## Annex 2

## Template RT pre-proposal (step 1)

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| *Send this form in digital form (Word and searchable pdf) to:* | |  |
| [contractual.research@health.fgov.be](mailto:contractual.research@health.fgov.be) | |  |
| **CONFIDENTIAL** |
|  | |  |
| **RT PRE-PROPOSAL**  **(RT PROJECT step 1)**  **MAX. 6 PAGES**  **(EXCL. TITLE PAGE AND THE IDENTIFICATION OF THE PROMOTERS** | | |

**1. CONTEXT OF THE PROJECT PROPOSAL**

**[TITLE OF THE TOPIC]**

**[ACRONYM OF THE TOPIC]**

**[Title of the project proposal]**

**2. IDENTIFICATION OF THE COORDINATOR**

|  |  |
| --- | --- |
| **Name** | : |
| **First name** | : |
| **Titele** | : |
| **Institution and department** | : |
| **Adress for correspondence** | : |
| **(Mobile)phone** | : |
| **E-mail** | : |

**Will this research be conducted in a consortium of Belgian research institutions (with the partners included in the budget)? If yes, please list the other promoters here (name, institution and e-mail address)**

**3. CONTEXT**

**3.1 Description of the context of this project proposal, taking into account the topic description (about 20 lines)**

**3.2 To which extent are you involved in the general problem on which this project proposal is based? (about 20 lines)**

What is your expertise in this field? Have you already conducted research in this field or are you currently conducting research? If yes, please list the project title(s), the start and end dates of your research and identify the institution that provided a grant for the research.

Are you working with other institutions in Belgium and/or abroad? If yes, are you a member of a network?

**3.3 To your knowledge, which other projects were recently conducted or are currently ongoing or planned on the subject, excluding the projects listed under 4.2? (about 10 lines)**

Please list the project title(s), the start and end dates of your research and identify the funding institutions.

**4. RESEARCH QUESTIONS (about 20 lines)**

To which research question(s) must the proposed study provide an answer to contribute to a solution to the problem described in the topic?

**5. IMPACT OF THE RESEARCH SUBJECT (about 10 lines)**

Can the proposed research provide a solution to the described problem?

What will be the (direct or indirect) applicability of the intended results for the authorities, in the short, medium or long term?

**6. DESCRIPTION OF THE PROJECT PROPOSAL**

If necessary, brief references may be included in the text (e.g. Johnson *et al.*, 2012).

**6.1 Methodology (about 40 lines)**

Describe the methodology you will use for this research. Has this methodology been previously used, by the applicants, by other Belgian researchers or by foreign researchers?

**6.2 Available scientific proof in relation to the proposed research (about 20 lines)**

Has other research in relation to the proposed subject already yielded convincing elements (“proof”) which can be used as a starting point for this project? List this research in order of importance. In which respect is the current project proposal innovative?

**6.3 Required data (about 10 lines)**

Are there any data and/or preliminary knowledge available, which is required for this study? If yes, is it available in accessible databases? If no data are available yet, then please explain how these data can be obtained.

**6.4 Risks (about 10 lines)**

What are the inherent obstacles and/or risks to the proposed project that may compromise its chances of success? Which solutions do you propose?

**7. USE OF THE RESEARCH RESULTS (about 10 lines)**

How do you intend to use the results?

* + as an intermediary stage for complementary research activities
  + for the development, realisation, or dissemination of a procedure or a service
  + for the dissemination of new knowledge through scientific publications

**8. BUDGETARY INFORMATION**

**Please refer to the important information in Annex 7.**

The requested research grant cannot exceed the maximum grant stated in the topic description. The requested grant must be rounded up to an amount in k€. The co-funding percentage is rounded to 2 decimal places.

*For your information: annexes 8 and 9 must only be submitted in the second step*

**8.1 Total duration of the proposed project** … months

**8.2 Total budget for this project proposal** € …….

**8.3 Requested research grant** € …….

The requested grant – 1 figure only – can be equal to the overall budget or to a percentage of this budget. In the latter case, please state the origin of your external financial contribution.

**8.4 In which case: percentage of co-funding** …… %

**8.5 In which case: origin of the co-funding**

**8.6 Persons included in the budget, their qualification (e.g. PhD, PhD student, engineer, Ma., pharmacist, lab technician, et al.), affiliation and time spent on the research in person-months (P-M)**

|  |  |  |  |
| --- | --- | --- | --- |
| *Qualification* | *Name (if known)* | *Institution (research centre)* | *P-M* |
|  |  |  |  |

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| --- | --- |
| **NB : have the conditions below been respected?**  **If not, your proposal will be considered ineligible:**  - timely submission: by Friday, 30th of April 2021, 12.00 noon sharp  - the application shall consist of no more than 6 pages, excluding the title page and the identification of the promoters  - the font of the text (Times New Roman, font size 12) may not be modified  - the application shall be drawn up either in one or a combination of the national languages, or else entirely in English  - only Belgian research institutions may participate in the consortium. | *Date, name and signature of the coordinator, as representative of the consortium* |