

***Proposal submission file***

**Call for proposals 2016**

**FEDERAL RESEARCH PROGRAMME DRUGS**

**Closing date: 26 SEPTEMBER 2016 at 15:00**

**Before completing this submission file,**

**please read carefully the text of the call and the guidelines**

|  |
| --- |
| Proposal’s title : |
| Proposal’s acronym (max 15 characters): |
| Topic of the call addressed by the proposal: |

The proposal must be sent in **electronic version (word and pdf) only** by email with **subject "DRUGS\_[Acronym of the proposal]"**

and

**renamed** in the format **"[Acronym of the proposal]\_[name of the coordinator]\_[institution of the coordinator].docx/pdf"** to:

[**drugs\_call@belspo.be**](mailto:drugs_call@belspo.be) ****

# Proposal's summary sheet

Proposal's Title and acronym:

|  |
| --- |
| ... |

Partner(s), budget and duration:

|  |  |  |  |
| --- | --- | --- | --- |
|  | First and last name | Institution | Budget (€) |
| Coordinator (partner 1): |  |  |  |
| Partner 2: |  |  |  |
| Partner 3: |  |  |  |
| Partner 4: |  |  |  |
| Partner 5: |  |  |  |
| Partner 6: |  |  |  |
| International Partner 1: |  |  |  |
| ... |  |  |  |
|  |  | ***TOTAL:*** |  |

Duration in months: ....

proposal Summary (max 1-2pg):

|  |
| --- |
| Summary  ... |

# part I: administrative and scientific information

## Partner 1 (coordinator):

### coordinates of partner 1

|  |  |
| --- | --- |
| First and last name: |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Gender: | Male |  | Female |  |  | Language: | French |  | Dutch |  |

|  |  |
| --- | --- |
| Institution and unit: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Tel: |  | Email: |  |

|  |  |
| --- | --- |
| Website: |  |

|  |
| --- |
| First and last name of the Director of the research Institute or Rector of the university): |
|  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Type of institution: | |  |  | | | | |  |  |
|  | University/ University College | | |  | Public scientific institution |  | Non-profit research centre | | | |

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Address: |  |   Date:  *Signature of the coordinator or Director-general (only in case of a Federal Scientific Institution)* |

### Expertise of partner 1

Describe your field of expertise, give the international networks you are part of and give a selected list of peer reviewed publications. Then expose a few research projects similar or relevant to the topic of the call under which this proposal is submitted (include web links if possible).

... *max 1 pg*

## Partner 2 (duplicate if necessary, with necessary partner number changes)

### coordinates of partner 2

|  |  |
| --- | --- |
| First and last name: |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Gender: | Male |  | Female |  |  | Language: | French |  | Dutch |  |

|  |  |
| --- | --- |
| Institution and unit: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Tel: |  | Email: |  |

|  |  |
| --- | --- |
| Website: |  |

|  |
| --- |
| First and last name of the Director of the research Institute or Rector of the university): |
|  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Type of institution: | |  |  | | | | |  |  |
|  | University/ University College | | |  | Public scientific institution |  | Non-profit research centre | | | |

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Address: |  |   Date:  *Signature of the partner or Director-general in case of a Federal Scientific Institution* |

### Expertise of partner 2

Describe your field of expertise, give the international networks you are part of and give a selected list of peer reviewed publications. Then expose a few research projects similar or relevant to the topic of the call under which this proposal is submitted (include web links if possible).

... *max 1 pg*

## International partner 1 (if applicable, duplicate if necessary, with necessary partner number changes)

### coordinates of international partner 1

|  |  |
| --- | --- |
| First and Last name: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gender: | Male |  | Female |  |

|  |  |
| --- | --- |
| Institution and unit: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tel: |  |  |  | Email: |  |

|  |  |
| --- | --- |
| Website: |  |

|  |
| --- |
| First and last name of the Director of the research Institute or Rector of the university: |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of institution: |  | University |  | Public scientific institution |

|  |  |
| --- | --- |
| Address: |  |

Please specify the type, content and source(s) of the co-financing:

|  |
| --- |
| ... |

We the undersigned, hereby declare our interest in participating in the proposed project as international member of the network, and to co-fund at least 50 % of our participation.

|  |
| --- |
| Date:  *Signature of the partner* *Signature of the contractor (for agreement)* |

### Expertise of international partner 1

Describe your field of expertise, give the international networks you are part of and give a selected list of peer reviewed publications. Then expose a few research projects similar or relevant to the topic of the call under which this proposal is submitted (include web links if possible).

... *max 1 pg*

# part II: Detailed description of the proposal

# 1. Compliance of the proposal with the scope of the call

**...** max 1 pg

# 2. Subject of the proposal

## 2.1 State of the art and Objectives

*Provide the state of the current scientific knowledge and develop your research objectives against this state of the art. Clearly explain how other researchers (in Belgium or elsewhere) have contributed to the issue at hand and how the current proposal departs or builds on previous knowledge.*

... max 1 pg

## 2.2 Methods

*Develop your research objectives through a methodology*

... max 3 pg

## 2.3 data

*Detail with great care the data you will use (or collect) to implement your methodology. Access to existing data must be explained and ensured.*

... max 1 pg

## 2.4 Workplan and Detailed description of the tasks

*With respect to the objectives of the project, the chosen methodology and data to implement it, applicants will describe the tasks involved in each workpackage along a timetable (see 2.5). For each task and WP, the division of labour will be provided (effort estimated in Person/Month).*

... max 10 pg

## 2.5 Timetable

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Year 1** | | **Year 2** | | **Year 3** | | **Year 4** | | **Funded Man-months** | |
|  | **Semester** | **1** | **2** | **1** | **2** | **1** | **2** | **1** | **2** | **BELSPO** | **other sources** |
| **Work Package 1: Title** | | | | | | | | | |  |  |
| **Task 1.1 Specific title** | | | | | | | | | |  |  |
| **Task 1.1.1:**  **Key-word** | **C(2)** |  |  |  |  |  |  |  |  |  |  |
| **P2(2)** |  |  |  |  |  |  |  |  |  |  |
| **P3(2)** |  |  |  |  |  |  |  |  |  |  |
| **P4(2)** |  |  |  |  |  |  |  |  |  |  |
| **P5(2)** |  |  |  |  |  |  |  |  |  |  |
| **P6(2)** |  |  |  |  |  |  |  |  |  |  |
| **SC1(2)** |  |  |  |  |  |  |  |  |  |  |
| **Sub total**: | | | | | | | | |  |  |
| **Task 1.1.2:**  **Key-word** | **C(2)** |  |  |  |  |  |  |  |  |  |  |
| **P2(2)** |  |  |  |  |  |  |  |  |  |  |
| **P3(2)** |  |  |  |  |  |  |  |  |  |  |
| **P4(2)** |  |  |  |  |  |  |  |  |  |  |
| **P5(2)** |  |  |  |  |  |  |  |  |  |  |
| **P6(2)** |  |  |  |  |  |  |  |  |  |  |
| **SC1(2)** |  |  |  |  |  |  |  |  |  |  |
| **Sub total**: | | | | | | | | |  |  |
| **Task 1.2 Specific title** | | | | | | | | | |  |  |
| **Task 1.2.1:**  **Key-word** | **C(2)** |  |  |  |  |  |  |  |  |  |  |
| **P2(2)** |  |  |  |  |  |  |  |  |  |  |
| **P3(2)** |  |  |  |  |  |  |  |  |  |  |
| **P4(2)** |  |  |  |  |  |  |  |  |  |  |
| **P5(2)** |  |  |  |  |  |  |  |  |  |  |
| **P6(2)** |  |  |  |  |  |  |  |  |  |  |
| **SC1(2)** |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Total Man-months (1)** |  |
| **C(2)** |  |
| **P2(2)** |  |
| **...** |  |
| **IP1(2)** |  |
| **...** |  |
| **SC1(2)** |  |

(1) BELSPO + other sources

(2) C = Coordinator, P = Partner, IP=International Partner SC = Subcontractor.

# part iii. Expected impact for scienceAND ENGAGEMENT IN RESPONSIBLE RESEARCH AND INNOVATION

## 3.1 Expected research results

*Taking into account the relative importance (in %) attributed to the impact on science/policy/society, applicants will explain how the expected outcomes of the project can contribute to the current state of the art in research and to providing relevant information for policy-making and society.*

|  |  |
| --- | --- |
| **Impact** | **%** |
| Science |  |
| Policy |  |
| Society |  |
| **Total** | **100%** |

... max 2 pg

## 3.2 engagement in responsible research and innovation

*Responsible Research and Innovation (RRI) implies that societal actors (researchers, citizens, policy makers, business, third sector organisations, etc.) work together during the whole research and innovation process in order to better align both the process and its outcomes with the values, needs and expectations of society[[1]](#footnote-1). In the proposal, applicants will take great care in describing how they*

* *Engage with societal actors during the research process, in the follow-up committee that is compulsory to any BELSPO-funded project and possibly through other means;*
* *develop outreach and valorisation activities at the end of the project to ensure the widest transfer and embededness of the produced knowledge;*
* *Address the gender dimension by fostering gender balance in research teams, and integrating the gender dimension in research content to improve quality and societal relevance of expected results.*
* *Tackle ethical issues - especially when dealing with vulnerable groups - to ensure quality and integrity of the research (e.g. by adopting existing codes of ethical conduct adopted by the university of affiliation of the research team...);*

... max 3 pg

# 6. Resources

## 6.1 Research budget

### budget overview:

*Important notice before filling out the budget tables:*

* *each partner of the network should receive between 15 and 60% of the total budget of the project*
* *staff: 60% or more of the total budget should be dedicated to hire personnel (Master, PhD, post-doc..);*
* *General operations costs: 10% of personnel costs maximum (15% for the coordinator of a network);*
* *specific operations costs: no limit, but must be specific to the projects (e.g. costs for large survey...);*
* *equipment should be budgeted in the first half of the project*
* *subcontracting should not exceed 25% of budget of partner to which it is inscribed*
* *overheads are max. 5% of (staff + GOC + SOC)*

*Double mouse click on table to open the excel sheet*



### Budget of the coordinator (p1): *Name and Institution*

*Double mouse click on table to open the excel sheet*



### Budget of Partner 2: *Name and Institution* (duplicate if necessary, with necessary partner-number changes)

*Double mouse click on table to open the excel sheet*



### Budget of the international Partner 1 (IP1): *Name and Institution* (duplicate if necessary, with necessary partner-number changes)

*Double mouse click on table to open the excel sheet*



## 6.2 Justification of the requested budget

### budget justification for the Coordinator: *Name and Institution*

Staff

*Promoters are generally appointed personnel of their institution and can therefore not be funded. Staff only pertains to hired personnel (real costs in case the researcher is identified, max. amounts otherwise. Consult the max. amounts in the information file).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Personnel’s name (*if known*) and profile (e.g. Name, PhD in economics, 2 years experience) | M/M  to be financed | Estimated full time monthly cost | Total Cost | M/M  not financed |
|  |  |  |  |  |
| ... |  |  |  |  |
| **TOTAL** |  |  |  |  |

Specific Operation

*General Operation costs should cover most expenses of a project (books, travel, meetings, valorisation...). SPECIFIC costs are exceptional costs due to the specificity of the project (e.g. access to an expensive research infrastructure - large sample...).*

|  |  |
| --- | --- |
| Description: | Cost |
|  |  |
| ... |  |
| **TOTAL** |  |

Equipment

|  |  |
| --- | --- |
| Description: | Cost |
|  |  |
| ... |  |
| **TOTAL** |  |

Subcontracting

|  |  |
| --- | --- |
| Name:  Address: | |
| Description of tasks: | Cost |
|  |  |
| ... |  |

### budget justification for Partner 2: *Name and Institution* (duplicate if necessary, with necessary partner-number changes)

Staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Personnel’s name (*if known*) and profile (e.g. Name, PhD in economics, 2 years experience) | M/M  to be financed | Estimated full time monthly cost | Total Cost | M/M  not financed |
|  |  |  |  |  |
| ... |  |  |  |  |
| **TOTAL** |  |  |  |  |

Specific Operation

|  |  |
| --- | --- |
| Description: | Cost |
|  |  |
| ... |  |
| **TOTAL** |  |

Equipment

|  |  |
| --- | --- |
| Description: | Cost |
|  |  |
| ... |  |
| **TOTAL** |  |

Subcontracting

|  |  |
| --- | --- |
| Company name:  Address: | |
| Description of tasks: | Cost (3) |
|  |  |
| ... |  |
| **TOTAL** |  |

### budget justification for the international Partner 1 (IP1): *Name and Institution* (if applicable - duplicate if necessary, with necessary partner-number changes)

Staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Personnel’s name (*if known*) and profile (e.g. Name, PhD in economics, 2 years experience) | M/M  to be financed  by BELSPO | Estimated full time monthly cost | Total Cost | M/M  financed by other means |
|  |  |  |  |  |
| ... |  |  |  |  |
| **TOTAL** |  |  |  |  |

Operation

|  |  |  |
| --- | --- | --- |
| Description: | Cost to be financed by BELSPO | Cost financed by other means |
|  |  |  |
| ... |  |  |
| **TOTAL** |  |  |

1. More information on RRI can be obtained on: <https://ec.europa.eu/programmes/horizon2020/en/h2020-section/responsible-research-innovation> [↑](#footnote-ref-1)