

BRAIN-be

Belgian Research Action through Interdisciplinary Networks

**Call for proposals 2014**

***Pioneer projects\****

***Proposal submission form***

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

Research area (indicate to which axis of the programme your proposal is related - multiple choices allowed):

|  |  |
| --- | --- |
| Axis 1 - Ecosystems, biodiversity, story of life |  |
| Axis 2 - Geosystems, universe and climate |  |
| Axis 3 - Cultural, historical and scientific heritage  |  |
| Axis 4 - Public Federal Strategies |  |
| Axis 5 - Key societal challenges |  |
| Axis 6 - Management of collections |  |

Closing date: **30 May 2014 at 12:00 a.m.**

\* Submitted and coordinated by a Federal Scientific Institution

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# General information

Before completing this submission form, please read carefully the following instructions as well as the information file 'Information file for use by proposal submitters' and in particular the budgetary guidelines (part 8 of this form and 4.2 of the information file).

The proposal **must be introduced by a Federal Scientific Institution** 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 are written in English and must be formulated concisely, while avoiding abbreviations.

This submission form should be filled in using font Arial, font size 11 and single line spacing.

Please delete the empty / non applicable pages.

The proposal must be sent electronically (MS Word and .pdf) only to:

**BRAIN\_call2014@belspo.be**

Subject of the e-mail: **'Pioneer\_[*acronym of the proposal*]'**

Filename: **'[*acronym*]\_[c*oordinator*]\_[*acronym of the Institution*].docx' (idem .pdf)**

|  |
| --- |
| The proposals must reach the Belgian Science Policy Office**by 12:00 a.m., 30 May 2014** at the latest. |

Section I: Administrative information

# 1. Coordinates of the partner(s)

## 1.1 Coordinator (Partner 1)

|  |  |
| --- | --- |
| First name and Last name: |  |

|  |  |
| --- | --- |
| Federal Scientific Institution and department: |  |

NB: Partner 1 **must** belong to a Federal Scientific Institution

|  |  |
| --- | --- |
| Address: |  |

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

|  |  |
| --- | --- |
| E-mail: |  |

|  |  |
| --- | --- |
| Website: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gender: | Male |  | Female |  |

|  |
| --- |
| Signature : |

|  |  |
| --- | --- |
| Name of the Director general of the Federal Scientific Institution: |  |
| Date and **signature**: |

## 1.2 Belgian network partners

Please duplicate this section for any supplementary partner.

|  |  |
| --- | --- |
| Partner nr |  |

|  |  |
| --- | --- |
| First name and Last name: |  |

|  |  |
| --- | --- |
| Institution and unit: |  |

|  |  |
| --- | --- |
| Address: |  |

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

|  |  |
| --- | --- |
| E-mail: |  |

|  |  |
| --- | --- |
| Website: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gender: | Male |  | Female |  |

|  |  |
| --- | --- |
| Name and title of the contractor for the institution(1): |  |

|  |  |  |
| --- | --- | --- |
| Type of institution:  |  |  |
|  |  | University |
|  |  |  |
|  |  | University college |
|  |  |  |
|  |  | Public scientific institution |
|  |  |  |
|  |  | Non-profit research centre |

|  |
| --- |
| Date:Signature of the partner |

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

## 1.3 Foreign partner (if applicable)

Please duplicate this section for any supplementary partner.

|  |  |
| --- | --- |
| Partner nr |  |

|  |  |
| --- | --- |
| First name and Last name: |  |

|  |  |
| --- | --- |
| Institution and unit: |  |

|  |  |
| --- | --- |
| Address: |  |

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

|  |  |
| --- | --- |
| Email: |  |

|  |  |
| --- | --- |
| Website: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gender: | Male |  | Female |  |

|  |  |
| --- | --- |
| Name and title of the contractor for the institution(1): |  |

|  |  |  |
| --- | --- | --- |
| Type of institution:  |  |  |
|  |  | University |
|  |  |  |
|  |  | University college |
|  |  |  |
|  |  | Public scientific institution |

Please specify the kind 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-finance at least 50 % of this participation.

|  |
| --- |
| Date:Signature of the partner Signature of the contractor (1) |

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

Section II: Technical, scientific, organisational and financial description of the proposal

# 2. Proposal summary

(15 lines maximum + keywords)

|  |
| --- |
| ... |

# 3. Description of the proposal

(10 pages maximum)

## 3.1 General description

* Define the subject and the objectives of the proposal.
* Explain how the proposed approach is innovative or unconventional, how the collaboration with the possible partners would be original...

Evaluate the associated risk of possible failure.
* Describe the prospects of the proposed research for the scientific community and the society in general.

Justify its strategic importance with respect to the objectives of the programme.
* Position the proposal and the research team within the research activities and the organisation of the FSI.

|  |
| --- |
| ... |

## 3.2 Short description of the tasks

Numbering, name, short description of and responsible partner for the tasks in accordance with point 7 (the possible international partner should detail his complete contribution, financed and co-financed);

|  |
| --- |
| ... |

# 4. Added value of the international partnership

(1 page maximum - if applicable)

Justify the collaboration with possible foreign research institutions.

|  |
| --- |
| ... |

# 5. Data

(1 page maximum)

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

In case of gathering new data, please argue this methodological choice.

(see parts 4.3 and 5.4 of the Information file).

|  |
| --- |
| ... |

# 6. Gender and ethics

(0.5 page maximum)

Describe how the project (network composition ...) and the research itself respond 1. to gender and 2. to ethical issues such as sustainability, animal welfare...

If those aspects are not taken into consideration a justification is required.

|  |
| --- |
| ... |

# 7. Timetable

Adapt and fill in the timetable in accordance with the numbering of tasks in Section II. The possible subcontractors and foreign partners must be included in the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Year 1 | Year 2 | Man-months |
|  |  | S1 | S2 | S1 | S2 |
| Work Package 1: Title |  |
| Task 1.1 Specific title |  |
| Task 1.1.1:Key-word | C |  |  |  |  |  |
| P2 |  |  |  |  |  |
| ... |  |  |  |  |  |
| FP |  |  |  |  |  |
| SC |  |  |  |  |  |
| ... |  |  |  |  |  |
| Task 1.1.2:Key-word | C |  |  |  |  |  |
| P2 |  |  |  |  |  |
| ... |  |  |  |  |  |
| FP |  |  |  |  |  |
| SC1 |  |  |  |  |  |
| ... |  |  |  |  |  |
| Task 1.2 Specific title |  |
| Task 1.2.1:Key-word | C |  |  |  |  |  |
| P2 |  |  |  |  |  |
| ... |  |  |  |  |  |
| FP |  |  |  |  |  |
| SC1 |  |  |  |  |  |
| ... |  |  |  |  |  |
| Work Package 2: ... |  |
| (adapt and expand the table) |  |

|  |
| --- |
| Total Man-months |
| C |  |
| P2 |  |
| ... |  |
| FP |  |
| SC1 |  |
| ... |  |

C = Coordinator; P# = Partner n°#; FP = Foreign Partner; NFP = Non Financed Partner; SC = Subcontractor…

Please use the numbering as given in Section I.

# 8. Annual financial breakdown

## 8.1 Total budget of the proposal:

|  |
| --- |
| EUR ... |

## 8.2 Budget of the coordinator (partner 1)

Double click to open the table with MS Excel.


## 8.3 Budget of partner nr ...

Please duplicate this section for any supplementary partner.


## 8.4 Budget of foreign partner nr ...

Please duplicate this section for any supplementary partner.


## 8.5 Budgetary guidelines

(1) **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 and tax free scholarships. The Belgian Science Policy Office prefers that staff is recruited under a labour contract.

Minimum 60% of the total proposal's budget is devoted to staff.

(2) **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 10% of the staff budget for each partner. This amount is to be divided prorata over the whole duration of the project.

(3) **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 ...

(4) **Equipment** (***only for the Belgian partners***): Purchase and installation of scientific and technical apparatus and instruments, including computer hardware. Equipment needs to be purchased in the first half of the project.

(5) **Overheads** (***only for the Belgian partners)***: 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.

(6) **Subcontracting** (***only for the Belgian partners***): 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 related Belgian partner.

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

# 9. Financial breakdown for campaigns outside Europe (if applicable)

In addition to the financing of the project, the Belgian Science Policy Office will take care of the real expenses of the researchers of Belgian Institutions borne by the project for taking part in field work campaigns in Antarctica.

These campaigns must not be budgeted in the overall budget tables of the proposal (point 8).

Expenses which are reimbursed by the State within the context of these campaigns cover: (i) travelling costs and stay of the researchers of Belgian Institutions borne by the project; (ii) transportation and insurance of their scientific equipment. All other costs should be included in the overall project budget (point 8) and justified in point 10. The campaigns should be explained in points 3 and 7.

## 9.1 Campaign budget of the coordinator (partner 1)

|  |  |  |
| --- | --- | --- |
|  | Year 1 | Year 2 |
| Expected number of campaigns |  |  |
| Estimated budget |  |  |

|  |
| --- |
| Detailed information for every campaign (*duplicate if necessary*):Destination:Period:Duration:Number of participants:Transport costs - participants (EUR):Transport costs - equipment (EUR):Stay (EUR): |

## 9.2 Campaign budget for partner nr ...

Please duplicate this section for any supplementary partner.

|  |  |  |
| --- | --- | --- |
|  | Year 1 | Year 2 |
| Expected number of campaigns |  |  |
| Estimated budget |  |  |

|  |
| --- |
| Detailed information for every campaign (*duplicate if necessary*):Destination:Period:Duration:Number of participants:Transport costs - participants (EUR):Transport costs - equipment (EUR):Stay (EUR): |

# 10. Justification of the requested budget

## 10.1 Budget of the coordinator (partner 1)

Staff

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

Specific Operation

|  |  |
| --- | --- |
| Description: | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Equipment

|  |  |
| --- | --- |
| Description: | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Subcontracting

|  |
| --- |
| Name:Address: |
| Description of tasks: | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## 10.2 Budget of partner nr ...

Please duplicate this section for any supplementary partner.

Staff

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

Specific Operation

|  |  |
| --- | --- |
| Description: | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Equipment

|  |  |
| --- | --- |
| Description: | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Subcontracting

|  |
| --- |
| Name:Address: |
| Description of tasks: | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## 10.3 budget justification for foreign partner nr ...

Please duplicate this section for any supplementary partner.

Staff

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

Specific Operation

|  |  |
| --- | --- |
| Description: | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Section III: Partner's qualifications and experience

# 11. Project partner's curriculum vitae

Each financed partner (including the coordinator and the possible international partners) will provide a short curriculum vitae (for himself and, possibly, the researcher(s) who will achieve the project).

## 11.1 Curriculum vitae of the coordinator (partner 1)

|  |
| --- |
| ...(3 pages maximum) |

## 11.2 Curriculum vitae of partner nr ...

Please duplicate this section for any supplementary partner.

|  |
| --- |
| ...(3 pages maximum) |

## 11.3 Curriculum vitae of foreign partner nr ...

Please duplicate this section for any supplementary partner.

|  |
| --- |
| ...(3 pages maximum) |

Section IV: Experts

# 12. Proposed experts

The submitters should identify 5 foreign scientific experts likely to evaluate the proposal.

Experts must meet the following criteria:

* be outstanding and internationally well recognized in their research field
* be foreign experts not working or living in Belgium
* not belong to the same institution as the foreign partner
* have no direct link with the network
* have no co-publications with any of the partners within the last 5 years

## 12.1 Proposed expert nr ...

Please duplicate this section 5 times (Required field are marked with an \*)

|  |  |
| --- | --- |
| First name and Last name\*: |  |

|  |  |
| --- | --- |
| Institution and unit\*: |  |

|  |  |
| --- | --- |
| Address: |  |
| Country\* :  |

|  |  |  |  |
| --- | --- | --- | --- |
| Tel\*:  |  | Fax: |  |
| E-mail\*: |  |

|  |  |
| --- | --- |
| Website\*: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gender\*: | Male |  | Female |  |

|  |
| --- |
| Expertise: |
| (10 lines maximum) |

|  |
| --- |
| Motivation of the choice: |
| (10 lines maximum) |