**Research programme POST-COVID: Building an evidence base and lessons learned for future preparedness**

PROPOSAL SUBMISSION FORM

*Before completing this submission form, please carefully consult the* ***Information File******and Evaluation Form****.*

*The document must be submitted in Word and Pdf form via email to* [*POST-COVID@belspo.be*](mailto:POST-COVID@belspo.be)*, naming the file* ***Proposal Description\_[ACRONYM].*** *The subject of the email must be* ***Full proposal [ACRONYM]****.*

The **deadline** for the submission of the **Full Proposal** is: **06/07/2023 @ 14h00**

# OVERVIEW OF THE PROPOSAL

*Fill out the blank spaces in table, add extra lines accordingly.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Acronym** | Click here to enter text. | | | | | |
| **Project Title** | Click here to enter text. | | | | | |
| **Topic (multiple choices possible):** | Well- being  Inequalities and Vulnerabilities  Democratic Governance  Pandemic Intelligence | | | | | |
| **Duration** | Click here to enter text. Months (scientific part: between 24 and 30)  + Click here to enter text. Months (pathway to impact: between 1 and 6)  \_\_\_\_\_\_\_\_  Total duration = Click here to enter text. Months | | | | | |
| **Total requested budget** | Click here to enter text. EURO | | | | | |
| **Partnership** | **Partner** | **Name, surname** | **Affiliation (= institution, faculty, research group)** | | **Email** | **Gender (M=Male, F=Female, X=other)** |
| Coordinator (=P1) |  |  | |  |  |
| Partner 2 |  |  | |  |  |
| Partner 3 |  |  | |  |  |
| *… (add lines if necessary)* |  |  | |  |  |
| International Partner 1 (IP1) |  |  | |  |  |
| International Partner 2 (IP1) |  |  | |  |  |
| *… (add lines if necessary)* |  |  | |  |  |
| **Have you applied in another proposal of this call?** | Coordinator (=P1) | No | | | Yes  Which one(s)?  Click here to enter text. | |
| Partner 2 | No | | | Yes  Which one(s)?  Click here to enter text. | |
| Partner 3 | No | | | Yes  Which one(s)?  Click here to enter text. | |
| *… (add lines if necessary)* | No | | | Yes  Which one(s)?  Click here to enter text. | |
| International Partner 1 (IP1) | No | | | Yes  Which one(s)?  Click here to enter text. | |
| International Partner 2 (IP1) | No | | | Yes  Which one(s)?  Click here to enter text. | |
| *… (add lines if necessary)* | No | | | Yes  Which one(s)?  Click here to enter text. | |
| **Has the same research idea been submitted elsewhere or has the team requested additional funds for this project in any other institution?** | No | | | Yes  Which one(s)?  Click here to enter text. | | |

Executive Summary (max. 0.5 pages)

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| Click or tap here to enter text. |

# PARTNERSHIP

##### B.8. Individual quality of the partners (max. 1 page/partner)

*For each partner, provide in one page max a short CV, citing up to 5 articles or projects directly linked to the present proposal. The CV of the coordinator should include information on his/her experience in leading national or international projects. Only include references to manuscripts which have been accepted for publication or have been published under peer review.*

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| Click here to enter text. |

# SCOPE OF THE PROPOSAL

##### C.1. Compliance with the scope of the call (MAX. 1 PAGE)

*With reference to the call text, explain how your proposal will contribute to the call? If applicable, how does the proposal cut across different themes of the call?*

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| Click here to enter text. |

##### C.2. Position of the project regarding the state of the art

*Indicate whether you envisage to go beyond the state the art with your project or if you envisage to stay within the existing state of the art but provide novel information for Belgium. Your choice implies a different evaluation path for the remote evaluators and the panel (see the evaluation form on the call).*

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| **Position of the project regarding the state of the art…** | **Within** | **Beyond / Innovative** |
| … in terms of topic |  |  |
| … in terms of methodology |  |  |

*In what ways is the project innovative (beyond the existing scientific knowledge or for Belgium)? What are the main innovations expected from the project? (max. 0.5 pages)*

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| Click here to enter text. |

# SCIENTIFIC DESCRIPTION OF THE PROPOSAL

##### D.1. Research objectives (max. 2 pages)

*Indicate the objectives of the project and locate them in the current state of the art. References will be listed in point D.2. below.*

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| --- |
| Click here to enter text. |

##### D.2. Bibliographic references (max. 2 pages)

*List the references used in point D.1.*

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| Click here to enter text. |

##### D.3. Methodological approach (max. 6 pages) (check 🖹 Gender checklist, fill out 🖹 Ethics form)

*Describe in detail how the research objectives are translated into a methodology on which data is applied that will allow to generate end results that can confidently answer the said research objectives. Ensure to justify the methodological choices, to delineate the strengths, weaknesses and suitability of the data and justify any new data collection by explaining why existing sources are not suited for your research. Make sure to read the gender checklist and the ethics form to integrate these aspects in the design of your project. For the ethical aspects, the ethics form provided should be attached to your proposal.*

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| Click here to enter text. |

##### D.4. Adequacy and added value of the MULTIDISCIPLINARY partnership in addressing the topic (MAX. 1 PAGE)

*Describe the adequacy and added value the multidisciplinary partnership(s) will bring to address the topic of the proposal.*

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| Click here to enter text. |

##### D.5. international/european context (max. 1 page)

*In what way is the international/context taken on board in the project and against which existing evidence can your end results for Belgium be compared, if possible?*

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| Click here to enter text. |

# DISSEMINATION AND IMPACT

##### E.1. DISSEMINATION to scientific audiences (MAX. 1 PAGE)

*Describe what the network intends to produce for scientific audiences, when and in what form.*

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| Click here to enter text. |

##### E.2. FOLLOW-UP COMMITTEE : engagement WITH SCIENTIFIC AND non-scientific stakeholders during the scientific part of the project (MAX. 1 PAGE) – composition of the follow-up committee

*A follow-up committee is composed of potential users of the end results (academic and non-academic) who can be mobilised at different levels: information, consultation, involvement and/or collaboration. Identify the organisations/persons, briefly explain their role and refer to the letters of support attached to the proposal (not compulsory but advised).*

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| Click here to enter text. |

##### E.3. societal impact and dissemination

*AFTER the scientific evidence of the project has been collected, a time (varying from 1 to 6 months) must be dedicated to implement an* ***impact plan****. This consists in 1) communicating these end results to the appropriate non-scientific stakeholders (including federal authorities in the first place), 2) to discuss these with them and 3) to (co)-design the policy recommendations and lessons learned for the future. Your impact plan will clearly identify authorities and institutions that should benefit from your research, how they might benefit and what will the team do to engage with these beneficiaries (broken down in separate tasks if applicable), how long are these activities foreseen and for what cost. Letters of support from these potential beneficiaries express their willingness to be involved (from active participation to co-funding specific activities) in this plan. These letters are annexed to this submission file.*

##### E.3.1 impact PLAN (MAX. 2 PAGES)

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| Click here to enter text. |

##### E.3.2. estimated costs and timing allocated to the impact Plan

|  |  |
| --- | --- |
| Duration (between 1 to 6 months) | …. Months |
| Costs (including personnel, subcontracting, working costs…) | ….. EUROS |

# IMPLEMENTATION

##### F.1. work plan (MAX. 2 PAGES)

*Provide a workplan broken down in work packages and in tasks. Include a list of deliverables and, if applicable, of milestones. The impact plan must be included as a separate work package.*

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| Click here to enter text. |

##### F.2. TIMETABLE and work intensity

*Provide a timeline for your work packages, including the partners in charge and their work intensity (in Person/month). Colour, merge and name cells for each WP.*

* *To colour the cells go to the Home menu and use the Shading tool *
* *To merge the cells, choose several cells, click right with the mouse and choose merge *
* *Then enter the name of your work package and the work intensity per partner (in Person/months to be funded) in the shaded zone*
* *Example: Workpackage 1 is management of the project, this includes 6 person/months for the Coordinator (C) and 0 person months for Partner 2, 3 and 4.*

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| --- |
| *WP1: management – C=6PM, P2/P3/P4=0* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mo 1-6 | Mo 7-12 | Mo 13-18 | Mo 19-24 | Mo-25-30 | Mo 31-36 |
| WP1 |  |  |  |  |  |  |
| WP2 |  |  |  |  |  |  |
| WP3 |  |  |  |  |  |  |
| WP4 |  |  |  |  |  |  |
| WP5 |  |  |  |  |  |  |
| WP6 |  |  |  |  |  |  |
| WP7 |  |  |  |  |  |  |

##### f.3. Data management (max. 1 page) (check 🖹 Data Management Plan)

*The data used in this proposal has been described at length in section D.3. (Methodology). In this section, as part of making research data findable, accessible, interoperable, and re-usable (****FAIR****) under the Open data principle endorsed by BELSPO, the team will provide information on:*

* *when, where and in what format the data will be made accessible,*
* *how the data will be curated and preserved for ulterior use (including after the end of the project).*

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| Click here to enter text. |

##### f.4. BUDGET

##### f.4.1. COSTS JUSTIFICATION

*Each promoter will justify the costs categories eligible for funding by BELSPO in due respect of the budget rules:*

*(The table can be copied and altered accordingly)*

* *The budget of a given partner* ***cannot exceed 60%*** *of the total budget of the proposal.*
* *Personnel costs or Staff: BELSPO endorses a* ***full cost model*** *(Pre-tax wages associated with increases in the cost of living, employers’ social security and statutory insurance contributions, as well as any other compensation or allowance due by law and secondary to the salary itself and tax-free scholarships. Full time monthly cost must include the withholding tax on research and development (cfr article 275³, WIB 92 - edition 2022)). BELSPO does* ***not allow cumulative wages.*** *A researcher bound contractually to an institution - full time or part time cannot apply for him/herself for BELSPO staff budget for that part. BELSPO prefers staff to be hired under* ***labour contract****. However,* ***tax-free*** *doctoral or post-doctoral scholarships can be* ***exceptionally*** *accepted under the following restrictive conditions: the total number of person months funded by the BELSPO project under a tax-free scholarships scheme is limited to max. 50% of the total number of person months funded under labour contract. In any case, there shall not be more than 2 tax-free scholarships/project. Tax-free scholarships refer to a grant subject to tax exemption under the tax laws.* At least 60% of the total proposal's budget has to be devoted to staff.
* *Personnel costs not funded by BELSPO: corresponds to P/M funded by other sources (if applicable), including P/M for the* ***supervision of paid researchers*** *by the partner*
* *General operation costs (GOC): This includes day-to-day/usual supplies and products for the laboratory, workshop and office, documentation, shipments, use of day-to-day software and IT facilities, organisation of internal meetings, etc. The budget envelope for this category* ***may not exceed 15%*** *of the staff budget for the* ***coordinator*** *(for single team and network projects) and* ***10% of the staff budget*** *for the other* ***partners*** *in network projects. The amounts claimed must correspond to actual expenditures strictly related to the project, even if supporting documents are not requested. The institution must keep these invoices in its accounts in the event of an audit.*
* *Specific operations costs (SOC): This includes operating costs specific to the execution of the project tasks, such as costs for project analyses, maintenance and repair of equipment purchased by the project, use of specific IT facilities and software, costs for surveys, open data publications (In the case of an online article published within an Open Access journal, the Article Processing Charge (APC) will be of maximum 1 300 €, and a copy of the Editor's version must be immediately deposited in an institutional repository and made public and free of access), organisation of workshops and events, etc....*
* *Overhead:* ***5%*** *of [total personnel costs + GOC + SOC]: Institutions’ general overheads that cover, in one lump sum, administration, telephone, postal, maintenance, heating, lighting, electricity, rent, machine depreciation, and insurance costs.*
* *Equipment: Purchase and installation of scientific and technical apparatus and instruments: hardware (PC, printer…), lab equipment… Equipment needs to be purchased in the first half of the project.*
* *Subcontracting (****max. 25%*** *of the total budget of the promoter): tasks and/or services that require special scientific or technical competences outside the institution’s normal area of activity.*

**Coordinator <Name, Surname, Institution>**

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| --- | --- | --- | --- | --- | --- |
|  | **Personnel costs** | | | | |
|  | Staff name (if identified) and qualifications and experience | Number of P/M to be financed by BELSPO  *(hint: check P/M in the Timetable in section F.2.)* | Estimated full time monthly cost[[1]](#footnote-1)[[2]](#footnote-2) | Total | P/M not financed (including supervision by partner) |
| Coordinator | Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | **Working costs: list General and specific costs (add lines if necessary)** | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
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|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | **Equipment** (add lines if necessary) | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
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|  | **Subcontracting**(add lines if necessary) | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
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**Partner 2 <Name, Surname, Institution>**

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| --- | --- | --- | --- | --- | --- |
|  | **Personnel costs** | | | | |
|  | Staff name (if identified) and qualifications and experience | Number of P/M to be financed by BELSPO  *(hint: check P/M in the Timetable in section F.2.)* | Estimated full time monthly cost1 | Total | P/M not financed (including supervision by partner) |
| Coordinator | Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | **Working costs: list General and specific costs (add lines if necessary)** | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | **Equipment** (add lines if necessary) | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | **Subcontracting**(add lines if necessary) | | | | |
|  | Description | | | | Cost |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |
|  | Click here to enter text. | | | | Click here to enter text. |

##### F.4.2. BUDGET OVERVIEW

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EURO** | Coord. | Partn.2 | Partn.3 | Partn.4 | Partn.5 | Int.Partn.1 | **TOTAL** |
| Staff |  |  |  |  |  |  | **0** |
| General operation costs (15% max of staff for C, 10% for other partners) |  |  |  |  |  |  | **0** |
| Specific operation costs |  |  |  |  |  |  |  |
| Overheads = 5% of [P+GOC+SOC] |  |  |  |  |  | / | **0** |
| Equipment |  |  |  |  |  | / | **0** |
| Subcontracting (max 25% total budget of partner) |  |  |  |  |  | / | **0** |
| **TOTAL** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
|  |  |  |  |  |  |  |  |

1. [↑](#footnote-ref-1)
2. Full time monthly cost must include the withholding tax on research and development (cfr article 275³, WIB 92 - edition 2022) [↑](#footnote-ref-2)