

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

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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

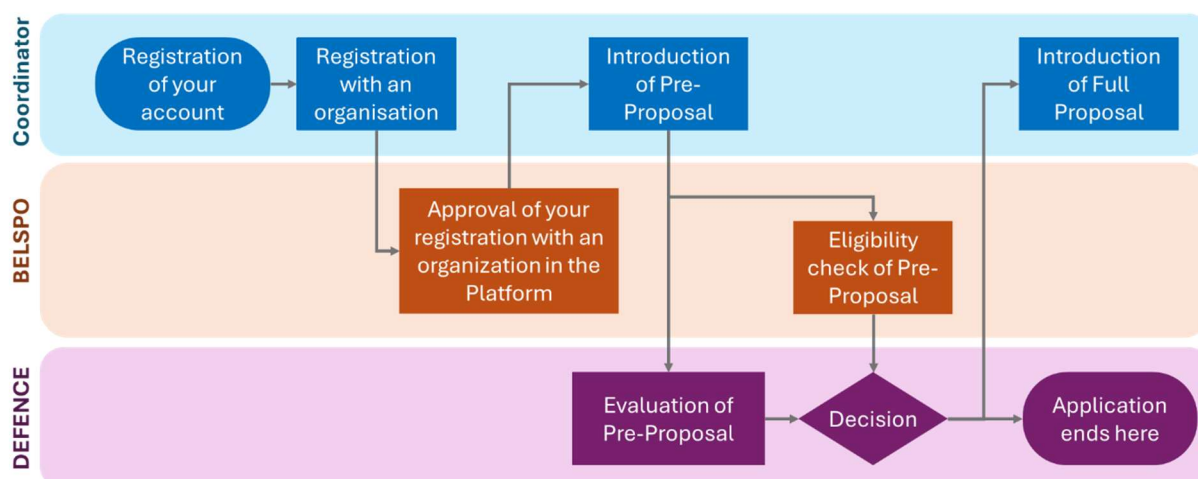
The creation of a personal profile via the registration procedure is required in order to access the **online Submission Platform**. Each account is linked to a **unique email address**. The **same registered account** will be used for all the Pre-proposals and Full proposals in which the applicant is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

HOW TO COMPLETE A PRE- OR FULL PROPOSAL

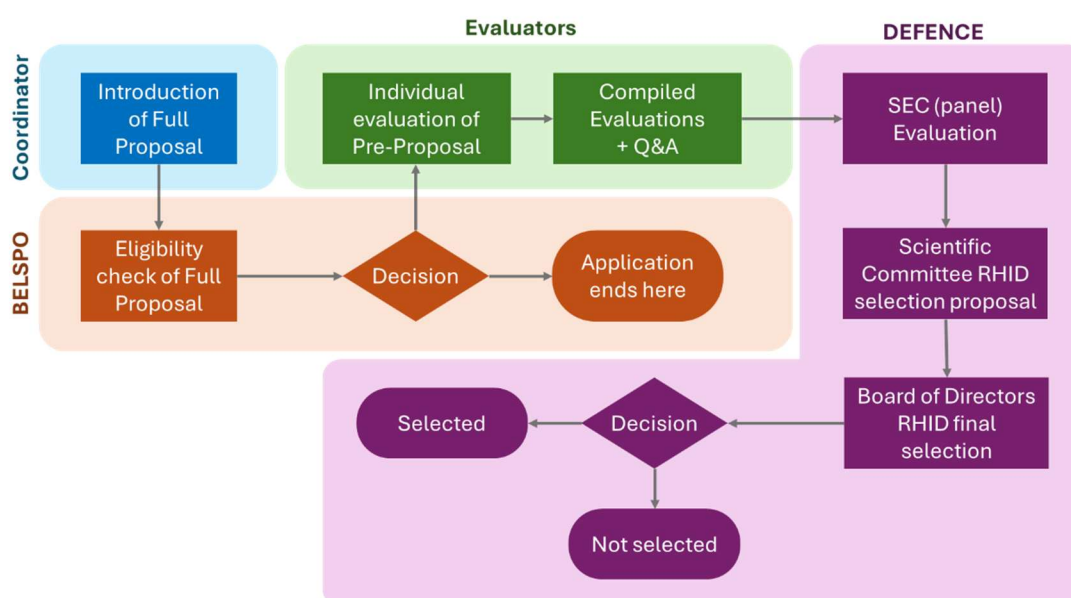
Pre-proposals and Full proposals are composed of **fields to be completed online** and **additional documents to be downloaded, filled out, and uploaded** to the platform. These templates are available on the DEFRA submission platform. BELSPO will not accept Pre-proposals or Full proposals other than 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** ² . Then go directly to [section 2.3](#) of these guidelines.

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.

Schemes Available

[See all available Programmes](#)

New User

Setup an account ¹

Register >

Existing User

Please enter your login details

Email

Enter your email

Password

Enter your password

☐ Remember my login on this computer

Login ²

*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.

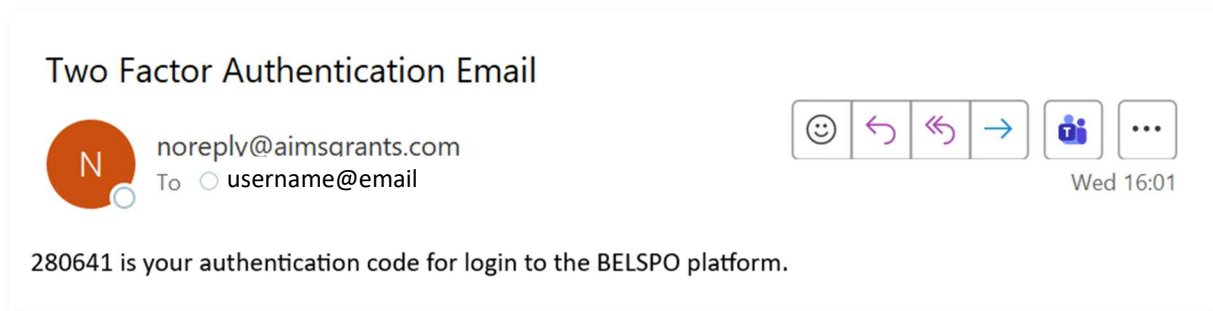
Register

*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:

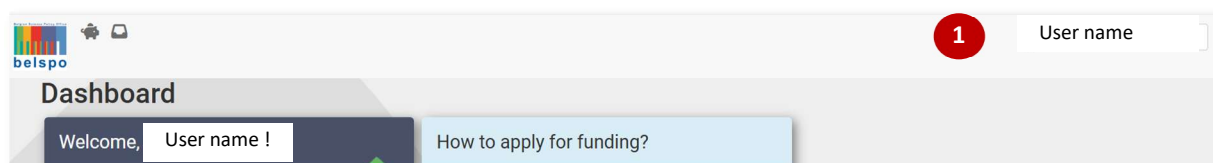


And the platform will display the [Enter Authentication Code](#) page.

🔑 Enter the Authentication code received ❶ and click on '[Submit](#)' ❷.

A screenshot of the "Enter Authentication Code" page. At the top, a yellow banner says "Authentication Code has been sent." Below it, a blue box contains the instruction "Enter Authentication Code to complete login". A "Resend Authentication Code" button is in the top right. The main form has a label "Authentication Code" above a text input field, which is marked with a red circle ❶. Below the input field are two large blue buttons: "Submit" (marked with a red circle ❷) and "Cancel".

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



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

Search ❹

This website is Powered by AIMS Any problems, email 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

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

Register ❶

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. 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.

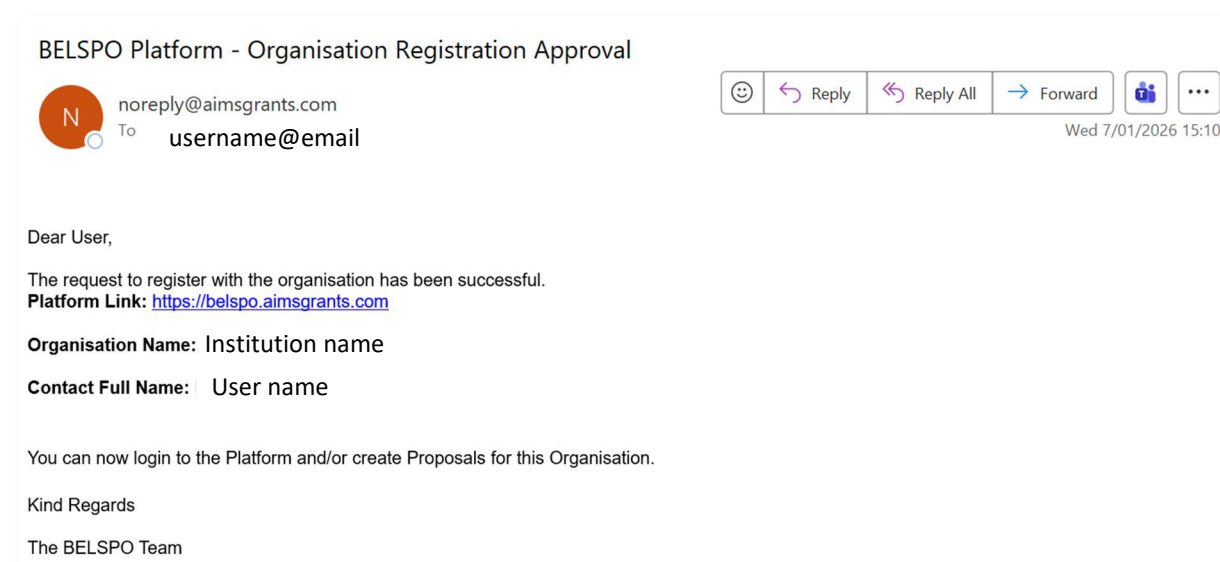
2.2.3. REGISTRATION STEP 3: BELSPO approves your registration with an organisation

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.

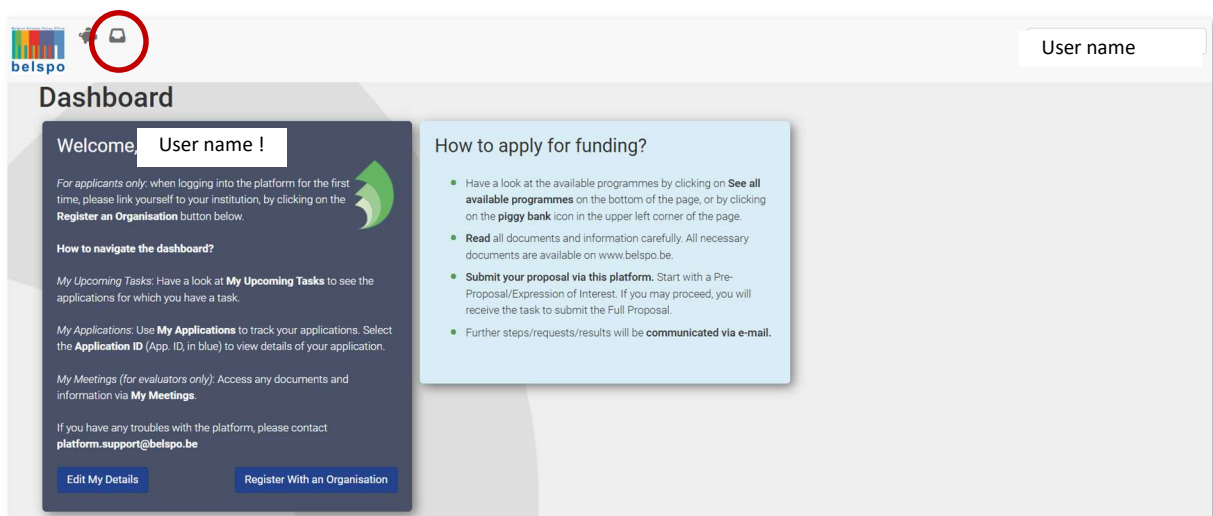


2.2.4. Get familiar with the Dashboard

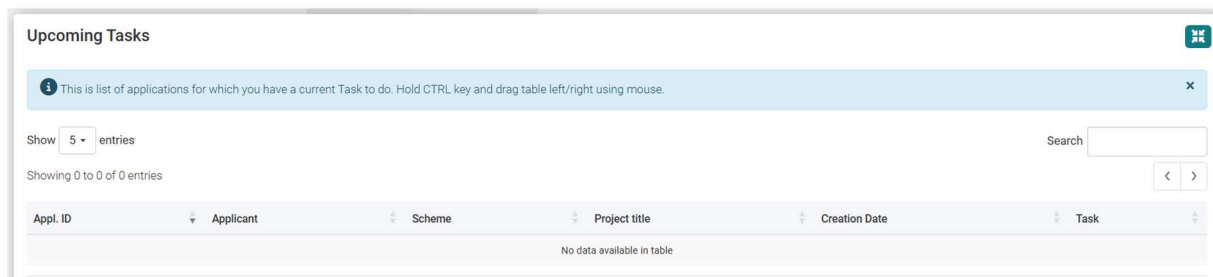
The **Dashboard** is your home page in the Platform. It is made of different sections:

- **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

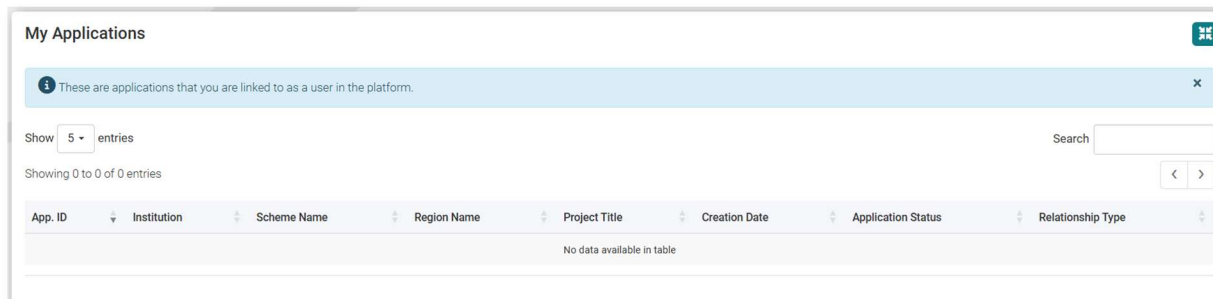
 You can always come back to the **Dashboard** by clicking on the **Paper-tray icon**.



The screenshot shows the BELSPO Dashboard. At the top left is the BELSPO logo. Next to it is a paper-tray icon circled in red. In the top right corner, there is a box labeled "User name". The main content area is titled "Dashboard" and contains two columns. The left column is a dark blue sidebar with a "Welcome, User name !" message. It includes instructions for first-time users to register an organisation, a "How to navigate the dashboard?" section with links to "My Upcoming Tasks", "My Applications", and "My Meetings", and a contact email "platform.support@belspo.be". At the bottom of the sidebar are two buttons: "Edit My Details" and "Register With an Organisation". The right column is titled "How to apply for funding?" and contains a list of four steps: 1. Look at available programmes (See all available programmes or piggy bank icon). 2. Read all documents carefully (www.belspo.be). 3. Submit your proposal via this platform (Pre-Proposal/Expression of Interest). 4. Further steps/requests/results will be communicated via e-mail.



The screenshot shows the "Upcoming Tasks" section. It has a title bar with a close button. Below the title bar is a light blue information box stating: "This is list of applications for which you have a current Task to do. Hold CTRL key and drag table left/right using mouse." Below this is a "Show 5 entries" dropdown and a "Search" input field. The table shows 0 of 0 entries. The table has columns: Appl. ID, Applicant, Scheme, Project title, Creation Date, and Task. The table is empty, and a message "No data available in table" is displayed at the bottom.



The screenshot shows the "My Applications" section. It has a title bar with a close button. Below the title bar is a light blue information box stating: "These are applications that you are linked to as a user in the platform." Below this is a "Show 5 entries" dropdown and a "Search" input field. The table shows 0 of 0 entries. The table has columns: App. ID, Institution, Scheme Name, Region Name, Project Title, Creation Date, Application Status, and Relationship Type. The table is empty, and a message "No data available in table" is displayed at the bottom.

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.

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

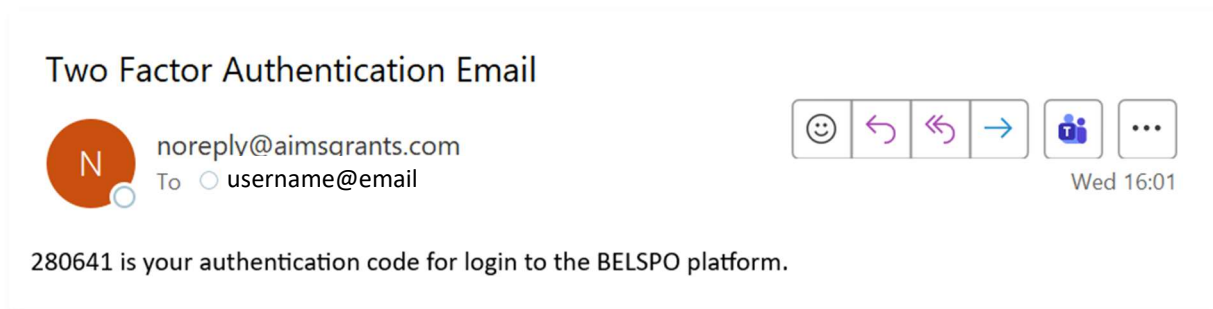
Login

*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:

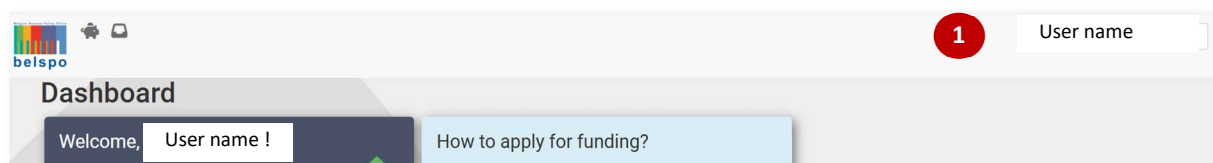


And the platform will display the [Enter Authentication Code](#) page.

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

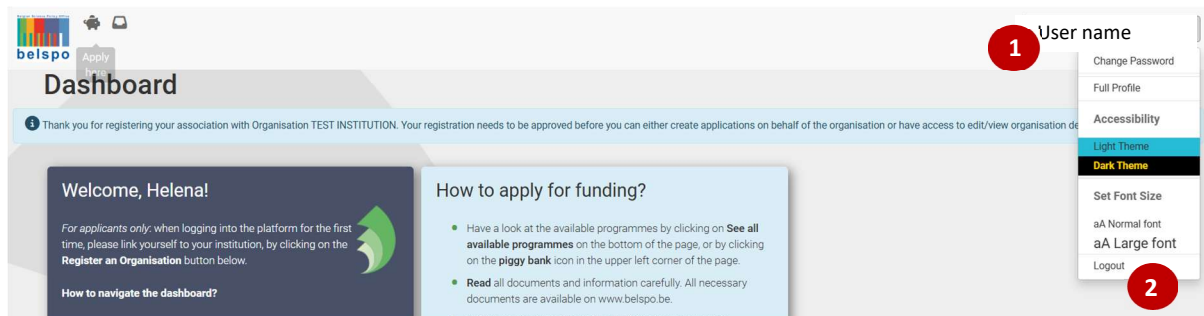
A screenshot of the "Enter Authentication Code" page. At the top, a yellow banner says "Authentication Code has been sent." Below this, a light blue box contains the instruction "Enter Authentication Code to complete login". To the right of this box is a "Resend Authentication Code" button. Below the instruction box is a text input field labeled "Authentication Code" with a red circle ❶ next to it. Below the input field are two large blue buttons: "Submit" (with a red circle ❷ next to it) and "Cancel".

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.

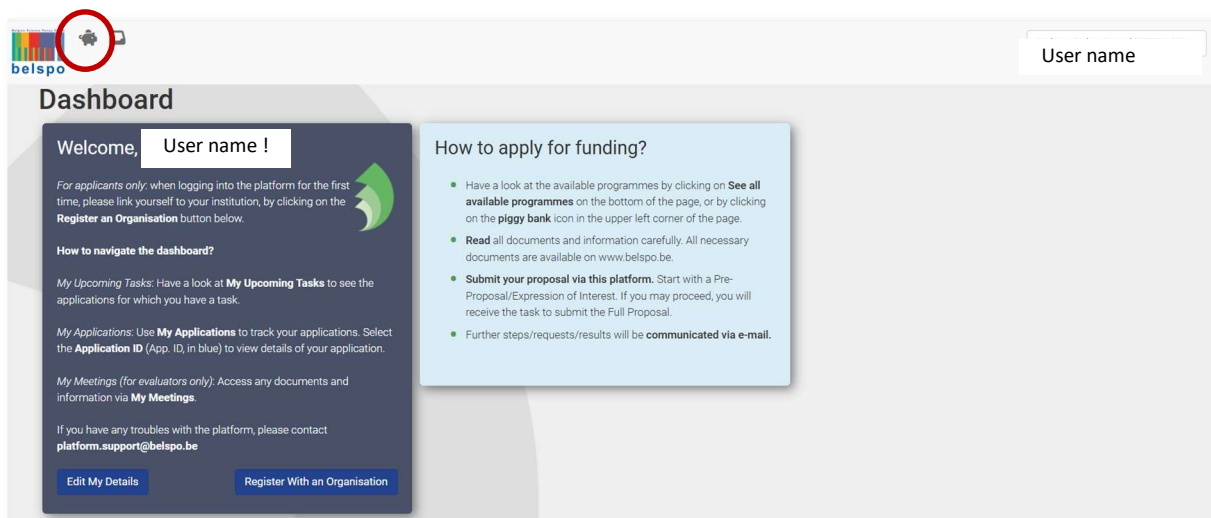


3. APPLY FOR FUNDING TO YOUR CHOSEN PROGRAMME

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

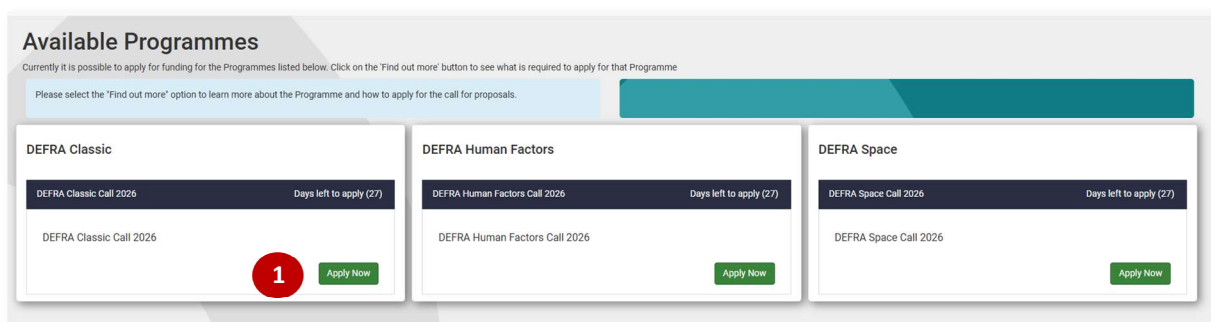
Pre-proposals are compulsory and the first step towards introducing a Full proposal.
If the pre-proposal has not been submitted in time, it will be impossible to submit a full proposal.

🔑 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** ¹ 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 ❶**: 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 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 PreProposal form interface. At the top, it says 'DEFRA PreProposal' and '1. Pre-Proposal Information' with a red circle ❶ and 'SECTION'. Below this, there 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.'. There is also a note: 'You will be asked if you want to submit your entire form now. If mandatory questions remain unanswered, a list with the sections that still need to be completed will appear. However, the content of your answers is your responsibility. If the form has been adequately completed, you will be able to answer "YES, I want to submit the form now". After which, the evaluation cannot be adjusted.'

Below the instructions, there are buttons: '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 ❷ and 'CHANGE SECTION'.

The main content area is titled '1.1 Application ID' with a red circle ❸ and 'QUESTION'. It contains a blue box with a red circle ❹ and 'BLUE BOX' containing the text: '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.'

Below the blue box, there are links to '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', and 'Click on the link to view DEFRA Classic PreProposal Evaluation Matrix'. A red circle ❺ and 'LINKED DOCUMENTS' are also present.

At the bottom, 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

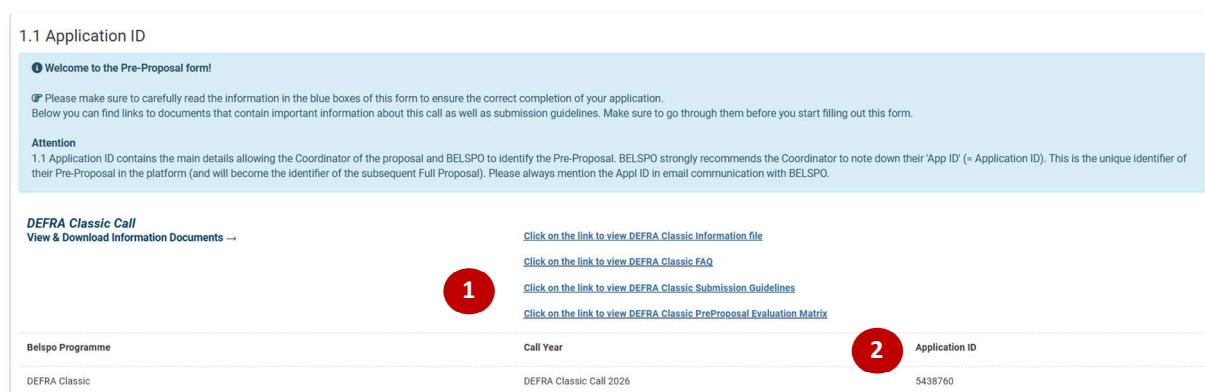
SECTION 1: PRE-PROPOSAL INFORMATION

 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 **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, 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 **1**.



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**.

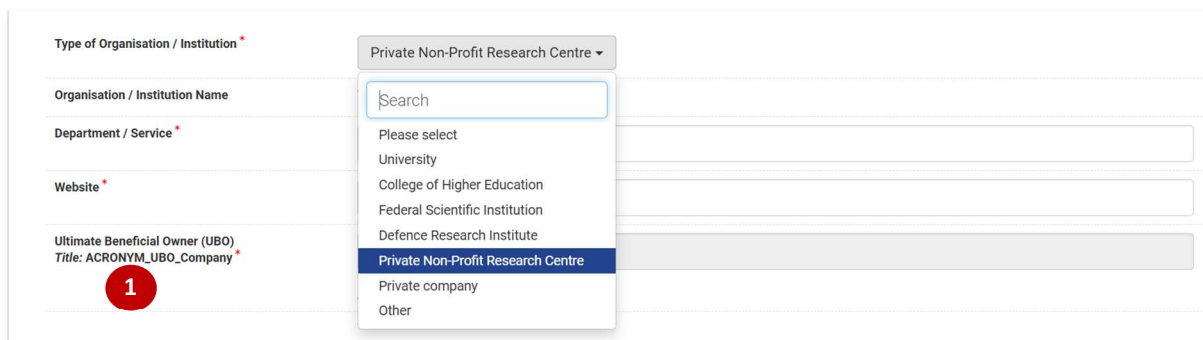
The screenshot shows a web form for 'Coordinator: Organisation Details'. The form has several input fields and a dropdown menu. The dropdown menu is open, showing a list of organization types. The 'Private Non-Profit Research Centre' option is highlighted. A red circle with the number '1' is placed next to the 'Ultimate Beneficial Owner (UBO)' field, indicating a required document upload for certain organization types.

Type of Organisation / Institution *	Organisation / Institution Name	Department / Service *	Website *	Ultimate Beneficial Owner (UBO) Title: ACRONYM_UBO_Company *
Private Non-Profit Research Centre ▼	Search	Please select	University	College of Higher Education
Private Non-Profit Research Centre				
Private company				
Other				

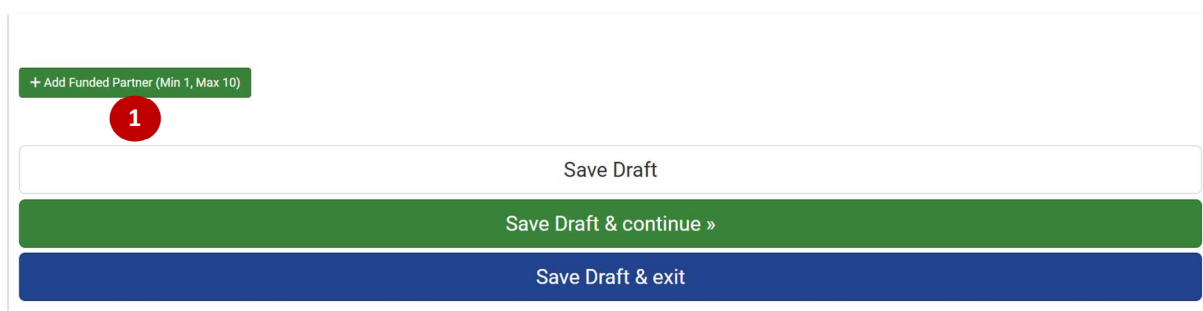
SECTION 3: FUNDED PARTNERS

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.



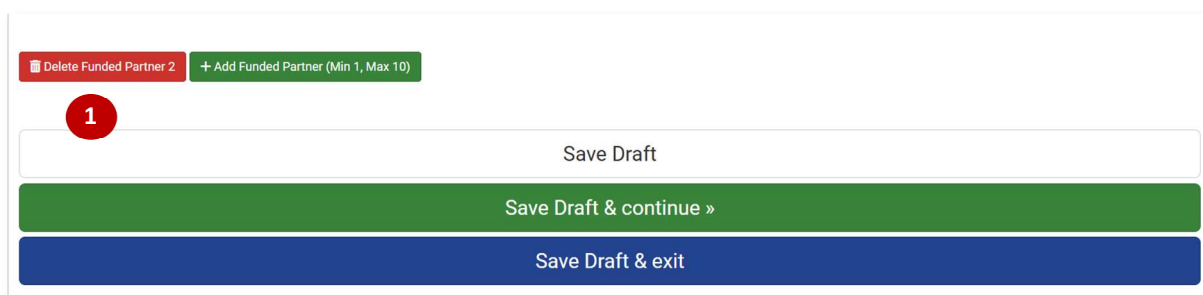
🔗 To add more funded partners, scroll down to the bottom of the page and click on **+Add Funded Partner** ¹.



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**.

Type of Organisation / Institution *
Private Non-Profit Research Centre ▼

Organisation / Institution Name
Search

Department / Service *
Please select
University
College of Higher Education
Federal Scientific Institution
Defence Research Institute
Private Non-Profit Research Centre
Private company
Other

Website *

Ultimate Beneficial Owner (UBO)
Title: ACRONYM_UBO_Company *

1

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

+ Add Non-Funded Partner (Max 10) **1**

Save Draft

Save Draft & continue »

Save Draft & exit

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

4.1 Non-Funded Partner 1 4.2 Non-Funded Partner 2 **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**.

Delete Non-Funded Partner 2 **1** + Add Non-Funded Partner (Max 10)

Save Draft

Save Draft & continue »

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 include Non-Funded Partners (optional)? **1** – No.

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

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 **1**. Complete the form and save it in .docx and .pdf formats. Once completed, upload the documents to the platform **2**.

5.1 Pre-Proposal Description

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

2 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 Pre-Proposal Template

Upload Pre-Proposal Description(Docx)
Title: ACRONYM_PreDescr

2 Select file to upload :

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

Upload Pre-Proposal Description (PDF)
Title: ACRONYM_PreDescr

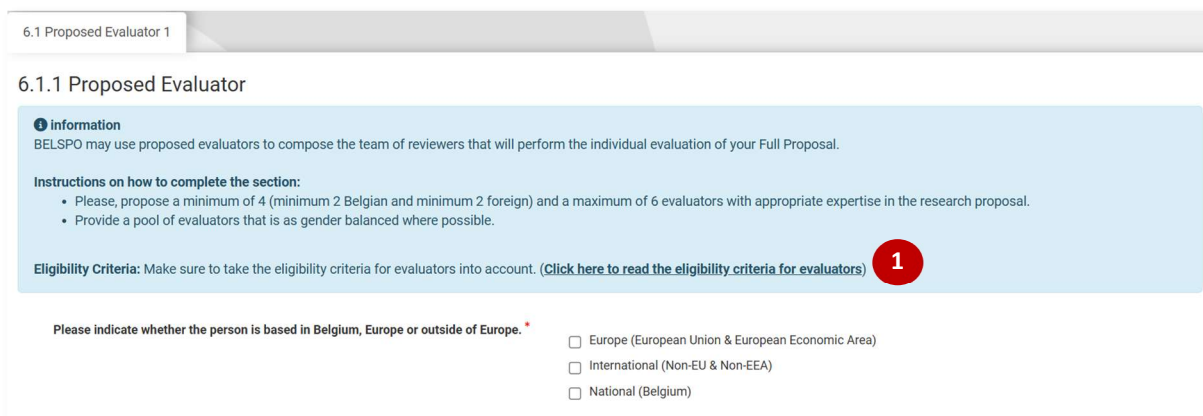
Select file to upload :

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:

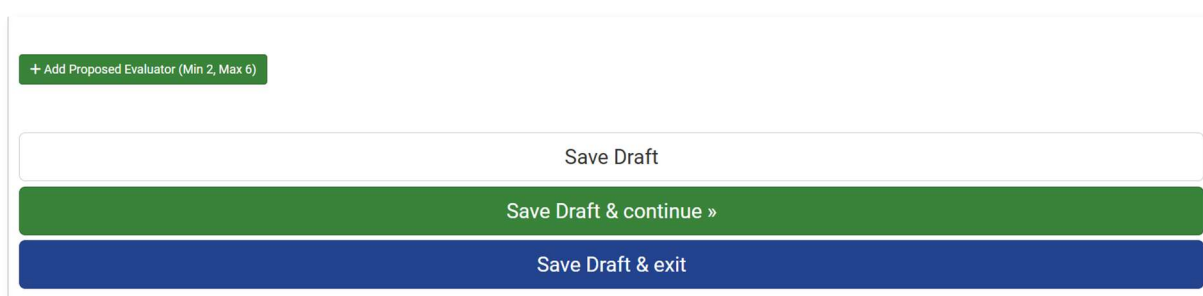
- Please, propose a minimum of 4 (minimum 2 Belgian and minimum 2 foreign) and a maximum of 6 evaluators with appropriate expertise in the research proposal.
- Provide a pool of evaluators that is as gender balanced where possible.

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)

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



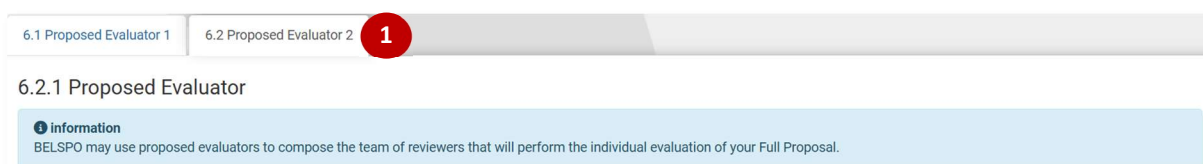
+ Add Proposed Evaluator (Min 2, Max 6)

Save Draft

Save Draft & continue »

Save Draft & exit

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

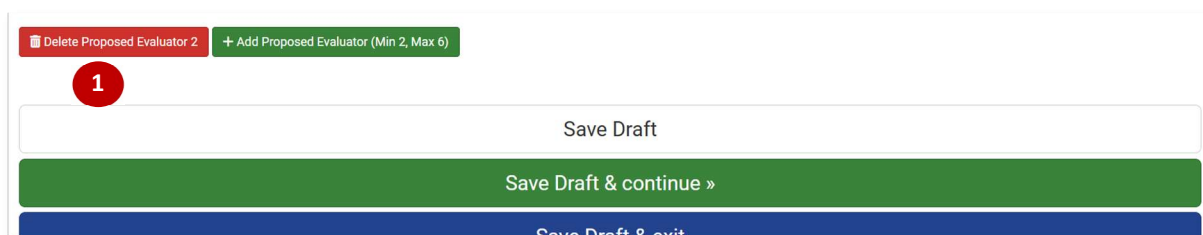


6.1 Proposed Evaluator 1 6.2 Proposed Evaluator 2 **1**

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

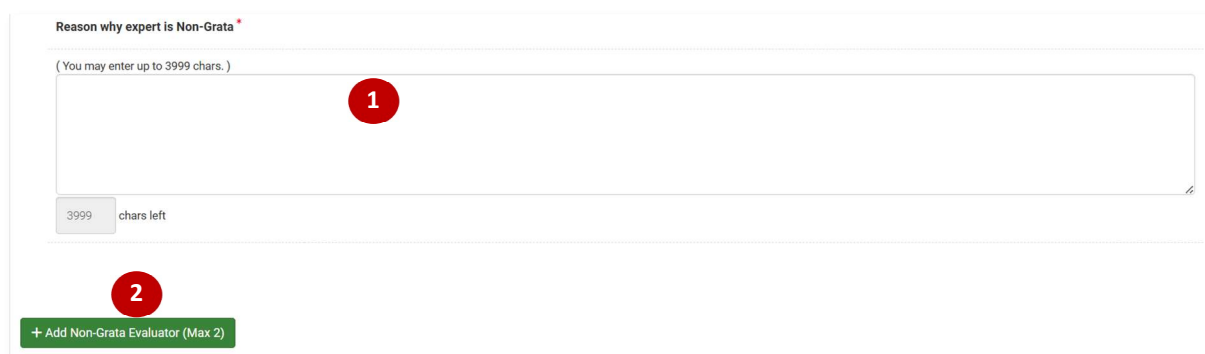
Save Draft & continue »

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.

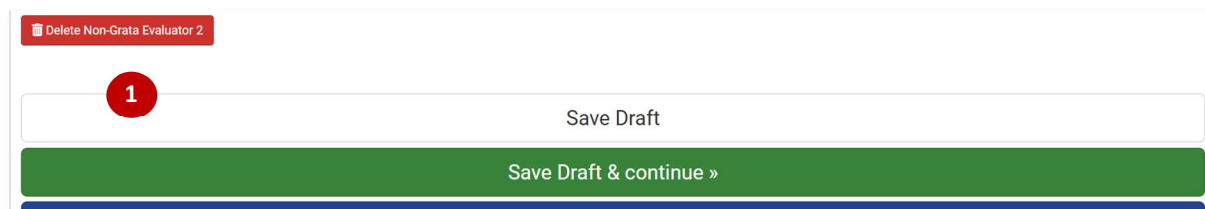
🔗 Should you want to add a second non-grata evaluator, scroll down to the bottom of the page and click on **+Add Non-Grata Evaluator** ².



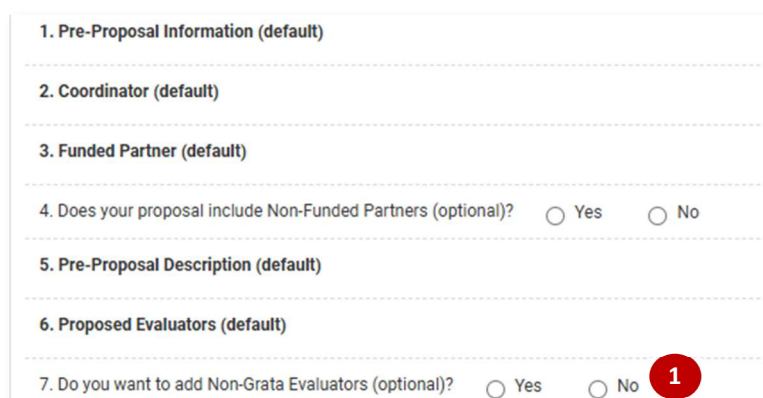
A new tab “Non-Grata Evaluator 2” will appear within the same section ¹ :



🔗 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

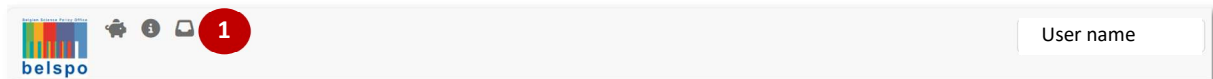
to 10 of 10 entries

Application ID	Institution	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
5438760	WONDERLAND	DEFRA Classic	Head Office	Project Title	20-01-2026 16:48	Draft Pre-Proposal	Coordinator

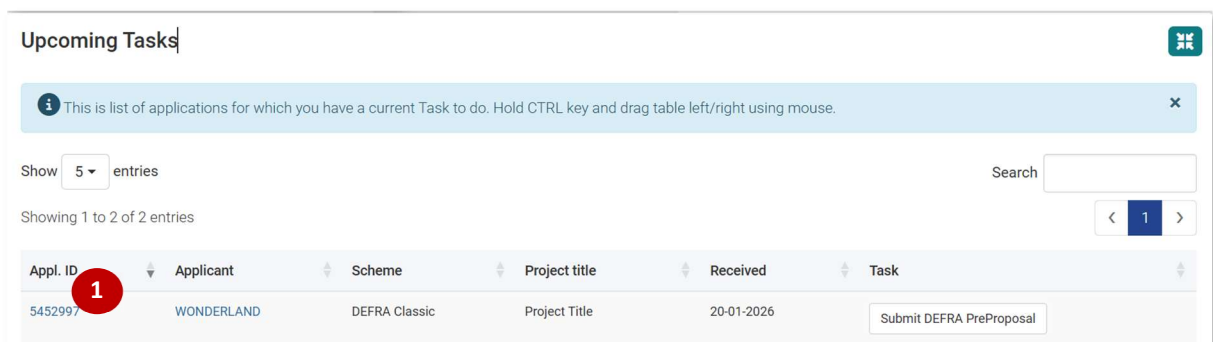
4.2.3. Delete your Pre-Proposal before submitting (after submission it is not possible)

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.

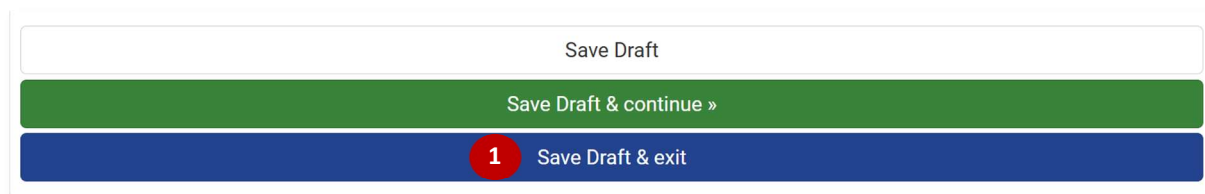


A message will appear stating that your application has been cancelled. If you go back to the Dashboard, it will no longer appear under **Upcoming Tasks** and **My Applications**.



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.

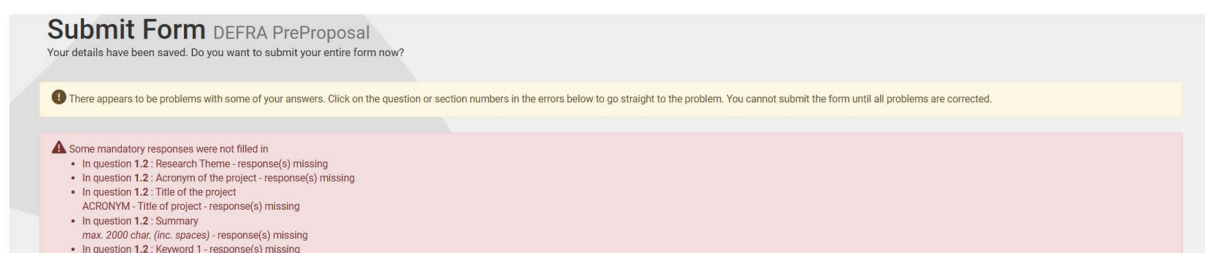


Save Draft

Save Draft & continue »

1 Save Draft & exit

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.



Submit Form DEFRA PreProposal
Your details have been saved. Do you want to submit your entire form now?

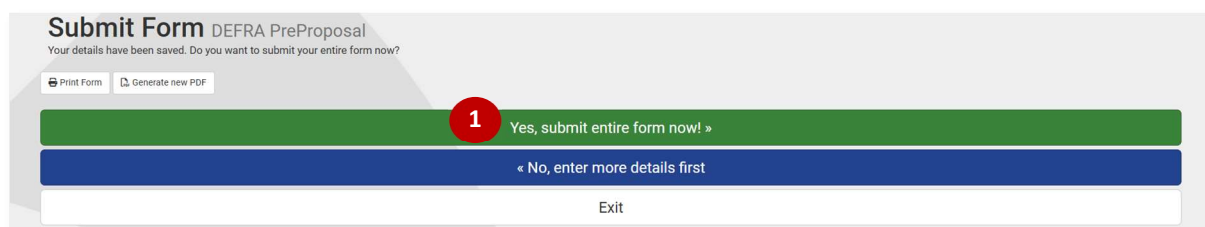
❗ There appears to be problems with some of your answers. Click on the question or section numbers in the errors below to go straight to the problem. You cannot submit the form until all problems are corrected.

⚠️ Some mandatory responses were not filled in

- In question 1.2: Research Theme - response(s) missing
- In question 1.2: Acronym of the project - response(s) missing
- In question 1.2: Title of the project ACRONYM - Title of project - response(s) missing
- In question 1.2: Summary max. 2000 char. (inc. spaces) - response(s) missing
- In question 1.2: Keyword 1 - response(s) missing

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



Submit Form DEFRA PreProposal
Your details have been saved. Do you want to submit your entire form now?

Print Form Generate new PDF

1 Yes, submit entire form now! »

« No, enter more details first

Exit

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



Dashboard

📢 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



Reply

Reply All

Forward



Tue 20/01/2026 15:03

Dear Helena Calvo Coord 0007
user name

We hereby acknowledge that you have submitted the **Pre-Proposal** **545433 SUBBY** 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,

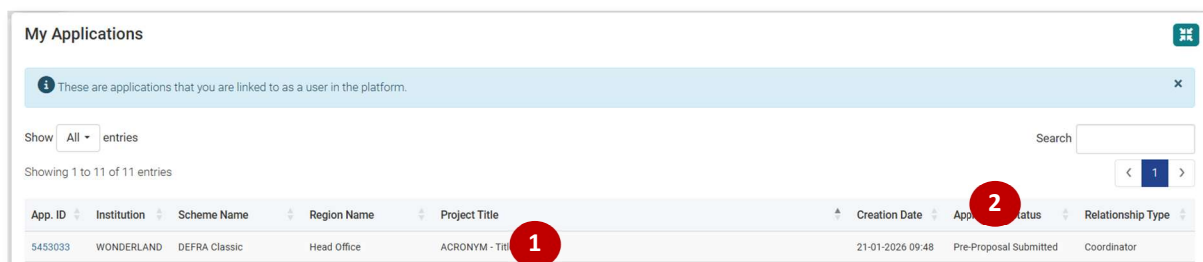
The DEFRA team

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

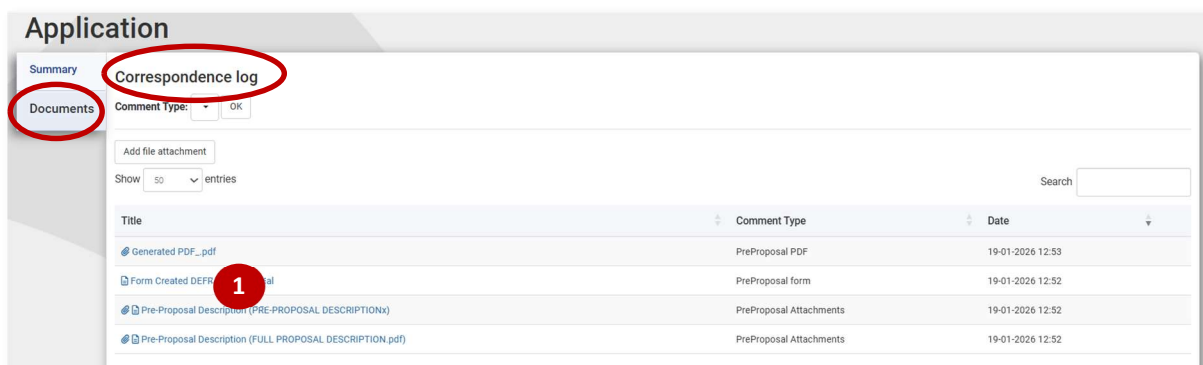
🖱️ In the **Dashboard**, under **My Applications**, click on the **Application ID** **1** of your submitted Pre-proposal to see the Pre-Proposal documents



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...	PreProposal form	19-01-2026 12:52
Pre-Proposal Description (PRE-PROPOSAL DESCRIPTIONx)	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** **1** tab to access the summary of your Pre-Proposal.

Application

Summary **1**

Documents

Standard Details

Programme DEFRA Classic	App ID 5407634	Contract Number
Acronym BANANA - RESUBMITTED	Applicant Alfea College for Fairies	Programme Calls DEFRA Classic Call 2026
Project Summary 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		Application Status Decision In Progress Project Title BANANA - Bio-Aetheric Neural Amplification for Nonlinear Aura-Navigation Apparatus Project Start Date

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

	Can be changed?	Comment
Theme(s)	NO	The theme will appear by default and must be kept the same as in the Pre-proposal.
Proposal's Acronym	NO	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.
Proposal's Title	YES	The same title will appear by default, but it can be changed. Please make sure that the acronym remains the same
Coordinator	NO	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.
Funded Partner(s)	NO	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.
Non-Funded Partner(s)	NO	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.
Project Summary	YES	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.
Keywords	NO	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.
Experts	NO	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.