ICRAD 3rd Research Call: « Helminth infections and changing climate: tackling the challenges for animal health »

National guidelines

These guidelines provide in more detail the **rules for Belgian applicants** requesting funding from the Federal Public Service of Health, Food Chain Safety and Environment (FPS Health) and must be read in conjunction with the requirements set out in ICRAD 3rd Research Call documentation. **Additional national documents are requested in step 2 of the procedure.**

ELIGIBILITY

The eligibility of the ICRAD proposals requesting funding from the FPS Health is assessed by the Contractual Research unit. In addition to the ICRAD 3rd Research Call criteria, proposals must also meet the following national criteria:

1. only **Belgian research institutions** may apply for funding from the FPS Health
2. at least one of the **research areas** related to the call scope and funded by the FPS Health is addressed in the project proposal, i.e.

   Research Area 1 – Research to improve understanding of anthelmintic resistance mechanisms, the impacts of anthelmintic resistance on livestock health, and development of tools to help diagnose, prevent and manage it

   Research Area 2 – Research to increase understanding of the impacts of climate change and vector borne diseases on animal health, including development of tools to prevent, prepare and respond to animal health emergencies triggered by climate change are eligible
3. the Belgian part of the **research** must fit within the competences of Contractual Research

The research topic should fall within the field animal health. The research must support or help prepare the Belgian policy in this fields. More specifically this means that the research must provide knowledge that supports the Government, in particular the FPS Health and the Federal Agency for Safety of the Food Chain (FASFC), in one or more of its tasks, including:

- drafting or amending legislation, recommendations or advice;
- drafting or adjusting control programs or (auto)control guides;
- developing strategies for risk assessment or risk management strategies;
- implementing (analysis) methods for checking compliance with regulatory requirements;
- taking measures in crisis situations;
- setting priorities or responding to new developments.

The research topic may not fall within the competence of the regional authorities unless the aspects that fall within the regional competence are covered by the applicant's own contribution. If the project proposal contains work packages or tasks that are outside the specific scope of Contractual Research, these must be funded by own contributions as well. Exceptions to this will be evaluated *on a case-by-case basis* taking into account their importance for animal health under the competence of the federal governments.

The table in annex provides a (non-exhaustive) overview of subjects that may and may not fit within the scope of Contractual Research in the framework of the ICRAD 3rd Research Call. Since a sharp delineation is not always possible, experts of the FPS Health will assess the substantive admissibility of the pre-proposal. The FPS Health reserves the right to evaluate any research project on the basis of its specific characteristics with regard to the eligibility criteria.

If you are unsure of the eligibility of your research idea, you can, before submission of the pre-proposal, contact the scientific counsellors of the Contractual Research unit (Dr. Valérie Van Merris or Dr. Ria Nouwen **Error! Reference source not found.Error! Reference source not found.Error! Reference source not found.**).

NATIONAL REQUIREMENTS IN STEP 2 (FULL PROPOSAL)

Belgian applicants invited to submit a full proposal in step 2 shall introduce the following documents at the latest on 4th December 2023, 15:00 CET :

- **national information on Belgian partner(s) and contribution, using *Template_1_national_information* (word format)**
- **national budgetary tables of the Belgian partner(s), using *Template_2_budgetary_tables* (excel)**

to FPS Health via e-mail to contractual.research@health.fgov.be.

The templates are available on the Contractual Research's website.

BUDGETARY INFORMATION

When drawing up the budget, the following guidelines should be taken into account. It is firmly recommended to involve the accountancy department of the Belgian research institutions involved when drawing up the budget proposal.

Apart from the information in this annex, the information which is mentioned in chapter 5 of the reference manual of Contractual Research can be useful.

The expenses covered by this grant must be made in accordance with the statutory and regulatory provisions governing public procurement[1]. This applies in particular for purchases and subcontracting.

[1] https://www.publicprocurement.be/fr/publicprocurementbe-english-0

1. Allocated grant

The maximum allocated grant for the Belgian partner(s) participating in a project proposal in the ICRAD 3rd call is 150.000 euros. The requested grant and its distribution must correspond with the real cost in relation to the duration, the nature, the required equipment and expertise of the research needed to achieve the objectives pursued.

The amount of the requested grant in the full proposal may not exceed the amount stated in the pre-proposal. Maximum share of the allocated grant awarded is 100%. The requested grant must be rounded off to an amount in k€; if not, the amount will be automatically rounded off by the Contractual Research unit.

All non-fixed expenses, both those charged to the FPS Health and those of own contributions, must - if the project is funded - be substantiated by means of accountability documents.

In principle, any financial contribution is acceptable as an own contribution provided that it does not give rise to a conflict of interests and does not originate from federal authorities' resources. In addition, the limitations described in the paragraphs below must be taken into account

2. Staffing costs

The staffing costs for the coordinator (and promotor) participating in the Belgian consortium may not be included in the project budget, nor at the expense of the FPS Health, nor as an own contribution.

All staffing costs of the Belgian research institution(s) related to the project's execution, excluding the staffing costs for the consortium partner, must be indicated in this section. Exceptions to this rule include labour costs included in the budget for subcontracted work.

Staffing costs included in operating costs (e.g. analysis costs) in the financial reporting will be rejected.

In order for doctoral grants to be considered as an own contribution, they must be financed from the own resources of the research institution concerned, or come from a funding source outside the federal government.

The staffing costs are calculated based on the pay scales of the institutions where the staff is employed. The detailed budget specifies the pay scale, seniority and time spent on the project (in person-months) per calendar year. If staff members are nominally known, their name should be provided. The staffing costs are split in gross wages on the one hand, and other wage costs on the other hand. The costs for a research fellow (PhD student), who by definition is not an employee, are presented in a single budgetary article.

2.1 Staffing costs which can be paid with the research grant

The grants can be used to cover the following staffing costs:

- indexed gross monthly salary or grant (including and if applicable NSSO employee contribution, withholding tax and if appropriate, the employee contribution for meal vouchers);
- employer contribution NSSO, holiday pay and year-end bonus;
- other wage costs, if applicable, including:

- statutory insurance (e.g. for occupational accidents);
- statutory compensation or benefit as a supplement to the employee's salary (e.g. household or residence allowances if applicable, a premium for bilingual employees, benefits in kind set out in a CLA…);
- statutory interventions in the cost for commuting from home to work based on the price of a public transport pass (for train passes: 2nd class only);
- bike allowances as stated on the employee's pay slip or the individual annual statements in accordance with the Federal Authorities' statutory tariff;
- if applicable, the flat-rate contribution for the work of prevention advisors of the External Services for Prevention and Protection at Work (Royal Decree of 27 March 1998, Royal Decree of 28 May 2003 - health monitoring).

2.2 Staffing costs which cannot be covered with the research grant

The following costs (non-limitative list) cannot be covered by a research grant unless they are statutory benefits[2]:

- extra-legal insurance costs (hospitalisation, group insurance plan …);
- administration costs of the social secretariat;
- extra-legal benefits (overtime, employer contribution for meal vouchers, company car, benefits in kind, supplementary family allowance, child-care allowance, representation costs, work clothes, extra-legal pension, extra-legal premiums);
- attendance fees.

3. Operational costs

Operational costs include all project-related costs relating to the purchase and/or the operational use of goods or services and costs directly related to the research activities.

The operational costs are divided into flat-rate standard operational costs and specific operational costs.

3.1 Standard operational costs

The standard operational costs are flat-rate costs and include normal expenses related to the research activities such as:

- ordinary supplies and products for the lab (e.g. glassware, pipettes, detergents), the workplace (e.g. recipients, carts, commonly used tools) and the office (e.g. perforators, ink cartridges);
- documentation (e.g. purchase of books, fees for ordering scientific articles);
- travel and accommodation in Belgium and abroad;
- the use of computers;
- frequently used software;
- …

No own contributions can be budgeted under the standard operational costs.

[2] For example legislation for staff working in public administrations, as set out in a royal decree or decree published in the Belgian Official Gazette, a CLA which is declared to be universally applicable following its publication in the Belgian Official Gazette

The amount of standard operational costs is a lump sum, based on a percentage of the staffing costs funded by the FPS Health. This percentage may not exceed 15% of the funded staffing costs for the coordinator and 10% of these costs for the other promoters.

3.2 Specific operational costs

Specific operational costs include all the special operational costs that are directly related to the research activities. Specific operational costs include:

- usage costs for equipment (includes specific IT equipment needed for the use of this equipment);
- maintenance costs for equipment;
- costs for analyses;
- subcontracted work.

a) The cost for the usage of equipment acquired through purchase or hire purchase are calculated as follows:

$$\frac{purchase\ price}{amortisation\ period} \times number\ of\ months\ the\ device\ is\ used\ in\ the\ project\ \times \%\ of\ use\ for\ the\ project$$

The amortisation period (economic lifespan) is the period indicated in your accounts. In general, this period is 5 to 10 years for scientific equipment.

An example:

- you have a device that costs 30,000 euros at purchase
- the device is written off over a period of 60 months
- although the duration of the project is 36 months, the device will only be used for 10 months of the project
- during these 10 months the device will also be used for other projects. The average usage percentage for the project during this period is 20%

The usage cost is then calculated as follows:

$$usage\ cost = \frac{€\ 30{,}000}{60\ months} \times 10\ months\ \times 0.2 = €\ 1{,}000$$

b) When renting equipment the usage cost is calculated as follows:

$$monthly\ rent \times number\ of\ months\ the\ device\ is\ used\ in\ the\ project \times \%\ of\ use\ for\ the\ project$$

If the device in the above example costs € 600 a month to rent, the usage cost is calculated as follows:

$$usage\ cost = €\ 600\ \times 10\ months\ \times 0.2\ = €\ 1{,}200$$

c) The cost of subcontracting work includes the cost that a promoter pays to a third party to carry out tasks or to provide services, for which specific scientific or technical skills are required and which are not part of the consortium's ordinary activities.

Subcontracting is only admissible if

- it provides demonstrable added value to the project;
- the subcontractor does not take over the core activity and is only responsible for part of the project;
- the cost of subcontracting is no more than 25% of the overall grant to the promoter;
- detailed budgetary information is provided;
- the budget for subcontracting the work is not provided as a lump sum (as a % of the total budget).

In case no or insufficient standard operational costs can be reported for one or more partners due to limited or lacking staffing costs funded by the FPS Health, costs related to for example inland or foreign travel may be introduced as specific operational costs, provided that this can be motivated.

4. General costs

The general costs include the costs for administration, phone, postage, the maintenance of the premises, heating, lighting, electricity, rent or insurance.

No own contributions may be budgeted under general costs.

These general costs must be budgeted as a lump sum based on maximum 10% of the staffing costs funded by the FPS Health.

NATIONAL GRANT AGREEMENT

In case of a favorable recommendation for granting the project, the competent Minister will ratify the decision in a ministerial decree. The authorized representative(s) of the Belgian consortium partner(s) will sign the basic contract, drawn up according to the model laid down in the Ministerial Decree of 4 August 2013 establishing the model contract provided for in Article 9 of the Royal Decree of 21 December 2013 establishing the conditions for awarding grants for scientific research in food safety, animal and plant health policy. The partners thereby accept the conditions laid down in the contract.

VALORISATION OF RESEARCH RESULTS

The valorisation of new knowledge by the Government can take place at national, European and / or international level. The Government has a general and free right (no-cost) of use on the results for the support of its policy. The project proposal must therefore be designed in such a way that all results can be submitted in detail to the Government (FPS Health and FASFC). The Contractual Research Unit can request at any time to submit a valorisation report, with the aim of scientifically supporting valorisation and service actions by the Government.

federal public service
HEALTH, FOOD CHAIN SAFETY AND ENVIRONMENT

icrad
International coordination of research on infectious animal disease

ANNEX

(non-exhaustive) Overview of subjects that may and may not fit within the scope of Contractual Research in the framework of the ICRAD 3rd Research Call

Animal Health	Eligible	Not eligible
Research into diseases, pathogens and/or their vectors in animals	• development of new diagnostic methods for animal diseases • epidemiological research • risk factor research • antiparasitic resistance • developing new risk assessment aspects or methods • developing new or improved methods for sampling and/or analysis • basic research for the identification of vaccine antigens / proof-of-concept research for the testing of vaccine antigens and vaccine applications under specific Belgian animal husbandry conditions • exploring the impact of possible disease control measures • study of zoonotic pathogens (whether or not they are sickening to animals) • (re-)emerging risks • disease warning and monitoring systems	• mere clinical research in pet animals • mere zootechnical research • genetic selection except when it is related to disease resistance • nutritional research • mere animal welfare research (e.g. lameness) • routine checks on compliance with existing standards • research into diseases in wild fauna, companion animals or food-producing animals kept by private individuals, unless these have an impact on animal health or food safety • research in preparation of registration or authorisition dossiers (supplements, veterinary medicinal products, biocides, ….) • pure environmental research