

BELGIAN SCIENCE POLICY OFFICE

Research programme

Science for a Sustainable Development (SSD)

**"Natural risks on ecosystems and the socio-cultural heritage in Belgium and Central Africa”**

**"Polar terrestrial research"**

**Call for proposals nr 7**

**Proposal submission file**

|  |
| --- |
| Proposal’s title (maximum 12 words): |
| Proposal’s acronym: |

**Closing date: 10th Octobre 2011 at 12:00**

|  |
| --- |
| Reserved for BELSPO:Code: |



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**General Information**

Before completing this submission form, please read carefully these instructions as well as the text of the call and the budgetary guidelines in Form 15
http://www.belspo.be/

The proposal is introduced by a network according to the instructions given in the information file.

No annexes to the proposal will be taken into consideration during the evaluation and selection procedure.

The proposals must be formulated concisely, while avoiding abbreviations.

The forms should be filled in using font Arial, font size 11 and single line spacing.

Please delete the empty non applicable forms.

**2 paper copies** of the proposal should be submitted to:

**Belgian Science Policy Office (BELSPO)**

**Research programme “Science for a sustainable development - SSD”**

**Call 7**

**Louizalaan 231 Avenue Louise
1050 Brussels**

as well as in **electronic version** (Word and pdf format) to:

**SSD\_call7@belspo.be**

The expression of interest (obligatory) must reach BELSPO

**by 19 September 2011** at the latest.

|  |
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| The proposals must reach BELSPO **by 12:00, 10 October 2011** at the latest. |

**Section I**

**Administrative Information**

Forms 1 – 2 – 3 – 4

**Form 1**

**Network composition (1)**

Network coordinator (Partner 1) (2):

|  |  |
| --- | --- |
| Name: |  |
| Institution: |  |

Network partners (incl. international partner(s)) (2, 3):

Partner 2:

|  |  |
| --- | --- |
| Name: |  |
| Institution: |  |

Partner 3:

|  |  |
| --- | --- |
| Name: |  |
| Institution: |  |

Partner 4:

|  |  |
| --- | --- |
| Name: |  |
| Institution: |  |

Partner 5:

|  |  |
| --- | --- |
| Name: |  |
| Institution: |  |

(1) See point 3.2.1 of the information file

(2) The persons indicated here should be those in charge of the operational aspects of the project and whose publication list is added in form 17 and not the names of the heads of the institutions/departments.

(3) Duplicate if necessary

**Form 2**

**name and address of the Coordinator**

Name and address of the institution:

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| --- |
|  |

Name of contractor for the institution (1):

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| --- |
|  |

Name and title of the project coordinator (2):

|  |
| --- |
| Tel:  | Fax:  | email:  |

Type of institution:

|  |  |
| --- | --- |
| University |  |
| Public scientific institution  |  |
| Non-profit research centre |  |
| Consultancy agency |  |

Date: Signature of the coordinator:

(1) Person who can contractually bind an institution, e.g. the Rector in case of a university

(2) Should be the same as in form 1

**Form 3 (1)**

**name and address of the Belgian partner**

Name and address of the institution:

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Name of contractor for the institution (2):

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Name and title of the financed partner (3):

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| Tel:  | Fax:  | email:  |

Type of institution:

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| University |  |
| Public scientific institution  |  |
| Non-profit research centre |  |
| Consultancy agency |  |

Date: Signature of the financed partner:

(1) Duplicate if necessary

(2) Person who can contractually bind an institution, e.g. the Rector in case of a university.

(3) Should be the same as in form 1

**Form 4 (1)**

**Declaration of intent for the co-financing of the international partner (2)**

Name and address of the institution:

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|  |

Name of the contractor for the institution:

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|  |

Name and title of the international partner (2):

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| --- |

Type of institution:

|  |  |
| --- | --- |
| University |  |
| Public scientific institution  |  |

Please specify the type, content and source(s) of the co-financing:

|  |
| --- |
|  |

We the undersigned, hereby declare. our interest in participating in the proposed project as international member of the network, and to co-fund at least 50 % of our participation.

Date: Signature of the international partner:

 Signature of the contractor (3) (for agreement):

(1) If applicable; duplicate if necessary

(2) Should be the same as in form 1

(3) Person who can contractually bind an institution, e.g. the Rector in case of a university

**Section II**

**Technical, scientific, organisational and financial description of the proposal**

Forms 5 until 17

**Form 5**

**Proposal summary**

**(1 to 2 pages maximum)**

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|  |

**Form 6**

**Proposal summary in the language of the Coordinator**

**(1 to 2 pages maximum)**

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|  |

**Form 7(if applicable)**

**Continuity or link with an SPSD I, SPSD II,SSD**

**and/or BELISA project (1)**

**(maximum 5 pages)**

Note: If the proposal is a continuation of or has a direct link with a project financed within SPSD I, SPSD II, SSD and/or BELISA, specify the relation and the added value of the proposal compared to that previous/current project in function of the obtained results (scientific and policy supporting) achieved within that previous/current project and the integration in international activities (projects, assessments, …)

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(1) See point 1.4 of the information file

**Form 8**

**Detailed description of the proposal**

 **(10 to 15 pages maximum)**

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| **1. Subject and objectives** (define the subject and the objectives of the proposal, justify the project’s strategic importance with respect to the objectives of this call and show how the proposal is elaborated in a context of sustainable development)…**2. Methodology** (describe and justify the methods and the proposed approaches in relation to the state of the art and in a context of sustainable development; describe and justify how the contribution of the different partners will be integrated)…**3. Complementarity and added value with respect to other research projects supported by BELSPO or by other funding bodies at different policy levels**…**4. Detailed description of the tasks** (numbering, name, description of and responsible for the tasks in accordance with form 14; the international partner should also include the description of tasks covered by the co-financing by a third party (in accordance with form 4)).... |

**Form 9**

**Expected research results (1)**

 **( maximum 2 pages)**

Note: Specify the expected intermediary and final deliverables

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|  |

(1) See point 3.3 of the information file

**Form 10 (if applicable)**

**Added value of the collaboration**

**with the international partner(s) (1)**

 **( maximum 2 pages)**

Note: Justify the added value for the project and for the development of Belgian expertise of the collaboration with an international research institution taking into account the existing knowledge/expertise in Belgium

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(1) See point 3.2.1 of the information file

**Form 11**

**Data(1)**

Note: Describe the kind, the scope, the availability and cost of the data-sets needed for the project.

 In case of gathering new data, describe and justify its necessity, added value and methodology.

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(1) See points 3.3.3 and 3.3.4 of the information file

**Form 12(1)**

**Network Management**

Note: Describe the means, tools, procedures… :

* for the integration of the contributions of the different partners
* for the overall organisation, timing, coordination, … of the project

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(1) See points 3.2.1 and 3.2.2 of the information file

**Form 13(1)**

**Valorisation**

Note: Specify concrete proposals for valorising the research. This might involve, for example, the organisation of thematic debates and meetings, proposals for disseminating and popularising the results, proposals to integrate data into computerised databases on the national and international levels, the elaboration of targeted messages intended for experts, policy makers, or managers regarding the content of specific results, including its limitations, the related uncertainties, the hypotheses and methods used, etc. The target groups of these valorisation proposals must be explicitly described.

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(1) See point 3.3.2 of the information file

**Form 14(1)**

**Follow-up committee**

Note: Describe the profile of potential members of the follow-up committee and why they may be interested in the project (use of results, validation of results, exchange of information and data, advises, ideas of valorisation/application routes,…)

 Explain what the optimal interaction with the follow-up committee might be (type of cooperation/collaboration, frequency, organisation and follow-up of meetings,…) .

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(1) See point 3.3.1 of the information file

**Form 14 (cont’d)**

Note: Give a list of potential members of the follow-up committee (at least 5)

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| --- | --- |
| Name: |  |
| Institution: |  |

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| --- | --- |
| Name: |  |
| Institution: |  |

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| Name: |  |
| Institution: |  |

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| Name: |  |
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| Name: |  |
| Institution: |  |

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| Name: |  |
| Institution: |  |

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| --- | --- |
| Name: |  |
| Institution: |  |

**Form 15**

**Timetable**

Note: Elaborate and fill in in accordance with the detailed description of the tasks in form 8 (example in form 14’)

 Include the possible subcontractors, the meetings of the follow-up committee in accordance with form 13 and valorisation activities in accordance with the forms 8 and 9.

 For the international partner include also the tasks covered by the co-financing by a third party.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Man-months(1)** **2012** | **Man-months(1)** **2013** | **Man-months(1)** **2014** | **Man-months(1)** **2015** | **TOTAL M/M (1)** |
|  | **Months** | **jan to jun** | **jul to dec** | **jan to jun** | **jul to dec** | **jan to jun** | **jul to dec** | **jan to jun** | **jul to dec** |  |
| **Work Package 1: Title** |  |
| **Task 1.1 Specific title** |  |
| **Task 1.1.1:****Key-word** | **C(2)** |  |  |  |  |  |  |  |  |  |
| **P2(2)** |  |  |  |  |  |  |  |  |  |
| **P3(2)** |  |  |  |  |  |  |  |  |  |
| **P4(2)** |  |  |  |  |  |  |  |  |  |
| **P5(2)** |  |  |  |  |  |  |  |  |  |
| **SC1(2)** |  |  |  |  |  |  |  |  |  |
| **Task 1.1.2:****Key-word** | **C(2)** |  |  |  |  |  |  |  |  |  |
| **P2(2)** |  |  |  |  |  |  |  |  |  |
| **P3(2)** |  |  |  |  |  |  |  |  |  |
| **P4(2)** |  |  |  |  |  |  |  |  |  |
| **P5(2)** |  |  |  |  |  |  |  |  |  |
| **SC1(2)** |  |  |  |  |  |  |  |  |  |
| **Task 1.2 Specific title** |  |
| **Task 1.2.1:****Key-word** | **C(2)** |  |  |  |  |  |  |  |  |  |
| **P2(2)** |  |  |  |  |  |  |  |  |  |
| **P3(2)** |  |  |  |  |  |  |  |  |  |
| **P4(2)** |  |  |  |  |  |  |  |  |  |
| **P5(2)** |  |  |  |  |  |  |  |  |  |
| **SC1(2)** |  |  |  |  |  |  |  |  |  |

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| --- | --- |
| **Total Man-months (1)** |  |
| **C(2)** |  |
| **P2(2)** |  |
| **P3(2)** |  |
| **P4(2)** |  |
| **P5(2)** |  |
| **SC1/FP1(2)** |  |

(1) Only for persons for whom funding is requested

(2) C = Coordinator, P = Partner , SC = Subcontractor . Please use the same order as in form 1.

**Form 15’ (Example)**

**Timetable**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Man-months(1)** **2012** | **Man-months(1)** **2013** | **Man-months(1)** **2014** | **Man-months(1)** **2015** | **TOTAL M/M (1)** |
|  | **Months** | **jan to jun** | **jul to dec** | **jan to jun** | **jul to dec** | **jan to jun** | **jul to dec** | **jan to jun** | **jul to dec** |  |
| **Work Package 1: Title** |  |
| **Task 1.1 Specific title** |  |
| **Task 1.1.1:****Key-word** | **C(2)** | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | **13** |
| **P2(2)** | 1 | 1 | 2 | 1 | 2 | 2 | 2 | 2 | **13** |
| **P3(2)** |  |  | 1 | 2 | 1 | 1 | 1 | 1 | **7** |
| **SC1(2)** |  |  |  |  | 1 | 1 | 1 | 1 | **4** |
| **SC2(2)** |  |  |  |  |  |  |  |  | **/** |
| **Task 1.1.2:****Key-word** | **C(2)** |  |  | 2 | 2 | 2 | 1 |  |  | **7** |
| **P2(2)** |  |  |  | 1 | 2 | 2 |  |  | **5** |
| **P3(2)** |  |  |  | 1 | 1 | 1 |  |  | **3** |
| **SC1(2)** |  |  |  |  |  |  |  |  | **/** |
| **SC2(2)** |  |  |  | 1 | 1 | 1 |  |  | **3** |
| **Task 1.2 Valorisation activities** |  |
| **Task 1.2.1:****Workshops** | **C(2)** |  |  | 2 |  |  |  |  | 2 | **4** |
| **P2(2)** |  |  | 1 |  |  |  |  | 1 | **2** |
| **P3(2)** |  |  | 1 |  |  |  |  | 1 | **2** |
| **SC1(2)** |  |  | 1 |  |  |  |  | 5 | **6** |
| **SC2(2)** |  |  | 1 |  |  |  |  | 1 | **2** |
| **Task 2:****Follow up committee meetings** | **C(2)** | 1 |  | 1 |  | 1 |  | 1 | 1 | **5** |
| **P2(2)** | 0,5 |  | 0,5 |  | 0,5 |  | 0,5 | 0,5 | **2,5** |
| **P3(2)** | 0,5 |  | 0,5 |  | 0,5 |  | 0,5 | 0,5 | **2,5** |
| **SC1(2)** | 0,5 |  | 0,5 |  | 0,5 |  | 0,5 | 0,5 | **2,5** |
| **SC2(2)** | 0,5 |  | 0,5 |  | 0,5 |  | 0,5 | 0,5 | **2,5** |

|  |  |
| --- | --- |
| **Total Man-months (1)** |  |
| **C(2)** | 29 |
| **P2(2)** | 22.5 |
| **P3(2)** | 14.5 |
| **SC1(2)** | 12.5 |
| **SC2(2)** | 7.5 |

(1) Only for persons for whom funding is requested

(2) C = Coordinator, P = Partner , SC = Subcontractor

# Form 16

# Annual financial breakdown

Total budget of the proposal (1):

|  |
| --- |
| € |

Name of the coordinator:

|  |
| --- |
|  |

*Double mouse click on table to open the excel sheet*

Name of the Belgian partner (duplicate if necessary):

|  |
| --- |
|  |

*Double mouse click on table to open the excel sheet*

Name of the international partner (if applicable; duplicate if necessary) (8):

|  |
| --- |
|  |

*Double mouse click on table to open the excel sheet*

Budgetary guidelines

* (1) The total budget for 4 year projects may not exceed 1.000.000 €”.

* (2) Staff: Pre-tax wages tied to cost of living increases, employers’ social security and statutory insurance contributions, as well as any other compensation or allowance due by law and secondary to the salary itself. Staff needs to be recruited under a labour contract. So no scholarships can be hired in the frame of the project.
* (3) General Operation cost: it includes all current expenditures related to the project implementation such as usual supplies and products for the laboratory, workshop and office, documentation, travel and accommodation, use of computational facility, software .... The total amount of those operation costs is set to a flat rate of maximum 15% of the staff budget for the coordinator and maximum 10% of the staff budget for the other partners. This amount is to be divided prorata over the whole duration of the project.
* (4) Specific Operation cost (invoices will be required): it includes all specific operating costs directly linked to the execution of the project such as costs for analysis, organisation of workshops, maintenance and repair of specific equipment purchased by the project ...
* (5) Equipment: Purchase and installation of scientific and technical apparatus and instruments, including computer hardware. (*only for the Belgian partners*)
* (6) Overheads: Institutions’ general overheads that cover, in one lump sum, administration, telephone, postal, maintenance, heating, lighting, electricity, rent, machine depreciation, and insurance costs. The total amount of this item may not exceed 5% of the total, staff and operation costs. (*only for the Belgian partners*)
* (7) Subcontracting: Expenses incurred by a third party to carry out tasks or provide services that require special scientific or technical competences outside the institution’s normal area of activity. The amount may not exceed 25% of the total budget allocated to the concerned Belgian partner. (*only for the Belgian partners*)

- Requested budget for consulting agencies may not exceed 25% of the total proposal’s budget.

* (8) Total requested budget for the international partners may not exceed 20% of the total proposal’s budget and only covers staff and operation costs.

# Form 16'

# Annual financial breakdown international campaigns

Note: The Belgian Science Policy will take care of the real expenses of the Belgian partners for taking part in field work campaigns in Polar Regions and Central Africa, in addition to the financing of the project.

**This means that the budget of the campaigns, as indicated in the table above, is supposed not to be included in the overall budget asked for in the proposal (for which form 16 needs to be completed).**

Detailed information per campaign per partner (duplicate if necessary):

Note: Expenses which are reimbursed by the State within the context of the campaigns cover: (i) travelling costs and stay of Belgian researchers who are joining in scientific expeditions; (ii) transportation and insurance of their scientific equipment; (iii) medical aptitude tests for staying in a Polar environment; and exceptionally (iv) repairing, adaptation of scientific equipment which is essential and directly linked to a particular campaign. The purchase of campaign equipment should be included in the overall project budget (form 16) and justified in form 17.

*Double mouse click on table to open the excel sheet*

Total campaign budget

**Note:** A mission which stretches out over two consecutive years (in case of austral summer missions) needs to be calculated in its entirety in the first year.

**Form 17**

**Justification of the requested budget**

Name of the coordinator:

|  |
| --- |
|  |

Staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Personnel’s profile (e.g. PhD in economics, 6 years experience) | M/M (1)to be financed | Estimated full time monthly cost | Total Cost (3) | M/Mnot financed |
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Specific Operation (2)

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**Form 17 (cont’d)**

Equipment

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| Description: | Cost (3) |
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Subcontracting

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**Form 17 (cont’d)**

Name of the Belgian partner (4):

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Staff

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| --- | --- | --- | --- | --- |
| Personnel’s profile (e.g. PhD in economics, 6 years experience) | M/M (1)to be financed | Estimated full time monthly cost | Total Cost (3) | M/Mnot financed |
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| **TOTAL** |  |  |  |  |

Specific Operation(2)

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**Form 17 (cont’d)**

Equipment

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| Description: | Costs (3) |
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Subcontracting

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| Name:Address: |
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**Form 17 (cont’d)**

Name of the international partner (5):

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Staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Personnel’s profile (e.g. PhD in economics, 6 years experience) | M/M (1)to be financed | Estimated full time monthly cost | Total Cost (3) | M/Mnot financed |
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| **TOTAL** |  |  |  |  |

Specific Operation(2)

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(1) Must be in accordance with form 14

(2) See (4) in form 15

(3) Must be in accordance with form 15

(4) Duplicate if necessary

(5) If applicable; duplicate if necessary

**Section III**

**Partner’s qualifications and experience**

Forms 18 – 19

**Form 18**

**The project partner’s expertise in the concerned area(s)**

**(max. 2 pages)**

Note: Each financed partner (including the coordinator and if applicable the international partner(s) of the project must provide the following, in a clear and precise manner:

1. A list of their major publications (for the past five years) that concern the subjects covered in the proposal (indicate clearly the publications accepted by international peer reviewed journals).
2. 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).
3. A list of their international contacts and the international networks to which he/she belongs within the context of the proposal.

Name of the coordinator:

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**Form 18 (cont’d)**

Name of the partner (1):

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(1) Duplicate if necessary

**Form 19**

**Research unit**

Note: Information to be completed by each financed partner (including the coordinator and if applicable the international partner(s) of the project in a clear and precise manner.

Name of the coordinator:

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Research unit’s R&D strategy (max 15 lines):

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|  |  |
| --- | --- |
| **Staff** | **Number** |
| Professor |  |
| Senior scientist |  |
| Post-doc |  |
| PhD Student |  |
| Master student |  |
| Computer scientist |  |
| Technician |  |
| Secretary |  |
| Trainee |  |
| Other (please specify): |  |
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**Form 19 (cont’d)**

Name of the partner (1):

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Research unit’s R&D strategy (max 15 lines):

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|  |  |
| --- | --- |
| **Staff** | **Number** |
| Professor |  |
| Senior scientist |  |
| Post-doc |  |
| PhD Student |  |
| Master student |  |
| Computer scientist |  |
| Technician |  |
| Secretary |  |
| Trainee |  |
| Other (please specify): |  |
|  |  |
|  |  |
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(1) Duplicate if necessary