

TPO AND GPC

# Application Guide

For Belmont Forum and BFGo



# TPO and GPC Application Guide for Belmont Forum and BFgo

## Revisions

Revision	Date	Notes	Owner
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# 1. Introduction

This guide provides a detailed overview of the call application process using the Belmont Forum Grant Operations ([BFgo.org](https://BFgo.org)) system and the Belmont Forum website ([www.BelmontForum.org](https://www.BelmontForum.org)). The intended audiences for this document are the Thematic Program Office (TPO) and Group of Program Coordinators (GPC) personnel.

The Belmont Forum periodically announces calls for applications for Collaborative Research Actions (CRAs). Call announcements are made through [BelmontForum.org](https://BelmontForum.org) and the BFgo system. Belmont Forum applicants are required to submit registration materials and full proposals through the BFgo.org for all calls.

The TPO works closely with the Secretariat Coordinator (SEC) and BFgo Provider to schedule the application processes, as well as collate and update the call documents that will be published on both BFgo and BelmontForum.org. Both the TPO and GPC play a critical role in the registration review process. The TPO also works closely with the SEC and BFgo in communicating with the applicants and providing any deadline extensions needed that will be updated on both BFgo and Belmont Forum.org.

The BFgo system facilitates a streamlined process for application submissions and review. BFgo is compliant with the European Union (EU)'s General Data Protection Regulation (GDPR) (2016/679) and EU-United States (US) and Swiss-US Privacy Shield Frameworks.

## 2. Roles

**Partner/Funding Organizations (POs):** A Partner Organization (PO) is a funding organization that participates in a Belmont Forum Collaborative Research Action (CRA). POs do not have to be Belmont Forum member organizations. The PO conducts a funding review of applications requesting funding from the organization.

**Group of Program Coordinators (GPC):** The Group of Program Coordinators (GPC) is the body responsible for the practical implementation of the call. It is composed of one mandated representative from each PO participating in the call, who provides overall responsibility for her/his organization's involvement in the call. The Group of Program Coordinators is coordinated and supported by the TPO.

**Thematic Programme Office (TPO):** The Thematic Programme Office (TPO) is responsible for engaging with interested organizations to form a Group of Program Coordinators. The TPO works with the GPC to develop the call text, implementation plan, and timeline.

**Secretariat Coordinator (SEC):** The Secretariat Coordinator (SEC) serves as the principal point of contact between the Secretariat and other actors, including Belmont Forum Partners, GPC,

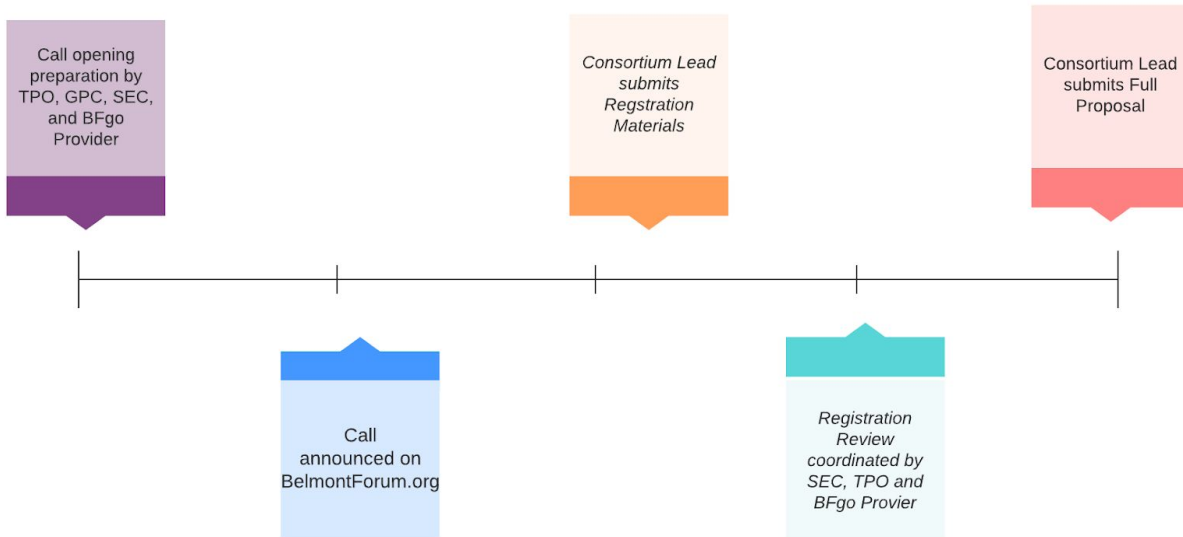
TPO, and BFgo Provider. The SEC ensures the TPO knows the application processes, timelines, and requirements.

**BFgo/BelmontForum.org Provider (BFgo Provider):** The BFgo Provider configures, maintains, and updates the Belmont Forum Grant Operations system (BFgo). The BFgo Provider sets up system deadlines and controls changes to the BFgo project application. The BFgo Provider provides technical support, via a help desk, to applicants, GPCs, TPOs, the Secretariat, and SEC during the application process.

**Consortium Lead (CL) / Applicant:** Each project has a consortium lead (CL) that is responsible for submitting a project on behalf of all principal investigators.

### 3. Timeline

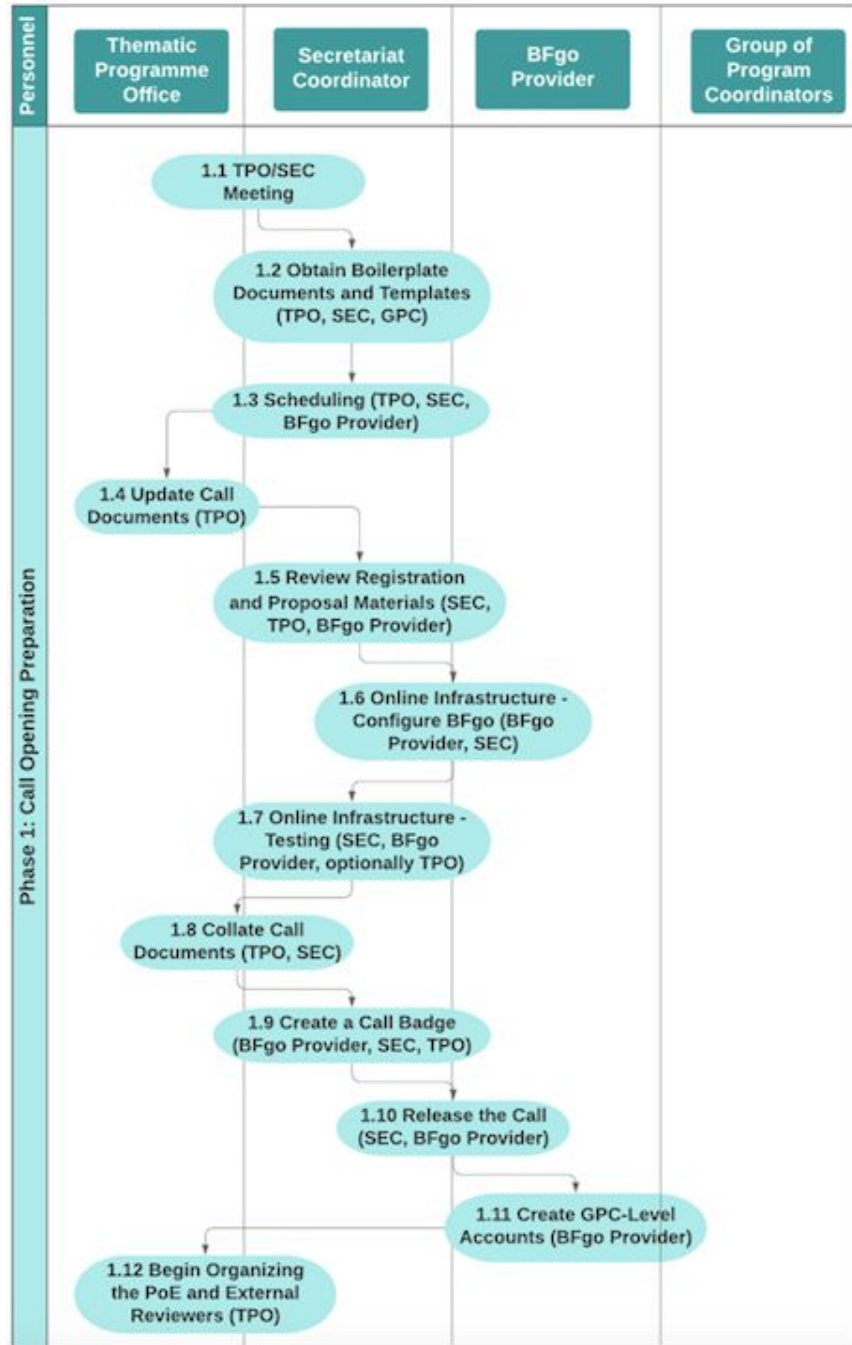
#### Sample Timeline for Application Submissions



*Note: The Registration and Registration Review are only applicable to two-staged CRAs.*

## 4. Process

### Phase 1 - Call Opening Preparation



## Step 1.1 - TPO / SEC Meeting

For the online infrastructure, the call opening begins with a meeting between the TPO and SEC. If the TPO is new to BelmontForum, the BFgo Provider may be invited to give an overview of that system.

## Step 1.2 - Obtain Boilerplate Documents and Templates (TPO, SEC, GPC)

After the decision to launch a CRA and appointment of TPO, the TPO receives boilerplate documents from the SEC. The boilerplate documents should require little or no modification. For those requiring more modification, examples are included.

## Step 1.3 - Scheduling (TPO, SEC, BFgo Provider)

Working with the TPO, the SEC and BFgo Provider help establish application opening, closing, and review dates for the CRA.

## Step 1.4 - Update Call Documents (TPO, SEC)

The TPO provides the updated call documents to the SEC, who maintains them documents on the Belmont Forum's Google Drive folder: "CRAs/\_Boilerplate Documents / Applications."

These documents include:

Boilerplates:

1. The CRA Handbook
2. Doc 03A Registration / Form (for two-staged CRAs)
3. Doc 03B Registration Form / Instructions (for two-staged CRAs)
4. Doc 04A Proposal Form
5. Doc 04B Proposal Form Instructions
6. Doc 05 Evaluation Form for Proposals
7. Doc 06 Roles and Responsibilities
8. Doc 07 Instructions for Reviewing.
9. Doc 08 PoE Panel Guidance Notes.
10. Doc 09 Conflict of Interest, Confidentiality, and Non-Disclosure Declaration
11. Reviewer Assignment Sheet

Examples:

1. Doc 00 Implementation Plan
2. Doc 01 Call Text
3. Doc 02 Annex Examples

#### 4. Announcement of Funding Opportunity

The TPO works with the GPC to collate Funding Annexes.

### Step 1.5 - Review Registration and Proposal Materials (SEC, TPO, BFgo Provider)

To allow time for the setup of BelmontForum.org and BFgo system, the TPO should review and finalize the forms and instructions for Registration (if the CRA is using a registration) and Proposals early in the Call Opening Process. The SEC coordinates updates with the BFgo Provider. In general, the TPO should plan to provide these forms one-month prior to call open (see staged-openings).

#### One vs. Two-Staged Proposals

The TPO may elect to have either a one or two-staged proposal process. In a two-staged process, applicants must first “register” and have their registration approved before being invited to submit a full proposal. Note, to reduce data re-entry, the Registration is a subset of the Full Proposal.

#### CRA-Specific Questions

While the Belmont Forum strives for consistency between applications, there is room for a few CRA-specific questions and text. The TPO should communicate needs for these to the SEC.

#### Staged Openings

In cases where there is not enough time to configure the BFgo system prior to the call opening, the TPO and SEC may elect to do a “staged” call opening. In this case, the call documents are posted and a “Registration/Application Opening Date” is set to a future time.

### Step 1.6 - Online Infrastructure - Configure BFgo (BFgo Provider, SEC)

After the Registration and Proposal materials are finalized, the BFgo Provider will:

- Create a Call Identifier. The Call Identifier is used to filter the CRA in the BFgo system and to refer to it within Belmont Forum’s infrastructure. The Identifier should be a single word related to the call followed by the full year of the call open (Examples: Arctic2014, Oceans 2019). The BFgo Providers should ensure the identifier is consistent with other CRAs
- Configure BFgo to match application materials
- Set up deadlines
- Establishing BFgo workflows
- Test the application



## Step 1.7 - Online Infrastructure - Testing (SEC, BFgo Provider, optionally TPO)

To ensure a smooth application process, the BFgo Provider and SEC submit test registrations and proposals after the BFgo system has been configured. The TPO may also participate in this testing if they desire.

## Step 1.8 - Collate Call Documents (TPO, SEC)

Aside from the Registration and Application Forms, which are needed earlier to prepare the BFgo system, the TPO and SEC should finalize and collate the other call documents prior to sending them to the BFgo Provider. This ensures efficiency and reduces errors caused by posting multiple versions of call documents.

Finalized Funding Annexes may be sent after the call documents package.

## Step 1.9 - Create a Call Badge (BFgo Provider, SEC, TPO)

Each CRA has an associated image to advertise and identify the call called the Call Badge. The BFgo Provider works with the SEC and/or TPO to select an image that is relevant to the call and obtain permissions to use the image in Belmont Forum related materials. The BFgo Provider then updates the image to match the dimensions and shadings to ensure consistency with other badges.



*Badge from Mountains 2015 Call.*

## Step 1.10 - Release the Call (SEC, BFgo Provider)

The SEC coordinates the call opening with the BFgo Provider. On the SEC's request to open, the BFgo Provider will:

- Post call documents to the BelmontForum.org resource library
- Create a CRA entry at <https://www.belmontforum.org/cras/>
- Add an announcement on <https://www.belmontforum.org/opportunities/>
- Link BFgo to the call documents
- Add the CRA to the BFgo.org homepage
- Update BFgo to include the latest list of funding agencies
- Set the opening and closing dates within BFgo to enable applicants to start and submit applications

At this point, the call is considered "open." The SEC and TPO may then announce the opening.

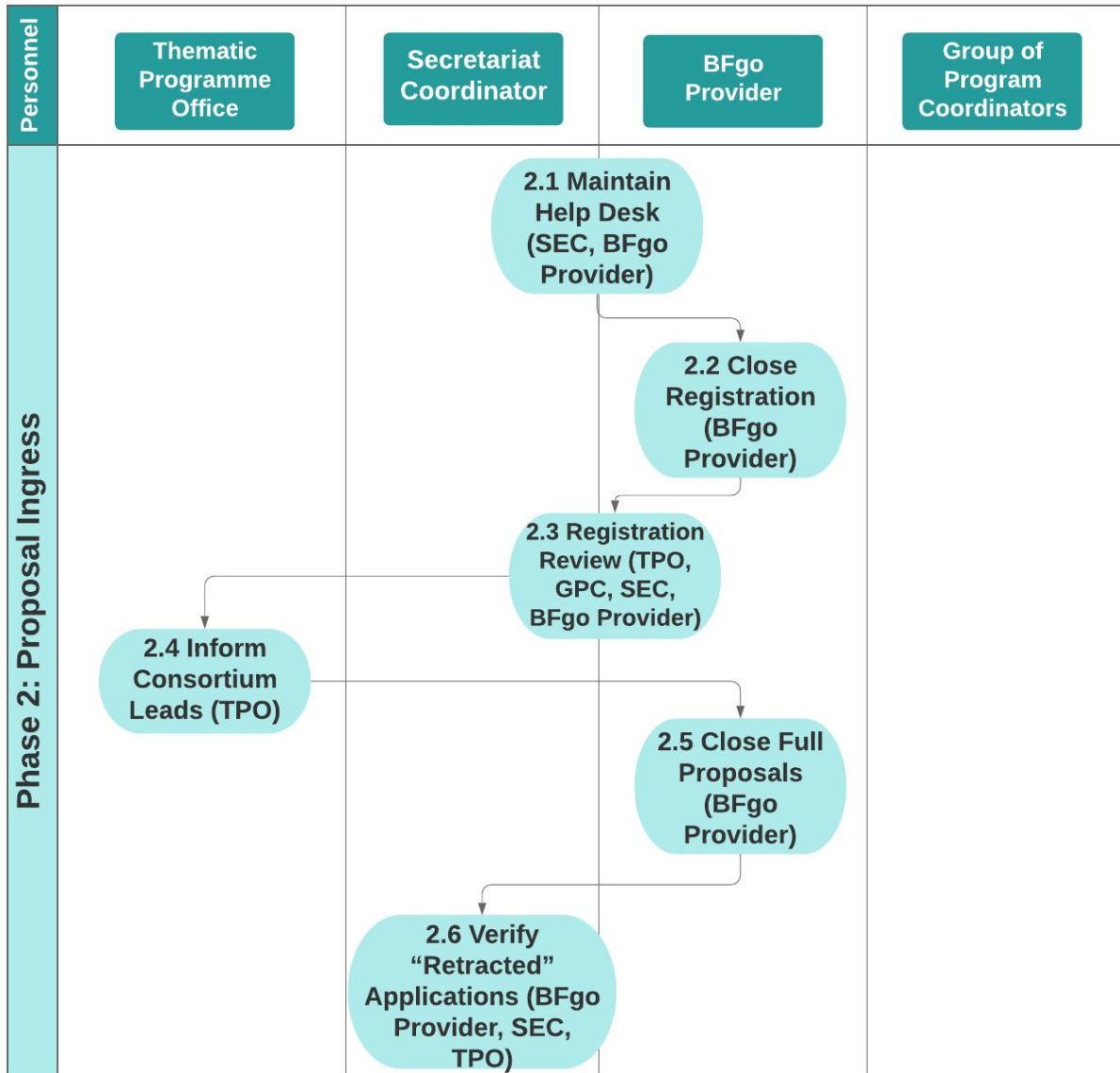
### Step 1.11 - Create GPC-Level Accounts (BFgo Provider)

The SEC and/or TPO may send the BFgo Provider a list of people (including the SEC, TPO, and select GPC members) who need GPC-level access to the registrations, applications, and (future) project reports. The BFgo Provider will either create accounts or update existing accounts and communicate login credentials to new users.

### Step 1.12 - Begin Organizing the PoE and External Reviewers (TPO)

As the call is announced, the TPO should begin organizing the review process, with input from the GPC. By the time the call closes, the TPO sets the date of the Panel of Experts (PoE) meeting and appoints the Chair of the PoE. See Phase 3 - Review for more information.

## Phase 2 - Proposal Ingress



### Step 2.1 - Maintain Help Desk (SEC, BFgo Provider)

The BFgo Provider and SEC maintain a help desk system to assist applicants and GPC-level users in the application and review process.

## Step 2.2 - Close Registration (BFgo Provider)

At the Registration deadline, BFgo will prevent the submission of new registrations. *For calls without a registration phase, see the “Close Full Proposals” step.*

## Step 2.3 - Registration Review (TPO, GPC, SEC, BFgo Provider)

See Review Guide for details on the Review process. The TPO sends the list of full proposal invitees to the SEC, who communicates this information, and any updated timelines, to the BFgo Provider.

The BFgo Provider promotes registrations to full proposals and ensures that BFgo opening and closing deadlines are up-to-date.

## Step 2.4 - Inform Consortium Leads (TPO)

Once the PoE reviewers have reached their conclusions, the TPO informs the consortium leads of the decision and extends an invitation with the Full Proposal timeline to invitees.

## Step 2.5 - Close Full Proposals (BFgo Provider)

At the Full Proposal deadline, BFgo prevents the submission of new proposals.

## Step 2.6 - Verify “Retracted” Applications (BFgo Provider, SEC, TPO)

BFgo allows applicants to submit, retract, and re-submit applications until the application deadline. Occasionally applicants will retract and forget to resubmit their applications. The BFgo Provider will investigate retracted applications and notify the SEC of any outliers. The TPO decides the status of these applications.

## Deadline Extensions (TPO, SEC, BFgo Provider)

To extend deadlines, the TPO should inform the SEC and BFgo Provider of the new deadlines. The BFgo Provider updates BFgo with the new information, including updating the homepage, BemontForum.org, and setting the BFgo deadlines.

For speciality cases where a subset of applicants needs an extension, the TPO should provide the SEC and BFgo Provider with the email addresses and Application IDs (available in the “Reports” section of the BFgo system) that need to be extended. The BFgo Provider will provide those applicants an extension.

## Applicant Communications (TPO, SEC, BFgo Provider)

The TPO and SEC may communicate with applicants in whatever fashion best suits their workflow. BFgo provides applicant contact information via the “Applications” Report (Reports > Applications). This report lists the submission status and name and email address of the consortium lead.

Additionally, the BFgo Provider can send out emails to all or a subset of applicants.