**EVALUATION OF THE EFFECTS OF A COLLECTIVE REDUCTION IN WORKING TIME**

PROPOSAL SUBMISSION FORM

*Before completing this submission form, please carefully consult the* ***Information File****.*

*The proposal submission form must be sent in Word and Pdf format, accompanied by the Ethics Form:*

* *By email to* [*brain-be@belspo.be*](mailto:brain-be@belspo.be)
* *Naming the file* ***proposal RWT\_Acronym,*** *and the ethics form:* ***Ethics RWT\_Acronym***
* *The subject of the email must be* ***proposal RWT-Acronym***

The **deadline** for the submission of the **Full Proposal** is: **23/10/2023 @ 14h00**

# OVERVIEW OF THE PROPOSAL

*Fill out the blank spaces in table, add extra lines accordingly.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Acronym** | Click here to enter text. | | | | |
| **Project Title** | Click here to enter text. | | | | |
|  |  | | | | |
| **Duration** | Click here to enter text. Months (max. 24) | | | | |
| **Total requested budget** | Click here to enter text. EURO (max. 75.000€) | | | | |
| **Partnership/single promoter** | **Partner** | **Name, surname** | **Affiliation (= institution, faculty, research group)** | **Email** | **Gender (M=Male, F=Female, X=other)** |
| Coordinator (=P1) |  |  |  |  |
| Partner 2 |  |  |  |  |
| Partner 3 |  |  |  |  |
| *… (add lines if necessary)* |  |  |  |  |
| International Partner 1 (IP1) |  |  |  |  |
| International Partner 2 (IP1) |  |  |  |  |
| *… (add lines if necessary)* |  |  |  |  |

Executive Summary (max. 0.5 pages)

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| --- |
| Click or tap here to enter text. |

# SINGLE PROMOTER OR PARTNERSHIP

##### B.1. Individual quality of the PROMOTER/partners (max. 1 page/partner)

*For the single promoter or for each partner of a network, provide in one page max a short CV, citing up to 5 articles or projects directly linked to the present proposal. The CV of the coordinator should include information on his/her experience in leading national or international projects. Only include references to manuscripts which have been accepted for publication or have been published under peer review.*

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| Click here to enter text. |

# SCIENTIFIC DESCRIPTION OF THE PROPOSAL

##### C.1. State of the art and position of the Research objective(s) (max. 2 pages)

*Indicate the objectives of the project and locate them in the current state of the art. References will be listed in point C.2. below.*

|  |
| --- |
| Click here to enter text. |

##### C.2. Bibliographic references (max. 2 pages)

*List the references used in point C.1.*

|  |
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| Click here to enter text. |

##### C.3. Methodological approach (max. 6 pages) (check 🖹 Gender checklist, fill out 🖹 Ethics form)

*Describe in detail how the research objectives are translated into a methodology on which data is applied that will allow to generate end results that can confidently answer the research objectives. Ensure to justify the methodological choices, to delineate the strengths, weaknesses and suitability of the data and justify any new data collection by explaining why existing sources are not suited for your research. Make sure to read the gender checklist and the ethics form to integrate these aspects in the design of your project. For the ethical aspects, the ethics form provided should be attached to your proposal.*

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| Click here to enter text. |

##### C.4. (IF APPLICABLE) Adequacy and added value of the MULTIDISCIPLINARY partnership in addressing the topic (MAX. 1 PAGE)

*Describe the adequacy and added value the multidisciplinary partnership(s) will bring to address the topic of the proposal.*

|  |
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| Click here to enter text. |

# IMPLEMENTATION

##### D.1. Work plan (MAX. 2 PAGES)

*Provide a workplan broken down in work packages and in tasks. Include a list of deliverables and, if applicable, of milestones.*

|  |
| --- |
| Click here to enter text. |

##### D.2. Timetable and work intensity

*Provide a timeline for your work packages, including the partners in charge and their work intensity (in Person/month). Colour, merge and name cells for each WP.*

* *To colour the cells go to the Home menu and use the Shading tool *
* *To merge the cells, choose several cells, click right with the mouse and choose merge *
* *Then enter the name of your work package and the work intensity per partner (in Person/months to be funded) in the shaded zone*
* *Example: Workpackage 1 is management of the project, this includes 6 person/months for the Coordinator (C) and 0 person months for Partner 2, 3 and 4.*

|  |
| --- |
| *WP1: management – C=6PM, P2/P3/P4=0* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mo 1-6 | Mo 7-12 | Mo 13-18 | Mo 19-24 | Mo-25-30 | Mo 31-36 |
| WP1 |  |  |  |  |  |  |
| WP2 |  |  |  |  |  |  |
| WP3 |  |  |  |  |  |  |
| WP4 |  |  |  |  |  |  |
| WP5 |  |  |  |  |  |  |
| WP6 |  |  |  |  |  |  |
| WP7 |  |  |  |  |  |  |

##### D.3. Data management (max. 1 page) (check 🖹 Data Management Plan)

*The data used in this proposal has been described at length in section C.3. (Methodological approach). In this section, as part of making research data findable, accessible, interoperable, and re-usable (****FAIR****) under the Open data principle endorsed by BELSPO, the team will provide information on:*

* *when, where and in what format the data will be made accessible,*
* *how the data will be curated and preserved for ulterior use (including after the end of the project).*

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| Click here to enter text. |

##### D.4. Budget

##### D.4.1. Costs justification

*Each promotor will justify the costs categories eligible for funding by BELSPO in due respect of the budget rules:*

*(The table can be copied and altered accordingly)*

*The budget of a given partner* ***cannot exceed 60%*** *of the total budget of the proposal.*

The different categories of expenditure eligible by BELSPO are:

**Staff**: Pre-tax wages associated with increases in the cost of living, 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. BELSPO does not allow cumulative wages for Staff. A researcher bound contractually to an institution - full time or part time cannot apply for him/herself for BELSPO staff budget for that part.

**BELSPO prefers staff to be hired under a labour contract.** However tax-free doctoral or post-doctoral scholarships can be exceptionally accepted under the following conditions:

* The total number of person months funded by the BELSPO project under a tax-free scholarships scheme is limited to max. 50% of the **total number of person months funded by the project under labour contract**.
* In any case, there shall not be more than 2 tax-free scholarships/project. Tax-free scholarships refer to a grant subject to tax exemption under the tax laws.

At least 60% of the total proposal's budget has to be devoted to staff.

**General operating costs**: this includes day-to-day/usual supplies and products for the laboratory, workshop and office, documentation, shipments, use of day-to-day software and IT facilities, organisation of internal meetings, etc. The budget envelope for this category may not exceed 15% of the staff budget for the coordinator (for single team and network projects) and 10% of the staff budget for the other partners in network projects. The amounts claimed must correspond to actual expenditures strictly related to the project, even if supporting documents are not requested. The institution must keep these invoices in its accounts in the event of an audit.

**Specific operating costs**: this includes operating costs specific to the execution of the project tasks, such as costs for project analyses, maintenance and repair of equipment purchased by the project, use of specific IT facilities and software, costs for surveys, open data publications\*\*, organisation of workshops and events, etc....

\*\* *In the case of an online article published within an Open Access journal, the Article Processing Charge (APC) will be of maximum 1 300 €, and a copy of the Editor's version must be immediately deposited in an institutional repository and made public and free of access*

**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 is set at maximum 5% of the total staff and operating costs.

**Equipment:** 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.

**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 Belgian partner concerned.

**Coordinator / single promoter <Name, Surname, Institution>**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Personnel costs** | | | | |
|  | Staff name (if identified) and qualifications and experience | Number of P/M to be financed by BELSPO  *(hint: check P/M in the Timetable in section D.2.)* | Estimated full time monthly cost[[1]](#footnote-1)[[2]](#footnote-2) | Total | P/M not financed (including supervision by partner) |
| Coordinator | Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | **Working costs: list General and specific costs (add lines if necessary)** | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | **Equipment** (add lines if necessary) | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | **Subcontracting**(add lines if necessary) | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |

**Partner 2 <Name, Surname, Institution>**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Personnel costs** | | | | |
|  | Staff name (if identified) and qualifications and experience | Number of P/M to be financed by BELSPO  *(hint: check P/M in the Timetable in section F.2.)* | Estimated full time monthly cost1 | Total | P/M not financed (including supervision by partner) |
| Coordinator | Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | **Working costs: list General and specific costs (add lines if necessary)** | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
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|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | **Equipment** (add lines if necessary) | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | **Subcontracting**(add lines if necessary) | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |

##### D.4.2. Budget overview

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EURO** | Coord. | Partn.2 | Partn.3 | Partn.4 | Partn.5 | Int.Partn.1 | **TOTAL** |
| Staff |  |  |  |  |  |  | **0** |
| General operation costs (15% max of staff for C, 10% for other partners) |  |  |  |  |  |  | **0** |
| Specific operation costs |  |  |  |  |  |  |  |
| Overheads = 5% of [P+GOC+SOC] |  |  |  |  |  | / | **0** |
| Equipment |  |  |  |  |  | / | **0** |
| Subcontracting (max 25% total budget of partner) |  |  |  |  |  | / | **0** |
| **TOTAL** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
|  |  |  |  |  |  |  |  |

1. [↑](#footnote-ref-1)
2. Full time monthly cost must include the withholding tax on research and development (cfr article 275³, WIB 92 - edition 2022) [↑](#footnote-ref-2)