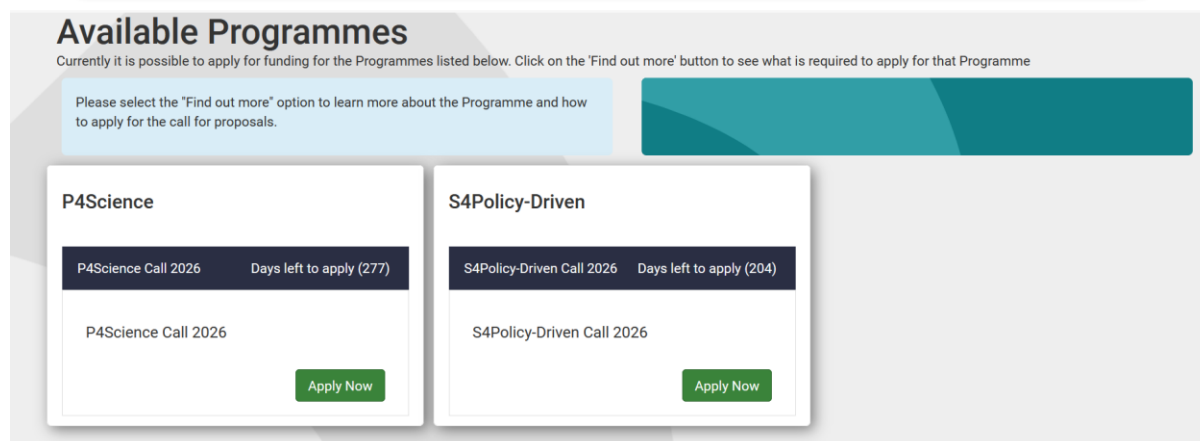
Please review your **Upcoming Tasks**. Track and manage your Proposal/ Application using **My Applications**

When logging into the platform for the first time, please link yourself to your institution, by clicking on the **Register an Organisation** button below.

[Edit My Details](#) [Register an Organisation](#)

How to Apply

- Apply for one of the available Programmes.
- Read the Information File and the Submission & Evaluation criteria carefully. Available on our website.
- Depending on the programme you can submit an Expression of Interest or Pre-proposal on the platform.
- BELSPO will make an eligibility check or evaluate, after which you will receive a verification email with the results.
- If successful, you may proceed to submit a Full



Available Programmes

Currently it is possible to apply for funding for the Programmes listed below. Click on the 'Find out more' button to see what is required to apply for that Programme

Please select the "Find out more" option to learn more about the Programme and how to apply for the call for proposals.

P4Science

P4Science Call 2026 Days left to apply (277)

P4Science Call 2026

[Apply Now](#)

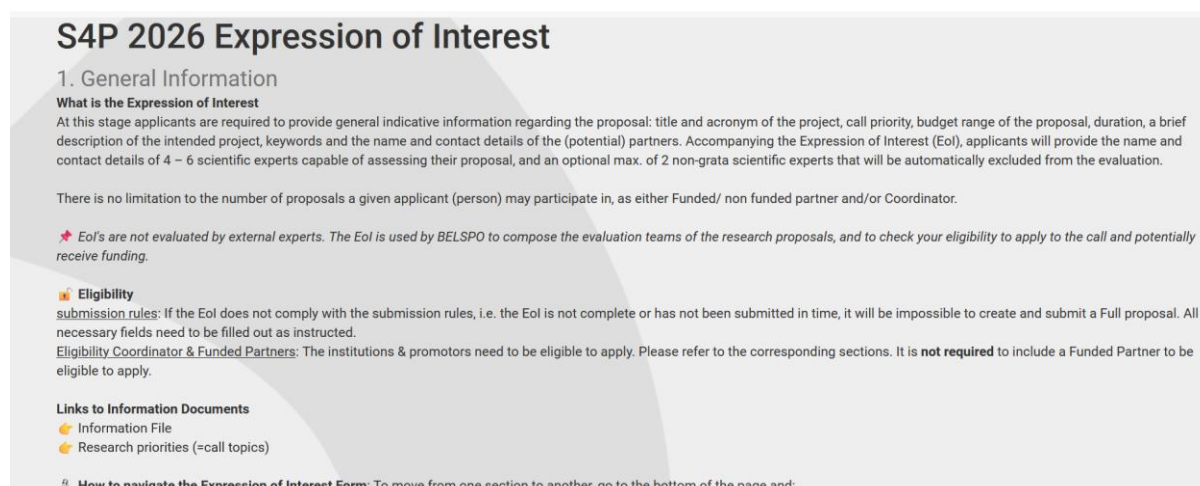
S4Policy-Driven

S4Policy-Driven Call 2026 Days left to apply (204)

S4Policy-Driven Call 2026

[Apply Now](#)

You will land on the form:



S4P 2026 Expression of Interest

1. General Information

What is the Expression of Interest

At this stage applicants are required to provide general indicative information regarding the proposal: title and acronym of the project, call priority, budget range of the proposal, duration, a brief description of the intended project, keywords and the name and contact details of the (potential) partners. Accompanying the Expression of Interest (EoI), applicants will provide the name and contact details of 4 – 6 scientific experts capable of assessing their proposal, and an optional max. of 2 non-grata scientific experts that will be automatically excluded from the evaluation.

There is no limitation to the number of proposals a given applicant (person) may participate in, as either Funded/ non funded partner and/or Coordinator.

★ EoI's are not evaluated by external experts. The EoI is used by BELSPO to compose the evaluation teams of the research proposals, and to check your eligibility to apply to the call and potentially receive funding.

📄 **Eligibility**

submission rules: If the EoI does not comply with the submission rules, i.e. the EoI is not complete or has not been submitted in time, it will be impossible to create and submit a Full proposal. All necessary fields need to be filled out as instructed.

Eligibility Coordinator & Funded Partners: The institutions & promoters need to be eligible to apply. Please refer to the corresponding sections. It is **not required** to include a Funded Partner to be eligible to apply.

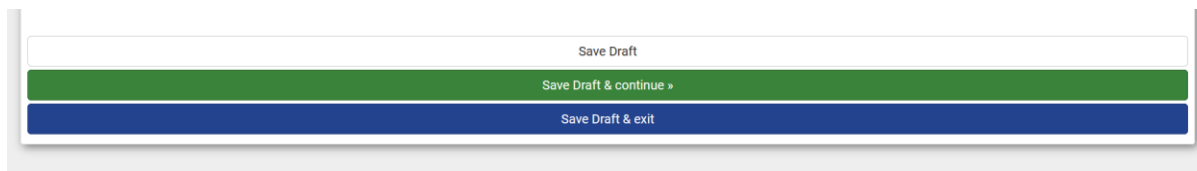
Links to Information Documents

- 📄 Information File
- 📄 Research priorities (=call topics)

📄 **How to navigate the Expression of Interest Form:** To move from one section to another, go to the bottom of the page and:

When filling out the form, you can choose:

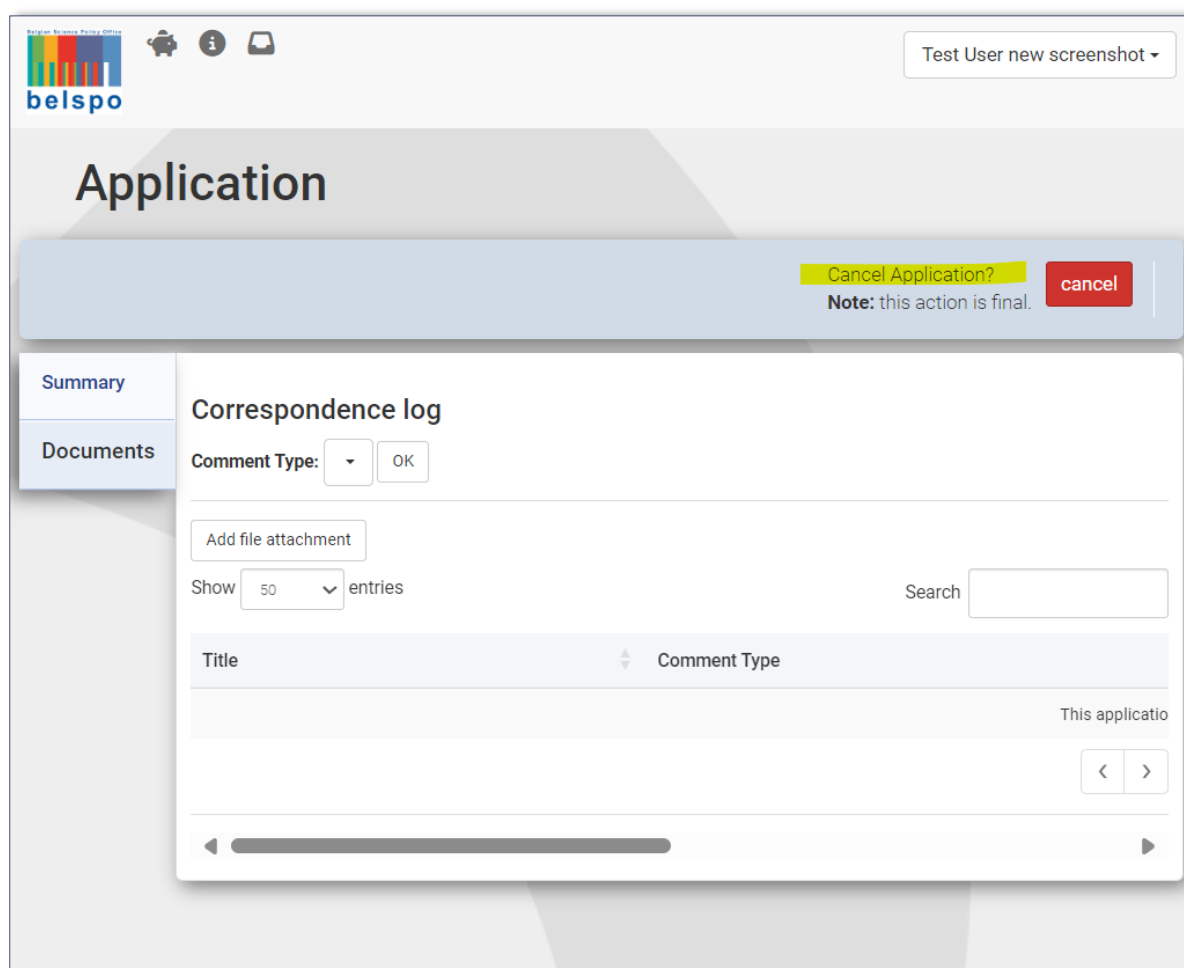
- Save draft: this will save your progress while you remain in the same tab.
- Save draft & continue: this will save your progress and bring you to the next tab.
- Save draft & exit: this will save your progress and bring you to the very last page of the form, where you can submit your form.



Made a mistake or you wish to delete your Eol?

In the case you did NOT yet submit your Eol

You can delete your draft Eol and restart a new Eol form. Do not add a file, only the submission form will be taken in consideration. To delete your Eol form (this action is final), navigate in the box “upcoming tasks”, click on the app. ID number and click on “cancel”.



It is not possible to delete an Eol yourself once it has been submitted.

In the case you already submitted your Eol

If you have made a mistake in the Eol, or wish to delete your Eol but have already submitted this Eol, please mail us at S4Policy@belspo.be, and state which mistake you made and the correction. Please do not submit a second Eol for the same project. Do not add a new file to the application, only the submission form will be taken in consideration.

3.2. Full Proposal Form

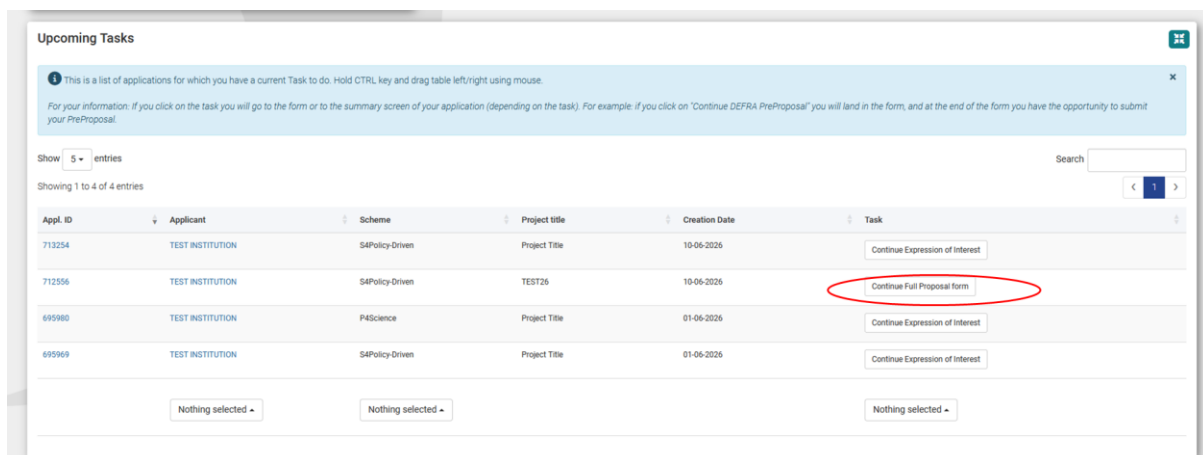
After the Eligibility check has been completed by BELSPO, you will receive a verification email. From the moment the platform re-opens, you can start filling out your Full Proposal. You can at any moment save a draft of the Full Proposal form.

Attention

Each text field in the online submission forms have a limited character count. The character count includes white space and any other characters such as * or - .

There are no formatting options in the online submission form. We do not recommend using basic html formatting as any characters used, including white space, will be included in the character count of the text fields in the form.

Go to your 'upcoming tasks' on the dashboard, and click on 'Continue Full Proposal Form':



Upcoming Tasks

This is a list of applications for which you have a current Task to do. Hold CTRL key and drag table left/right using mouse.

For your information: if you click on the task you will go to the form or to the summary screen of your application (depending on the task). For example: if you click on "Continue DEFRA PreProposal" you will land in the form, and at the end of the form you have the opportunity to submit your PreProposal.

Show 5 entries

Showing 1 to 4 of 4 entries

Appl. ID	Applicant	Scheme	Project title	Creation Date	Task
713254	TEST INSTITUTION	S4Policy-Driven	Project Title	10-06-2025	Continue Expression of Interest
712556	TEST INSTITUTION	S4Policy-Driven	TEST26	10-06-2025	Continue Full Proposal form
695980	TEST INSTITUTION	P4Science	Project Title	01-06-2025	Continue Expression of Interest
695969	TEST INSTITUTION	S4Policy-Driven	Project Title	01-06-2025	Continue Expression of Interest

Nothing selected -

You will land on the form:

S4P 2026 Full Proposal

1. General Information

Information

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

Evaluation

- evaluation criteria matrix

How to navigate the Full Proposal Form

- Click **Save Draft** to save your progress.
- Click **Save Draft & continue** to save your progress and go to the next section.
- Click **Save Draft & exit** to submit your evaluation to BELSPO.

Return to Index | Print Form | Generate new PDF

1. General Information (Incomplete) | Next section

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	TEST INSTITUTION
First Name Last Name Promotor of the Coordinator *	

When filling out the form, you can choose:

- Save draft: this will save your progress while you remain in the same tab.
- Save draft & continue: this will save your progress and bring you to the next tab.
- Save draft & exit: this will save your progress and bring you to the very last page of the form, where you can submit your form.

Save Draft

Save Draft & continue »

Save Draft & exit

If you have to add items to a list (for example: when providing the risks related to the project), you have to click on 'add item to list'. Do NOT forget to click this button, or your answers will not be saved in this list.

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
Delete	1	test	Unlikely

+ Save and add new item to list