DEFRA

DEFENCE-RELATED RESEARCH ACTION

DEFRA

Thematic Call for proposals: Pulsed Directed Energy Effectors

Submission guidelines

SUBMISSION DEADLINES:

Pre-proposals: Friday 11 September 2026 at 14h00
Full proposals: Friday 16 October 2026 at 14h00

belspo

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1. INTRODUCTION

All **Pre-proposals** and **Full Proposals** must be **submitted via the following SharePoint site**:
https://belspobelgium.sharepoint.com/sites/R-I_DEFRA_ENERGY_EFFECTORS

Welcome to the **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

WHO CAN ACCESS THE SHAREPOINT SITE?

Only the coordinator can edit and submit a Pre-proposal. Partners included in a proposal will not have access to the given Pre-proposal on the SharePoint site.

HOW TO ACCESS THE SHAREPOINT SITE?

The coordinator must **request access to the SharePoint site via email at defra@belspo.be.** Access will be granted via the coordinator's email address. Multiple Pre-proposals can be linked to the same email address.

HOW TO COMPLETE A PRE- OR FULL PROPOSAL

Pre-proposals are composed of **multiple templates to be filled out on the SharePoint**, and **additional documents to be uploaded**. Some of the required safety documents must be delivered by e-mail.

BELSPO will not accept Pre-proposals other than the ones submitted via the SharePoint site.

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

2. ACCESS TO THE SHAREPOINT SITE

2.1 REQUEST ACCESS TO THE SHAREPOINT SITE

✉ **Send an email to defra@belspo.be with the message that you want to submit a Pre-proposal** in the Thematic Call for proposals: Pulsed Directed Energy Effectors. Please **mention**:

- The **email address** to be given access
- The **theme** in which you want to submit the Pre-proposal
- The **acronym** of the project (if already known)

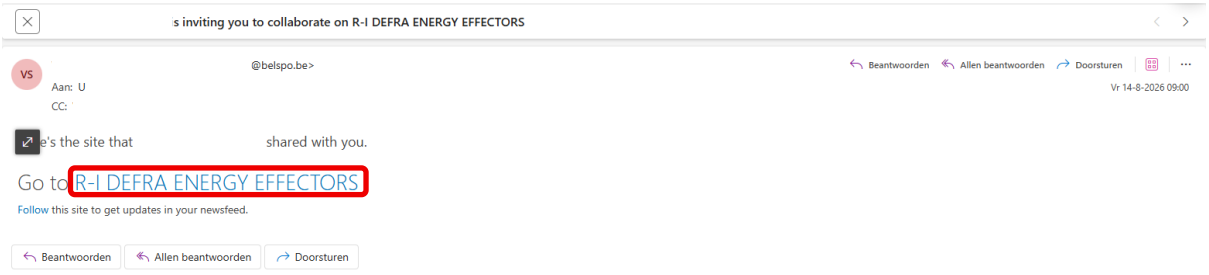
In case you want to submit multiple Pre-proposals, mention all of them in the same email.

The DEFRA team will grant you access to the SharePoint site and create a personal Pre-proposal folder in which you will have to submit your Pre-proposal.

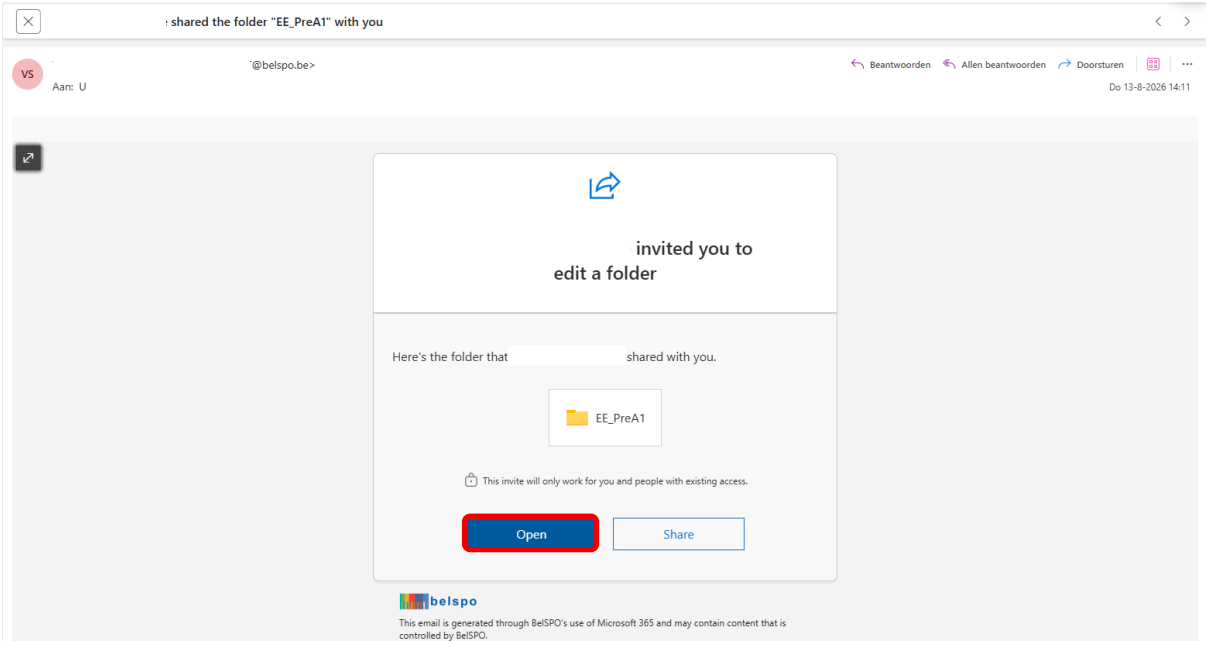
2.2 LOG IN TO THE SHAREPOINT SITE AND YOUR PRE-PROPOSAL FOLDER

When the DEFRA team grants you access to the SharePoint site you will receive 2 emails:

1) An email granting you access to the SharePoint site in general.



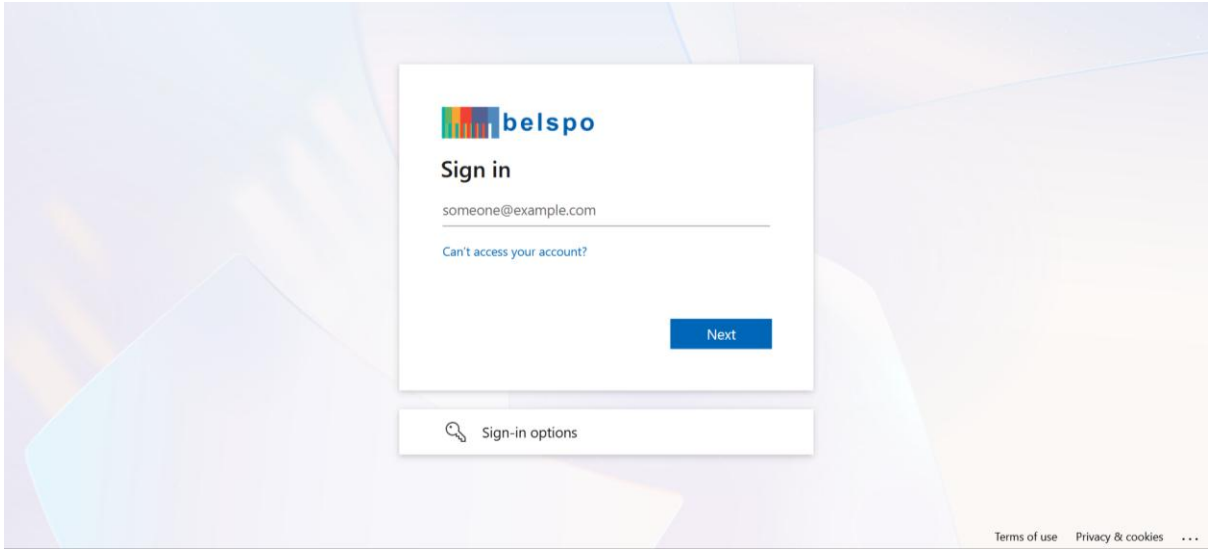
2) An email assigning you your personal Pre-proposal folder.



You can access the SharePoint site in 3 different ways:

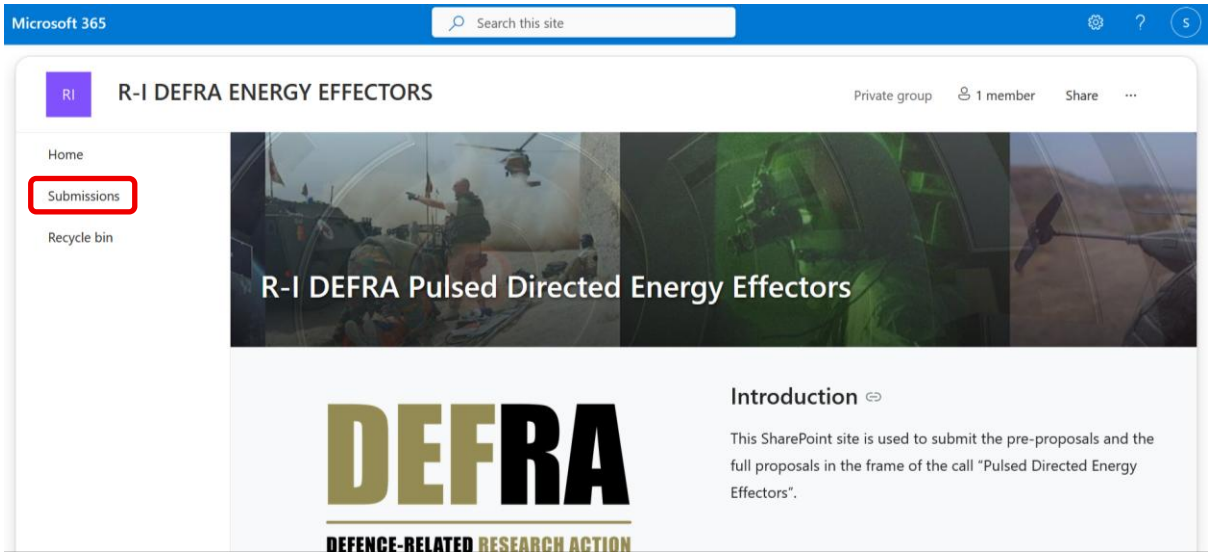
1) By click or copying the following link: https://belspobelgium.sharepoint.com/sites/R-I_DEFRA_ENERGY_EFFECTORS
2) By clicking the link ***"R-I Energy Effectors"*** in the **first e-mail**. (see above)
3) By clicking ***"Open"*** in the **second e-mail**. (see above)

All three options will first direct you to a **Login page**. Use the email address you provided to the DEFRA team and the password or login method you would normally use when you login into Microsoft applications.

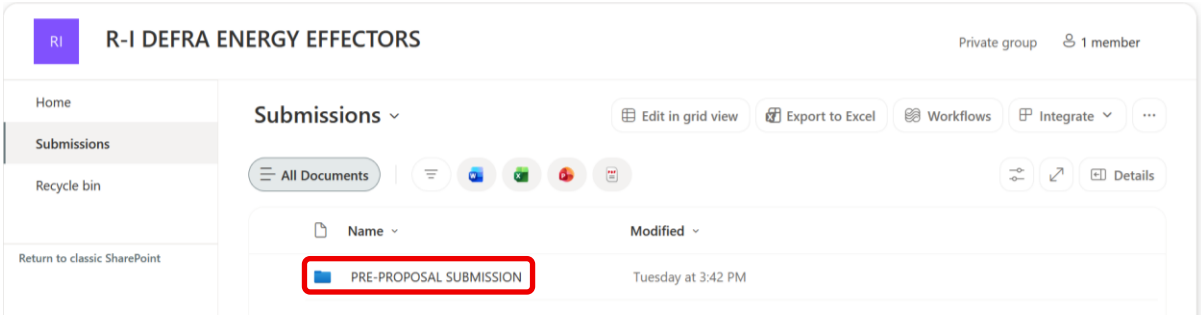


If you used access option 1 or 2 you will be directed to the **Home page**. If you used option 3 you will be directed to your personal Pre-proposal folder directly.

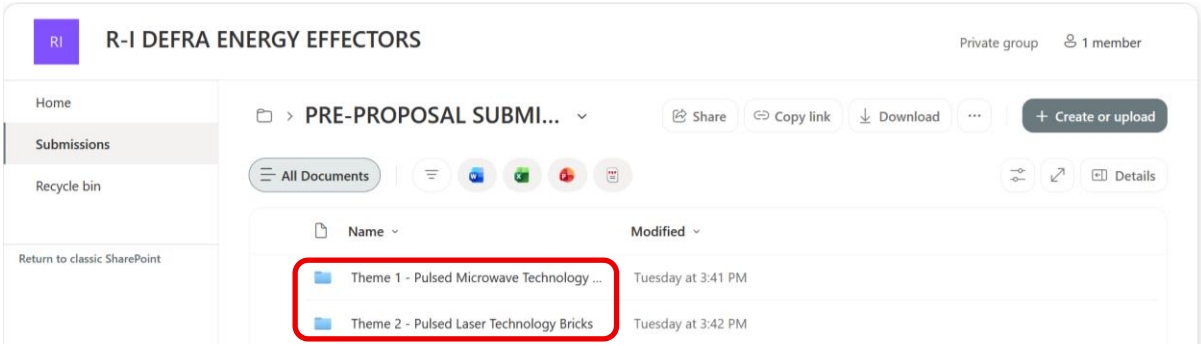
To go from the Home page to your personal Pre-proposal folder click ***"Submissions"*** in the menu on the left.



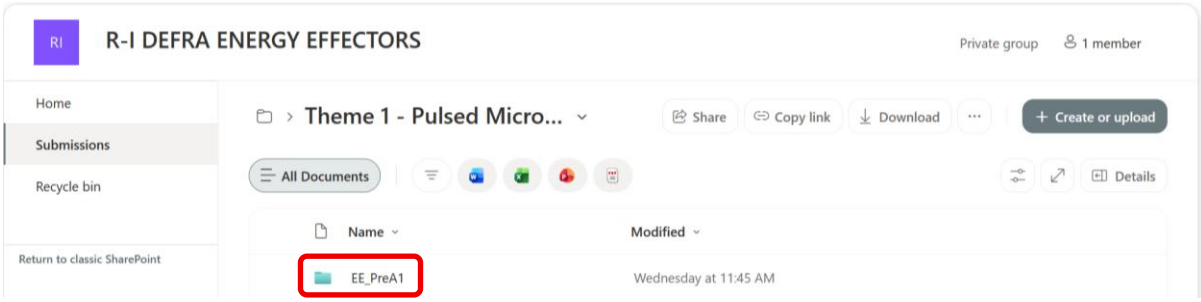
Select *the **"Pre-proposal submission"** folder*.



Select **the folder of the Theme** in which you are submitting your pre-proposal.

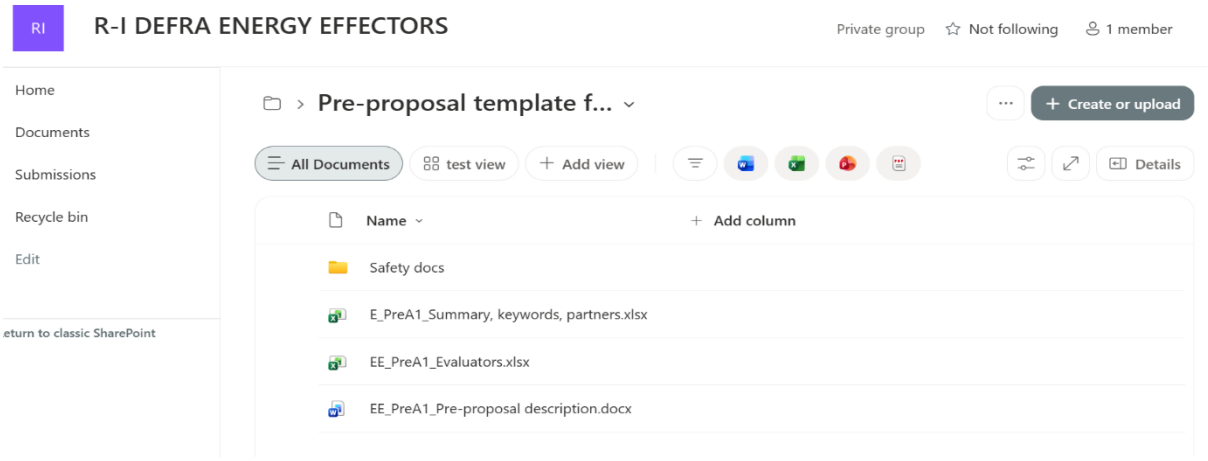


Select your **Pre-proposal folder**.



In this folder you will see 3 templates (1 word, 2excel) and a folder in which you must upload the extract of the UBO register and the Company Honourability & Vulnerability Awareness self-assessment for any companies, a(i)sbl and foundations in the Consortium.

If you used access option 3 (see above) you will be directed to the content of your Pre-proposal folder instantly.



3. EDITING AND SUBMITTING A PRE-PROPOSAL

Pre-proposals are compulsory and the first step towards introducing a Full proposal.

A pre-proposal must be submitted (= pdf version of pre-proposal description uploaded on the SharePoint site) at the latest on **11 September 2026 (14h00).**

If the pre-proposal has not been submitted in time, it will be impossible to submit a full proposal.

3.1 EDITING THE DIFFERENT COMPONENTS OF THE PRE-PROPOSAL

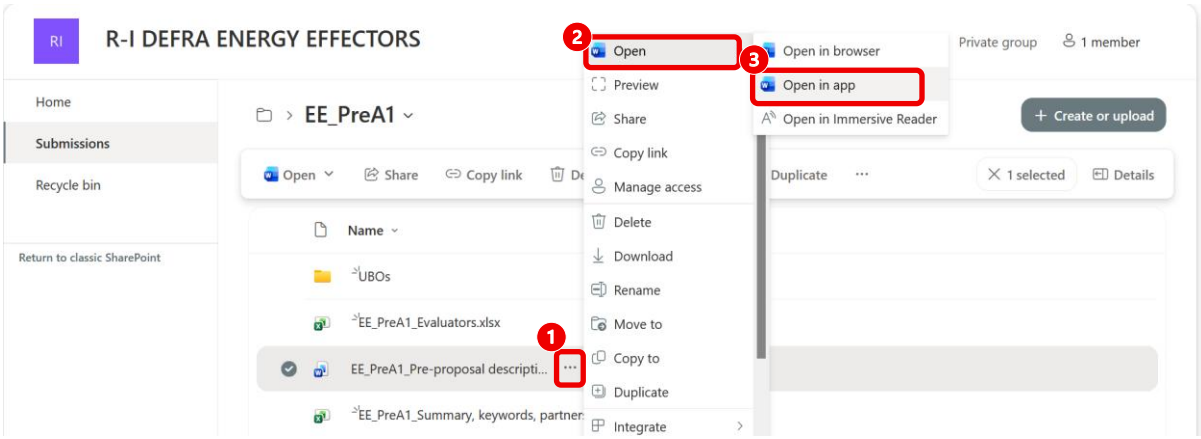
A Pre-proposal consists of several documents to be completed, uploaded and/or submitted via email:

- A Pre-proposal description (word template)
- A summary of the project, including keywords and list of the partners (excel template)
- A list of proposed (and non-grata) evaluators (excel template)
- For companies, a(i)sbl's and foundations:
  - Extract(s) from the UBO register
  - Consent form(s) for security verification
  - Proof(s) of dispatch of the consent form(s) for security verification
  - Company Honourability & Vulnerability self-assessment declaration

Underlined documents must be submitted via the SharePoint. The other two must be submitted via email (see section 3.1.5).

The Pre-proposal description, summary, keywords and partners and list of proposed evaluators must be completed on the SharePoint site.

To open a template click on ***"..."*** ❶ next to the name of the file, ***"Open"*** ❷ and ***"Open in app"*** ❸.



If you keep working on the file via SharePoint, the file will save automatically.

3.1.1. THE PRE-PROPOSAL (WORD)

This file contains:

- The title and acronym of the project.
- The choice of the theme.
- A brief description of the intended project: the scope, objectives, the innovation with respect to the state of the art, the relevance and potential impact of the project for Defence.

Relevant references of the funded partners in relation to the project, incl. a short profile of the foreseen partner(s) and, if applicable, a description of the added value of the partnership in addressing the research topic.

3.1.2. SUMMARY, KEYWORDS AND PARTNERS (EXCEL)

This file contains:

- The acronym and title of the project
- The choice of the theme
- Keywords (min. 2; max. 6)
- The summary of the project (max. 2000 characters)
- The coordinates of the funded and non-funded partners and subcontractors

3.1.3. EVALUATORS (EXCEL)

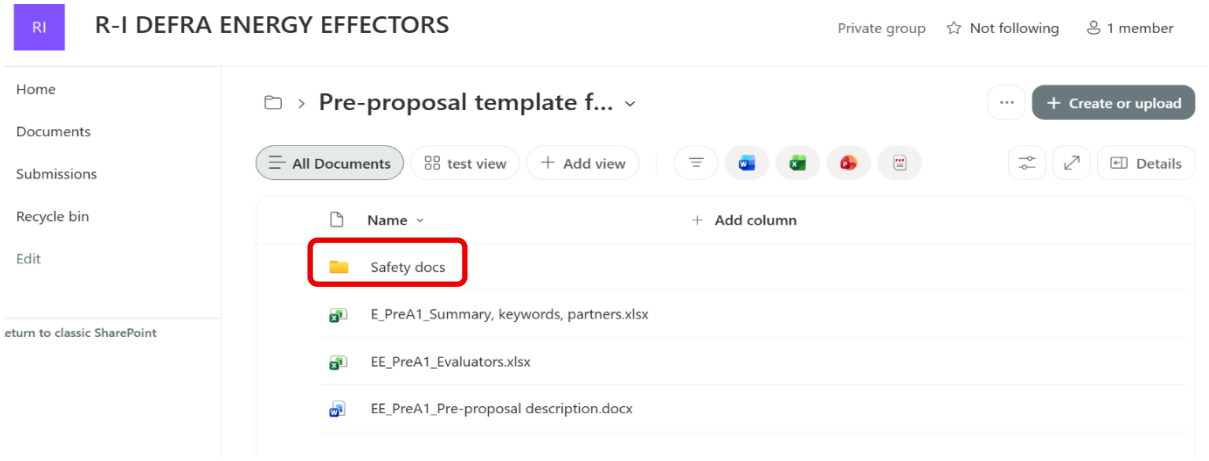
This file contains:

- the name and contact details of 4 to 6 scientific experts capable of assessing the proposal. The proposed experts must comply with the eligibility criteria for evaluators - see 'Evaluators eligibility'. The contact details of minimum 4 experts are required, of which at least 2 (but preferably all) Belgian experts. In case foreign evaluators are proposed, these evaluators should work in one of our neighbouring countries (the Netherlands, Germany, Luxemburg, France).
- Optionally, the name and contact details of 2 non-grata scientific experts to be excluded from the evaluation of the proposal under the condition of sufficient motivation.

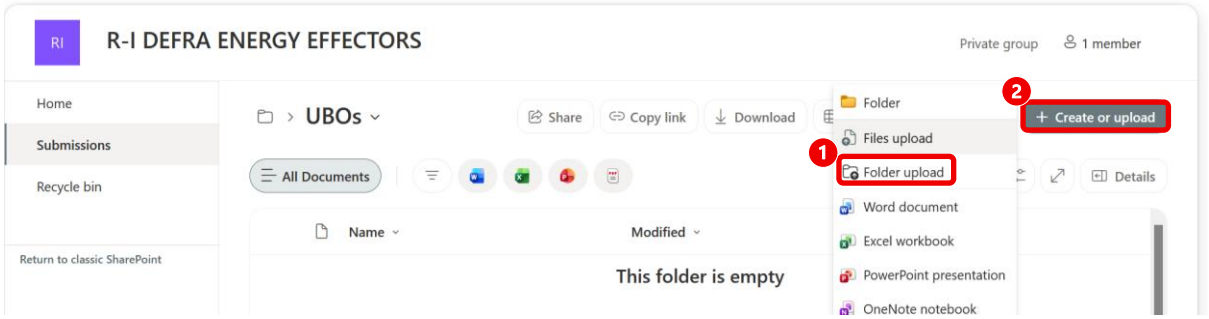
3.1.4. UBOS

The companies, a(i)sbl and foundations in the Consortium must provide an extract of the “Ultimate Beneficial Owner” (UBO) Register and a “Company Honourability & Vulnerability Awareness self assessment” – both in pdf format. The extract(s) must be uploaded on the SharePoint in the designated folder “Safety docs”.

Select the **Safety docs folder** in your Pre-proposal folder



Click ***"+ Create or upload"*** 1 and then ***"Files upload"*** 2. Select the UBO document(s) from your computer and click open.



Make sure the name(s) of the file(s) follow the format: **UBO_ACRONYM_Company**.

Click ***"+ Create or upload"*** 1 and then ***"Files upload"*** 2. Select the Company Honourability & Vulnerability Awareness self assessment(s) from your computer and click open.

Make sure the name(s) of the file(s) follow the format: **ACRONYM_DECLARATION_COMPANY**

3.1.5. CONSENT FORMS

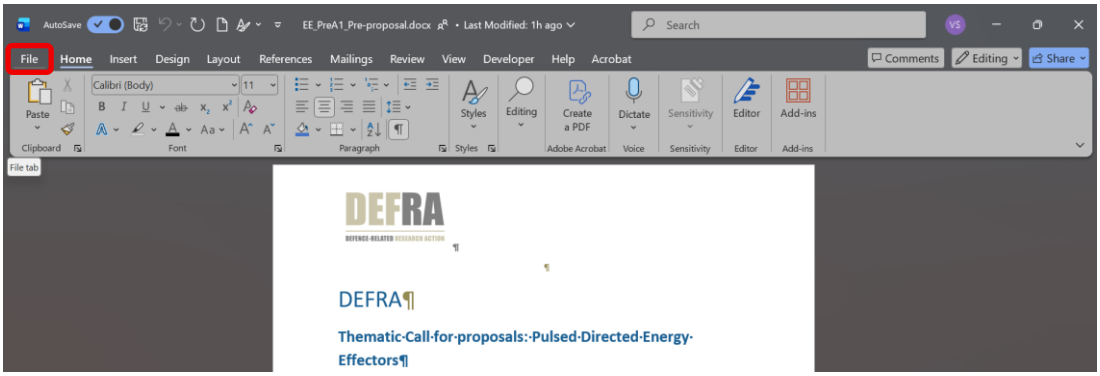
The companies, a(i)sbl and foundations in the Consortium must also deliver:

- The consent form relating to the law of 11/12/1998 on classification and security clearances, security advice and the publicly regulated service (available in Dutch and French on the DEFRA website).
    - Completed by the **principal investigators** (who belong to a company, a(i)sbl or foundation) mentioned in the pre-proposal.
    - Sent to bureau.industrie@mil.be for verification. A negative opinion from the administrative authority for a principal investigator may result in the legal entity being refused participation in the project.
- Proof of dispatch of the consent form to the "bureau industrie"
    - via e-mail to defra@mil.be before 11 September 2026 (14h00).

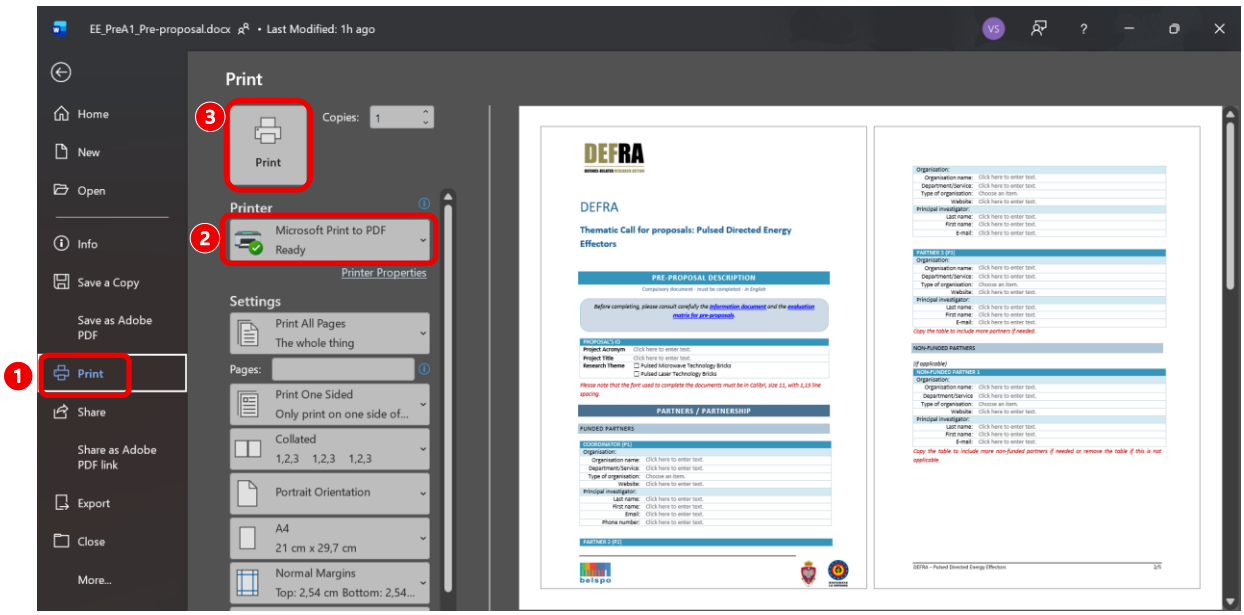
3.2 SUBMIT A PRE-PROPOSAL

A Pre-proposal is considered submitted when a pdf version of the Pre-proposal (originally a word template) is uploaded in the Pre-proposal folder.

When you've completed the Pre-proposal description, while still in the word application, click ***"File"*** in the upper left corner.

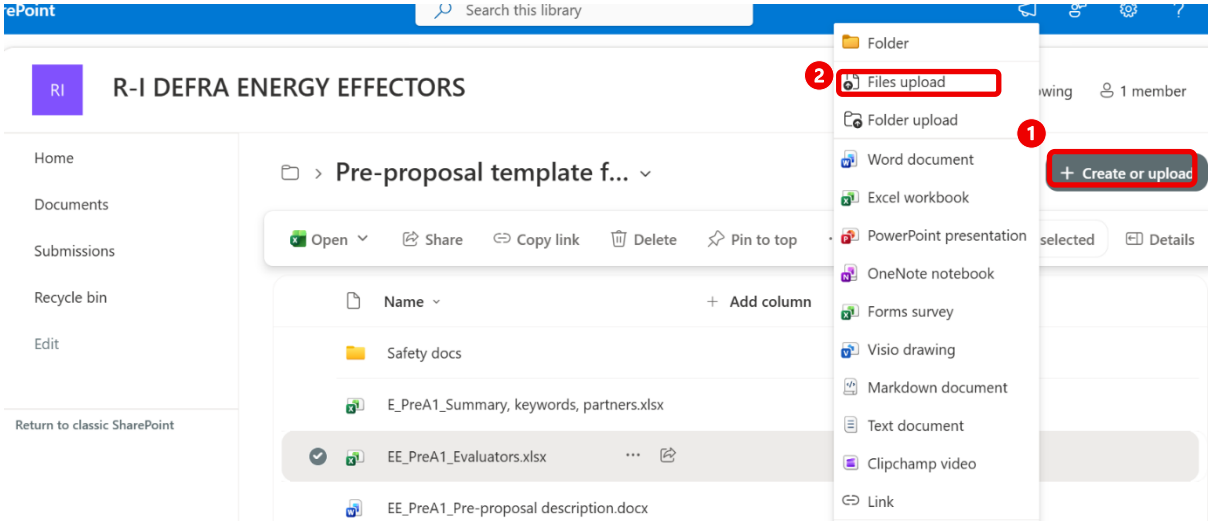


Go to ***"Print"*** 1 in the left menu, select ***"Microsoft Print to PDF"*** 2 and click ***"Print"*** 3. Name your file (format: **EE_ACRONYM_Pre-proposal description**) and click ***"Save"***.



Do **NOT** use the **'Portfolio' function** from Adobe to create the PDF file for the Pre-proposal description. As the browsers do not support this function, **evaluators will not be able to read the document**.

Upload the PDF file in your Pre-proposal folder. Click ***"+ Create or upload"*** 1 and then ***"Files upload"*** 2. Select the Pre-proposal PDF file from your computer and click open.



3.3 CANCEL A PRE-PROPOSAL

If you will not submit your pre-proposal please inform the DEFRA secretariat of this via email at **defra@belspo.be**.

4. WHAT FROM THE PRE-PROPOSAL FIELDS CAN BE CHANGED IN THE FULL PROPOSAL?

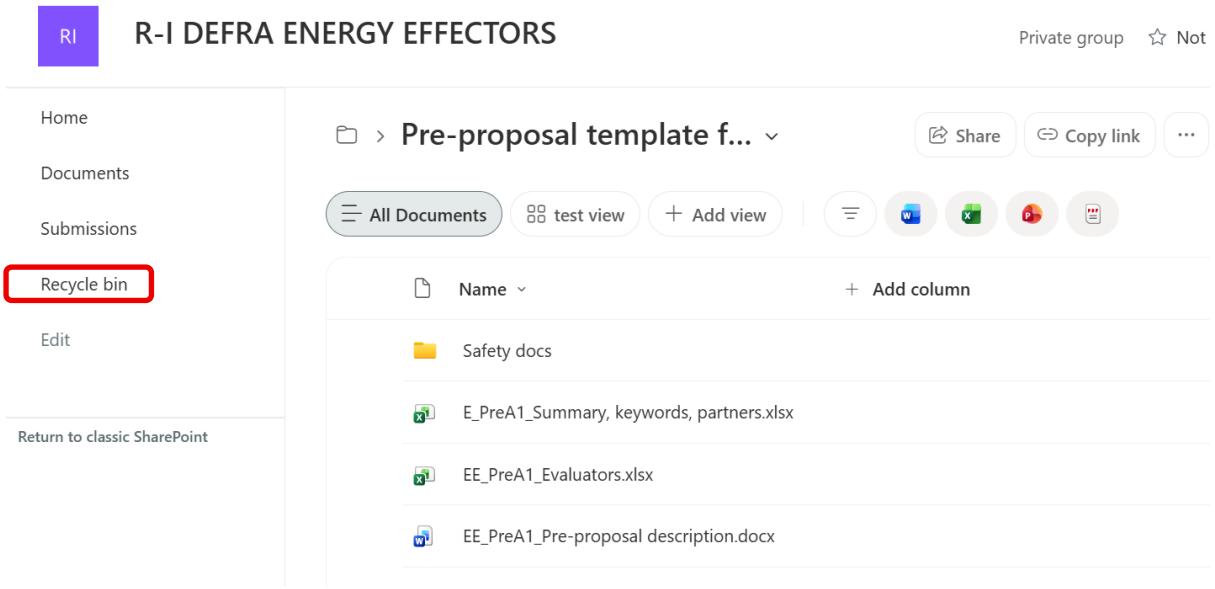
When preparing and submitting your Pre-proposal, take into account that a number of things entered in the Pre-proposal cannot be changed in the Full proposal

	Can be changed?	Comment
Theme(s)	**NO**	Must be kept the same as in the Pre-proposal.
Proposal's Acronym	**NO**	Must be kept the same as in the Pre-proposal.
Proposal's Title	**YES**	Can be changed.
Coordinator	**NO**	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.
Partner(s)	**NO**	Another person from the same institution may be given this role 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.
Project Summary	**YES**	You may edit the summary to some extent and to better align with the summary requested in the Full proposal. However, it cannot diverge to the point that the expertise mobilised for the evaluation of the proposal will become irrelevant.
Keywords	**NO**	Must remain the same. The DEFRA team searches for experts based on these keywords.
Experts	**NO**	The DEFRA team 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.

5. ATTENTION POINT: RECYCLE BIN

We take all necessary precautions to ensure the confidentiality of your Pre-proposal and Full proposal.

In this regard, we draw your attention to the fact that, in case you delete files from your folder, these files are moved to the “Recycle bin” of the SharePoint site. Make sure you also remove your files from this recycle bin.



6. CONTACT

If you have any questions, or require further information, please contact the secretariat: **defra@belspo.be**