

**International Networking of the**

**Belgian Federal Scientific Institutions**

**CALL FOR PROPOSALS 2020**

**Support FOR large INTERNATIONAL SCIENTIFIC eventS**

**SUBMISSION FILE**

|  |  |
| --- | --- |
| **Title of the proposal:** |  |
| **Acronym** (max. 8 characters)**:** |  |
| **Submitting Institution** (Belgian FSI): |  |
| **First name and surname of the Coordinator** |  |

Deadline for submission: **Friday 4 September 2020 at 3 p.m.**

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This form is intended to be signed by the partners to be funded by BELSPO and by the head of the institution of the coordinator (see Part IV)

# PART I: ADMINISTRATIVE INFORMATION

## **Coordinator (C)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Gender **M F** | | First Name and Name | Institution | Unit | Postal Address | e-mail & **Phone nr.** |
|  |  |  |  |  |  |  |

## **Partners**

### 2.1 Partners to be funded by BELSPO (FSI[[1]](#footnote-1)) - *optional*

|  |  |  |
| --- | --- | --- |
| P1  **Gender**  **M F** | First name and surname |  |
| e-mail |  |
| Institution |  |
| Unit |  |

|  |  |  |
| --- | --- | --- |
| P2 | First name and surname |  |
| **Gender**  **M F** | e-mail |  |
| Institution |  |
| Unit |  |

### 

### 2.2 Other Partners from Belgium - *optional*

|  |  |  |
| --- | --- | --- |
| BE1  **Gender**  **M F** | First name and surname |  |
| e-mail |  |
| Institution |  |
| Unit |  |
| Country |  |

|  |  |  |
| --- | --- | --- |
| BE2  **Gender**  **M F** | First name and surname |  |
| e-mail |  |
| Institution |  |
| Unit |  |
| Country |  |

### 2.3 Other Partners from outside Belgium (please indicate at least 2, including 1 from outside Europe)

|  |  |  |
| --- | --- | --- |
| FP 1  **Gender**  **M F** | First name and surname |  |
| e-mail |  |
| Institution |  |
| Unit |  |
| Country |  |

|  |  |  |
| --- | --- | --- |
| FP 2  **Gender**  **M F** | First name and surname |  |
| e-mail |  |
| Institution |  |
| Unit |  |
| Country |  |

|  |  |  |
| --- | --- | --- |
| FP 3  **Gender**  **M F** | First name and surname |  |
| e-mail |  |
| Institution |  |
| Unit |  |
| Country |  |

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# PART II: INFORMATION on the ACTION

## **Key words for the Action** (min 4, max 6 words)

Please provide a summary of the proposal in key words

|  |
| --- |
|  |

## **Description of the Action** (max. 7.000 characters, including spaces)

Please summarize the objectives of the proposed Action by indicating:

* The aim of the Action
* The context (problem/challenge/gap)
* The subject addressed and its justification
* The target groups participating in the Action
* The work plan

In case of selection and funding by BELSPO the text provided under this item or a part of it will be used to present the network on the website of BELSPO.

|  |
| --- |
|  |

## **Network** (max. 3.000 characters, including spaces)

Please explain the choice of the partners

|  |
| --- |
|  |

## **Potential impact**

## 4.1 Expected results (max. 2.000 characters, including spaces)

## Please explain the expected results of the Action and how they can be measured. Please refer also to the sustainability of the network beyond the period of the Action (how the cooperation with the network partners is expected to evolve).

|  |
| --- |
|  |

4.2 Potential risk and success factors of the proposal (max. 2.000 characters, including spaces)

|  |
| --- |
|  |

## **Relevance of the Action** (max. 3.000 characters, including spaces)

This section should be used to explain the international significance of the proposed event and the need to fund this Action.

|  |
| --- |
|  |

## **Gender dimension** (max. 3.000 characters, including spaces)

Please explain how the gender dimension is included in the proposal: Does the proposal value the interests and needs of women and men equally? Are possible gender differences taken into consideration in the proposed activities, target participants, and in the communication concerning the Action? Does the proposed Action provide equal participation opportunities for men and women? How gender-balanced is the proposed network?

|  |
| --- |
|  |

## **Proposed activities**

Use the table below to describe the activities while adding as much lines as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Code** | **Name of the activity** | **Description** | Partners  (P1 / BE1/FP1...) | Timing\* | |
| 2021  S1/S2 | 2022  S1 |
| **A** |  | **...** | | | |
| A1 | ... | ... |  |  |  |
| A2 | ... | ... |  |  |  |
| A3 | ... | ... |  |  |  |
| **B** |  | **...** | | | |
| B1 | ... | ... |  |  |  |

\* Timing: please indicate if the activities are planned for the first semester (S1) or for the 2nd semester (S2). Please note that the Action cannot take place later September 2021. This means that the only activities that can be planned for 2022 are minor activities directly linked to the conclusion of the Action.

# PART III: FINANCIAL INFORMATION

## **Estimation of the overall cost of the Action**

The Action must be supported by at least one other funding source than BELSPO. Please mention all the funding sources and provide information about its allocation. If necessary, add other rows to the table below (1row=1 funding source).

|  |  |  |
| --- | --- | --- |
| **Funding source** | **Budget (**€**)** | **Allocation** |
| BELSPO |  | *please provide detail in item 2. (Budget of the proposal requested to BELSPO)* |
| ..... |  |  |
| ........ |  |  |
| ......... |  |  |
| Total estimated budget: |  |  |



## Budget requested to BELSPO (40,000 - 80,000 €)

|  |  |
| --- | --- |
|  | **Budget BELSPO (**€**)** |
| Operational costs |  |
| Staff |  |
| Subcontracting |  |
| Overheads |  |
| Total: |  |

• *Staff* (if a person is recruited specifically for the Action): the staff cost can be maximum 15% of the total budget requested to BELSPO

• *Operational costs* (costs for setting up the event, travel and accommodation expenses and *per diem* etc.)

• *Subcontracting* (e.g. engaging the services of a company to take care of parts of the logistics for the event or of the IT support). The amount cannot exceed 25% of the total budget requested to BELSPO

• *Overheads* (e.g. telephone, post, maintenance, heating, electricity, insurance...): maximum 5% of the staff and operational costs requested to BELSPO.

Actions selected via this call will receive funding for a duration of maximum 1,5 year.

|  |  |
| --- | --- |
| **Expected starting time of the activities** |  |
| **Expected ending time of the activities** |  |

Please use the table below to detail the allocation of the budget requested to BELSPO, per activity and by adding as much rows as necessary. In order to better understand the requested budget, please provide under *Detail of the budget* travel costs, translation costs, catering, staff or any other expenditure included in the budget. Be coherent with the information provided under Part II, item 7.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity code** | **Name of the (sub)activity** | **Budget requested from BELSPO** (€) | ***Detail of the budget*** | **Timing**  **(year, semester)** |
| **A** |  |  |  |  |
| A1 |  |  |  |  |
| **B** |  |  |  |  |
| **...** |  |  |  |  |
| TOTAL (in euros) | | € |  |  |

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# PART IV: SIGNATURES

Letters of intent from partners other than the FSI, stating their interest to be actively engaged in the Action and network and referring to cost coverage, need to be provided in an annex to the Application Form. All the other partners (FSI) are requested to sign this file.

The Belgian Coordinator (FSI)

Institution:

Name:

Signature:

**The Head of the** **institution of the coordinator**

Name:

Signature:

Other partners from a FSI

P1

Institution:

Name:

Signature:

P2

Institution:

Name:

Signature:

1. See list of the FSI in Annex 1 of the Information File. Please note that in case of selection a single cooperation agreement will be drawn up between BELSPO and the institution of the coordinator of the proposal. [↑](#footnote-ref-1)