BRAIN-BE 2.0
BELGIAN RESEARCH ACTION THROUGH INTERDISCIPLINARY NETWORKS PHASE 2 (2018 – 2023)

PLATFORM SUBMISSION GUIDELINES

for applicants

Call for proposals 2020-2021

PILLAR 1: Challenges and knowledge of the living and non-living world

PILLAR 2: Heritage science

PILLAR 3: Federal societal challenges

SUBMISSION DEADLINES:

PILLAR 2:
Expressions of Interest (EoI): Tuesday 19 May 2020 at 14h00
Full proposals: Tuesday 30 June 2020 at 14h00

PILLAR 1 & 3:
Expressions of Interest (EoI): Tuesday 30 June 2020 at 14h00
Full proposals: Tuesday 08 September 2020 at 14h00
# TABLE OF CONTENTS

1. INTRODUCTION ........................................................................................................................................3

2. ACCESS, REGISTRATION AND LOGIN TO THE PLATFORM ........................................................................4
   2.1 Access to the platform [Platform Homepage before Log In] .................................................................4
   2.2 Registration and Log in to the platform [Log In Page] ..........................................................................5

3. CREATE, EDIT, SUBMIT, PRINT AND DELETE AN EXPRESSION OF INTEREST (only for Coordinators) ..........7
   3.1 Create an Expression of Interest (only for Coordinators) .....................................................................7
   3.2 Edit an Expression of Interest (only for Coordinators) .......................................................................11
   3.3 Submit an Expression of Interest (only for Coordinators) ..................................................................11
   3.4 Print / Download the expression of interest ......................................................................................12
   3.5 Delete an Expression of Interest (only for Coordinators) .................................................................12

4. WHICH OF THE EOI FIELDS CAN BE CHANGED IN THE FULL PROPOSAL? ........................................13

5. CREATE, EDIT, SUBMIT, PRINT AND DELETE A FULL PROPOSAL ......................................................13
   5.1 Create a Full proposal (only for Coordinators) ..................................................................................13
   5.2 Access the Full Proposal (Coordinator and partners) .......................................................................19
   5.3 Edit a Full Proposal (Coordinator and Partners) .............................................................................20
   5.4 Print / Download the Full proposal (Coordinator and partners) ......................................................28
   5.5 Submit the Full proposal (only for Coordinators) .............................................................................28
   5.6 Delete the Full proposal (only for Coordinators) ..............................................................................28

6. CONTACT ..................................................................................................................................................29

ANNEX 1: OTHER BUTTONS YOU WILL FIND IN THE PLATFORM ...............................................................29

ANNEX 2: DESCRIPTION OF PLATFORM PAGES WITH THE GUIDELINES ...............................................29
1. INTRODUCTION

Welcome to the Platform Submission Guidelines of BRAIN-be 2.0. This document will guide you through the practical aspects of the online submission procedure. Please read the instructions carefully and follow them STEP by STEP.

Before you begin, be sure to consult the different documents concerning this call that are available on the BRAIN-be 2.0 website: https://www.belspo.be/belspo/brain2-be/call_open_en.stm

The BRAIN-be 2.0 online Submission Platform is accessible for potential applicants affiliated to:

- Belgian Federal Scientific Institutions (FSI)
- Belgian Universities
- Belgian Colleges of Higher Education
- Other public and non-profit Belgian research centres
- Research centres or institutions from a Least Developed African Country.

International partners other than those coming from Least Developed African Countries and subcontractors do not have access to the platform, but may be included in the proposal by the coordinator of the project.

The creation of a personal profile via the registration procedure is required in order to access the BRAIN-be 2.0 online Submission Platform. Each account is linked to a unique email address. The same registered account will be used for all the Expressions of Interest and Full Proposals in which the applicant is involved.

Coordinators and Partners have different rights within the platform:

<table>
<thead>
<tr>
<th></th>
<th>Expressions of Interest</th>
<th>Full proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Access</td>
<td>Create</td>
</tr>
<tr>
<td>Coordinator</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Partner</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

For further information regarding which Institution types can be Coordinators for a given proposal type and Pillar, please check the Information File on the BRAIN-be 2.0 website.

Expressions of Interest are exclusively completed online – there are no documents to download from / upload to the platform. Full proposals, on the other hand, are composed of online fields and additional documents. These additional documents are compulsory unless otherwise stated; the corresponding templates must be downloaded from the platform, filled out, and uploaded to the platform. No templates will be made available within the BRAIN-be 2.0 website, nor will they be sent by email to applicants. BELSPO will not accept Eois or Full proposals other than the ones submitted via the platform.
Note that not all project types are available for all Pillars:

<table>
<thead>
<tr>
<th>Thematic proposal</th>
<th>PILLAR 1</th>
<th>PILLAR 2</th>
<th>PILLAR 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottom-up Proposal</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
</tr>
</tbody>
</table>

Expressions of Interest and Full proposals must be written in English and formulated concisely avoiding abbreviations. The font used for the uploaded documents must be Calibri, size 11, with 1.15 line spacing.

2. ACCESS, REGISTRATION AND LOGIN TO THE PLATFORM

2.1 ACCESS TO THE PLATFORM [Platform Homepage before Log In]

Click on the following address or copy it in your internet browser (https://brain-be.belspo.be) to go to the Platform Homepage.

This is the Platform Homepage:

Within the Platform Homepage there are:

- Links to the different Pillars, containing a basic description of the Pillars
- ‘Login’ button

Click on the ‘Login’ button to proceed to the Log in Page.
2.2 REGISTRATION AND LOG IN TO THE PLATFORM [Log In Page]

ONE EMAIL ADDRESS = ONE ACCOUNT

- If you have previously used the FED-tWIN or the BRAIN-be 2.0 online Submission Platform, please Log In using your existing account.
- This account must be used for all the Expressions of Interest and Full Proposals you participate in.
- To access an already created proposal, Partners must use the email address encoded for them by the Coordinator in the proposal.
- Should your email address or institution have changed, please contact BELSPO: BRAIN-BE@belspo.be.

This is the Log In page:

Within the Log In page there are:

- Fields to log in with your existing account: ‘email’ and ‘password’
- Link to create a new account: ‘create your account’
- Link to recover the forgotten password: ‘forgot your password?’
2.2.1. LOG IN (with an existing account)

✔ Enter your email address and password 1 and click on the ‘Log In’ button.

If you have forgotten your password, you can always retrieve it via the link ‘forgot your password’ 3

Once the Log In is completed, you will be directed to the Platform Homepage. Your email will appear on the top right corner.

2.2.2. REGISTRATION (with a new account) [Registration Page]

✔ Click on the ‘Create your account’ link 2. You will be directed to the Registration page where you will be able to complete the registration form.

This is the Registration page:

Please note that:

- The eligible institutions must be chosen from a dropdown menu, except for LDC African partners
- Should your institution not appear in the list, send an Institution Request form so that BELSPO can examine the eligibility of your institution
- The Institution Request form is available in the BRAIN-be 2.0 website (https://www.belspo.be/belspo/brain2-be/register_open_en.stm)
- The partner’s email used for the registration and/or Log In must match the one encoded in the Full proposal by the coordinator, otherwise he/she will not be able to retrieve/edit said proposal.

✔ Enter the required information and click ‘Save’. You will be directed to the Platform Homepage, and your email will appear on the top right corner.
3. CREATE, EDIT, SUBMIT, PRINT AND DELETE AN EXPRESSION OF INTEREST (only for Coordinators)

Expressions of Interest are compulsory for the 3 Pillars and the first step towards introducing a Full proposal. You will not be able to create a Full Proposal unless you have created first its corresponding Expression of Interest, but you may work on the EoI and the Full proposal in parallel. In order to submit the Full proposal, you must first submit the EoI.

3.1 CREATE AN EXPRESSION OF INTEREST (only for Coordinators)

3.1.1. THE PLATFORM HOMEPAGE – once you are logged in

Prior to creating a new Expression of Interest you will have logged in or registered within the platform. In doing so, you will be directed back to the Platform Homepage.

The Platform Homepage will now look like this:

You will notice that some changes will have occurred on the page:

- Your email will appear on the top right corner
- The links for the different pillars will now take you to your Personal Homepages
  Note that there are 3 different Personal Homepages, one per Pillar.

Choose the Pillar for which you want to enter an Expression of Interest. You will be directed to your Personal Homepage for that Pillar.
3.1.2. YOUR PERSONAL HOMEPAGE – before introducing a new EoI

This is your Personal Homepage: (as an example you see the specific page for Pillar 2)

Within your Personal Homepage you will see one or the two following buttons depending on your institution type and the Pillar chosen:

- ‘Add expression of interest for Thematic project’
- ‘Add expression of interest for Bottom-up project’

Click on the appropriate button to create an Expression of Interest. You will be directed to the Expression of Interest page.

3.1.3. THE EXPRESSION OF INTEREST PAGE

This is the Expression of Interest page:
Within the **Expression of Interest page** there are several fields that must be completed:

- Statement regarding whether the proposal has been or not previously submitted within the BRAIN-be 2.0 programme
- Theme(s) of the Call: Choose between the different thematic priorities of the Call
- Proposal’s Acronym
- Proposal’s Title
- Name, institution and contact details of the Coordinator
- Possible partners (names and institutions)
- Short description of the proposal
- Keywords
- Approval statement for submission

In order to be able to save the EoI, at least the acronym and the title must be entered.

- Complete the required information and click ‘Save’.

By saving the information a new expression of interest will be created and identified by the reference **Eol-xxx**. The coordinator may update and save the content, check the input, and submit or delete the EoI at any time using the **Expression of Interest page**.

- Click on ‘Back to List’. You will be directed to your Personal Homepage.
3.1.4. YOUR PERSONAL HOMEPAGE – after saving a new EoI

Your Personal Homepage will change after saving an EoI. It will now look like this:

Now, you will see the Expression of Interest 1 you have created and a menu on the right side of the page 2:

- Information detail: Displays the content of the EoI for further editing
- Experts: Allows introducing 6 proposed experts (of which 4 are compulsory) and 2 non-grata experts
- Print EoI: Preview.pdf file of the EoI
- Add proposal: Allows introducing the Full Proposal that corresponds to the EoI

✓ Click on ‘Experts’. You will be directed to the Experts Page. There, you will be able to introduce the names and contact details of the experts you propose for the evaluation of your Full proposal.

3.1.5. THE EXPERTS PAGE

This is the Experts Page:
Within the **Experts page** there are several fields for 6 proposed experts and 2 non-grata experts:

- Name, gender, email, telephone
- Institution, Country, Webpage, Department
- Scientific disciplines
- Keywords

You need to provide the information for minimum 4 proposed evaluators with appropriate expertise in the research proposal, gender-balanced whenever possible and taking into account the criteria for experts mentioned in the Eligibility Evaluator document available at the BRAIN-be 2.0 website: [https://www.belspo.be/belspo/brain2-be/call_open_en.stm](https://www.belspo.be/belspo/brain2-be/call_open_en.stm)

Please ensure that you provide the right email and telephone number – otherwise BELSPO will exclude these experts from the evaluation of your proposal.

- Fill out all the required fields, and click ‘Save’.
- Click ‘Back to list’. You will be directed to your **Personal Homepage**. Note that after saving, the experts provided will appear in alphabetic order.

### 3.2 EDIT AN EXPRESSION OF INTEREST (only for Coordinators)

If you are in your **Personal Homepage**, you can edit an Expression of Interest in the following way:

- **Click on ‘Information detail’**. You will be directed to the **Expression of Interest** page. There, you will be able to edit the information.
- **Edit the required information and click ‘Save’**.
- **Then, click on ‘Back to List’**. You will be directed to your **Personal Homepage**.

### 3.3 SUBMIT AN EXPRESSION OF INTEREST (only for Coordinators)

If you are in your **Personal Homepage**, you can submit an Expression of Interest in the following way:

- **Click on ‘Information detail’**. You will be directed to the **Expression of Interest page**.

The following confirmation must be given prior to submitting the EoI:

- **As the coordinator, I confirm to have read and to have asked all the natural persons involved...**

- **At the bottom of the page, click on ‘Submit’**. The EoI will be submitted to BELSPO and you will be directed to your **Personal Homepage**.
After successful submission, only the Coordinator will receive an automatically generated confirmation of receipt, and a '✓' will appear on his/her Personal Homepage. No email will be sent to the partners; the Coordinator will be responsible of informing them.

### 3.4 PRINT / DOWNLOAD THE EXPRESSION OF INTEREST

If you are in your Personal Homepage, you can print / download an Expression of Interest in .pdf form, in the following way:

- **Click on ‘Print EoI’.** A new tab will open in your internet browser containing a printable version of your EoI.

### 3.5 DELETE AN EXPRESSION OF INTEREST (only for Coordinators)

If you are in your Personal Homepage, you can delete an Expression of Interest in the following way:

- **Click on ‘Information detail’.** You will be directed to the Expression of Interest page.

- **At the bottom of the page, click on ‘Delete’.** The EoI will be deleted and you will be directed to your Personal Homepage.

Note: Should you want to delete a non-submitted EoI for which a proposal has already been added, you have to delete the proposal first (see section 5.6).
4. WHICH OF THE EOI FIELDS CAN BE CHANGED IN THE FULL PROPOSAL?

<table>
<thead>
<tr>
<th>Expression of Interest</th>
<th>Before submitting</th>
<th>After submitting</th>
<th>Which of the EoI fields can be changed in the Full proposal?</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Reworked’ proposal / New proposal</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Theme(s)</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Proposal’s Acronym</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Proposal’s Title</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Coordinator</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Partners</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Short description of the proposal</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Keywords</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Experts</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

5. CREATE, EDIT, SUBMIT, PRINT AND DELETE A FULL PROPOSAL

Prior to submitting a Full proposal, applicants must first submit an Expression of Interest.
If you are the Coordinator, please follow section 5.1. Create a Full proposal.
If you are a Partner, please follow section 5.3. Edit a Full proposal.

5.1 CREATE A FULL PROPOSAL (only for Coordinators)

5.1.1. YOUR PERSONAL HOMEPAGE – before introducing a new Full proposal

Once you have created (saved) and Expression of Interest, your Personal Homepage will look as described in section 3.1.4. Within the right side menu, you will see a new button appear: ‘Add proposal’.
Click on ‘Add Proposal’ to introduce the Full proposal. You will be directed to the Information detail page.

5.1.2. THE INFORMATION DETAIL PAGE

This is the Information detail page:
Within the **Information detail page** you will see:

- Statement regarding whether the proposal has been or not previously submitted within the BRAIN-be 2.0 programme ¹
- Theme(s) - (only for thematic proposal) ²
- Acronym ³
- Title ⁴
- Duration ⁵
- Proposal Summary ⁶
- Keywords ⁷
- Approval statements for submission ⁸

These fields correspond with the point ‘Information Detail’ of the **Submission and Evaluation Guidelines** (Part II: Criteria, section: Submission content for applicants vs. evaluation criteria). This document is available on the BRAIN-be 2.0 website: [https://www.belspo.be/belspo/brain2-be/call_open_en.stm](https://www.belspo.be/belspo/brain2-be/call_open_en.stm)

You will see that most of the fields are automatically filled with the information completed in the EoI. In order to see which fields can be modified, please check section 4.

✔️ **Complete or update the required information and click ‘Save’**.

By doing so, you will have created a new **Full proposal**, and new information will appear on the **Information detail page**.
This is the **Information detail page**, after saving the new Full proposal:

Underneath the keywords a new table will be displayed showing the **Partners Table** 1, which for the moment will only contain information regarding the Coordinator.
5.1.3. YOUR PERSONAL HOMEPAGE – after introducing a new Full proposal

Your Personal Homepage will have changed after adding a new Full Proposal. It will now look like this:

Your Personal Homepage will have changed after adding a new Full Proposal. It will now look like this:

Next to the added proposal, your Personal Homepage will show a menu on the right hand menu, containing the following:

- Information detail: Displays the content of the Full proposal for further editing
- Add partner: Allows the Coordinator to add partners to the proposal
- Documents: Contains all the downloadable forms to be filled in, off-line, and subsequently uploaded to the platform
- Print Proposal: Preview.pdf file of the Full proposal

Underneath the title of the proposal, a Recapitulative Partner Table will appear, with information concerning:

- Role of the partner
- Name
- Institution
- Type (of institution)
- Country

For the moment, it will be filled only with the name and some institution details of the Coordinator.

In order for the Coordinator to add Partners, he/she must go to the Add Partner page.
5.1.4. THE ADD PARTNER PAGE

Each Partner has to be added separately. The Coordinator must visit the Add Partner page as many times as there are Partners in his/her proposal.

Click on Add Partner to introduce the partners in the platform. You will be directed to the Add Partner page.

This is the Add partner page:

Within the Add partner page, you will see the following fields:

- Partner type: Belgian partner / African partner of LDC / Other international partner (scroll list)
- Promoter: Name and email

The Coordinator must choose the partner type and complete the required fields.

Please note that in function of the partner type chosen, the page will display different fields. If the partner institution is not in the list of the ‘Colleges of higher education’ or the ‘Other public and non-profit research centres’, the concerned partner has to send an Institution Request form to BELSPO to examine the eligibility of said institution available on the BRAIN-be 2.0 website: https://www.belspo.be/belspo/brain2-be/call_open_en.stm
The Coordinator must click on ‘Save’.

By pressing ‘Save’, the partner will be added to the proposal. An email will be sent to the Partner (except in the case of ‘Other international partner’), and the coordinator will be directed to his/her Personal Homepage.

Please note that partners will appear in alphabetic order and per partner type. The Partners will now have access to the platform, by Logging In using the same email address that the Coordinator has provided for them, and they can add information to the proposal (except ‘Other international partners’).

It is also possible for the coordinator to remove a Partner via the Partner profile and budget page (see section 5.3.3).

Click on the Partner name that needs to be deleted within the Recapitulative Partner Table. You will be directed to the Partner profile and budget page.

Click ‘Delete’.

5.2 ACCESS THE FULL PROPOSAL (Coordinator and Partners)

Once a proposal is created by the Coordinator, and he/she has added the Partners, all the Partners with the exception of ‘Other International Partners’ may enter the platform using the same email address to which the notification email has been sent, which is the email address introduced by the coordinator in the proposal when adding the partner.

Log In to the platform following the instructions provided in section 2.

You will be directed to the Platform Homepage. The Platform Homepage will look as described in section 3.1.1. Your email will appear on the top right corner, and the links within the Pillar’s names will take you to your Personal Homepage.

Click on the Pillar within which your Full proposal has been introduced.

You will be directed to your Personal Homepage, from which you will be able to edit your Full proposal.
5.3 EDIT A FULL PROPOSAL (Coordinator and Partners)

Once a proposal is created by the Coordinator, and he/she has added the Partners, all the Partners with the exception of ‘Other International Partners’ may:

- Edit the Information detail fields within the platform pages (see section 5.3.1)
- Have access to downloading the documents that are part of the Full proposal (see section 5.3.2)
- Complete their profiles and their required budget within the proposal (see section 5.3.3)

This is your Personal Homepage:

For each added proposal, your Personal Homepage will show a menu on the right hand menu, containing the following:

- Information detail: Displays the Information detail page of the Full proposal for further editing
- [Add partner: Allows the Coordinator to add partners to the proposal – only visible for the Coordinator]
- Documents: Contains all the downloadable forms to be filled in, off-line, and subsequently uploaded to the platform
- Print Proposal: Preview .pdf file of the Full proposal

Underneath the title of the proposal, a Recapitulative Partner Table will appear, with information concerning:
In order to edit the Full proposal, you must use the right hand menu on your Personal Homepage and the Recapitulative Partner Table.

5.3.1. THE INFORMATION DETAIL PAGE

Once in your Personal Homepage, in order to add the duration, adapt the title and/or proposal summary of the Full proposal, you need to go to the Information detail page.

Click on Information detail. You will be directed to the Information detail page.
This is the **Information detail page**: 

Within the Information detail page, you will see:

- Fields corresponding with the general information of the Full proposal  
- The Partners table  

For a more detailed description of the page, please see section 5.1.2.

Edit the information and click on ‘Save’. Then, click on ‘Back to list’. You will be directed back to your Personal Homepage.
5.3.2. THE DOCUMENTS PAGE

Once in your **Personal Homepage**, in order to download the different documents of the Full proposal, you need to go to the **Documents page**.

💡 **Click on ‘Documents’**. You will be directed to the **Documents page**.

This is the **Documents Page**:

It contains all the downloadable templates necessary for the submission of the Full proposal:

- Proposal description 💐
- Gantt chart 📆
- Antarctica campaign form – only if applicable 🌈
- Data management plan form 📊
- Ethics form 📄
- Cash or in-kind commitment letter (from institutions/organisations which are not partners of the project) – non mandatory, only if applicable 💰
- Follow-up committee letter of intent – non mandatory 📩

For this part, the partners of the Full proposal must work off-line, following the instructions provided within the **Submission and Evaluation guidelines**, on the BRAIN-be 2.0 website:  
Further documents that should be consulted to adequately fill out the forms are also available on the website:

- Information file
- Evaluators eligibility
- Submission and evaluation guidelines
- Evaluation matrix
- Gender checklist
- Budget rules
- Institution request form
- Strategic Committee members: Pillars 1, 2 and 3
- FAQ

Download the documents, complete them and upload them to the Documents page.

When uploading the documents, the platform automatically assigns a reference number to the document:

- Prpxxx_1 for Proposal Description
- Prpxxx_2 for GANTT chart
- Prpxxx_3 for Antarctica campaign form
- Prpxxx_4 for Data management plan form
- Prpxxx_4 for Ethics form
- Prpxxx_6 for Cash or in-kind commitment letter
- Prpxxx_7 for Follow-up committee letter of intent

In case of updating (new-uploading) of the documents on the platform, the previous uploaded document will be removed. Beware of the fact that the new upload will receive the same reference (Prp-xxx_1) for the Research proposal, as the previous one.

Click on ‘Back to list’. You will be directed to your Personal Homepage.
5.3.3. THE PARTNER PROFILE AND BUDGET PAGE

As you will have seen on the Submission and Evaluation Guidelines (Part II: Criteria; Section Submission content for applicants vs. Evaluation criteria; Point 3.3. Budget; available at the BRAIN-be 2.0 website: https://www.belspo.be/belspo/brain2-be/call_open_en.stm), the Budget for the proposal must be filled online – excepting the Antarctica Form.

In order to fill out the Budget part, you must go to the Partner profile and budget page. This page can be reached from your Personal Homepage, by clicking on the Recapitulative Partner Table : 

[Click on your name within the Recapitulative Partner Table to complete your profile and budget. You will be directed to the Partner profile and budget page.]

 nowadays
This is the Partner profile and budget page:
Within this page, fields regarding the profile of the partner will be displayed:

- Acronym: Cannot be modified 📄
- Partner type: Can be modified to make a Belgian partner the coordinator of the Full proposal and vice versa 🔄 (see below for the procedure)
- Institution type: Cannot be modified 📄
- Institution: Cannot be modified 📄 (except for AF partners and other international partners)
- Promoter: name, email, gender, language, phone: Can be modified 📄
- Collaborator: name, email, gender, language, phone: Can be modified 📄
- Faculty/Department, Research Group, Postal address, Website: Can be modified 📄

Followed by fields concerning the budget of the partner:

- Budget table: It is automatically completed by filling out the Budget justification 📄
- Budget justification: Can be modified 📄
  - Staff budget
  - Specific operation budget
  - Equipment budget
  - Subcontracting budget

Please note that concerning the profile of the Partner:

- The coordinator can be replaced during the elaboration process of the proposal. In case of modification, the coordinator has to first change the Partner Type from Coordinator to Partner in his/her Partner profile and, secondly, the newly appointed partner has to login in the platform and change the Partner type from Partner to Coordinator in his/her Partner profile. The proposal can only be submitted, providing that one partner has the status of coordinator.
- The name and email address can also be modified during the elaboration process. In case of modification, the previous email address loses access to the proposal, and another account has to be activated (registered) using the new email address.
- A given partner (except for ‘Other International partners’) can also add a collaborator who in order to provide information to the proposal must have a registered account.

Please note that regarding the budget:

- The figures in the Budget table are automatically completed with the information given in the section Budget justification for the different categories of expenses (Staff budget, specific operation, equipment and subcontracting).
- Keep in mind that financial rules apply (see document Budget Rules available at the BRAIN-be 2.0 website: [https://www.belspo.be/belspo/brain2-be/call_open_en.stm](https://www.belspo.be/belspo/brain2-be/call_open_en.stm)).

✔️ Complete all your details and the budget you will require for the project. Click on ‘Save’ and ‘Back to list’. You will be directed to your Personal Homepage.
5.4 PRINT / DOWNLOAD THE FULL PROPOSAL (Coordinator and Partners)

If you are in your Personal Homepage, you can print / download the Full proposal in .pdf form, in the following way:

- Click on ‘Print proposal’. A new tab will open in your internet browser containing a printable version of your Full proposal.

5.5 SUBMIT THE FULL PROPOSAL (only for Coordinators)

Once in the Personal Homepage, in order to submit a Full proposal, the coordinator must go to the General Information page.

- Click on ‘Information detail’. You will be directed to the General Information page.

Note that the following confirmation must be given prior to submitting the Full proposal:

✓ I assure that my hierarchical authority agrees with the submission of this proposal
✓ As the coordinator, I confirm to have read and to have asked all the natural persons involved...

When your Full proposal is finalised, you may do a Final check. If the Full proposal is ready for submission, no comment will appear. Please note that the Final check only guarantees that all fields have been completed, it is the responsibility of the applicant to make sure that the correct information/files are encoded/uploaded.

- Click on ‘Submit’. Full proposal will be submitted to BELSPO.

After successful submission, the coordinator and the partners (except for the ‘Other international partners) will receive an automatically generated confirmation of receipt, and a ‘✓’ will appear on his/her Personal Homepage.

5.6 DELETE THE FULL PROPOSAL (only for Coordinators)

Once in the Personal Homepage, in order to delete a Full proposal, the Coordinator must first delete the partners.

- Click on ‘Add Partner’. You will be directed to go to the Add Partner page.

For each partner:

- Click on ‘Delete’. The partner will be deleted. A notification is automatically sent to the concerned Partner.

- Click on ‘Back to list’. You will be directed to your Personal Homepage.

Now, in order to delete the Full proposal, you must go to the Information detail page.

- Click on ‘Information detail’. You will be directed to the Information detail page.

- Click on ‘Delete’. By clicking on the Delete button, the Full proposal will be deleted.

If the deletion is successful, the Coordinator will receive an automatically generated confirmation of receipt.
6. CONTACT

If you have any questions, or require further information, please contact the secretariat:

BRAIN-BE@belspo.be

ANNEX 1: OTHER BUTTONS YOU WILL FIND IN THE PLATFORM

- **Save**: Saves the input of the form
- **Check**: Saves the content and checks if all necessary fields are completed / if the proposed budget for this partner respects the financial rules
- **Delete**: Deletes EoI/Partner/Full proposal (only by the coordinator)
- **Back to list**: Takes you back to your Personal Homepage

ANNEX 2: DESCRIPTION OF PLATFORM PAGES WITHIN THE GUIDELINES

- **Platform Homepage**:
  - Before Log In: Section 2.1
  - After Log In: Section 3.1.1
- **Log In page**: Section 2.2
- **Registration page**: Section 2.2.2
- **Personal Homepage**:
  - Before introducing an EoI: Section 3.1.2
  - After saving an EoI: Section 3.1.4
  - Before introducing a Full proposal: Section 5.1.1
  - After introducing a Full proposal: Section 5.1.3
  - After introducing the partners: Section 5.3
- **Experts page**: Section 3.1.5
- **Information detail page**:
  - Before saving the Full proposal: Section 5.1.2, first image
  - After saving the Full proposal: Section 5.1.2, second image
- **Add partner page**: Section 5.1.4
- **Partner profile and budget table**: Section 5.3.3