

# DEFRA

DEFENCE-RELATED RESEARCH ACTION

## PLATFORM SUBMISSION GUIDELINES for applicants

Call for proposals 2026

### SUBMISSION DEADLINES:

Pre-proposals: Thursday 19 February 2026 at 14h00

Full proposals: Thursday 4 May 2026 at 14h00

## TABLE OF CONTENTS

1.	INTRODUCTION .....	3
2.	ACCESS, REGISTER AND LOGIN TO THE PLATFORM .....	4
2.1	Access the platform.....	4
2.2	Register to the Platform and with an organisation .....	6
2.3	Log in to the Platform with an existing account, (once you are linked to your organisation) .....	11
2.4	Log out of the Platform .....	13
3.	APPLY FOR FUNDING TO YOUR CHOSEN PROGRAMME .....	14
3.1	Choose the DEFRA programme & access the pre-proposal form .....	14
4.	COMPLETE YOUR PRE-PROPOSAL FORM .....	15
4.1	The different parts of the Pre-Proposal form.....	15
4.2	Fill in, edit & submit the Pre-Proposal form.....	16
4.3	FINDING YOUR PRE-PROPOSAL AFTER SUBMITTING THE PRE-PROPOSAL FORM.....	28
5.	WHICH OF THE PRE-PROPOSAL FIELDS CAN BE CHANGED IN THE FULL PROPOSAL? .....	30
6.	COMPLETE YOUR FULL PROPOSAL FORM .....	31
6.1	ACCESS THE FULL PROPOSAL FORM.....	31
6.2	The different parts of the Full Proposal form.....	32
6.3	Fill in, edit & submit the Full Proposal form.....	33
6.4	FINDING YOUR FULL PROPOSAL AFTER SUBMISSION .....	45
7.	CONTACT .....	46

## 1. INTRODUCTION

All **Pre-proposals** and **Full Proposals** must be electronically created and submitted via the online BELSPO Platform: <https://belspo.aimsgrants.com>

Welcome to the **Platform Submission Guidelines**. 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.**

### **AVAILABLE DOCUMENTS**

Before you begin, be sure to consult the different documents concerning this call that are available on the **DEFRA website** : <https://www.belspo.be/defra>

### **POSSIBLE PARTNERS**

The **DEFRA online Submission Platform** is accessible for potential applicants affiliated to the following types of organisations. **The eligibility criteria for project partners are set out in section 2.2. of the Information document.**

- Universities
- Colleges of Higher Education
- Federal Scientific Institutions
- Defence Research Institutes
- Other Public research institutes
- Private non-profit research centres
- Private companies

### **WHO CAN ACCESS THE PLATFORM?**

Only the coordinator can create, edit and submit a (Pre-/Full) proposal. Partners included in a proposal will not have access to the given (Pre-/Full) proposal.

### **HOW TO ACCESS THE PLATFORM**

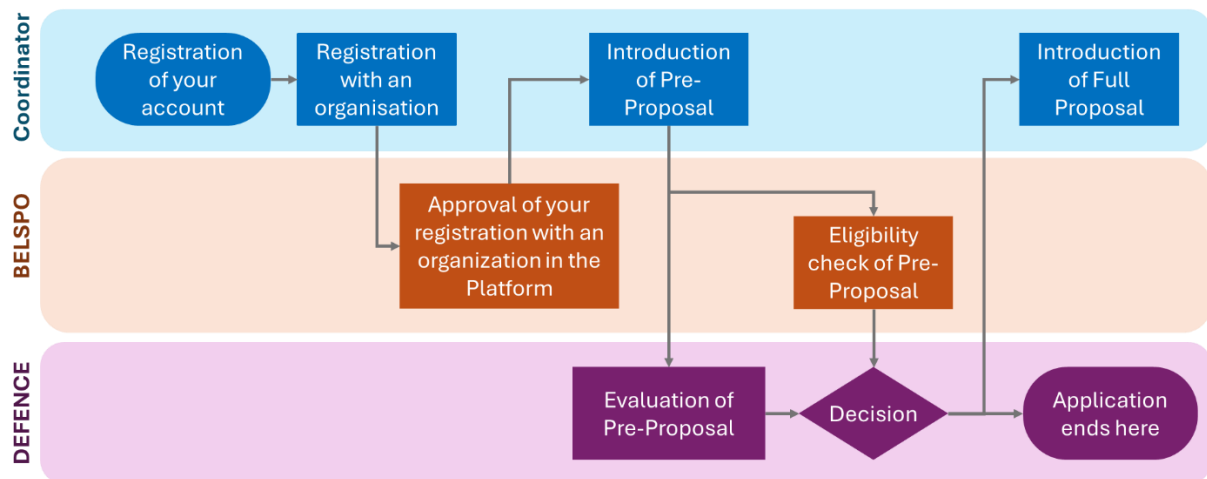
**The creation of a personal profile** via the registration procedure is required in order to access the **online Submission Platform**. Each account is linked to a **unique email address**. The **same registered account** will be used for all the Pre-proposals and Full proposals in which the applicant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

### **HOW TO COMPLETE A PRE- OR FULL PROPOSAL**

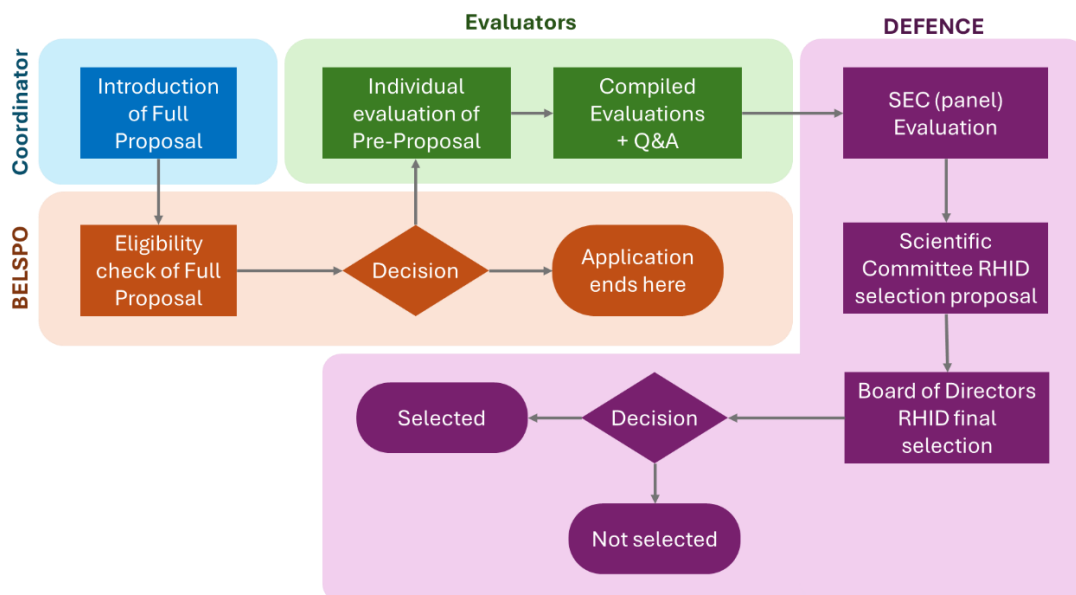
**Pre-proposals and Full proposals** are composed of **fields to be completed online** and **additional documents to be downloaded, filled out, and uploaded** to the platform. These templates are available on the DEFRA submission platform. BELSPO will not accept Pre-proposals or Full proposals other than the ones submitted via the platform.

Pre-proposals 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.

## PRE-PROPOSAL SUBMISSION WORKFLOW



## FULL PROPOSAL SUBMISSION, EVALUATION & SELECTION WORKFLOW



## 2. ACCESS, REGISTER AND LOGIN TO THE PLATFORM

### 2.1 ACCESS THE PLATFORM

🔗 Click on the following address or copy it in your internet browser <https://belspo.aimsgrants.com> to sign in to the **Platform Homepage**.

#### ONE EMAIL ADDRESS = ONE ACCOUNT

This account must be used **for all the Pre-proposals and Full Proposals** you participate in.

Within the **Platform Homepage**:

- 🔗 If you are a **first-time user** of the new BELSPO platform, under New User: Click on **Register** **1**.

- If you have **already used** the new BELSPO platform, under Existing User: Enter your email and password and Click on **Login** <sup>2</sup>. Then go directly to [section 2.3](#) of these guidelines.

**Not logged in**

**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 log in. 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.

If you have any troubles with the platform, please contact [platform.support@belspo.be](mailto:platform.support@belspo.be).

**Schemes Available**

[See all available Programmes](#)

**New User**

Setup an account <sup>1</sup>

[Register](#)

**Existing User**

Please enter your login details

**Email**

**Password**

Remember my login on this computer

[Login](#) <sup>2</sup>

\*required

[Forgotten your password?](#)

## 2.2 REGISTER TO THE PLATFORM AND WITH AN ORGANISATION

As a first-time user, you must follow a 2-step registration process: First, you must register to the **Platform** and then register with an **organisation**.

Please make sure to complete your registration **well in advance** of the deadline. Registration requires a **manual approval step carried out by BELSPO**, and this verification is only performed **during regular working hours**. If many applicants register at the same time, this can create a **bottleneck** and may delay your approval. You should therefore allow **sufficient time** for this process before attempting to submit your Pre-Proposal.

Registering too close to the deadline may result in **delayed approval**, which could ultimately **compromise your ability to submit your Pre-Proposal on time**.

### 2.2.1. REGISTRATION STEP 1: Register yourself to the Platform

By clicking on **'Register'** at the **Platform Homepage**, you will be directed to the **Registration page** where you will be able to complete the registration form.

This is the **Registration page**:

**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.

**1**

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

**2**

I agree my data will be stored  
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.  
Box should be ticked if you wish to be added to BELSPO mailing lists and/or to be contacted for purposes related to this call, future BELSPO calls for proposals and/or new BELSPO programmes.

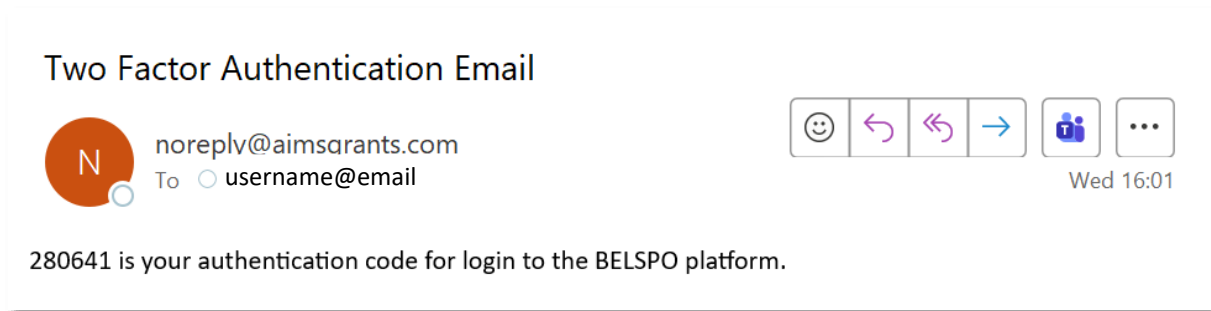
Register

\*required

Enter the required information, and do not forget to tick the **'I agree my data will be stored'** **1**.

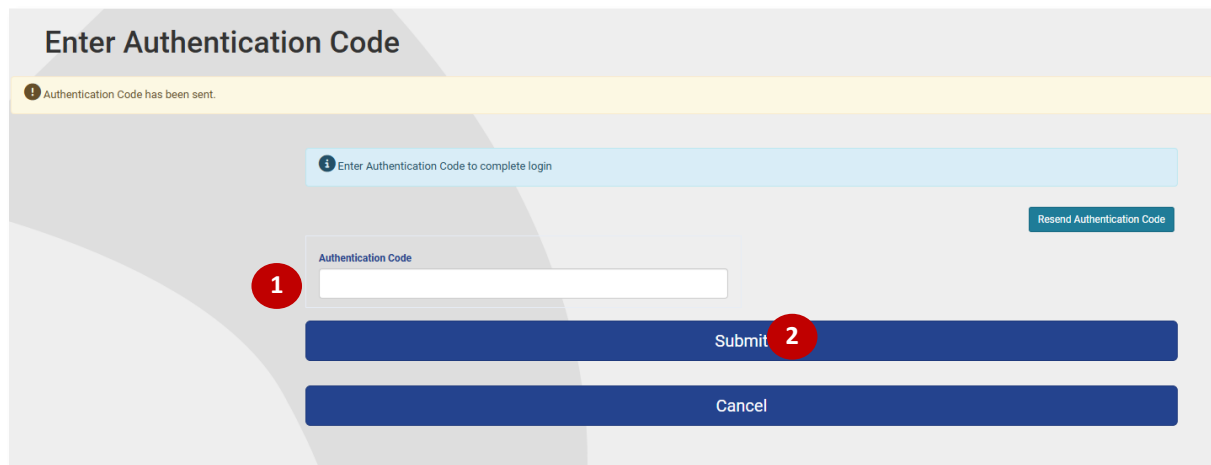
 Click on **'Register'** **2**.

An email will be sent to the email address entered, with an authentication code:

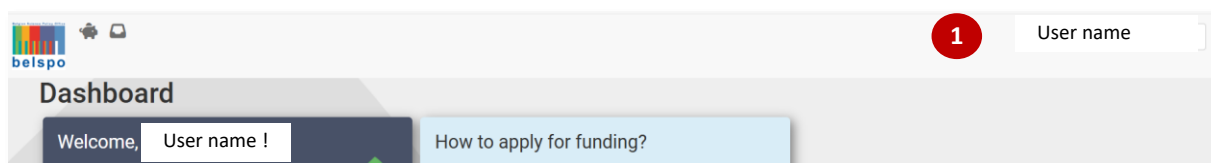


And the platform will display the [Enter Authentication Code](#) page.

🔑 Enter the Authentication code received **1** and click on **'Submit'** **2**.



You will land on your [Dashboard](#) and your username will appear on the **top right corner** **1**.



**Note:** You will not receive an email confirming your registration to the Platform. Before you enter a Pre-Proposal you must still register with an organisation (please read ahead).

## 2.2.2. REGISTRATION STEP 2: Register yourself with an organisation

After registering to the Platform, you must register yourself with an organisation, this is, you must link your profile to the institution you represent in the proposal. For this purpose, scroll down your **Dashboard** to the **Upcoming Tasks** section ❶.

🔗 Please check the instructions given in the blue box to see in which language you should search for the institution ❷. Under Organisation Name, enter the name of your institution ❸. Click on **Search** ❹.

Upcoming Tasks ❶

### Organisation Search

❶ INSTRUCTIONS  
Please enter in some details below to search for your organisation. Under 'organisation name', enter the name of your organisation.

Search Parameters

Organisation Name

❷

❸

Search ❹

This website is Powered by AIMS - Any problems, email [platform.support@belspo.be](mailto:platform.support@belspo.be) - AIMS Cookies Information - You're using MS Edge Chromium 143 on Windows - AIMS 5.0.0

🔗 The name of your institution appears under the **Search** button. Click on the **Register** ❶ button next to your institution.

Search Parameters

Organisation Name

test institution

Search

Create Organisation

Search

Organisation Name	Organisation Name 2	Organisation Name 3	Organisation No.	Telephone number
TEST INSTITUTION				

❶ Register

If the name of your institution *does not appear* under the Search button, please do not attempt to create an organisation using the 'create organisation' button. Contact BELSPO instead: [platform.support@belspo.be](mailto:platform.support@belspo.be). BELSPO will add the organisation to the Platform.

**Note:** If you are using a smaller screen, such as the one of a laptop, you may not see the 'Register' button. You must scroll to the right of the page. You can scroll horizontally on the page by pressing **CTRL** on your keyboard and clicking on the **left side of your mouse**.

After registering with an organisation, a message will appear thanking you for your registration: *'Thank you for registering your association with Organisation xxx. Your registration needs to be approved before you can either create applications on behalf of the organisations or have access to edit/view organisations details'*.

Dashboard

❶ Thank you for registering your association with Organisation TEST INSTITUTION. Your registration needs to be approved before you can either create applications on behalf of the organisation or have access to edit/view organisation details.

### 2.2.3. REGISTRATION STEP 3: BELSPO approves your registration with an organisation


Note that BELSPO's approval at this point does not imply that your organisation has been accepted as an eligible partner. This is just a technical step in the platform; the DEFRA eligibility check will take place after the submission of the Pre-Proposal.







BELSPO needs to approve your registration to an organisation before you create a Pre-Proposal. **If you do not wait for BELSPO's approval, you will not be linked to your institution and will have to re-submit the Pre-Proposal.**

Note that this is a manual step for BELSPO. Make sure you register with enough time to allow BELSPO to approve you during working hours, and to submit your Pre-Proposal

Once your registration to an organisation has been approved by BELSPO, you will receive an email from the BELSPO Platform, and you will be able to proceed with the submission.

BELSPO Platform - Organisation Registration Approval

 noreply@aimsgrants.com  
To: username@email

  Reply  Reply All  Forward  

Wed 7/01/2026 15:10

Dear User,

The request to register with the organisation has been successful.  
**Platform Link:** <https://belspo.aimsgrants.com>

**Organisation Name:** Institution name  
**Contact Full Name:** User name

You can now login to the Platform and/or create Proposals for this Organisation.

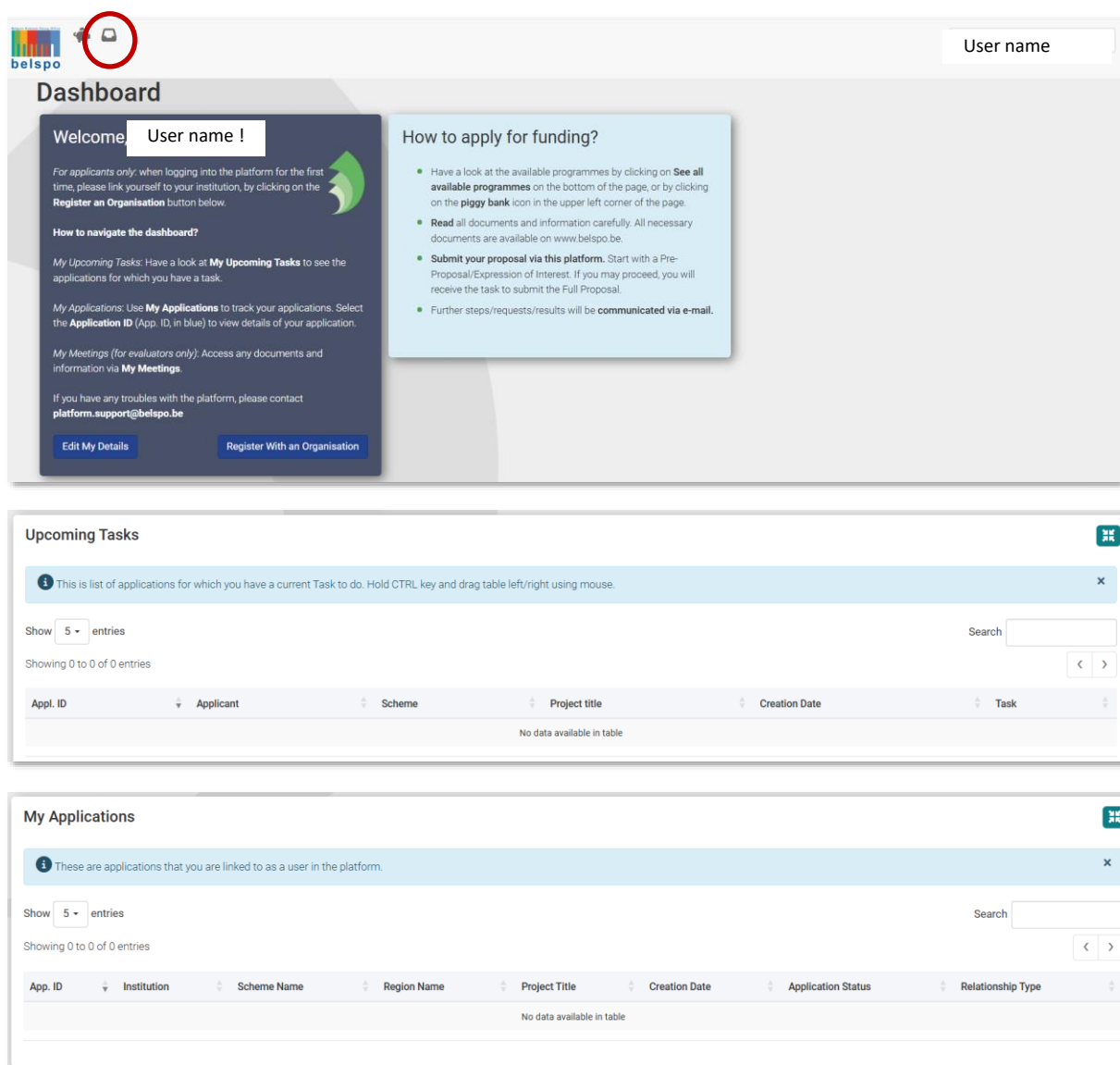
Kind Regards  
The BELSPO Team

## 2.2.4. Get familiar with the Dashboard

The **Dashboard** is your home page in the Platform. It is made of different sections:

- **Welcome:** welcome message with 2 buttons  
Edit my details – allows you to edit your personal details  
Register an organisation – allows you to link yourself to an organisation
- **How to Apply:** general information on how to apply to the different BELSPO programmes
- **Upcoming Tasks:** here you will find all your pending tasks in relation to your applications
- **My Applications:** here you will find the list of all your applications and their status

 You can always come back to the **Dashboard** by clicking on the **Paper-tray icon**.



The screenshot displays the BELSPO Dashboard interface. At the top left is the BELSPO logo and a paper-tray icon circled in red. The top right shows a 'User name' field. The main content area is divided into three sections:

- Welcome:** A dark blue box with a green arrow icon. It contains a welcome message for 'User name!', instructions for first-time users to register an organisation, and navigation tips for 'My Upcoming Tasks', 'My Applications', and 'My Meetings'. It includes two buttons: 'Edit My Details' and 'Register With an Organisation'.
- How to apply for funding?:** A light blue box with a list of four steps: 1. Look at available programmes (See all available programmes or piggy bank icon). 2. Read all documents carefully. 3. Submit your proposal via this platform. 4. Further steps/results will be communicated via e-mail.
- Upcoming Tasks:** A section with a light blue header and a table. A message states: 'This is list of applications for which you have a current Task to do. Hold CTRL key and drag table left/right using mouse.' The table has columns: Appl. ID, Applicant, Scheme, Project title, Creation Date, and Task. It shows 'Showing 0 to 0 of 0 entries' and 'No data available in table'.
- My Applications:** A section with a light blue header and a table. A message states: 'These are applications that you are linked to as a user in the platform.' The table has columns: App. ID, Institution, Scheme Name, Region Name, Project Title, Creation Date, Application Status, and Relationship Type. It shows 'Showing 0 to 0 of 0 entries' and 'No data available in table'.

### 2.3 Log in to the Platform with an existing account, (once you are linked to your organisation)

Log in to the Platform only if you have an existing account and you have already been linked to your organisation – Please see [section 2.2](#).

🔗 Click on the following address or copy it in your internet browser <https://belspo.aimsgrants.com> to sign in to the **Platform Homepage**.

🔗 Enter your **email address** and **password** ❶ and click on the **'Login'** button:

- If you have **already used** the new BELSPO platform before, and you are correctly registered with an organisation; OR
- If you **already registered to the Platform** and have received an email from the BELSPO Platform stating that **you have been registered with the organisation** of your choice.

**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 log in. 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.

If you have any troubles with the platform, please contact [platform.support@belspo.be](mailto:platform.support@belspo.be).

**New User**

Setup an account

**Register** >

**Existing User**

Please enter your login details

Email

Enter your email

❶ Password

Enter your password

Remember my login on this computer

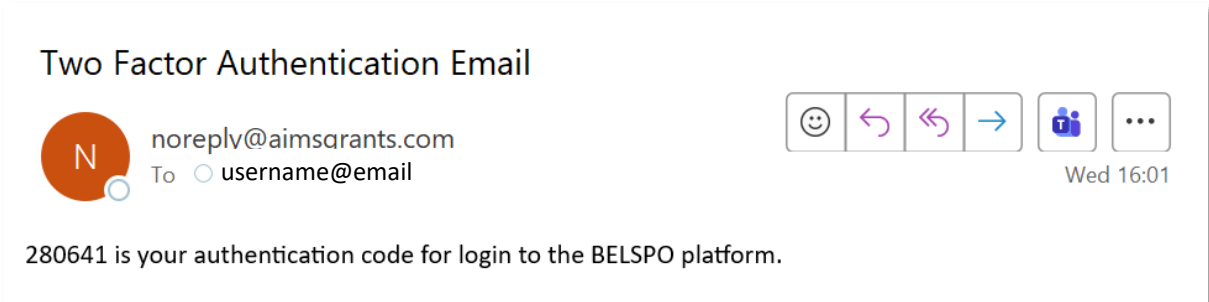
**Login**

\*required

❷ [Forgotten your password?](#)

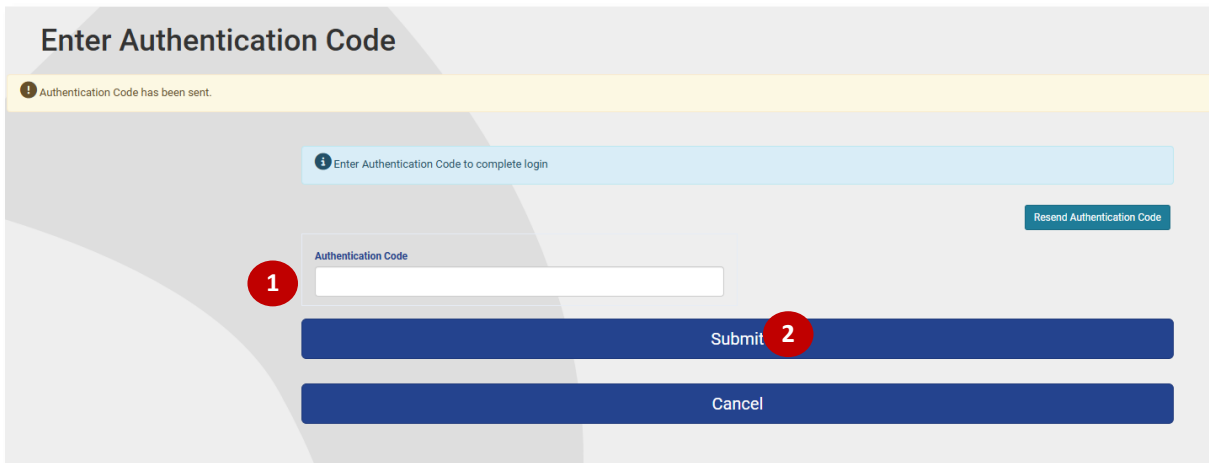
If you have forgotten your password, you can always retrieve it via the link **'[forgotten your password?](#)'** ❷

Once you have entered your email address and your password, you will receive an authentication code in your email inbox:

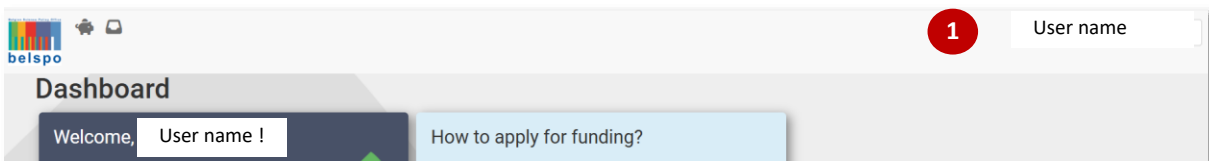


And the platform will display the [Enter Authentication Code](#) page.

🔑 Enter the Authentication code received ❶ and click on **'Submit'** ❷.

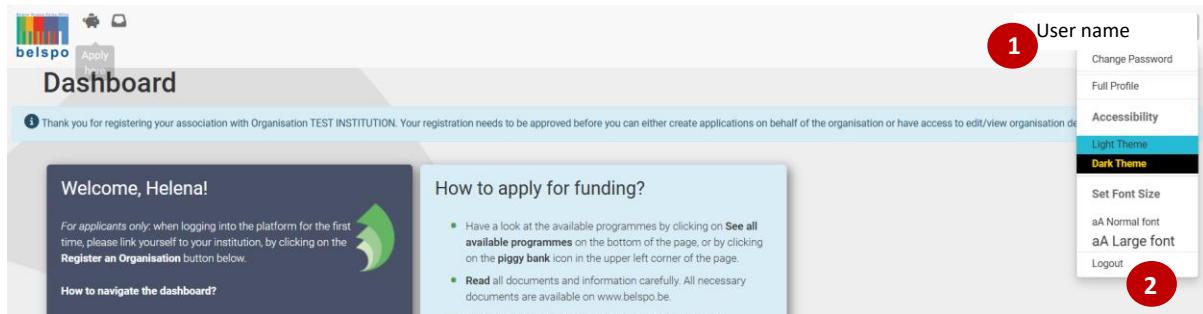


You will land on your [Dashboard](#) and your username will appear on the **top right corner** ❶.



## 2.4 Log out of the Platform

To log out of the platform, click on your **user name** ①. A drop-down menu will appear. Click on **Logout** ②.

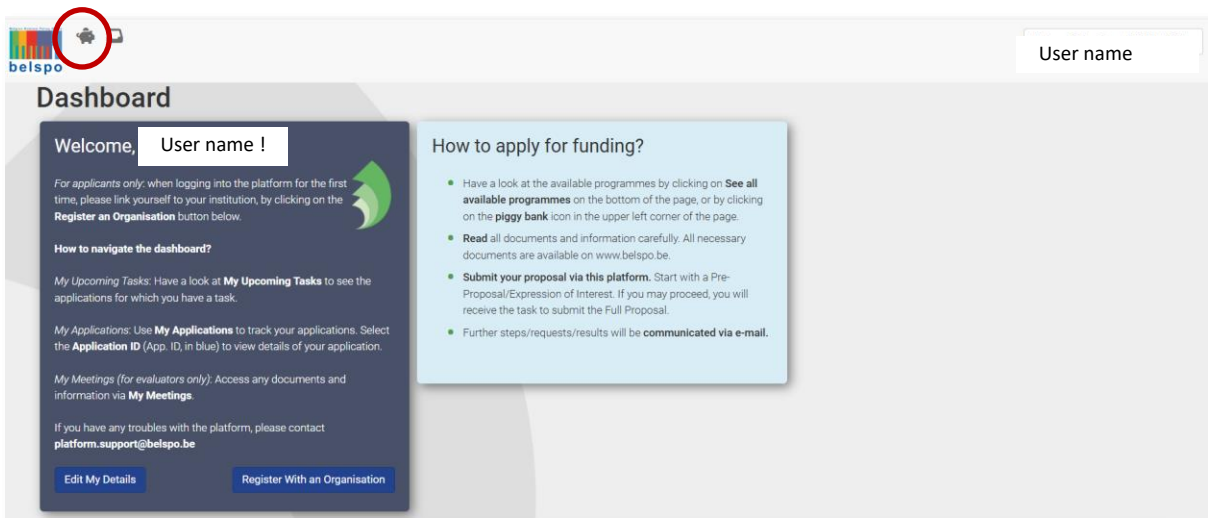


### 3. APPLY FOR FUNDING TO YOUR CHOSEN PROGRAMME

#### 3.1 CHOOSE THE DEFRA PROGRAMME & ACCESS THE PRE-PROPOSAL FORM

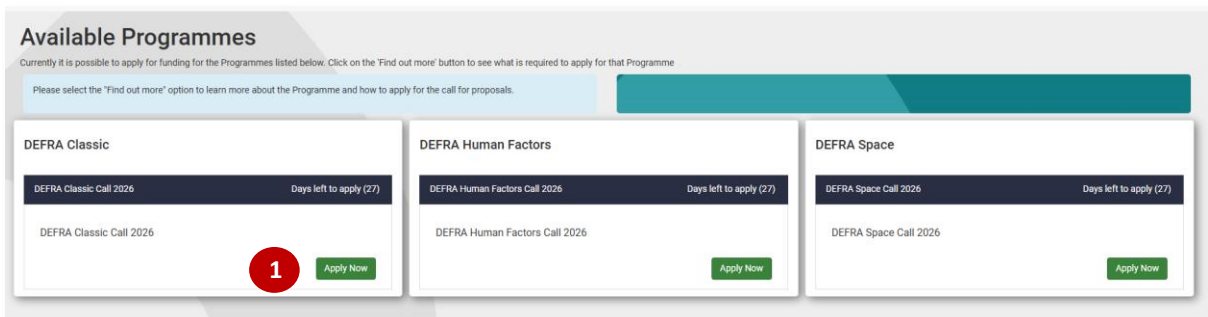
**Pre-proposals are compulsory** and the first step towards introducing a Full proposal.  
If the pre-proposal has not been submitted in time, it will be impossible to submit a full proposal.

🔗 When you are logged in, in your **Dashboard**, click on the **Piggy-bank icon** on the top left corner of the page.



You will land on the **Available Programmes** page.

🔗 Click on **Apply Now** <sup>1</sup> for one of the DEFRA available programmes (example: DEFRA Classic)



## 4. COMPLETE YOUR PRE-PROPOSAL FORM

### 4.1 THE DIFFERENT PARTS OF THE PRE-PROPOSAL FORM

The **layout** of the **Pre-Proposal form** contains the following parts:

- **Sections 1**: These are the different pages the Pre-Proposal is made of. You can navigate the sections using the drop-down menu or the **Next section** button **2**.
- **Questions 3**: Sections are divided into questions, each question addressing different aspects of the section. Questions are explained in blue boxes **4**. You may also find some linked documents to download with templates or additional information **5**. Mandatory questions are marked with an asterisk (\*)

The screenshot shows the DEFRA PreProposal form interface. At the top, it says "DEFRA PreProposal" and "1. Pre-Proposal Information" with a red circle '1' and the word "SECTION". Below this, there are instructions on how to navigate the form, including buttons for "Save Draft", "Save Draft & continue", and "Save Draft & exit".

Below the instructions, there are navigation options: "Return to Index", "Print Form", and "Generate new PDF". A dropdown menu shows "1. Pre-Proposal Information (Incomplete)" and a "Next section" button with a red circle '2' and the text "CHANGE SECTION".

The main content area is titled "1.1 Application ID" with a red circle '3' and the word "QUESTION". Below this, there is a blue box with a red circle '4' and the text "BLUE BOX" containing instructions and a warning. At the bottom of the main content area, there are links to "DEFRA Classic Call" and "View & Download Information Documents" with a red circle '5' and the text "LINKED DOCUMENTS".

At the bottom of the form, there are three buttons: "Save Draft", "Save Draft & continue", and "Save Draft & exit".

The **Pre-Proposal form** is made of 7 different sections:

1. **Pre-Proposal Information – mandatory**: General information regarding the Pre-Proposal, such as identification elements, theme, acronym, title, summary and keywords.
2. **Coordinator – mandatory**: Information regarding the organisation (institution) of the coordinator and the coordinator themselves as principal investigator.
3. **Funded Partner(s) – mandatory**: Information regarding the organisation (institution) of the Funded Partner(s) and the Funded Partner(s) themselves as principal investigator.
4. **Non-Funded Partner(s) – optional**: Information regarding the organisation (institution) of the Non-Funded Partner(s) and the Non-Funded Partner(s) themselves as principal investigator.
5. **Pre-Proposal Description**: Upload fields for you to place the completed Pre-Proposal template in Word (Docx) and PDF format.
6. **Proposed Evaluators – mandatory**: Information regarding proposed evaluators (minimum four).
7. **Non-Grata Evaluator(s) – optional**: Information regarding non-grata evaluators (maximum two).

## 4.2 FILL IN, EDIT & SUBMIT THE PRE-PROPOSAL FORM

### 4.2.1. Fill in the Pre-Proposal form

#### SECTION 1: PRE-PROPOSAL INFORMATION

🔒 Complete the section as required.

Note that the guidelines do not address every question, but focus on key points of the section.

##### Question 1.1. Application ID

Please download and read the linked information documents ❶ and take note of the Application ID number ❷. It will help you locate your proposal in your **Dashboard** under **My Applications** later on, as the title of your Pre-Proposal does not appear there until you have submitted it. Use also this as reference in all your communications with BELSPO.

1.1 Application ID

Welcome to the Pre-Proposal form!

Please make sure to carefully read the information in the blue boxes of this form to ensure the correct completion of your application. Below you can find links to documents that contain important information about this call as well as submission guidelines. Make sure to go through them before you start filling out this form.

**Attention**  
1.1 Application ID contains the main details allowing the Coordinator of the proposal and BELSPO to identify the Pre-Proposal. BELSPO strongly recommends the Coordinator to note down their 'App ID' (= Application ID). This is the unique identifier of their Pre-Proposal in the platform (and will become the identifier of the subsequent Full Proposal). Please always mention the Appl ID in email communication with BELSPO.

**DEFRA Classic Call**  
View & Download Information Documents →

[Click on the link to view DEFRA Classic Information file](#)

[Click on the link to view DEFRA Classic FAQ](#)

[Click on the link to view DEFRA Classic Submission Guidelines](#)

[Click on the link to view DEFRA Classic PreProposal Evaluation Matrix](#)

Belspo Programme	Call Year	Application ID
DEFRA Classic	DEFRA Classic Call 2026	5438760

##### Question 1.2. Project information

Make sure you add the ACRONYM under Title of the project: ACRONYM – Title of project ❶.

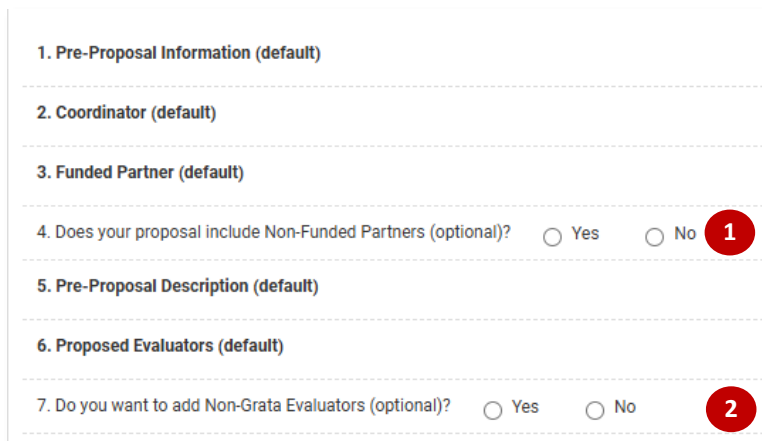
Acronym of the project \*

Title of the project  
ACRONYM - Title of project \*

### Question 1.3. Structure of the proposal

The Pre-Proposal consists of 7 sections, two of which are mandatory **1** and **2**.

- If you answer Yes to these questions, the respective sections will be enabled and you will be required to fill them in.
- If you answer No to these questions, the respective section will be disabled, and you will not be required to fill them in.



1. Pre-Proposal Information (default)

2. Coordinator (default)


3. Funded Partner (default)

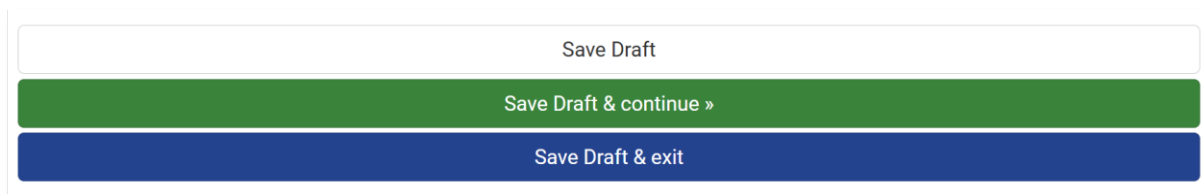
4. Does your proposal include Non-Funded Partners (optional)?  Yes  No **1**

5. Pre-Proposal Description (default)

6. Proposed Evaluators (default)

7. Do you want to add Non-Grata Evaluators (optional)?  Yes  No **2**

 Complete the form as required. At the bottom of the page, you may save your progress:



Save Draft

Save Draft & continue »

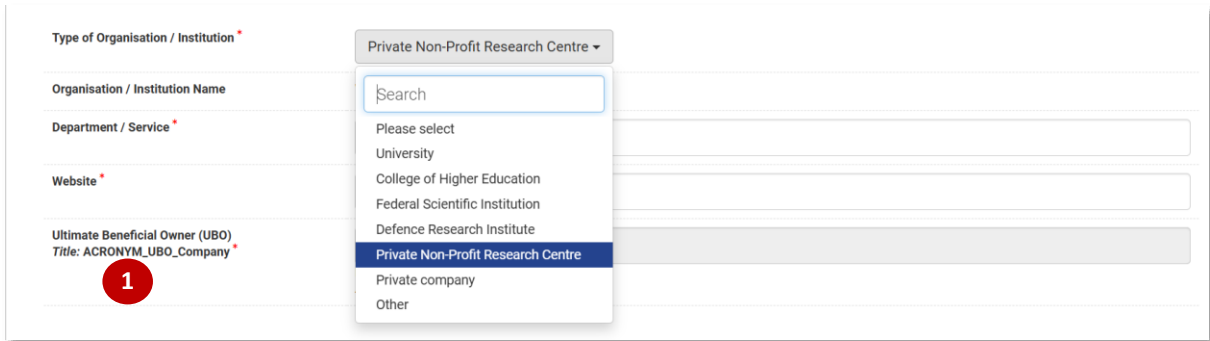
Save Draft & exit

- **Save Draft **1****: saves your progress.
- **Save Draft & continue **2****: saves your progress and moves to the next section.
- **Save Draft & exit **3****: saves your progress and brings you to the end of the form, where you can choose to submit or not.

## SECTION 2: COORDINATOR

### Question 2.1. Coordinator: Organisation Details

Enter the type of organisation for the coordinator. Note that if you choose one of the following types: “Private Non-Profit Research Centre”, “Private company” or “Other”, you will be required to upload an Ultimate Beneficial Owner document **1**.



The screenshot shows a web form with the following fields and a dropdown menu:

- Type of Organisation / Institution \***: A dropdown menu currently showing "Private Non-Profit Research Centre".
- Organisation / Institution Name**: A text input field.
- Department / Service \***: A text input field.
- Website \***: A text input field.
- Ultimate Beneficial Owner (UBO) Title: ACRONYM\_UBO\_Company \***: A text input field.

The dropdown menu is open, displaying the following options:

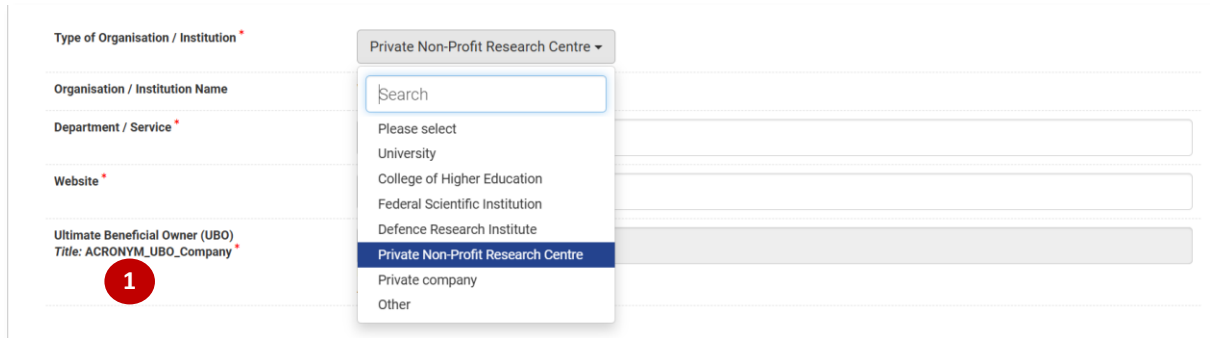
- Please select
- University
- College of Higher Education
- Federal Scientific Institution
- Defence Research Institute
- Private Non-Profit Research Centre** (highlighted)
- Private company
- Other

A red circle with the number "1" is overlaid on the UBO field.

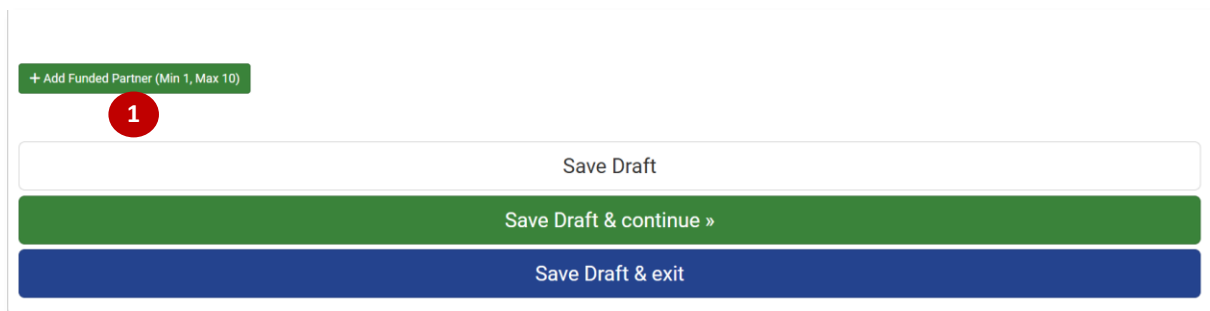
## SECTION 3: FUNDED PARTNERS

### Question 3.1.1. Funded Partner: Organisation Details

Enter the type of organisation for the Funded Partner. Note that if you choose one of the following types: “Private Non-Profit Research Centre”, “Private company” or “Other”, you will be required to upload an Ultimate Beneficial Owner document **1**.



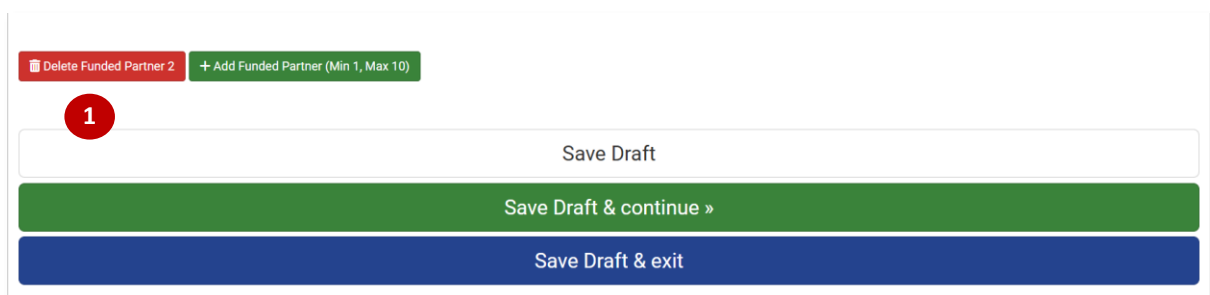
To add more funded partners, scroll down to the bottom of the page and click on **+Add Funded Partner** **1**.



A new tab “Funded Partner 2” will appear within the same section **1** :



If you wish to delete this newly entered funded partner, scroll down again to the bottom of the page and click on **Delete Funded Partner 2** **1**.



Note that you cannot delete the First Funded Partner, as having funded partners is mandatory.

## SECTION 4: NON-FUNDED PARTNERS

### Question 4.1.1. Non-Funded Partner: Organisation Details

Enter the type of organisation for the Non-Funded Partner. Note that if you choose one of the following types: “Private Non-Profit Research Centre”, “Private company” or “Other”, you will be required to upload an Ultimate Beneficial Owner document **1**.

The screenshot shows a form with the following fields and a dropdown menu:

- Type of Organisation / Institution \* (Dropdown menu open, showing options: Please select, University, College of Higher Education, Federal Scientific Institution, Defence Research Institute, **Private Non-Profit Research Centre**, Private company, Other)
- Organisation / Institution Name (Text input)
- Department / Service \* (Text input)
- Website \* (Text input)
- Ultimate Beneficial Owner (UBO) Title: ACRONYM\_UBO\_Company \* (Text input, marked with a red circle 1)

To add more non-funded partners, scroll down to the bottom of the page and click on **+Add Non-Funded Partner** **1**.

The screenshot shows the bottom of the form with the following buttons:

- + Add Non-Funded Partner (Max 10) (Green button, marked with a red circle 1)
- Save Draft (White button)
- Save Draft & continue » (Green button)
- Save Draft & exit (Blue button)

A new tab “Non-Funded Partner 2” will appear within the same section **1** :

The screenshot shows the browser tabs and the start of the section:

- 4.1 Non-Funded Partner 1
- 4.2 Non-Funded Partner 2 (Active tab, marked with a red circle 1)
- 4.2.1 Non-Funded Partner: Organisation Details
- Please provide all necessary details of the Non-Funded Partner Organisation(s).

If you wish to delete this newly entered funded partner, scroll down again to the bottom of the page and click on **Delete Non-Funded Partner 2** **1**.

The screenshot shows the bottom of the form with the following buttons:

- Delete Non-Funded Partner 2 (Red button, marked with a red circle 1)
- + Add Non-Funded Partner (Max 10) (Green button)
- Save Draft (White button)
- Save Draft & continue » (Green button)
- Save Draft & exit (Blue button)

Note that in order to delete Non-Funded Partner 1, you must clear manually all the information entered and then go to Section 1 > Question 1.3. Structure of the Proposal, and answer the question: Does your proposal include Non-Funded Partners (optional)? ❶ – No.

1. Pre-Proposal Information (default)
2. Coordinator (default)
3. Funded Partner (default)
4. Does your proposal include Non-Funded Partners (optional)? <input type="radio"/> Yes <input type="radio"/> No ❶
5. Pre-Proposal Description (default)
6. Proposed Evaluators (default)
7. Do you want to add Non-Grata Evaluators (optional)? <input type="radio"/> Yes <input type="radio"/> No

## SECTION 5: PRE-PROPOSAL DESCRIPTION

### Question 5.1..Pre-Proposal Description

If you have not downloaded the Pre-Proposal Description template from the DEFRA website, please download it now ❶. Complete the form and save it in .docx and .pdf formats. Once completed, upload the documents to the platform ❷.

5.1 Pre-Proposal Description

❶ Download the empty Pre-Proposal template and upload your completed Pre-Proposal below.

🔔 Make sure the name of the uploaded document follow the format: ACRONYM\_FPDescr

**DEFRA Classic Call**  
Download mandatory template → ❶ [Click on the link to download the DEFRA Classic Pre-Proposal Template](#)

Upload Pre-Proposal Description(Docx)  
Title: ACRONYM\_PreDescr

Select file to upload :

Max File Upload Size (mb): 20  
Allowed File Type(s): .doc, docx

Upload Pre-Proposal Description (PDF)  
Title: ACRONYM\_PreDescr

Select file to upload :

Max File Upload Size (mb): 20  
Allowed File Type(s): pdf

## SECTION 6: PROPOSED EVALUATORS

### Question 6.1.1..Proposed evaluator

You are required to enter a minimum of 4 proposed evaluators; minimum 2 Belgian and 2 foreign. You may additionally enter 2 more proposed evaluators. Check the eligibility criteria for the evaluators in the link provided **1**.

6.1 Proposed Evaluator 1

#### 6.1.1 Proposed Evaluator

**Information**  
BELSPO may use proposed evaluators to compose the team of reviewers that will perform the individual evaluation of your Full Proposal.

**Instructions on how to complete the section:**

- Please, propose a minimum of 4 (minimum 2 Belgian and minimum 2 foreign) and a maximum of 6 evaluators with appropriate expertise in the research proposal.
- Provide a pool of evaluators that is as gender balanced where possible.

**Eligibility Criteria:** Make sure to take the eligibility criteria for evaluators into account. ([Click here to read the eligibility criteria for evaluators](#)) **1**

Please indicate whether the person is based in Belgium, Europe or outside of Europe. \*

Europe (European Union & European Economic Area)  
 International (Non-EU & Non-EEA)  
 National (Belgium) **1**

To add more proposed evaluators, scroll down to the bottom of the page and click on **+Add Proposed Evaluator** **1**.

+ Add Proposed Evaluator (Min 2, Max 6)

Save Draft

Save Draft & continue »

Save Draft & exit

A new tab “Proposed Evaluator 2” will appear within the same section **1** :

6.1 Proposed Evaluator 1    6.2 Proposed Evaluator 2 **1**

#### 6.2.1 Proposed Evaluator

**Information**  
BELSPO may use proposed evaluators to compose the team of reviewers that will perform the individual evaluation of your Full Proposal.

If you wish to delete this newly entered non-funded partner, scroll down again to the bottom of the page and click on **Delete Proposed Evaluator 2** **1**.

Delete Proposed Evaluator 2 **1**    + Add Proposed Evaluator (Min 2, Max 6)

Save Draft

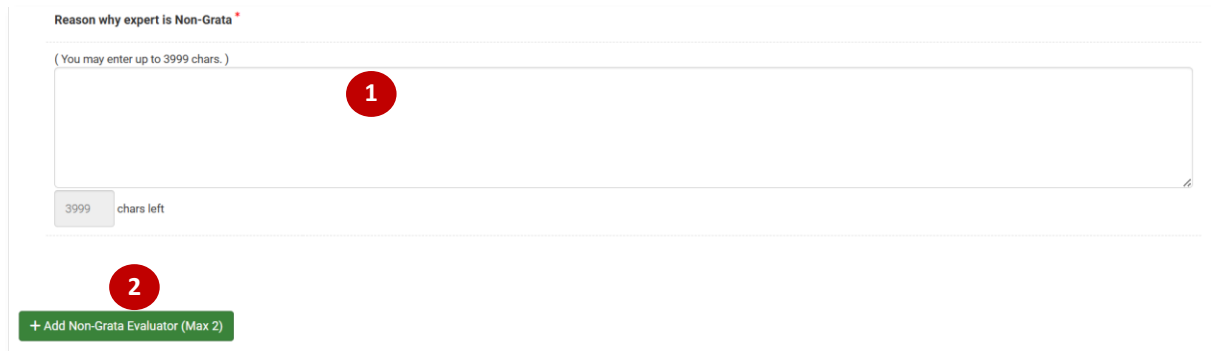
Save Draft & continue »

Save Draft & exit

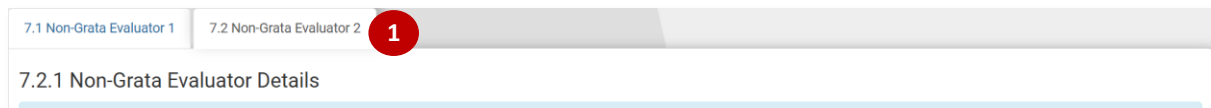
## SECTION 7: NON-GRATA EVALUATORS

Non-Grata evaluators are optional. You may include a maximum of two. You will have to explain why they are not suited to evaluate your application **1**.

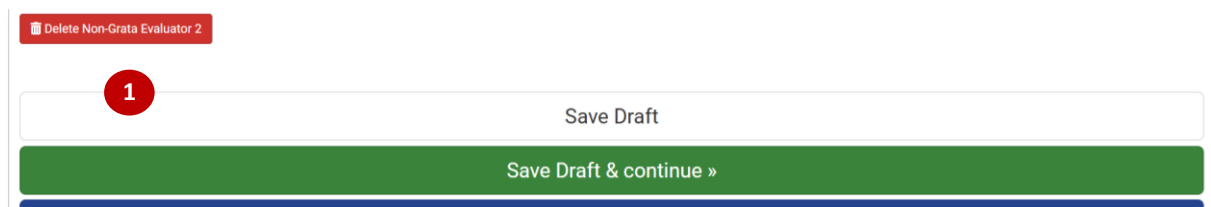
🔗 Should you want to add a second non-grata evaluator, scroll down to the bottom of the page and click on **+Add Non-Grata Evaluator **2****.



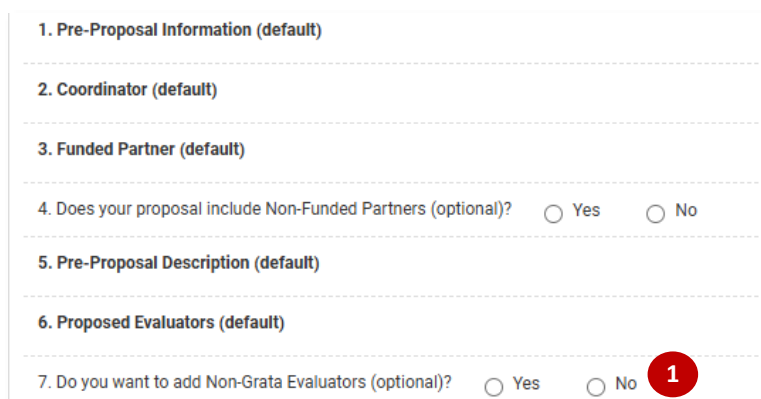
A new tab “Non-Grata Evaluator 2” will appear within the same section **1** :



🔗 If you wish to delete this newly entered non-funded partner, scroll down again to the bottom of the page and click on **Delete Non-Grata Evaluator 2 **1****.



Note that in order to delete Non-Grata Evaluator 1, you must clear manually all the information entered and then go to Section 1 > Question 1.3. Structure of the Proposal, and answer the question: Do you want to add Non-Grata Evaluators (optional)? **1** – No.



#### 4.2.2. Edit your Pre-Proposal: Leaving and coming back to your form before submitting

Your progress is automatically saved in the Platform, allowing you to complete the Pre-Proposal form in multiple sessions. Before you log out from the Platform, please note the **Application ID** of your Pre-Proposal so that you will be able to find it easily next time you come back. The Application ID is number written under section 1.1. Application ID of your Pre-proposal form.

When you log back to the Platform, you will find your Pre-proposal listed on your **Dashboard** under **Upcoming Tasks**. Note that though your Pre-Proposal will be listed here, the title of your Pre-Proposal will not appear until you have submitted it. In order to find it, you must check that the Application ID is the correct one, and then click on the task: **Submit DEFRA PreProposal** ❶.

Upcoming Tasks

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

Show 5 entries

Showing 1 to 1 of 1 entries

Appl. ID	Applicant	Scheme	Project title	Received	Task
5438760	WONDERLAND	DEFRA Classic	Project Title	16-01-2026	Submit DEFRA PreProposal

Nothing selected

**Attention:** You will also see that your Pre-Proposal is listed under the **My Applications** section. It's Application Status will be: **Draft Pre-Proposal** ❶. Do not try accessing it by clicking on the **Application ID** ❷, as it will not lead you to the form.

My Applications

These are applications that you are linked to as a user in the platform.

Show All entries

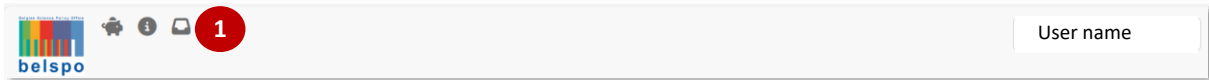
to 10 of 10 entries

Institution	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
WONDERLAND	DEFRA Classic	Head Office	Project Title	20-01-2026 16:48	Draft Pre-Proposal	Coordinator

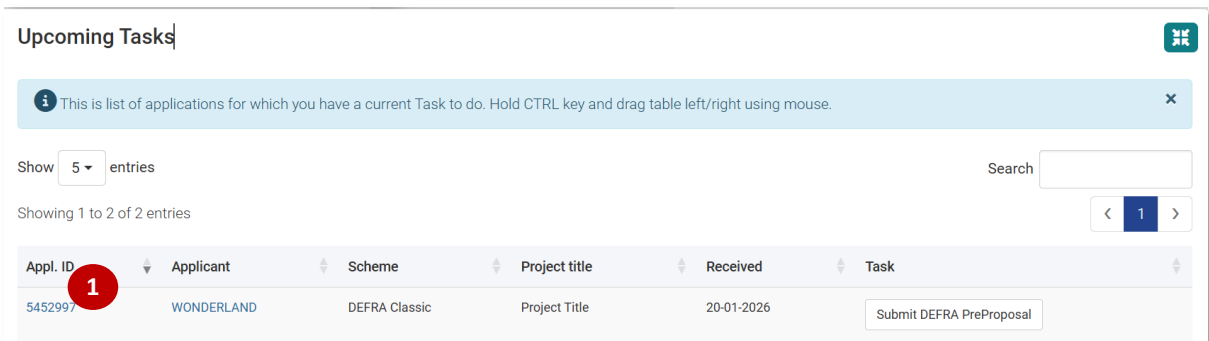
#### 4.2.3. Delete your Pre-Proposal before submitting (after submission it is not possible)

This is an irreversible action.

Click on your **paper-tray icon** 1 to go to your **Dashboard**.



Under **Upcoming Tasks**, click on the **Application ID** number of your Pre-Proposal 1.

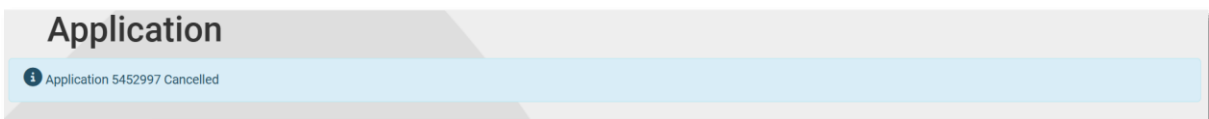


You land on your **Application** page.

Click on **Cancel** 1.

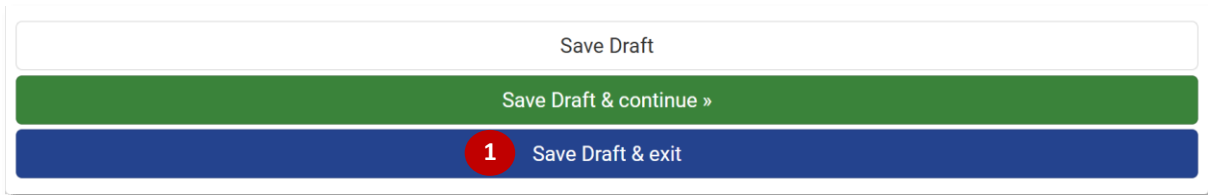


A message will appear stating that your application has been cancelled. If you go back to the Dashboard, it will no longer appear under **Upcoming Tasks** and **My Applications**.

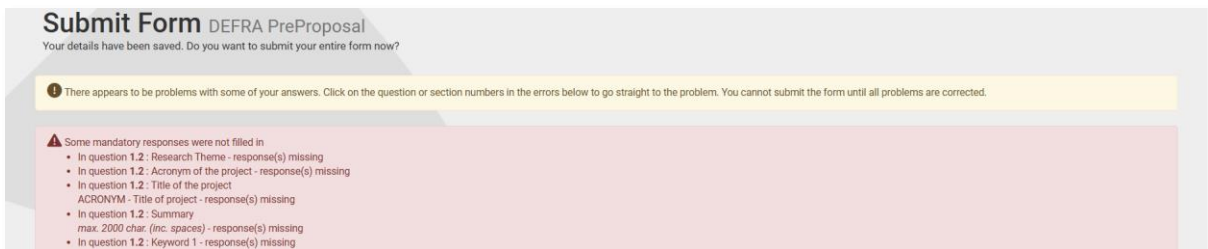


#### 4.2.4. Submit the Pre-Proposal form

☞ After completing the form, go to the bottom of the page and click on **Save Draft & Exit** ❶.

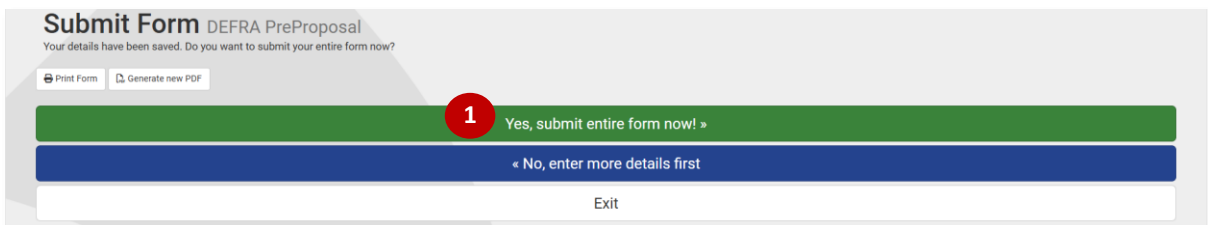


If mandatory fields have not been filled in, you will receive an error message. By hovering over the listed questions with your mouse, you can get back to the question that needs to be completed.

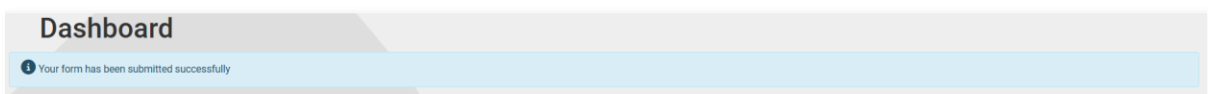


If all mandatory fields have been filled in, you will be asked if you want to submit your form.

☞ Click on **Yes, submit entire form now!** ❶



You will land on the **Dashboard**, and a message will appear: Your form has been submitted successfully.



You will then receive a confirmation email from the Platform:

DEFRA Platform: DEFRA Confirmation PreProposal Submission



noreply@aimsgrants.com  
To helena.calvo+coord0007@belspo.be



Tue 20/01/2026 15:03

Dear Helena Calvo Coord 0007  
user name

We hereby acknowledge that you have submitted the **Pre-Proposal 5454022 SUBPV** in the frame of the DEFRA Classic Call 2026.  
ACRONYM

As described in the information file, the Pre-Proposals will be evaluated by an internal evaluation committee of the Belgian Defence. The conclusion of the internal evaluation committee will be communicated to the Coordinator via email.

Best regards,


The DEFRA team

## 4.3 FINDING YOUR PRE-PROPOSAL AFTER SUBMITTING THE PRE-PROPOSAL FORM

### 4.3.1. Find your Pre-proposal in the Dashboard under My Applications

Once you have completed and successfully submitted your Pre-proposal, you will no longer find it in your **Dashboard** under **Upcoming Tasks**. Instead, your Pre-proposal will appear under **My Applications**. This time, the title of the Pre-proposal will appear **1**, and the Application status will be **PreProposal submitted** **2**.

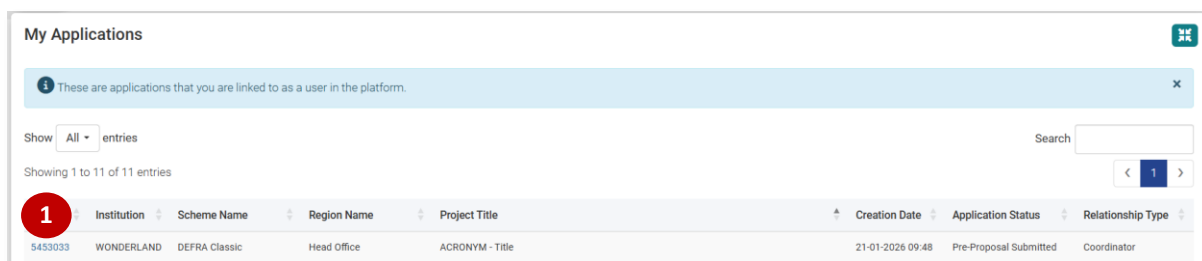
To access your Pre-Proposal after it has been submitted, click on its Application ID.



App. ID	Institution	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
5453033	WONDERLAND	DEFRA Classic	Head Office	ACRONYM - Title	21-01-2026 09:48	Pre-Proposal Submitted	Coordinator

### 4.3.2. Download the Pre-Proposal documents

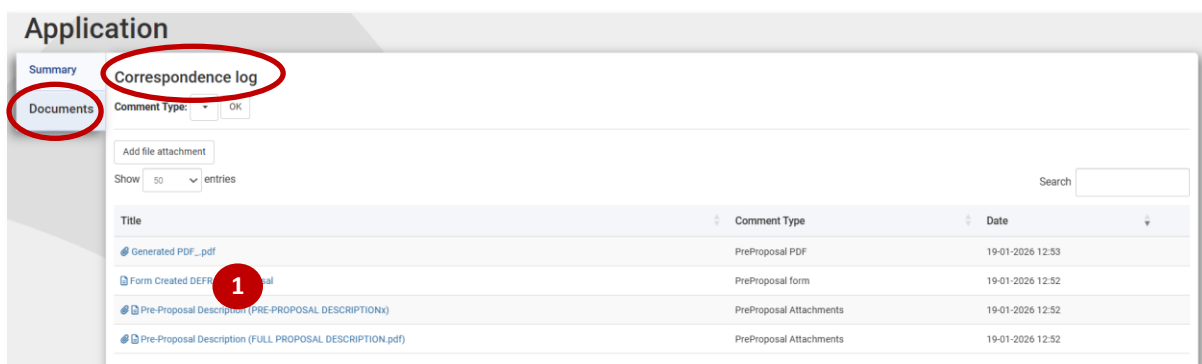
In the **Dashboard**, under **My Applications**, click on the **Application ID** **1** of your submitted Pre-proposal to see the Pre-Proposal documents



App. ID	Institution	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
5453033	WONDERLAND	DEFRA Classic	Head Office	ACRONYM - Title	21-01-2026 09:48	Pre-Proposal Submitted	Coordinator


The documents will appear in the Pre-Proposal's **Documents** tab, which is also labelled as **Correspondence log**.

Click on the link to any of the documents **1** you wish to download.




Title	Comment Type	Date
Generated PDF_.pdf	PreProposal PDF	19-01-2026 12:53
Form Created DEFRA Classic	PreProposal form	19-01-2026 12:52
Pre-Proposal Description (PRE-PROPOSAL DESCRIPTION)	PreProposal Attachments	19-01-2026 12:52
Pre-Proposal Description (FULL PROPOSAL DESCRIPTION.pdf)	PreProposal Attachments	19-01-2026 12:52

### 4.3.3. Check the Summary of your Pre-proposal

By clicking on the Application ID of your submitted Pre-proposal you will land on the Pre-Proposal's **Documents** tab, labelled as **Correspondence log**. Click on the **Summary**  tab to access the summary of your Pre-Proposal.

## Application

Summary 

Documents

### Standard Details

<b>Programme</b> DEFRA Classic	<b>App ID</b> 5407634	<b>Contract Number</b>
<b>Acronym</b> BANANA - RESUBMITTED	<b>Applicant</b> Alfea College for Fairies	<b>Programme Calls</b> DEFRA Classic Call 2026
<b>Project Summary</b> The B.A.N.A.N.A. project propels Next Generation Sensing into a realm even fruit would find ambitious. Our Bio-Aetheric Neural Amplification for Nonlinear Aura-Navigation Apparatus redefines telepathy and telekinesis by embracing the inherent wisdom of bananas, long considered nature's antennae by absolutely no one reputable. At the project's core is the belief that thoughts emit squishy auras that can be coaxed, measured, and occasionally startled into revealing secrets. Participants wear glossy yellow headbands shaped like partially peeled bananas, which allegedly enhance psychic conductivity by reminding the mind not to take itself too seriously. When activated, the BANANA Device reads emotional wavelengths, converts them into melodramatic kazoo solos, and channels surplus mental energy into short-range telekinesis capable of nudging stationery, rotating cookies, or gently intimidating paper cups. Calibration requires subjects to imagine a banana performing ballet while attempting to levitate a stapler, irregular giggles indicate proper alignment. Field tests include detecting distant sighs, mapping collective confusion during meetings, and bending forks purely for morale. A dedicated Sympathetic Peel Processor analyzes every detected thought-vibration, storing data in potassium-themed folders for scientific gravitas. Telekinetic events are graded on the official Bruise-Index, ranging from 'Barely Freckled' to 'Catastrophically Smooth.' Safety is maintained through the Do-Not-Slip Protocol, requiring researchers to walk carefully around unstable psychic fruit. Our vision is a future where intuition powers devices, empathy steers drones, and		<b>Application Status</b> Decision In Progress
		<b>Project Title</b> BANANA - Bio-Aetheric Neural Amplification for Nonlinear Aura-Navigation Apparatus
		<b>Project Start Date</b>



## 5. WHICH OF THE PRE-PROPOSAL FIELDS CAN BE CHANGED IN THE FULL PROPOSAL?

	Can be changed?	Comment
<b>Theme(s)</b>	<b>NO</b>	The theme will appear by default and must be kept the same as in the Pre-proposal.
<b>Proposal's Acronym</b>	<b>NO</b>	The acronym will appear by default and will be the same as in the Pre-proposal. Once the Pre-proposal is submitted you will not be able to change it in the Full proposal.
<b>Proposal's Title</b>	<b>YES</b>	The same title will appear by default, but it can be changed. Please make sure that the acronym remains the same
<b>Coordinator</b>	<b>NO</b>	The same coordinator will appear by default, but another person from the same institution may be given this role in the Full proposal after approval by the DEFRA administration. Changes concerning the Organisation responsible for the project coordination can only be accepted after the explicit approval of RHID.
<b>Funded Partner(s)</b>	<b>NO</b>	The partner(s) mentioned in the Pre-proposal will appear by default in the Full proposal. Changes in the partnership (change of partner organisation) of the project can only be accepted after the explicit approval of RHID.
<b>Non-Funded Partner(s)</b>	<b>NO</b>	The partner(s) mentioned in the Pre-proposal will appear by default in the Full proposal. Changes in the partnership (change of partner organisation) of the project can only be accepted after the explicit approval of RHID.
<b>Project Summary</b>	<b>YES</b>	You may edit the summary to some extent and to better align with the summary requested in the full proposal template (Word document). However, it cannot diverge to the point that the expertise mobilised for the evaluation of the proposal will become irrelevant.
<b>Keywords</b>	<b>NO</b>	The keywords will appear by default and must preferably remain the same as in the Pre-proposal. BELSPO searches for experts based on these keywords.
<b>Experts</b>	<b>NO</b>	BELSPO may contact the suggested experts as soon as the Pre-proposal is submitted, which is why you will not be asked to provide experts for the Full proposal.



## 6. COMPLETE YOUR FULL PROPOSAL FORM

### 6.1 ACCESS THE FULL PROPOSAL FORM

BELSO will send the results of the evaluation of your Pre-Proposal by email. If your Pre-Proposal has been successful, you will receive a task in the Platform: Continue DEFRA Full Proposal.


 Click on the task Continue DEFRA Full Proposal  to access the Full Proposal form.

#### Upcoming Tasks

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

Show  entries Search

Showing 1 to 5 of 44 entries < 1 2 3 4 5 ... 9 >

Appl. ID	Applicant	Scheme	Project title	Received	Task
5462319	TEST INSTITUTION	DEFRA Classic	Submission Pre-proposal test	24-03-2026	 Continue DEFRA Full Proposal

## 6.2 THE DIFFERENT PARTS OF THE FULL PROPOSAL FORM

The **layout** of the **Full Proposal form** contains the following parts:

- **Sections ❶**: These are the different pages the Full Proposal is made of. You can navigate the sections using the drop-down menu or the **Next section** button ❷.
- **Questions ❸**: Sections are divided into questions, each question addressing different aspects of the section. Questions are explained in blue boxes ❹. You may also find some linked documents to download with templates or additional information ❺. Mandatory questions are marked with an asterisk (\*)

The screenshot shows the 'DEFRA Full Proposal' interface. At the top, it says '1. Full Proposal Information' with a red circle ❶ and the word 'SECTION'. Below this are instructions on how to navigate the form: 'Click Save Draft to save your progress.', 'Click Save Draft & continue to save your progress and go to the next section.', and 'Click Save Draft & exit to submit your evaluation to BELSPO.' Below the instructions are three buttons: '< Return to Index', 'Print Form', and 'Generate new PDF'. A dropdown menu shows '1. Full Proposal Information (Incomplete)' and a 'Next section >>' button. The main content area is titled '1.1 General Information - Application ID' with a red circle ❷ and the text 'CHANGE SECTION'. Below this is a blue box with a red circle ❸ and the text 'QUESTION'. The blue box contains the text: 'Welcome to the Full Proposal form! Please make sure to carefully read the information in the links below as well as the correct completion of your application. Below you can find links to documents that contain important information about this call as well as submission guidelines. Make sure to go through them before you start filling out this form.' Below the blue box is a red circle ❹ and the text 'BLUE BOX'. Below the blue box are three links: 'Click on the link to view DEFRA Classic Information file', 'Click on the link to view DEFRA Classic FAQ', and 'Click on the link to view DEFRA Classic Submission Guidelines'. Below the links is a red circle ❺ and the text 'LINKED DOCUMENTS'. At the bottom of the form are three buttons: 'Save Draft', 'Save Draft & continue >>', and 'Save Draft & exit'.


The **Full form** is made of 5 different sections:

1. **Full Proposal Information – mandatory**: General information regarding the Pre-Proposal, such as identification elements, theme, acronym, title, summary and keywords.
2. **Coordinator – mandatory**: Information regarding the organisation (institution) of the coordinator and the coordinator themselves as principal investigator.
3. **Funded Partner(s) – mandatory**: Information regarding the organisation (institution) of the Funded Partner(s) and the Funded Partner(s) themselves as principal investigator.
4. **Non-Funded Partner(s) – optional**: Information regarding the organisation (institution) of the Non-Funded Partner(s) and the Non-Funded Partner(s) themselves as principal investigator. Note that if you have entered Non-Funded Partners in the Pre-Proposal you must keep these Non-Funded Partners in the Full Proposal.
5. **Subcontractors – optional**: Information regarding the subcontractors involved in the project.
6. **Full Proposal Uploads**: Upload fields for you to place the completed Pre-Proposal template in Word (Docx) and PDF format.

## 6.3 FILL IN, EDIT & SUBMIT THE FULL PROPOSAL FORM

### 5.1.2. Fill in the Full Proposal form

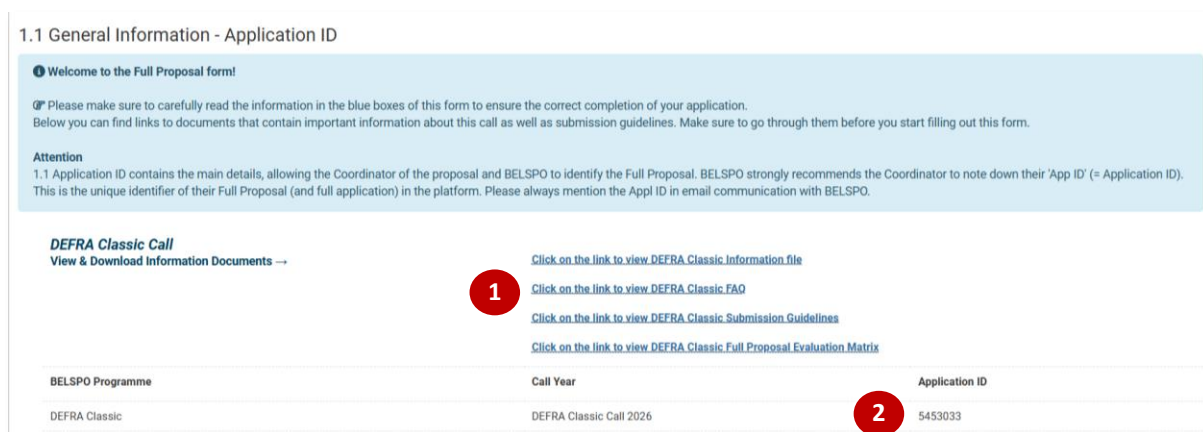
#### SECTION 1: FULL PROPOSAL INFORMATION

 Complete the section as required.

Note that the guidelines do not address every question, but focus on key points of the section.

#### Question 1.1. General Information - Application ID

Please download and read the linked information documents **1** and take note of the Application ID number **2**. It will help you locate your proposal in your **Dashboard** under **My Applications** later on. Use also this as reference in all your communications with BELSPO.



1.1 General Information - Application ID

**Welcome to the Full Proposal form!**

Please make sure to carefully read the information in the blue boxes of this form to ensure the correct completion of your application. Below you can find links to documents that contain important information about this call as well as submission guidelines. Make sure to go through them before you start filling out this form.

**Attention**

1.1 Application ID contains the main details, allowing the Coordinator of the proposal and BELSPO to identify the Full Proposal. BELSPO strongly recommends the Coordinator to note down their 'App ID' (= Application ID). This is the unique identifier of their Full Proposal (and full application) in the platform. Please always mention the Appl ID in email communication with BELSPO.

**DEFRA Classic Call**  
View & Download Information Documents →

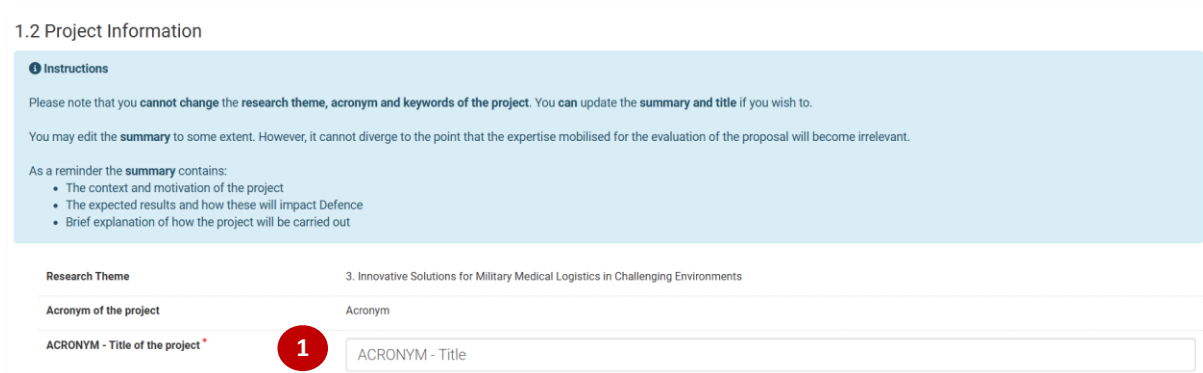
**1**

- [Click on the link to view DEFRA Classic Information file](#)
- [Click on the link to view DEFRA Classic FAQ](#)
- [Click on the link to view DEFRA Classic Submission Guidelines](#)
- [Click on the link to view DEFRA Classic Full Proposal Evaluation Matrix](#)

BELSPO Programme	Call Year	Application ID
DEFRA Classic	DEFRA Classic Call 2026	<b>2</b> 5453033

#### Question 1.2. Project information

The information entered in the Pre-Proposal will appear here by default. You may modify the title but not the acronym. Make sure the ACRONYM also appears under Title of the project: ACRONYM – Title of project **1**.



1.2 Project Information

**Instructions**

Please note that you cannot change the research theme, acronym and keywords of the project. You can update the summary and title if you wish to.

You may edit the summary to some extent. However, it cannot diverge to the point that the expertise mobilised for the evaluation of the proposal will become irrelevant.

As a reminder the summary contains:

- The context and motivation of the project
- The expected results and how these will impact Defence
- Brief explanation of how the project will be carried out

**Research Theme** 3. Innovative Solutions for Military Medical Logistics in Challenging Environments

**Acronym of the project** Acronym

**ACRONYM - Title of the project** **1** ACRONYM - Title

You may also edit the summary **1** to some extent, to better align with the summary requested in the full proposal template (Word document). However, it cannot diverge to the point that the expertise mobilised for the evaluation of the proposal will become irrelevant. Note that the keywords remain the same.

Summary  
max. 2000 char. (incl. spaces)\*

(You may enter up to 2000 chars.)

**1**

The FRUSTRAT-JET project proposes a paradigm-obliterating propulsion system that leverages the untapped strategic potential of fruit, positioning the European research ecosystem at the forefront of bio-gustatory aeronautics. The core hypothesis is bold yet self-evident:

Fruit is powerful, misunderstood, and wants to fly.

1. Concept Overview  
FRUSTRAT-JET revolutionizes propulsion by converting citrus-derived zesty-ionic differentials into directed thrust. Through Quantum Pulp Compression (QPC), fruits—especially those with emotional acidity—are squeezed until they emit high-frequency flavour waves capable of propelling vehicles, drones, and diplomatic envelopes at unprecedented speeds.  
To ensure strategic autonomy, the system is fully decoupled from external energy supplies: fruit grows on trees, and trees are known for not depending on geopolitical adversaries.

0 chars left

### Question 1.3. Structure of the proposal

The Full Proposal consists of 6 sections, three of which appear as optional:

- **Question 3 - Funded Partners:** The Funded Partners entered in the Pre-Proposal appear here by default. Answer **YES** to this question if you wish to add new Funded Partners, or if you wish to modify the existing Funded Partners. This will signal the DEFRA managers that they have to check for the modifications you have introduced. Answer **NO** to this question if you did not add Funded Partners in the Pre-Proposal or if you do not intend to add/modify the information regarding the Funded Partners.
- **Question 4 - Non-Funded Partners:** The Non-Funded Partners entered in the Pre-Proposal appear here by default. Answer **YES** to this question if you wish to add new Non-Funded Partners, or if you wish to modify the existing Non-Funded Partners. This will signal the DEFRA managers that they have to check for the modifications you have introduced. Answer **NO** to this question if you did not add Non-Funded Partners in the Pre-Proposal or if you do not intend to add/modify the information regarding the Non-Funded Partners.
- **Question 5 - Subcontractors:** This is a new question. Answer **YES** if you wish to add subcontractors to your Full Proposal. Answer **NO** if you do NOT wish to add subcontractors. Note that if you answer **NO** to this question, the respective section will be disabled and you will not be required to fill it in.

1. Full Proposal Information (default)

---

2. Coordinator (default)

---

**3** 3. Do you want to add new Funded Partners? Or do you want to update the information of your Funded Partner(s)?  Yes  No

---

**4** 4. Does your proposal include Non-Funded Partners (optional)?  Yes  No

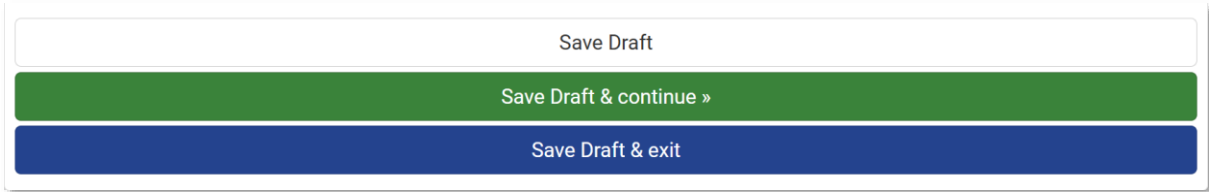
---

**5** 5. Do you want to add Subcontractor(s) (optional)?  Yes  No

---

6. Full Proposal Uploads (default)

Complete the form as required. At the bottom of the page, you may save your progress:



- **Save Draft ①**: saves your progress.
- **Save Draft & continue ②**: saves your progress and moves to the next section.
- **Save Draft & exit ③**: saves your progress and brings you to the end of the form, where you can choose to submit or not.

## SECTION 2: COORDINATOR

Section 2 is a non-editable section. The information appearing in this section has been automatically transferred from the Pre-Proposal.

## SECTION 3: FUNDED PARTNERS

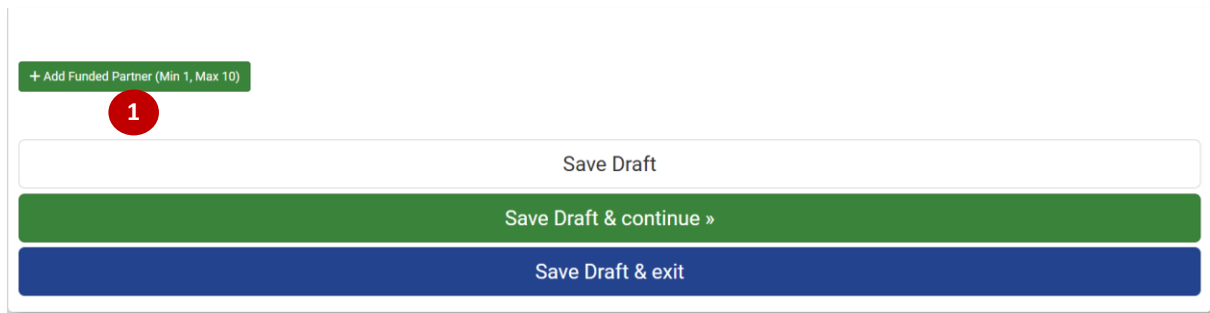
The information appearing in this section has been automatically transferred from the Pre-Proposal. You may edit all the fields, or add new Funded Partners as explained below.

### Question 3.1.1. Funded Partner: Organisation Details

Enter the type of organisation for the Funded Partner. Note that if you choose one of the following types: “Private Non-Profit Research Centre”, “Private company” or “Other”, you will be required to upload an Ultimate Beneficial Owner document ①.

A screenshot of a web form titled 'Type of Organisation / Institution \*'. The form has several input fields: 'Organisation / Institution Name', 'Department / Service \*', 'Website \*', and 'Ultimate Beneficial Owner (UBO) Title: ACRONYM\_UBO\_Company \*'. A red circle with the number '1' is placed over the UBO field. A dropdown menu is open, showing a search bar and a list of options: 'Please select', 'University', 'College of Higher Education', 'Federal Scientific Institution', 'Defence Research Institute', 'Private Non-Profit Research Centre' (highlighted in blue), 'Private company', and 'Other'.

☞ To add more funded partners, scroll down to the bottom of the page and click on **+Add Funded Partner** <sup>1</sup>.



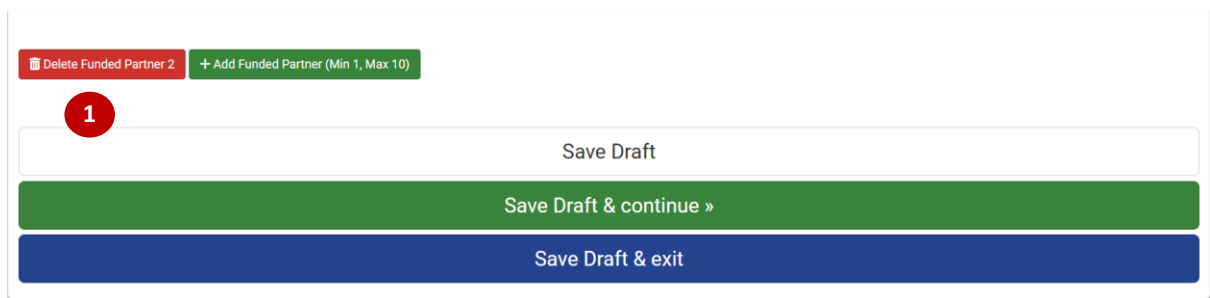
The screenshot shows a white background with three buttons stacked vertically. The top button is green with white text: "+ Add Funded Partner (Min 1, Max 10)". A red circle with the number "1" is positioned to the left of this button. Below it is a white button with black text: "Save Draft". The third button is green with white text: "Save Draft & continue »". The bottom button is blue with white text: "Save Draft & exit".

A new tab "Funded Partner 2" will appear within the same section <sup>1</sup> :



The screenshot shows a tabbed interface. The top bar has two tabs: "3.1 Funded Partner 1" and "3.2 Funded Partner 2". A red circle with the number "1" is placed over the "3.2 Funded Partner 2" tab. Below the tabs, the "3.2.1 Funded Partner: Organisation Details" section is visible. A light blue banner at the bottom of this section contains the text: "Please provide all necessary details of the Partner Organisation".

☞ If you wish to delete this newly entered funded partner, scroll down again to the bottom of the page and click on **Delete Funded Partner 2** <sup>1</sup>.



The screenshot shows a white background with three buttons stacked vertically. The top button is red with white text: "Delete Funded Partner 2". A red circle with the number "1" is positioned to the left of this button. Below it is a green button with white text: "+ Add Funded Partner (Min 1, Max 10)". The third button is white with black text: "Save Draft". The fourth button is green with white text: "Save Draft & continue »". The bottom button is blue with white text: "Save Draft & exit".

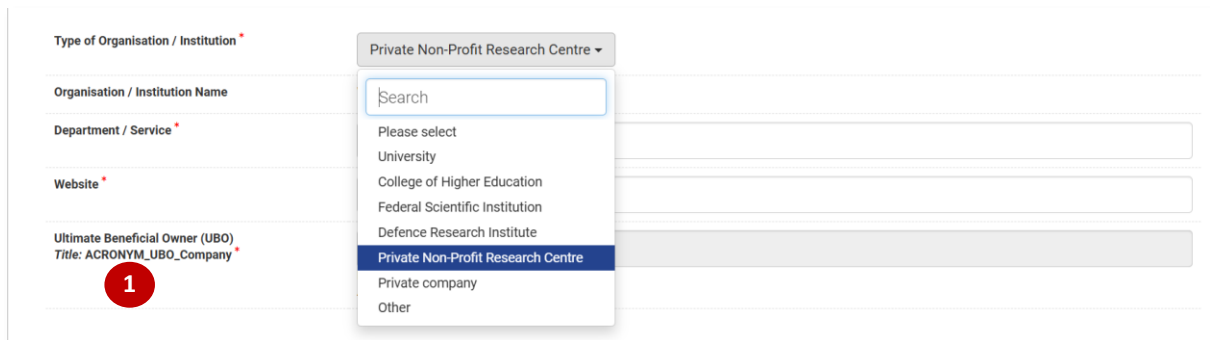
Note that you cannot delete the First Funded Partner, as having funded partners is mandatory.


## SECTION 4: NON-FUNDED PARTNERS

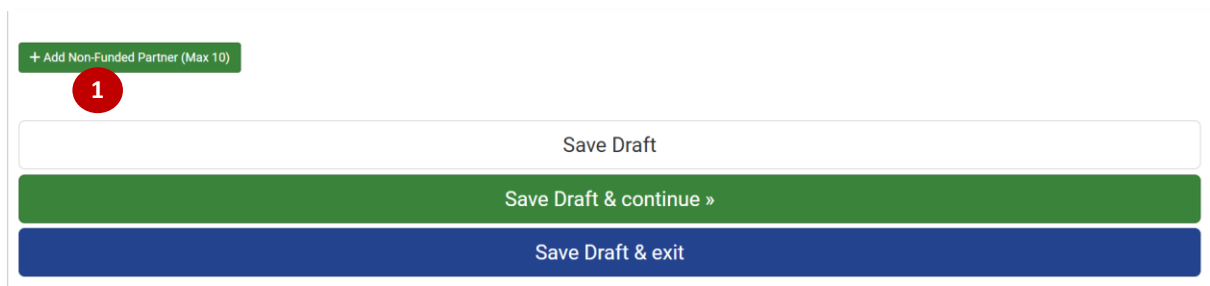
The information appearing in this section has been automatically transferred from the Pre-Proposal. You may edit all the fields, or add new Non-Funded Partners as explained below.

### Question 4.1.1. Non-Funded Partner: Organisation Details

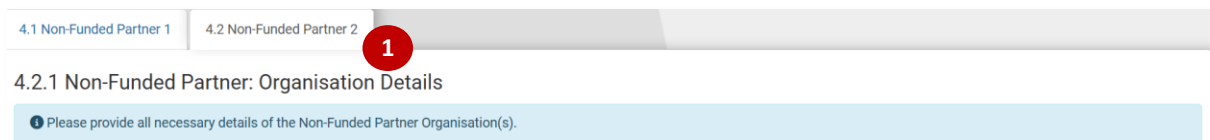
Enter the type of organisation for the Non-Funded Partner. Note that if you choose one of the following types: “Private Non-Profit Research Centre”, “Private company” or “Other”, you will be required to upload an Ultimate Beneficial Owner document **1**.



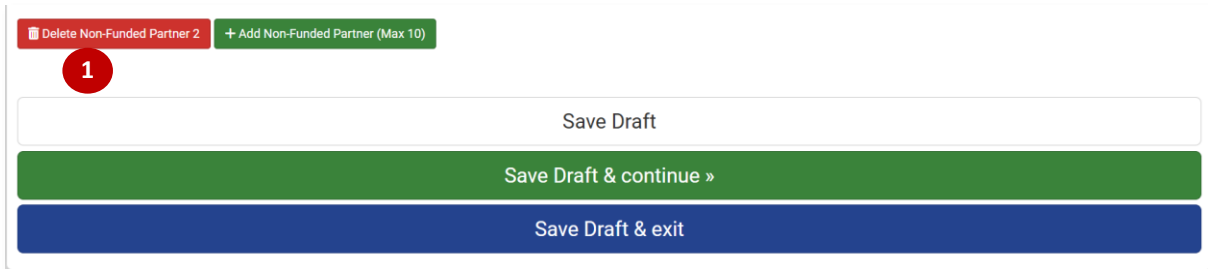
 To add more non-funded partners, scroll down to the bottom of the page and click on **+Add Non-Funded Partner** **1**.



A new tab “Non-Funded Partner 2” will appear within the same section **1** :



🔗 If you wish to delete this newly entered funded partner, scroll down again to the bottom of the page and click on **Delete Non-Funded Partner 2** ❶.



The screenshot shows a web interface with a red button labeled 'Delete Non-Funded Partner 2' and a green button labeled '+ Add Non-Funded Partner (Max 10)'. A red circle with the number '1' is positioned above the red button. Below these buttons are three stacked buttons: a white button labeled 'Save Draft', a green button labeled 'Save Draft & continue »', and a blue button labeled 'Save Draft & exit'.

Note that in order to delete Non-Funded Partner 1, you must clear manually all the information entered and then go to Section 1 > Question 1.3. Structure of the Proposal, and answer the question: Does your proposal included Non-Funded Partners (optional)? – No.

## SECTION 5: SUBCONTRACTORS

### Question 5.1.1. Subcontractor: General Information

**IMPORTANT:** In case you have identified a subcontractor in your full proposal, and this subcontractor is a company, an a(i)sbl or a foundation, you must **provide an extract of the UBO register** of this subcontract by e-mail to [defra@belspo.be](mailto:defra@belspo.be) at the latest on the deadline for submitting your full proposal.

Be aware that in case you identify the subcontractor in a later stage (during the project execution), the extract of the UBO register must be submitted then.

**The General Intelligence and Security Service will examine the document.** Subcontractors can only start to work when this examination is done.

🔗 Complete the form as required. Enter the type of organisation for the Subcontractor. Note that if you choose one of the following types: “Private Non-Profit Research Centre”, “Private company” or “Other”, you will be required to upload an Ultimate Beneficial Owner document ❶.

5.1 Subcontractor 1

### 5.1.1 Subcontractor: General Information

Please provide all necessary details of the Subcontractor(s).

ELIGIBILITY: Subcontractors must be registered in Belgium.

Type of Organisation \*

Organisation / Institution \*

Postal Address \*

Telephone

Ultimate Beneficial Owner (UBO)  
Title: ACRONYM\_UBO\_Company \*

Select file to upload : Max File Upload Size (mb): 20

To add more subcontractors, scroll down to the bottom of the page and click on **+Add Subcontractor** <sup>1</sup>.

+ Add Subcontractor <sup>1</sup>

Save Draft

Save Draft & continue »

Save Draft & exit

If you wish to delete this newly entered subcontractor 2, scroll down again to the bottom of the page and click on **Delete Subcontractor 2** <sup>1</sup>.

Delete Subcontractor 2 <sup>1</sup> + Add Subcontractor

Save Draft

Save Draft & continue »

Save Draft & exit

Note that in order to delete Subcontractor 1, you must clear manually all the information entered and then go to Section 1 > Question 1.3. Structure of the Proposal, and answer the question: Do you want to add Subcontractor(s) (optional)? – No.


## SECTION 6: FULL PROPOSAL UPLOADS

Please download now the following templates from the Platform if you have not downloaded them yet from the DEFRA website. These templates are available underneath the blue box for each question of this section (except for question 6.7. Cash or In-Kind Commitment Letter – see below). Note that all templates are mandatory, except for the Visual/Graphical Abstract and the Cash or In-Kind Commitment Letter.

- Full Proposal Description template – **mandatory**
- Gantt Chart template – **mandatory**
- Budget Table template – **mandatory**
- Data Management Plan template – **mandatory**
- Research Ethics Self-Assessment template – **mandatory**
- Visual/Graphical Abstract template – **optional**
- Cash or In-Kind Commitment Letter template – **optional**

As an example you will find here below Questions 6.1. Full Proposal Description and 6.7. Cash or In-Kind Commitment Letter.

### Question 6.1. Full Proposal Description

 Download the template that appears underneath the blue box **1**, complete the form and save it in the required formats (.docx and .pdf, in this case – see the formats in the upload fields). Then, upload the completed documents to the platform **2**.

6.1 Full Proposal Description

**1** Download the Full Proposal template and upload your completed Full Proposal below.  
Make sure the **name** of the uploaded document follow the format: **ACRONYM\_FPDescr**

**DEFRA Classic Call**  
Download mandatory template--

**1** Click on the link to download the DEFRA Classic Full Proposal Template


Upload Full Proposal description (docx)  
Title: ACRONYM\_FPDescr\*

Select file to upload : **2**  
Max File Upload Size (mb): 10  
Allowed File Type(s): .doc, doc, docx

Upload Full Proposal description (pdf)  
Title: ACRONYM\_FPDescr\*

Select file to upload : **2**  
Max File Upload Size (mb): 15  
Allowed File Type(s): pdf

### Question 6.7. Cash or in-kind commitment letter(s)

 To add a Cash or in-kind commitment letter, answer **YES** to the question **1**. Otherwise, answer **NO**.

6.7 Cash or in-kind commitment letter(s)

**1** Non-Funded Partners have to confirm their interest and commitment to provide input to the project via cash or in-kind contributions by completing a commitment letter. Any other organisations external to the project may do so as well.

Download the Cash or in-kind commitment letter template and upload your completed file(s) below.

Make sure the **name** of the uploaded document follow the format: **ACRONYM\_CashOrInKind** followed by a **number** if you are uploading multiple letters

Do you want to add a cash or in-kind commitment letter? \*

**1**  yes  
 no

By answering YES, the link to the downloadable template appears ❶, as well as the upload field ❷.

🔗 Download the template ❶, complete the form and save it in the required formats (.pdf, in this case – see the formats in the upload fields). Then, upload the completed documents to the platform ❷. If you do not have any more letters to add, answer NO to the last question ❸. (If you answer YES again, a new upload field will appear).

6.7 Cash or in-kind commitment letter(s)

❶ Non-Funded Partners have to confirm their interest and commitment to provide input to the project via cash or in-kind contributions by completing a commitment letter. Any other organisations external to the project may do so as well.

Download the Cash or in-kind commitment letter template and upload your completed file(s) below.

Make sure the name of the uploaded document follow the format: **ACRONYM\_CashOrInKind** followed by a number if you are uploading multiple letters

Do you want to add a cash or in-kind commitment letter? \*

yes  
 no

**DEFRA Call**  
Download mandatory template--> ❶ [Click on the link to download the DEFRA Call Cash / in-kind commitment letter Template](#)

Upload Cash or in-kind commitment letter 1 (pdf)  
Title:ACRONYM\_CashOrInKind \*

Select file to upload : ❷  
Max File Upload Size (mb): 5  
Allowed File Type(s): pdf

Do you want to add another letter (2)? \*

yes ❸  
 no

### 5.1.2. Edit the Full Proposal form: Leaving and coming back to your form before submitting

Your progress is automatically saved in the Platform, allowing you to complete the Full Proposal form in multiple sessions. Before you log out from the Platform, please note the **Application ID** of your Full Proposal so that you will be able to find it easily next time you come back. The Application ID is number written under question 1.1. General Information - Application ID of your Full Proposal form.

🔗 When you log back to the Platform, you will find your Pre-proposal listed on your **Dashboard** under **Upcoming Tasks**. Note that though your Pre-Proposal will be listed here, the title of your Pre-Proposal will not appear until you have submitted it. In order to find it, you must check that the Application ID is the correct one, and then click on the task: **Continue DEFRA Full Proposal** ❶.

Upcoming Tasks

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

Show All entries Search

Showing 1 to 1 of 1 entries

Appl. ID	Applicant	Scheme	Project title	Received	Task ❶
5453033	WONDERLAND	DEFRA Classic	ACRONYM - Title	21-01-2026	Continue DEFRA Full Proposal

Nothing selected

**Attention:** You will also see that your full Proposal is listed under the **My Applications** section. It's Application Status will be: **Submit Full Proposal** ❶. Do not try accessing it by clicking on the **Application ID** ❷, as it will not lead you to the form.

### 5.1.2. Delete the Full Proposal form before submitting

**This is an irreversible action – You MUST contact BELSPO before you delete a Full Proposal. Submitted Full Proposals CANNOT be deleted.**

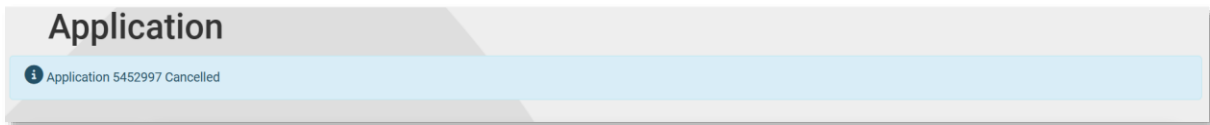
🖱️ Click on your **paper-tray icon** ❶ to go to your **Dashboard**.

🖱️ Under **Upcoming Tasks**, click on the **Application ID** number of your Pre-Proposal ❶.

You land on your **Application** page.

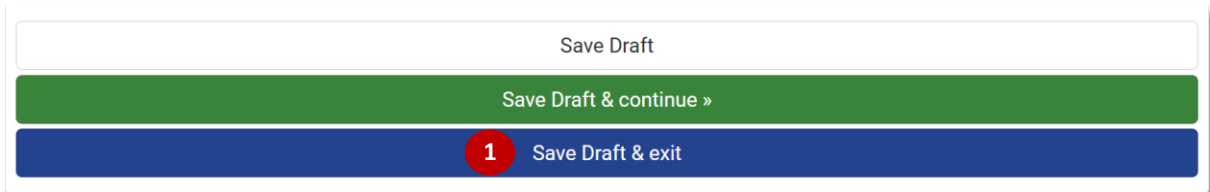
🖱️ Click on **Cancel** ❶.

A message will appear stating that your application has been cancelled. If you go back to the Dashboard, it will no longer appear under **Upcoming Tasks** and **My Applications**.

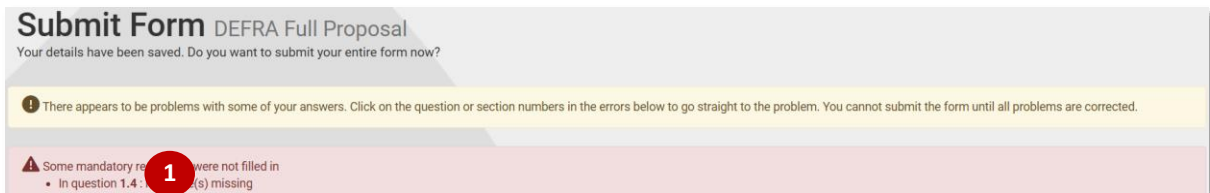


### 5.1.2. Submit the Full Proposal form

After completing the form, go to the bottom of the page and click on **Save Draft & Exit** 1.

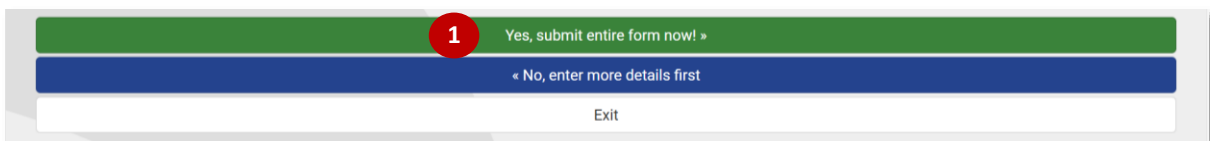


If mandatory fields have not been filled in, you will receive an error message. By hovering over the listed questions with your mouse 1, you can get back to the question that needs to be completed.

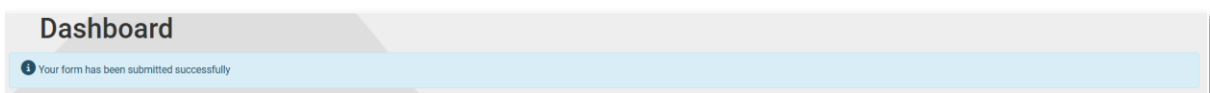


If all mandatory fields have been filled in, you will be asked if you want to submit your form.

Click on **Yes, submit entire form now!** 1



You will land on the **Dashboard**, and a message will appear: Your form has been submitted successfully.



You will then receive a confirmation email from the Platform:

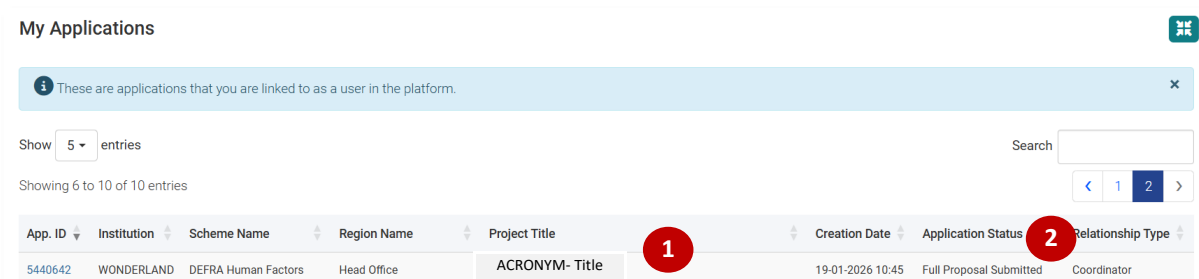


## 6.4 FINDING YOUR FULL PROPOSAL AFTER SUBMISSION

### 4.3.1. Find your Full Proposal in the Dashboard under My Applications

Once you have completed and successfully submitted your Full Proposal, you will no longer find it in your **Dashboard** under **Upcoming Tasks**. Instead, your Full proposal will appear under **My Applications**. Search for the title of the Pre-proposal will appear **1**, and the Application status will be **Full Proposal submitted 2**.

To access your Pre-Proposal after it has been submitted, click on its Application ID.



**My Applications**

These are applications that you are linked to as a user in the platform.

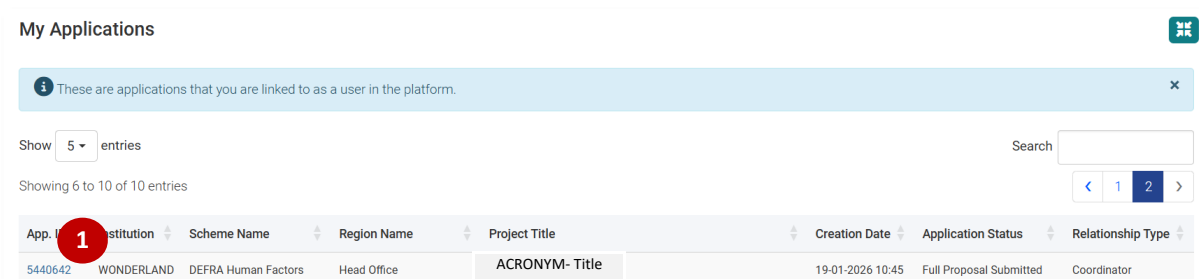
Show 5 entries Search

Showing 6 to 10 of 10 entries

App. ID	Institution	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
5440642	WONDERLAND	DEFRA Human Factors	Head Office	ACRONYM- Title	19-01-2026 10:45	Full Proposal Submitted	Coordinator

### 4.3.2. Download the Full Proposal documents

In the **Dashboard**, under **My Applications**, click on the **Application ID 1** of your submitted Pre-proposal to see the Pre-Proposal documents



**My Applications**

These are applications that you are linked to as a user in the platform.

Show 5 entries Search

Showing 6 to 10 of 10 entries

App. ID	Institution	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
5440642	WONDERLAND	DEFRA Human Factors	Head Office	ACRONYM- Title	19-01-2026 10:45	Full Proposal Submitted	Coordinator

The documents will appear in the Full Proposal's **Documents** tab, which is also labelled as **Correspondence log**.

🔗 Click on the link to any of the documents 1 you wish to download.

**Application**

Summary **Correspondence log**

**Documents**

Comment Type: [v] OK

Add file attachment

Show 50 entries Search [ ]

Title	Comment Type	Date
<a href="#">Generated PDF</a> 1	DEFRA Full Proposal PDF	19-01-2026 12:44
<a href="#">Form Created DEFRA Full Proposal</a>	DEFRA Full Proposal form	19-01-2026 12:43
<a href="#">Full Proposal Description (FULL PROPOSAL DESCRIPTIONx)</a>	Full Proposal Attachments	19-01-2026 12:43
<a href="#">Full Proposal Description (FULL PROPOSAL DESCRIPTION.pdf)</a>	Full Proposal Attachments	19-01-2026 12:43
<a href="#">Work Plan (WORKPLAN.xlsx)</a>	Full Proposal Attachments	19-01-2026 12:43
<a href="#">Budget (BUDGET.xlsx)</a>	Full Proposal Attachments	19-01-2026 12:43
<a href="#">Data Management Plan (DMP.pdf)</a>	Full Proposal Attachments	19-01-2026 12:43

#### 4.3.3. Check the Summary of your Full proposal

By clicking on the Application ID of your submitted Full Proposal you will land on the Full Proposal's **Documents** tab, labelled as **Correspondence log**. Click on the **Summary** 1 tab to access the summary of your Full Proposal.

**Application**

Summary **1**

Documents

**Standard Details**

<b>Programme</b> DEFRA Classic	<b>App ID</b> 5407634	<b>Contract Number</b>
<b>Acronym</b> BANANA - RESUBMITTED	<b>Applicant</b> Alfea College for Fairies	<b>Programme Calls</b> DEFRA Classic Call 2026
<b>Project Summary</b> The B.A.N.A.N.A. project propels Next Generation Sensing into a realm even fruit would find ambitious. Our Bio-Aetheric Neural Amplification for Nonlinear Aura-Navigation Apparatus redefines telepathy and telekinesis by embracing the inherent wisdom of bananas, long considered nature's antennae by absolutely no one reputable. At the project's core is the belief that thoughts emit squishy auras that can be coaxed, measured, and occasionally startled into revealing secrets. Participants wear glossy yellow headbands shaped like partially peeled bananas, which allegedly enhance psychic conductivity by reminding the mind not to take itself too seriously. When activated, the BANANA Device reads emotional wavelengths, converts them into melodramatic kazoo solos, and channels surplus mental energy into short-range telekinesis capable of nudging stationery, rotating cookies, or gently intimidating paper cups. Calibration requires subjects to imagine a banana performing ballet while attempting to levitate a stapler, irregular giggles indicate proper alignment. Field tests include detecting distant sighs, mapping collective confusion during meetings, and bending forks purely for morale. A dedicated Sympathetic Peel Processor analyzes every detected thought-vibration, storing data in potassium-themed folders for scientific gravitas. Telekinetic events are graded on the official Bruise Index, ranging from 'Barely Freckled' to 'Catastrophically Smooth.' Safety is maintained through the Do-Not-Slip Protocol, requiring researchers to walk carefully around unstable psychic fruit. Our vision is a future where intuition powers devices, empathy steers drones, and		<b>Application Status</b> Decision In Progress
		<b>Project Title</b> BANANA - Bio-Aetheric Neural Amplification for Nonlinear Aura-Navigation Apparatus
		<b>Project Start Date</b>

## 7. CONTACT

If you have any questions, or require further information, please contact the secretariat: [defra@belspo.be](mailto:defra@belspo.be)