## Annex 3

## Template RT full proposal (step 2)

|  |  |
| --- | --- |
| *Send this form in digital form (Word and searchable pdf, and Excel for annexes 8 and 9) to:* |  |
| [contractual.research@health.fgov.be](mailto:contractual.research@health.fgov.be) |  |
|  |
| **CONFIDENTIAL**  **FULL THEMATIC PROPOSAL**  **(RT PROJECT step 2)**  **MAX. 30 PAGES (excluding title page and identification of the consortium, but including the budgetary tables)** | |

**[TITLE OF THE TOPIC]**

**[ACRONYM OF THE TOPIC]**

**[Title of the project proposal]**

**Total budget required for the research:** € …….

**Requested research grant and % of the overall budget:** € …….

…… %

**In which case: origin of the co-funding:** ……..

**Proposed start date:** …/…/………

**Proposed duration of the project:** ……. months

**1. IDENTIFICATION OF THE CONSORTIUM**

**1.1 IDENTIFICATION OF THE COORDINATOR**

*NB : maximum one coordinator*

**Name :**

**First name :**

**Title :**

**Institution and department :**

**Address for correspondence :**

**(Mobile) phone :**

**E-mail :**

**1.2 IDENTIFICATION OF PROMOTER 2 (optional)**

*NB: maximum one promoter per research group*

**Name :**

**First name :**

**Title :**

**Institution and department :**

**Address for correspondence :**

**(Mobile) phone :**

**E-mail :**

**1.3 IDENTIFICATION OF PROMOTER 3 (optional)**

*NB: maximum one promoter per research group*

**Name :**

**First name :**

**Title :**

**Institution and department :**

**Address for correspondence :**

**(Mobile) phone :**

**E-mail :**

**1.4 IDENTIFICATION OF PROMOTER 4 (optional)**

*NB: maximum one promoter per research group*

**Name :**

**First name :**

**Title :**

**Institution and department :**

**Address for correspondence :**

**(Mobile) phone :**

**E-mail :**

**2. HISTORY OF CHANGES**

**Have significant changes been made to the full proposal compared to the pre-proposal?**

Indicate

* + - in which section(s), such as *consortium, budget, project duration, objectives, methodology*,
    - which change(s),
    - justification / motivation fort he change

**3. GENERAL INFORMATION**

**3.1 Title of the project in English, Dutch and French + acronym**

**[EN]**

**[NL]**

**[FR]**

**[Acronym]**

**3.2 Research questions to be answered in this research project, in English and Dutch or English and French (about 20 lines each)**

**[EN]**

**[NL/FR]**

**3.3 Executive summary of the project (about 20 lines)**

**3.4 Motivation for submitting the project proposal under this topic (about 15 lines)**

3.5 Context: scientific specificity and setting in relation to existing research (about 2.5 pages)

* How is the current project proposal scientifically and technically innovative? Has other research in relation to the proposed subject already yielded convincing elements that can be used as a starting point for this project? Which data and preliminary knowledge are required for this study and are these available or accessible? A bibliography may be appended.
* What are the achievements of the applicants and/or the researchers 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.
* The proposed specific approach to the problem must be justified.

**3.6 Use of the expected research results (about 5 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

**3.7 Risks (about 15 lines)**

What are the inherent obstacles and/or risks to the proposed project that may compromise the chances of achieving the objectives within the term you propose? Which solutions do you propose?

**4. SPECIFIC INFORMATION**

**4.1 Scientific and operational methodology of the proposed research (about 15 pages)**

* This section constitutes the core of the project proposal. It must contain a clear description of the research activities as planned for the total duration of the project.
* Important elements in the description of the various subtasks of the research programme are:
  + an overview of the proposed research, subdivided into work packages and (sub)tasks, including an indication of the estimated budget for every work package;
  + the proposed methods and technologies with their respective (dis)advantages, limitations, risks and alternatives, …
  + the milestones to be achieved, linked to possible reorientations in the project where applicable;
  + the time frame and evolution over time based on the following chronogram, including milestones and deliverables:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1** | | | | **Year 2** | | | | **Year 3** | | | | **Year 4** | | | | **Total budget per WP\*** |
| **Code** | **t1** | **t2** | **t3** | **t4** | **t1** | **t2** | **t3** | **t4** | **t1** | **t2** | **t3** | **t4** | **t1** | **t2** | **t3** | **t4** |
| WP 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T1.1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T1.2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T2.1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T2.2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T2.3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

t: trimester

\* total budget per work package: sum of staffing, operational and general costs

**4.2 Structure and organisation of the research (about 2 pages)**

Indicate the distribution of the various tasks among the consortium partners using the following table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Task description** | **Contracting institution(s)** | **Required personnel (qualifications)** | **P-M** |
| WP 1 |  |  |  |  |
| T1.1. |  |  |  |  |
| T1.2. |  |  |  |  |
| …. |  |  |  |  |
| WP 2 |  |  |  |  |
| T2.1. |  |  |  |  |
| T2.2. |  |  |  |  |
| T2.3. |  |  |  |  |
| … |  |  |  |  |

WP: work package

T: task

P-M: person-months

**4.3 Collaboration, complementarity and/or parallel applications**

* Please state whether you are working with foreign partners or participating in networks, insofar as this is relevant to this project proposal.
* Also indicate whether you are planning a cooperation or whether complementarity exists with research groups that do not request a financial contribution from the FPS Health for this project but receive research grants from other bodies to conduct their own research.
* Indicate whether you submitted your project (or sub-project) to another organisation or wether it is financed by another organisation than the FPS Health.

*State the duration of the project, the project title, the funding organisation and the research partner(s). List the research questions and envisaged milestones.*

**4.4 Own publications in peer-reviewed international journals in this field of research in the past five years**

**5. BUDGETARY INFORMATION**

* Please refer to annex 7 – Important information regarding the budget.
* The amount of the requested research grant may not exceed the amount stated in the pre-proposal.
* The requested research grant must be rounded up to an amount in k €.

**5.1 Budgetary overview table**

Please insert the table which you can find in **annex 8** on the website (<https://www.health.belgium.be/en/contractual-research>) under “open calls” **here** **and** submit the table separately as well as an Excel sheet.

**5.2 Detailed budget proposal**

Please draft the detailed budget proposal using the Excel sheet provided in **annex 9**, which can be downloaded from the website (<https://www.health.belgium.be/en/contractual-research>) under “open calls”. The budget proposal is to be inserted **here** **and** submitted separately as an Excel sheet.

**6. ADMINISTRATIVE INFORMATION**

**6.1 Proposal for a guidance committee (minimum 8 persons, mentioning the institution and e-mail address)**

|  |  |  |
| --- | --- | --- |
| **Title – Name – First name** | **Institution** | **E-mail** |
|  |  |  |
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**6.2 Name and identification of the persons who must sign the contract if the project is eligible for a research grant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution coordinator** | **Located at** | **Name representative institution coordinator** | **Position** |
| **…….** | **…….** | **…….** | **……..** |
| **Name coordinator** | **Position** |
| **……..** | **……..** |
| **Institution promoter 2** |  | **Name representative institution promoter 2** | **Position** |
| **……..** | **……..** | **……..** | **……..** |
| **Institution promoter 3** |  | **Name representative institution promoter 3** | **Position** |
| **……..** | **……..** | **……..** | **……..** |
| **Institution promoter 4** |  | **Name representative institution promoter 4** | **Position** |
| **……..** | **……..** | **……..** | **……..** |
| **Institution promoter 5** |  | **Name representative institution promoter 5** | **Position** |
| **……..** | **……..** | **……..** | **……..** |

**6.3 Identification and bank details of the coordinating institution as to be included in the contract, subject to selection for funding**

|  |  |
| --- | --- |
| Company registration number : |  |
| Establisment unit registration number : |  |
| IBAN : |  |
| BIC : |  |
| Name and address of the account holder : |  |

**7. BIBLIOGRAPHY**

|  |  |
| --- | --- |
| **NB: have the conditions below been respected?**  **If not, your proposal will be considered ineligible:**  - timely submission: by Friday, 24th of September 2021, 12.00 noon sharp  - the application shall consist of no more than 30 pages, excluding the title page and the identification of the promoters, but including the budgetary tables  - 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* |