



FEDERAL RESEARCH PROGRAMME DRUGS

PLATFORM SUBMISSION GUIDELINES *for applicants*

Call for proposals 2020

SUBMISSION DEADLINES:

Expressions of Interest (EoI): Friday 3 July at 14h00
Full proposals: Friday 11 September 2020 at 14h00

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1. INTRODUCTION

All **Expressions of Interest** and **Full Proposals** must be electronically created and **submitted via the online Submission Platform**: <https://drugs.belspo.be/>

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.**

The **online Submission Platform** is accessible for potential applicants affiliated to:

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

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

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

Coordinators and Partners have different rights within the platform:

	Expression of Interest					Full proposal				
	Access	Create	Edit	Delete	Submit	Access	Create	Edit	Delete	Submit
Coordinator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Partner	✗	✗	✗	✗	✗	✓	✗	✓	✗	✗

For further information regarding which Institution types can be Coordinators for a given proposal, please check the **Information File** on the Drugs Programme website.

Expressions of Interest are exclusively **completed online** – there are no documents to download from / upload to the platform. **Full proposals**, on the other hand, are composed of **online fields** and **additional documents**. These additional documents are compulsory unless otherwise stated; the corresponding templates must be downloaded from the platform, filled out, and uploaded to the platform. No templates will be made available within the Drugs Programme website, nor will they be sent by email to applicants. BELSPO will not accept Eols or Full proposals other than the ones submitted via the platform.

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

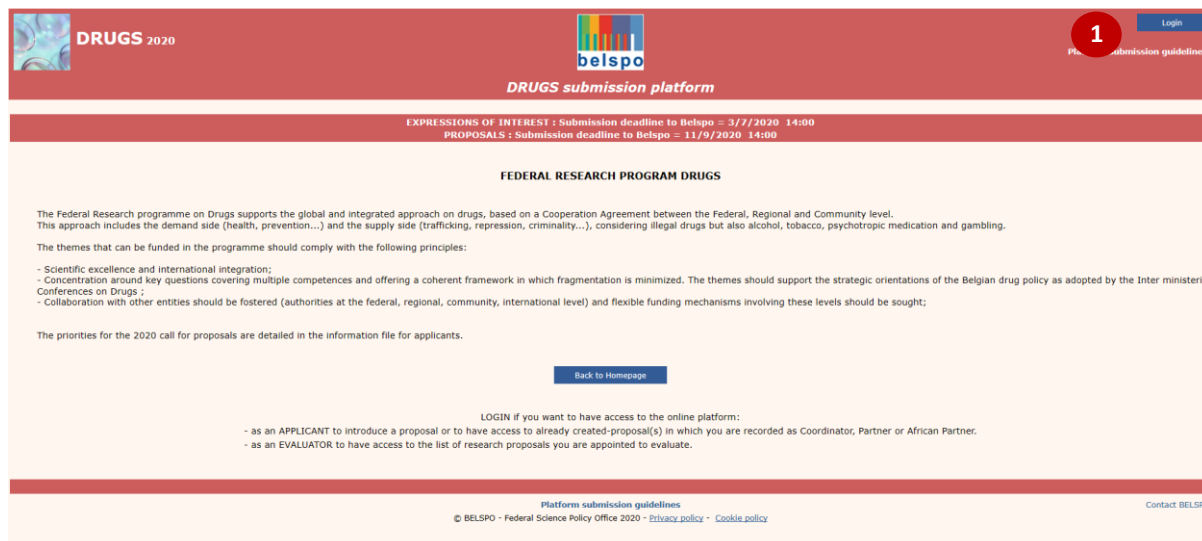
2. ACCESS, REGISTRATION AND LOGIN TO THE PLATFORM

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

🖱️ Click on the following address or copy it in your internet browser <https://drugs.belspo.be/>

to go to the Platform Homepage.

Within the Platform Homepage there is the 'Login' button 1



🖱️ Click on the 'Login' button to proceed to the Log in Page.

2.2 REGISTRATION AND LOG IN TO THE PLATFORM [Log In Page]

ONE EMAIL ADDRESS = ONE ACCOUNT

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

This is the **Log In** page:

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belspo

DRUGS submission platform

[Login](#)

[Platform submission guidelines](#)

1 Email:

1 Password:

[Log In](#) [Cancel](#)

If you already have a BELSPO account (for FED-TWIN or BRAMM-be) use it to log in.
Otherwise:
- as an APPLICANT: you can [create your account](#) **2**
- as an EVALUATOR: you should use the email address through which BELSPO has contacted you and the provisional password given to you in the evaluation appointment email.

3 [forgot your password?](#)

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[Contact BELSPO](#)

Within the **Log In** page there are:

- Fields to log in with your existing account: 'email' and 'password' **1**
- Link to create a new account: 'create your account' **2**
- Link to recover the forgotten password: 'forgot your password?' **3**

2.2.1. LOG IN (with an existing account)

Enter your email address and password **1** and click on the 'Log In' button.

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

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

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

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

This is the **Registration page**:

Please note that:

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

🔑 Enter the required information and click 'Save'. You will be directed to the **Platform Homepage**, and your email will appear on the top right corner.

3. CREATE, EDIT, SUBMIT, PRINT AND DELETE AN EXPRESSION OF INTEREST (only for Coordinators)

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

3.1 CREATE AN EXPRESSION OF INTEREST (only for Coordinators)

3.1.1. THE PERSONAL HOMEPAGE – once you are logged in

Prior to creating a new Expression of Interest you will have [logged in](#) or [registered](#) within the platform. In doing so, you will be directed back to your **personal Homepage** :

The screenshot shows the personal homepage of the DRUGS submission platform. At the top, there is a header with the DRUGS 2020 logo, the BELSPO logo, and a user login status: "You are logged as: da@fsi.be" with a "Logout" button. Below the header, there is a red banner with the text "DRUGS submission platform". In the center, there is a blue button labeled "Add Expression of Interest for proposal" with a red circle and the number "2" next to it. Below this button, there is a table with the following structure:

Reference	Acronym	General information	Submitted
EXPRESSIONS OF INTEREST : Submission deadline to Belspo = 3/7/2020 14:00			
PROPOSALS : Submission deadline to Belspo = 11/9/2020 14:00			

Below the table, there is a blue button labeled "Back to Homepage". At the bottom, there is a footer with the text "Platform submission guidelines", "© BELSPO - Federal Science Policy Office 2020 - [Privacy policy](#) - [Cookie policy](#)", and "Contact BELSPO".

You will notice that your email will appear on the top right corner ❶

🖱️ Click on the “Add Expression of Interest for proposal” ❷ button to create an Expression of Interest.

3.1.2. THE EXPRESSION OF INTEREST PAGE

This is the Expression of Interest page:

The screenshot shows the Expression of Interest page. At the top, there is a header with the DRUGS 2020 logo, the BELSPO logo, and a user login status: "You are logged as: da@fsi.be" with a "Logout" button. Below the header, there is a red banner with the text "DRUGS submission platform". Below this banner, there is a yellow box with the title "New Expression of Interest (toI) - Information detail". Inside the yellow box, there is a list of themes with checkboxes:

- Theme(s)
- 1. prevalence of the drug situation
 - ☐ covid-19 and harmful use of psychoactive substances
 - ☐ blue sky
- 2. responses to the drug situation
 - ☐ drugs in figures
 - ☐ bengalo
 - ☐ mental health care
 - ☐ specialised services
 - ☐ blue sky
- 3. Determinants of drug use
 - ☐ determinants of rise in consumption of illicit substances
 - ☐ blue sky
- 4. Consequences of drug use/production
 - ☐ health impact of illegal cannabis production sites
 - ☐ blue sky
- 5. Mechanisms of drugs use
 - ☐ blue sky
- 6. Supply and markets
 - ☐ yield of indoor cannabis
 - ☐ administrative approach
 - ☐ blue sky
- 7. Methodological approaches
 - ☐ blue sky

Below the list, there is a text input field for "Proposal's acronym (maximum 15 characters)" and another text input field for "Proposal's title (maximum 255 characters)".

Coordinator

Lastname: Dhondt, Firstname: Eva, Email: da@fsi.be

Institution: AGR-ARA

Faculty/Department:

Bio:

Research group:

Possible partners (name and institution):

Short description of the research proposal (domain, objectives, methodology,...) (maximum 1 page):

Keywords (fill out min. 2 - others facultative):

☐ As the coordinator, I confirm to have read and to have asked all the natural persons involved and mentioned in this expression of interest to read the **privacy statement** related to the DRUGS programme. Furthermore, I confirm to have obtained these persons' explicit consent to process their personal data in the context of this privacy statement. In addition, I give my consent to the Federal Public Planning Service Science Policy ("Belspo") to transfer the expression of interest for evaluation purposes to experts established outside the European Union even though that transfer of personal data could not be covered by an adequacy decision or appropriate safeguards. I confirm to have obtained the explicit consent of the involved and mentioned natural persons in this regard.

Save Submit Back to list

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

- Theme(s) of the Call: Choose between the different thematic priorities of the Call
- Proposal's Acronym
- Proposal's Title
- Name, institution and contact details of the Coordinator
- Possible partners (names and institutions)
- Short description of the proposal
- Keywords
- Approval statement for submission

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

Complete the required information and click 'Save'.

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

Click on 'Back to List'. You will be directed to your **Personal Homepage**.

3.1.4. YOUR PERSONAL HOMEPAGE – after saving a new Eol

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


DRUGS 2020


belspo

You are logged as: **da@fsi.be** [Logout](#)

[Platform submission guidelines](#)

DRUGS submission platform

[Add Expression of interest for proposal](#)

EXPRESSIONS OF INTEREST : Submission deadline to Belspo = 3/7/2020 14:00
PROPOSALS : Submission deadline to Belspo = 11/9/2020 14:00

Reference	Acronym	General information	Submitted
Expression of interest EoI-005 <div>1</div>	TEST	Title: Title of the Proposal Test Coordinator: Dhondt Eva, AGR-ARA	<div>2</div> Information detail Experts Print EoI Add Proposal

1 EoI

[Back to Homepage](#)

[Platform submission guidelines](#)

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[Contact BELSPO](#)


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


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

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

3.1.5. THE EXPERTS PAGE

This is the **Experts Page**:


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You are logged as: **da@fsi.be** [Logout](#)

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Proposed experts for Expression of Interest EoI-005

Acronym :

Expert 1

Lastname

Firstname

Gender

Email

Phone

Institution

Country

Webpage (facultative)

Department

Scientific discipline 1

Scientific discipline 2 (facultative)

Keywords (fill out min. 2 - others facultative)

Expert 2

Lastname

Firstname

Gender

Email

Phone

Institution

Country

Webpage (facultative)

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


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

You need to provide the information for minimum 4 proposed evaluators with appropriate expertise in the research proposal, gender-balanced whenever possible and taking into account the criteria for experts mentioned in the Eligibility Evaluator document available on the Drugs Programme website:

http://www.belspo.be/belspo/drugs/call_en.stm


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

 **Fill out all the required fields, and click 'Save'.**


 **Click 'Back to list'.** You will be directed to your **Personal Homepage**. Note that after saving, the experts provided will appear in alphabetic order.

3.2 EDIT AN EXPRESSION OF INTEREST (only for Coordinators)

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


 **Click on 'Information detail'.** You will be directed to the **Expression of Interest** page. There, you will be able to edit the information.

 **Edit the required information and click 'Save'.**

 **Then, click on 'Back to List'.** You will be directed to your **Personal Homepage**.


3.3 SUBMIT AN EXPRESSION OF INTEREST (only for Coordinators)

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

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

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

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

 **At the bottom of the page, click on 'Submit'.** The Eol will be submitted to BELSPO and you will be directed to your **Personal Homepage**.


DRUGS 2020



You are logged as: **da@fsl.be** [Logout](#)

[Platform submission guidelines](#)

DRUGS submission platform

[Add Expression of interest for proposal](#)

EXPRESSIONS OF INTEREST : Submission deadline to Belspo = 3/7/2020 14:00
PROPOSALS : Submission deadline to Belspo = 11/9/2020 14:00

Reference	Acronym	General information	Submitted	
Expression of interest EoI-005	TEST	Title: Title of the Proposal Test Coordinator: Dhondt Eva, AGR-ARA	<div>1</div> <div>✓</div>	Information detail Experts (4) Print EoI Add Proposal

1 EoI

[Back to Homepage](#)

[Platform submission guidelines](#)

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After successful submission, only the Coordinator will receive an automatically generated confirmation of receipt, and a '✓' will appear on his/her **Personal Homepage** ❶. No email will be sent to the partners; the Coordinator will be responsible of informing them.

3.4 PRINT / DOWNLOAD THE EXPRESSION OF INTEREST

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

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

3.5 DELETE AN EXPRESSION OF INTEREST (only for Coordinators)

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

☞ **Click on 'Information detail'**. You will be directed to the **Expression of Interest page**.

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

Note : Should you want to delete a non-submitted EoI for which a proposal has already been added, you have to delete the proposal first (see [section 5.6](#))

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

	Expression of Interest		Which of the EoI fields can be changed in the Full proposal?	
	Before submitting	After submitting		
'Reworked' proposal / New proposal	YES	NO	NO	The chosen option will appear by default and will be the same as in the EoI.
Theme(s)	YES	NO	NO	The theme will appear by default and must be kept the same as in the EoI.

Proposal's Acronym	YES	NO	NO	This acronym will appear by default and will be the same as in the EoI. Once the EoI is submitted you will not be able to change it in the Full proposal.
Proposal's Title	YES	NO	YES	The same title will appear by default, but it can be changed.
Coordinator	YES	NO	YES	The same coordinator will appear by default, but another person from an eligible institution may be given this role in the Full proposal.
Partners	YES	NO	YES	The partners mentioned in the EoI will NOT appear by default in the Full proposal. You will have to introduce them (again) in the Full proposal.
Short description of the proposal	YES	NO	YES	The description of the project of the EoI will appear by default in the Full proposal. You may edit the description to some extent. However, it cannot diverge to the point that the expertise mobilised for the evaluation of the proposal will become irrelevant.
Keywords	YES	NO	NO	The keywords will appear by default and must remain the same as in the EoI. BELSPO searches for experts based on these keywords.
Experts	YES	NO	NO	BELSPO may contact the suggested experts as soon as the EoI is submitted, which is why you will not be asked to provide experts for the Full proposal.

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

Prior to submitting a Full proposal, applicants must first submit an Expression of Interest.

If you are the **Coordinator**, please follow [section 5.1. Create a Full proposal](#).

If you are a **Partner**, please follow [section 5.3. Edit a Full proposal](#).

5.1 CREATE A FULL PROPOSAL (only for Coordinators)

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

Once you have created (saved) and Expression of Interest, your **Personal Homepage** will look as described in [section 3.1.4](#). Within the right side menu, you will see a new button appear: 'Add proposal' ❶.

The screenshot shows the 'DRUGS 2020' submission platform. At the top, it says 'You are logged as: da@fsi.be' with a 'Logout' button. Below the header, there's a section for 'EXPRESSIONS OF INTEREST' and 'PROPOSALS' with submission deadlines. A table lists the 'Expression of interest' (EoI-005) with details like 'Title: Title of the Proposal Test' and 'Coordinator: Dhondt Eva, AGR-ARA'. A red circle with the number 1 highlights the 'Add Proposal' button in the right-hand menu.

🔗 Click on 'Add Proposal' to introduce the Full proposal. You will be directed to the **Information detail page**.

5.1.2. THE INFORMATION DETAIL PAGE

This is the **Information detail page**:

The screenshot shows the 'DRUGS 2020' submission platform interface. The header includes the BELSPO logo and the text 'DRUGS submission platform'. A user is logged in as 'da@fsl.be'. The main form is titled 'New thematic Proposal (Prp) following Expression of interest Eoi-005'. It contains several sections: 'Theme(s)' with a list of topics and checkboxes; 'Acronym (maximum 15 characters)' with a text input; 'Title (max. 255 characters)' with a text input; 'Duration' with a dropdown menu; 'Proposal summary (max. 300 words)' with a large text area; 'Keywords (fill out min. 2 - others facultative)' with four text inputs; and a 'Privacy statement' section with a checkbox and a paragraph of text. At the bottom, there are 'Save' and 'Back to list' buttons. The footer contains 'Platform submission guidelines', '© BELSPO - Federal Science Policy Office 2020', 'privacy policy', 'Cookie policy', and 'Contact BELSPO'.

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

- Theme(s)
- Acronym
- Title
- Duration (in months)
- Proposal Summary
- Keywords
- Approval statement for submission

These fields correspond with the point 'Information Detail' of the **Submission and Evaluation Guidelines** (Part II: Criteria, section: Submission content for applicants vs. evaluation criteria). This document is available on the **drugs programme website**.


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


 **Complete or update the required information and click 'Save'.**

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

This is the **Information detail page**, after saving the new Full proposal:

Underneath the keywords a new table will be displayed showing the **Partners Table 1**, which for the moment will only contain information regarding the Coordinator.


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DRUGS submission platform

You are logged as: da@fsl.be [Logout](#)

[Platform submission guidelines](#)

Thematic Proposal Prp-005 of Expression of interest EoI-005

Theme(s)

1. prevalence of the drug situation

☐ covid-19 and harmful use of psychoactive substances

☐ blue sky

2. responses to the drug situation

☐ drugs in figures

☐ bengalo

☐ mental health care

☐ specialised services

☐ blue sky

3. Determinants of drug use

☐ determinants of rise in consumption of illicit substances

☐ blue sky

4. Consequences of drug use/production

☐ health impact of illegal cannabis production sites

☐ blue sky

5. Mechanisms of drugs use

☐ blue sky

6. Supply and markets

☐ yield of indoor cannabis

☐ administrative approach

☐ blue sky

7. Methodological approaches

☐ blue sky

Acronym (maximum 15 characters)

TEST

Title (max. 255 characters)

Title of the Proposal Test

Duration

Proposal summary (max. 500 words)

Keywords (fill out min. 2 - others facultative)

PARTNERS TABLE
(click on the name of the promoter to have access to the partner information)

PARTNERS				BUDGET (in €)						
Type Partner	Institution (Acronym)	Type inst.	Partner Name	TOTAL	Staff	General Operation	Specific operation	Overheads	Equipment	Sub contracting
Belgian Coordinator	AGR-ARA	Federal scientific institution	Dhondt Eva							
TOTAL BUDGET:										

☐ As the coordinator, I confirm to have read and to have asked all the natural persons involved and mentioned in this project proposal to read the [privacy statement](#) related to the DRUGS programme. Furthermore, I confirm to have obtained these persons' explicit consent to process their personal data in the context of this privacy statement. In addition, I give my consent to the Federal Public Planning Service Science Policy (BELSPO) to transfer the project proposal for evaluation purposes to experts established outside the European Union even though that transfer of personal data could not be covered by an adequacy decision or appropriate safeguards. I confirm to have obtained the explicit consent of the involved and mentioned natural persons in this regard.

Created by da@fsl.be on 9/6/2020. Last updated by da@fsl.be on 9/6/2020 21:43.

[Save](#)
[Final check](#)
[Submit](#)
[Delete](#)
[Back to list](#)

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5.1.3. YOUR PERSONAL HOMEPAGE – after introducing a new Full proposal

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

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

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

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

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

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

In order for the Coordinator to add Partners, he/she must go to the **Add Partner page**.

5.1.4. THE ADD PARTNER PAGE

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

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

This is the **Add partner page**:

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You are logged as: da@fsl.be Logout

Platform submission guidelines

DRUGS submission platform

New Partner for Proposal PrP-005

Acronym : TEST

Partner type

- Belgian Partner
- African partner of LDC
- Other international partner

Lastname Firstname Email

By saving this partner sheet, a notification will be automatically sent to the added promoter

Save Delete Back to list

Platform submission guidelines

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

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

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

Please note that in function of the partner type chosen, the page will display different fields. If the partner institution is not in the list of the 'Colleges of higher education' or the 'Other public and non-profit research centres', the concerned partner has to send an Institution Request form to BELSPO to examine the eligibility of said institution available on the Drugs Programme website

DRUGS 2020

belspo

You are logged as: da@fsl.be Logout

Platform submission guidelines

DRUGS submission platform

New Partner for Proposal PrP-005

Acronym : TEST

Partner type

- Belgian Partner

Institution type

- Other public and non-profit research centre

Institution

If the partner's institution is not in the list above, the partner has to download and complete the Institution Request Form available on the Brain-be 2.0 website (https://www.belspo.be/belspo/brain2-be/call_open_en.stm) and send it to BELSPO

Promoter

Lastname Firstname Email

By saving this partner sheet, a notification will be automatically sent to the added promoter

Save Delete Back to list

Platform submission guidelines

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The Coordinator must click on 'Save'.

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

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

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

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

🔑 Click '**Delete**'.

5.2 ACCESS THE FULL PROPOSAL (Coordinator and Partners)

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

🔑 Log In to the platform following the instructions provided in [section 2](#).



You will be directed to your **Personal Homepage**, from which you will be able to edit your Full proposal.

5.3 EDIT A FULL PROPOSAL (Coordinator and Partners)

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

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

This is your **Personal Homepage**:


DRUGS 2020

Platform submission guidelines

DRUGS submission platform

[Add Expression of interest for proposal](#)

EXPRESSIONS OF INTEREST : Submission deadline to Belspo = 3/7/2020 14:00
PROPOSALS : Submission deadline to Belspo = 11/9/2020 14:00

Reference	Acronym	General information	Submitted																																				
▶ Expression of interest Eol-005	TEST	Title: Title of the Proposal Test Coordinator: Dhondt Eva, AGR-ARA	✓	Information detail Experts (4) Print Eol																																			
▶ ▶ Proposal Eol-005/ Prp-005	TEST	Title: Title of the Proposal Test Partners: <table> <thead> <tr> <th>Role</th> <th>Name</th> <th>Institution</th> <th>Type</th> <th>Country</th> </tr> </thead> <tbody> <tr> <td>Belgian Coordinator</td> <td>Dhondt Eva</td> <td>AGR-ARA</td> <td>Federal scientific institution</td> <td></td> </tr> <tr> <td>Belgian Partner</td> <td>Capens Johan</td> <td>UGent</td> <td>University</td> <td></td> </tr> <tr> <td>Belgian Partner</td> <td>Fandie Lisa</td> <td>Académie Tournai</td> <td>College of higher education</td> <td></td> </tr> <tr> <td>Belgian Partner</td> <td>Stavas Kamiel</td> <td>AFCN-FANC</td> <td>Other public and non-profit research centre</td> <td></td> </tr> <tr> <td>African partner of LDC</td> <td>Bergwera Deo</td> <td>UAN</td> <td>University/College of higher education</td> <td>Angola</td> </tr> <tr> <td>Other international partner</td> <td>Parreai Amalie</td> <td>UFA</td> <td>Other public and non-profit research centre</td> <td>Afghanistan</td> </tr> </tbody> </table>	Role	Name	Institution	Type	Country	Belgian Coordinator	Dhondt Eva	AGR-ARA	Federal scientific institution		Belgian Partner	Capens Johan	UGent	University		Belgian Partner	Fandie Lisa	Académie Tournai	College of higher education		Belgian Partner	Stavas Kamiel	AFCN-FANC	Other public and non-profit research centre		African partner of LDC	Bergwera Deo	UAN	University/College of higher education	Angola	Other international partner	Parreai Amalie	UFA	Other public and non-profit research centre	Afghanistan		Information detail Add partner Documents Print Proposal
Role	Name	Institution	Type	Country																																			
Belgian Coordinator	Dhondt Eva	AGR-ARA	Federal scientific institution																																				
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Other international partner	Parreai Amalie	UFA	Other public and non-profit research centre	Afghanistan																																			

1 Eol 1 Prp

[Back to Homepage](#)

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

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


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

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

In order to edit the Full proposal, you must use the right hand menu on your **Personal Homepage** and the **Recapitulative Partner Table**.

5.3.1. THE INFORMATION DETAIL PAGE

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

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

You are logged as: da@fsl.be

Platform submission guidelines

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Thematic Proposal Prp-005 of Expression of interest EoI-005

Theme(s)

1. prevalence of the drug situation

☐ covid-19 and harmful use of psychoactive substances
☐ blue sky

2. responses to the drug situation

☐ drugs in figures
☐ bengalo
☐ mental health care
☐ specialised services
☐ blue sky

3. Determinants of drug use

☐ determinants of rise in consumption of illicit substances
☐ blue sky

4. Consequences of drug use/production

☐ health impact of illegal cannabis production sites
☐ blue sky

5. Mechanisms of drugs use

☐ blue sky

6. Supply and markets

☐ yield of indoor cannabis
☐ administrative approach
☐ blue sky

7. Methodological approaches

☐ blue sky

Acronym (maximum 15 characters)

TEST

Title (max. 255 characters)

Title of the Proposal Test

Duration

Proposal summary (max. 500 words)

Keywords (fill out min. 2 - others facultative)

PARTNERS TABLE

(click on the name of the promoter to have access to the partner information)

PARTNERS				BUDGET (in €)						
Type Partner	Institution (Acronym)	Type inst.	Partner Name	TOTAL	Staff	General Operation	Specific operation	Overheads	Equipment	Sub contracting
Belgian Coordinator	AGR-ARA	Federal scientific institution	Dhondt Eva							
Belgian Partner	UGent	University	Capens Johan							
Belgian Partner	Académie Tournai	College of higher education	Fandlle Lisa							
Belgian Partner	AFCN-FANC	Other public and non-profit research centre	Stavias Kamiel							
African partner of LDC	UAN	University/College of higher education	Bergwera Deo							
Other international partner	LIFA	Other public and non-profit research centre	Parneal Amalie							
TOTAL BUDGET:										

☐ As the coordinator, I confirm to have read and to have asked all the natural persons involved and mentioned in this project proposal to read the privacy statement related to the DRUGS programme. Furthermore, I confirm to have obtained these persons' explicit consent to process their personal data in the context of this privacy statement. In addition, I give my consent to the Federal Public Planning Service Science Policy (BELSPO) to transfer the project proposal for evaluation purposes to experts established outside the European Union even though that transfer of personal data could not be covered by an adequacy decision or appropriate safeguards. I confirm to have obtained the explicit consent of the involved and mentioned natural persons in this regard.

Created by da@fsl.be on 5/6/2020. Last updated by da@fsl.be on 5/6/2020 21:45.

Save

Final check

Submit

Delete

Back to list

Platform submission guidelines

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Contact BELSPO

Within the Information detail page, you will see:

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

For a more detailed description of the page, please [see section 5.1.2.](#)

Edit the information and click on 'Save'. Then, click on 'Back to list'. You will be directed back to your **Personal Homepage**.

5.3.2. THE DOCUMENTS PAGE

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

🖱️ Click on 'Documents'. You will be directed to the **Documents page**.

This is the **Documents Page**:

DRUGS 2020 **belspo** You are logged as: da@fsl.be Logout Platform submission guidelines

DRUGS submission platform

Content documents for proposal Prp-005

Acronym of the proposal :

1. PROPOSAL DESCRIPTION
Download the Word document template and complete it : [Proposal description.docx](#)
Upload PDF file before submitting proposal (max. size = 5 Mb)

2. GANTT CHART (Excel file)
Download the Excel document template and complete it : [Gantt chart.xlsx](#)
Upload an Excel document before submitting proposal (max. size = 5 Mb)

3. DATA MANAGEMENT PLAN FORM
Download the Word document template and complete it : [Data management plan form.docx](#)
Upload PDF file before submitting proposal (max. size = 5 Mb)

4. ETHICS FORM
Download the Word document template and complete it : [Ethics form.docx](#)
Upload PDF file before submitting proposal (max. size = 5 Mb)

5. CASH OR IN-KIND COMMITMENT LETTER (from institutions/organisations which are not partners of the project) - facultative, only if applicable
Download the Word document template and complete it : [Cash or in-kind commitment letter.docx](#)
Upload PDF file before submitting proposal (max. size = 5 Mb)

6. FOLLOW-UP COMMITTEE LETTER OF INTENT - facultative
Download the Word document template and complete it : [Follow-up committee letter of intent.docx](#)
Upload PDF file before submitting proposal (max. size = 5 Mb)

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

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

For this part, the partners of the Full proposal must work off-line, following the instructions provided within the **Submission and Evaluation guidelines**, on the Drugs Programme website.

Further documents that should be consulted to adequately fill out the forms are also available on the website:

- Information file
- Evaluators eligibility
- Submission and evaluation guidelines
- Evaluation matrix
- Gender checklist
- Budget rules
- Institution request form
- FAQ

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

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

- **Prpxxx_1** for Proposal Description
- **Prpxxx_2** for GANTT chart
- **Prpxxx_3** for Data management plan form
- **Prpxxx_4** for Ethics form
- **Prpxxx_5** for Cash or in-kind commitment letter
- **Prpxxx_6** for Follow-up committee letter of intent

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

🖱️ Click on 'Back to list'. You will be directed to your **Personal Homepage**.

5.3.3. THE PARTNER PROFILE AND BUDGET PAGE

As you will have seen on the **Submission and Evaluation Guidelines** (Part II: Criteria; Section Submission content for applicants vs. Evaluation criteria; Point 3.3. Budget; available at Drugs Programme website), the Budget for the proposal must be filled online.


In order to fill out the Budget part, you must go to the **Partner profile and budget page**. This page can be reached from your **Personal Homepage**, by clicking on the **Recapitulative Partner Table 1**:

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

This is the **Partner profile and budget page**:



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You are logged as: **da@fsl.be**
Logout

[Platform submission guidelines](#)

DRUGS submission platform

Partner Prt-007 of Proposal Prp-005

Acronym :

Partner type

Institution type

Institution

Promoter

Lastname	Firstname	Email	Gender	Language	Phone
<input type="text" value="Dhondt"/>	<input type="text" value="Eva"/>	<input type="text" value="da@fsl.be"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Collaborator (facultative - collaborator will have same access to proposal as the promoter with account = email)

Lastname	Firstname	Email	Gender	Language	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Faculty/Department

Research group

Postal address

Website (facultative)

Budget (this table will be automatically completed with the information from the section Budget justification - see below)

Budget (in €)						
Total	Staff	General operation	Specific operation	Overheads	Equipment	Sub contracting
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Budget justification

Staff budget

Discipline	Degree	Expertise	Name of the researcher (if already known)	Estimated Full time monthly cost (in €)	Number of months to be financed	Total Staff cost (in €)
<input type="text" value="+1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals =					<input type="text"/>	<input type="text"/>

Specific operation budget (in addition to the flat rate general operation budget)

Description of the expense	Cost (in €)
<input type="text" value="+1"/>	<input type="text"/>
Total =	

Equipment budget

Description of the equipment	Cost (in €)
<input type="text" value="+1"/>	<input type="text"/>
Total =	

Subcontracting budget

Description of the subcontracting : tasks - name of the subcontractor (if known)	Cost (in €)
<input type="text" value="+1"/>	<input type="text"/>
Total =	

Created by da@fsl.be on 9/6/2020. Last updated by da@fsl.be on 9/6/2020 21:43.

Save
Check
Delete
Back to list

[Platform submission guidelines](#)

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Within this page, fields regarding the profile of the partner will be displayed:

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

Followed by fields concerning the budget of the partner:


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

Please note that concerning the profile of the Partner:

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


Please note that regarding the budget:

- The figures in the **Budget table** are automatically completed with the information given in the section **Budget justification** for the different categories of expenses (Staff budget, specific operation, equipment and subcontracting).
- **Keep in mind that financial rules apply** (see document **Budget Rules** available at the Drugs Programme website).

 **Complete all your details and the budget you will require for the project. Click on 'Save' and 'Back to list'.** You will be directed to your **Personal Homepage**.


5.4 PRINT / DOWNLOAD THE FULL PROPOSAL (Coordinator and Partners)

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

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

5.5 SUBMIT THE FULL PROPOSAL (only for Coordinators)

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

 **Click on 'Information detail'**. You will be directed to the **General Information page**.

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

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


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

 **Click on 'Submit'**. Full proposal will be submitted to BELSPO.

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


5.6 DELETE THE FULL PROPOSAL (only for Coordinators)

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


 **Click on 'Add Partner'**. You will be directed to go to the **Add Partner page**.

For each partner:

 **Click on 'Delete'**. The partner will be deleted. A notification is automatically sent to the concerned Partner.

 **Click on 'Back to list'**. You will be directed to your **Personal Homepage**.

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

 **Click on 'Information detail'**. You will be directed to the **Information detail page**.

 **Click on 'Delete'**. By clicking on the **Delete** button, the Full proposal will be deleted.

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

6. CONTACT

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

drugs_call@belspo.be

ANNEX 1: OTHER BUTTONS YOU WILL FIND IN THE PLATFORM

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

ANNEX 2: DESCRIPTION OF PLATFORM PAGES WITHIN THE GUIDELINES

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