Belmont Forum
Proposal Application

GENERAL INSTRUCTIONS

The proposal must be submitted by the Consortium Lead (CL) through the electronic proposal system at https://www.bfgo.org by the application deadline. Consortium Leads must write the proposal directly into the system. This form may be used to formulate responses and to share the drafts among consortium partners.

Note: Funding Agencies may have additional requirements (such as submitting proposals and additional items through their systems). Be sure to check the Funding Annexes for details.

GENERAL GUIDANCE:

- Responses must be written in English, French or Portuguese.
- The different sections of the application should not exceed the prescribed maximum number of characters. Characters beyond the limit may be removed.
- Non-text descriptions such as graph, chart, diagram, figure, etc., can be added in two sections, "Project Description" and "Management Plan", and should be uploaded as part of a PDF formatted document. Graphics (up to half a page) count as 200 characters, larger graphics (up to one page) count as 400 characters.
- Documents other than those requested will not be forwarded to reviewers or funders.
- Monetary sums must be provided in thousands of Euros (K€).

1. PROJECT INFORMATION

INSTRUCTIONS

This section covers basic information, including project title, acronym, summary, keywords, and location. Please fill out all applicable fields and save your information.

PROJECT INFORMATION

Title*:	Give a project title which clearly describes the research content of your consortium.
Acronym / Short Name*:	Choose a short acronym or very short name for your project.
Themes*:	Projects should address one or more of the following themes: ☐ Theme 1 - Water - Energy - Food - Health Nexus ☐ Theme 2 - Pollution ☐ Theme 3 - Disaster Preparedness, Responsiveness, and Recovery
Start Date*:	Indicate the anticipated start date. The starting date of the project should be between PROJECT_START_DATE 1 June 2025 and PROJECT_END_DATE 31 May 2028. The project should last 3 or 4 years, depending on the criteria of the involved funders. ☐ (YYYY-MM-DD)
End Date*:	☐ (YYYY-MM-DD)
Duration*:	Indicate the duration of the project (in months). ☐ (in months)

Project Summary*:
(Maximum 2100 characters including spaces)

Provide a summary describing the proposed research program and expected impact in plain language suitable for a general audience. Summaries will be published if the proposal is selected.

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Project Keywords*:

3-10 words, maximum 500 characters including spaces.

Give at least three, and up to ten, keywords that represent the scientific content of your proposal. These will be used to assist in identifying reviewers.

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Suggested Reviewers:

Please suggest the names (and provide country, affiliation, and email) of at least three reviewers who you think would provide a mindful review of your proposal. Reviewers should be experts in the field and should not have known conflicts of interest with any of the partners or Funding Agencies.

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Potential Reviewers to Avoid (for direct competition reasons or conflict of interest):

Please list the names (and provide country and affiliation) of potential reviewers who you think should not be asked to evaluate the project for reasons of direct competition and partiality. Also provide the names of significant collaborators that should not be used as reviewers due to conflicts of interest.

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2. PARTICIPATING ORGANIZATIONS

INSTRUCTIONS

Please list all organizations that will be involved in this project for a minimum of two months.

SUMMARY OF PARTICIPATING ORGANIZATIONS*:

A summary of information on the participating organizations and their role in the consortium will automatically be generated in the online submission system from the information provided in the Participating Organizations sections.

The online submission system will automatically generate this table.

Organization Name	Organization Type	City	Country	Organization Role

PARTICIPATING ORGANIZATIONS

Provide detailed information on the organizations of all partners. Complete one for each participating organization.

ORGANIZATION 1

Name*:	
Acronym/Short Name:	
Organization Type*: **(choose one)**	o Academic, Training and Research o Foundation o Government o International NGO o Multilateral o National NGO o Other Public Sector o Private Sector o Public Private Partnership o Regional NGO o Other
Address Line 1*:	
Address Line 2:	
PO Box:	
City/Town*:	
State/Province:	
Postal/ZIP code*:	
Country*:	
Website:	

ORGANIZATION 2

Name*:	
Acronym/Short Name:	
Organization Type*: (choose one)	o Academic, Training and Research o Foundation o Government o International NGO o Multilateral o National NGO o Other Public Sector o Private Sector o Public Private Partnership o Regional NGO o Other
Address Line 1*:	
Address Line 2:	
PO Box:	
City/Town*:	
State/Province:	
Postal/ZIP code*:	
Country*:	
Website:	

Add additional entries for each participating organization.

3. PERSONNEL

INSTRUCTIONS

Please add all Organizations to the "Participating Organizations" section prior to starting this section.

Please list all partners who plan to be involved in this project for a minimum of two months. Provide the requested information including their associated organization (from the Participating Organizations section). Please check with your Funding Annex for eligibility requirements.

Fully self-finance partners are allowed from any country.

SUMMARY OF PERSONNEL

This table will be pre-populated with the data provided by Personnel as they complete their invitations.

Family Name	First Name	Organization	Org. City	Org. Country	Consortium Lead?	Operating Capacity	Funding Source

PERSON 1

Family Name*:	
First Name(s)*:	
Title(s):	
ORCID:	Your ORCID if available. XXXX-XXXX-XXXX-XXXX
Email*:	
Phone:	
Funding Type*: **(choose one)**	o Award (receiving funds from one of the CRA funding agencies) o Subaward (receiving funds from one of the Awardees) o In-Kind (receiving in-kind support from one of the CRA funding agencies) o No Funding (receives no funds or in-kind support from CRA funding agencies)
Funding Source*:	Select from one of the CRA Funding Agencies or "Fully Self-Financed"
Consortium Lead*: **(choose one)**	Is this person the consortium lead (one per project)? o Yes o No
Operating Capacity in the Project*: **(choose one)**	o Natural Scientist o Social Scientist / Humanist o Societal Partner / Stakeholder Representative
Role in the Project*:	Provide a short description of tasks / areas of responsibility.
Primary Organization*:	[select from one of the Organizations in the "Participating Organizations" section]
Department:	
Unit / Laboratory:	
Position:	
Location(s)*:	In which countries will you conduct the activities of the project?
Research Area(s)*:	How would you categorize the disciplines in which you are working on this project? (Select all that apply from the standard list in BFgo.org)

Career Level*: (choose one)	What is your career level?
	   o Early-career (less than 10 years of experience)
	   o Mid-career (10-25 years of experience)
	   o Late-career (25+ years of experience)

Highest Academic Level*: (choose one)	o Less than primary education
	   o Primary education
	   o Lower secondary education
	   o Upper secondary education
	   o Post-secondary non-tertiary education (e.g., additional technical/ trades schooling)
	   o Short-cycle tertiary education
	   o Bachelor's or equivalent level
	   o Master's or equivalent level
	   o Doctoral or equivalent level
	   o Not elsewhere classified

Year Academic Level Obtained*:	The year the person obtained their highest academic level.
Areas of Knowledge*:	Please provide three semicolon separated ";", keywords describing your area of expertise. Please refrain from using research topics as keywords.
Partner Details*:	(1400 characters summary of key achievements; includes spaces; enter "None" if no previous experience.)
Publications*:	5 most recent relevant publications (1250 characters; includes spaces; enter "None" if no publications.)

PERSON 2

Family Name*:	
First Name(s)*:	
Title(s):	
ORCID:	Your ORCID if available. XXXX-XXXX-XXXX-XXXX
Email*:	
Phone:	
Funding Type*: (choose one)	o Award (receiving funds from one of the CRA funding agencies) o Subaward (receiving funds from one of the Awardees) o In-Kind (receiving in-kind support from one of the CRA funding agencies) o No Funding (receives no funds or in-kind support from CRA funding agencies)
Funding Source*:	Select from one of the CRA Funding Agencies or "Fully Self-Financed"
Consortium Lead*: (choose one)	Is this person the consortium lead (one per project)? o Yes o No
Operating Capacity in the Project*: (choose one)	o Natural Scientist o Social Scientist / Humanist o Societal Partner / Stakeholder Representative
Role in the Project*:	Provide a short description of tasks / areas of responsibility.
Primary Organization*:	[select from one of the Organizations in the "Participating Organizations" section]
Department:	
Unit / Laboratory:	
Position:	
Location(s)*:	In which countries will you conduct the activities of the project?
Research Area(s)*:	How would you categorize the disciplines in which you are working on this project? (Select all that apply from the standard list in BFgo.org)

Career Level*: (choose one)	What is your career level?
	  o Early-career (less than 10 years of experience)
	  o Mid-career (10-25 years of experience)
	  o Late-career (25+ years of experience)

Highest Academic Level*: (choose one)	o Less than primary education o Primary education o Lower secondary education o Upper secondary education o Post-secondary non-tertiary education (e.g., additional technical/ trades schooling) o Short-cycle tertiary education o Bachelor's or equivalent level o Master's or equivalent level o Doctoral or equivalent level o Not elsewhere classified
Year Academic Level Obtained*:	The year the person obtained their highest academic level.
Areas of Knowledge*:	Please provide three semicolon separated ";", keywords describing your area of expertise. Please refrain from using research topics as keywords.
Partner Details*:	(1400 characters summary of key achievements; includes spaces; enter "None" if no previous experience.)
Publications*:	5 most recent relevant publications (1250 characters; includes spaces; enter "None" if no publications.)

Add additional entries for each partner.

4. DEMOGRAPHICS

To better understand the outcomes of Collaborative Research Actions, Belmont Forum requests demographic information from individuals identified in the Personnel Section. The Consortium Lead can generate requesting emails from the BFgo system by clicking the "Invite All" button. Alternatively, the Consortium Lead can provide each person with their unique response link, available in BFgo.

Please notify personnel to expect an email inviting them to share some demographic details with the Belmont Forum. Remember to use your own unique link to share your details.

INVITATION EMAIL

The system will generate the following email to those identified in the "Personnel" section. It is provided here for reference.

> **Subject: [Belmont Forum] You have been invited to join the "PROJECT TITLE" Application.**
>
> Hello,
>
> The Consortium Lead for the "PROJECT TITLE" application has identified you as a participant. To better understand the outcomes of this opportunity, the Belmont Forum would like to gather demographic information about those that contribute significantly to the project.
>
> Could you please click the link below, or copy and paste it into your browser, to provide this data? The process should take less than five minutes to complete.
>
> CUSTOM_RESPONSE_LINK
>
> If you experience an error, please contact the BFgo help desk at help@bfgo.org.
>
> Thank you for your cooperation and contribution to the application,
>
> Belmont Forum

CONTRIBUTE TO THE APPLICATION

After following the response link, personnel will receive the following form:

> **Instructions**
>
> Thank you for completing this information. This information is voluntary. The Belmont Forum will use the data you provide to better understand the outcomes of its Collaborative Research Actions.
>
> **Name**
>
> You are providing information for the person noted below. If this is not you, please stop and contact the project lead for the correct contribution link. If necessary, the project lead can also help you update these details.

First Name: FIRST NAME
Family Name: FAMILY NAME
Email: EMAIL

Demographics

As a reminder, you are consenting to provide the following information to the Belmont Forum. This information will be used as described in the Belmont Forum Grant Operations (BFgo) Systems Privacy and Legal Statement (available at: https://bfgo.org/account/statement.jsp).

Gender (optional):	What is your gender?
	   o Woman
	   o Man
	   o Gender minority (e.g., non-binary, two-spirit, …)
	   o Prefer not to answer

Underrepresented (optional):	Do you identify as a member of a racial and/or ethnic group that is underrepresented in your field?
	   o Yes
	   o No
	   o Prefer not to answer

Race and/or Ethnic Identity (optional):	Please describe your racial and/or ethnic identity:

5. FUNDING PLAN (IN K€)

Funding information should be entered as <u>"thousands of Euros" (K€)</u>. For example, where K€ 25 would represent € 25,000. The currency unit must be K€ for the entire project duration.

Each partner requesting funding must provide details of their funding plan under the headings in the table. **Funding information should be entered as "thousands of Euros" (K€), for example where K€ 25 would represent € 25,000).** Proposed funding plans should include the different categories of expenditure according to the standard guidelines for each partner's relevant Funding Agency(ies).

All partners involved in the funded project should attend the kick-off, mid-term, and end-of-term meeting for this Belmont Forum Call. A **funding request (of up to K€ 3 per partner per meeting, captured under "Travel")** should be included in the funding plan for partners to attend these meetings at the Sustainability Research and Innovation Congress (SRI).

The relevant Thematic Program Office will provide final details to the funded projects.

Please note the following definitions:

Total Requested Funding: The funds requested from this Belmont Forum Call (i.e., the cumulative amount requested by each partner from their relevant funding agency).

Time dedicated to this project: The number of months in a calendar year dedicated to this project. For example, 1 day per week over a year would represent 52 days/365 days or approximately 1.7 months.

TOTAL FUNDING REQUEST

Total Requested Funding for the Proposal*:

K€

PARTNER 1 FUNDING PLAN

Partner Name*:

Partner 1 Funding Plan	Year 1	Year 2	Year 3	Year 4	Total Requested Budget K€
Time Dedicated to This Project (# months)					months
Salaries					K€
Travel					K€
Overhead					K€
Consumables					K€

Facilities and Equipment					**K€**
Other (Including Sub-Award and/or Sub-Contract)					**K€**
Total Requested Funding					**K€**

PARTNER 2 FUNDING PLAN

Partner Name*:

Partner 2 Funding Plan	Year 1	Year 2	Year 3	Year 4	Total Requested Budget K€
Time Dedicated to This Project (# months)					**months**
Salaries					**K€**
Travel					**K€**
Overhead					**K€**
Consumables					**K€**
Facilities and Equipment					**K€**
Other (Including Sub-Award and/or Sub-Contract)					**K€**
Total Requested Funding					**K€**

Add additional entries for each partner.

6. DATA MANAGEMENT PLAN

INSTRUCTIONS

All proposed projects require a data management plan. Data management plan templates are available from the Belmont Forum website (belmontforum.org/data). The plan should include information about the types of data, information, models, software, workflows and code, or other digital products being generated by the project. It should outline the accessible archives or other open repository where these products and accompanying metadata will be housed.

Belmont Forum Open Data Principles are intended to improve and promote the dissemination of knowledge, the access to the data and their reuse thereby improving the efficiency of scientific discovery and maximizing the return on research funding. Funded CRA projects are expected to make their best efforts to ensure open access to data as soon as possible. Compliance to open data principles and procedures will be checked using information provided to the BFgo.org reporting system.

A full Data and Digital Outputs Management Plan (DDOMP) for an awarded Belmont Forum project is a living, actively updated document that describes the data management life cycle for the data and other digital outputs to be collected, reused, processed, and/or generated. As part of making research data open by default, findable, accessible, interoperable, and reusable (FAIR), the Plan should elaborate on the information provided in the proposal and include additional information as appropriate.

You may wish to visit our Data Management Toolkit for help developing and maintaining your data management plan at https://bfe-inf.github.io/toolkit.

DATA OUTPUTS*

What types of datasets and other digital outputs of long-term value do you expect the project will produce or reuse?

"Long-term" means those data and digital outputs that will or may be of value to others within your research community and/or the wider research, innovation, and stakeholder communities.

POLICY CONFORMANCE*

How do you intend to ensure that the data and digital outputs from your project conform to the Belmont Forum Open Data Policy and Principles (https://belmontforum.org/data) **and the** **FAIR principles** (https://force11.org/info/the-fair-data-principles)**?**

RESPONSIBLE DATA PERSONNEL*

Which member(s) of your team will be responsible for developing, implementing, overseeing, and updating the Data and Digital Outputs Management Plan?

OUTPUT PROTECTION*

How do you intend to manage the data and digital outputs during the project to ensure their long-term value is protected?

For example, where will the data be held during the project, who will have access, and will a specialized data manager be part of the project team?

POST-PROJECT DATA MANAGEMENT*

How and by whom will the data and other digital outputs be managed after the project ends to ensure their long-term accessibility?

For example, will the outputs be published with a Persistent Unique and Resolvable Identifier (such as a Digital Object Identifier [DOI], Accession Number, Handle, etc.), and be placed in a recognized, trustworthy long-term domain or other repository or data center? When will this occur? (Further information about repositories include, but is not limited to, re3data.org registry of research data repositories, CoreTrustSeal.org list of certified data repositories, etc.)

RESTRICTIONS*

What restrictions, if any, do you anticipate could be placed on how the data and digital outputs can be accessed, mined, or reused?

Belmont Forum policy is that the data should be as open as possible to commercial and non-commercial users, though with managed access where appropriate and necessary, for example, if there are sensitive data involving human subjects.

PRESERVATION OF RESTRICTIONS*

How will you ensure that any data security, privacy, and intellectual property restrictions associated with datasets and digital outputs will be honored and preserved in derivative products?

DOCUMENTATION AND METADATA FOR REUSE*

What supporting documentation and other information (e.g., metadata) do you plan to make publicly accessible to support the longer-term reuse of the data and digital outputs?

LONG-TERM SUPPORT*:

How have you accounted for the costs required to manage the data and digital outputs to ensure long-term accessibility? If long-term maintenance is funded, who is funding it?

7. PROPOSAL ELEMENTS AND ANNEXES

Details for the following section need to be uploaded as separate PDF documents
(one PDF per section.)

EXECUTIVE SUMMARY*

Maximum 7000 characters including spaces.

Upload as a PDF

Give a summary of the goals of the project, with reference to the scientific quality of the consortium, the innovativeness of the approach, and the societal benefit of the proposed research. Describe the added value expected from the international collaboration with reference to the specific transdisciplinarity, competence, and expertise of the team and the complementarities of the consortium. Explain how users/societal actors have been engaged in the proposal and will be engaged in the research project, if funded.

PROJECT DESCRIPTION*

Maximum 35000 characters including spaces.

Graphics can be included in this section. Graphics up to half a page count as 200 characters per graphic, over a half page and up to a full page as 400 characters per graphic.

Upload as a PDF

Describe the research plan of your consortium including the goals and objectives.

Background

Give the scientific basis for your proposal and identify important knowledge gaps. If applicable, reference past work of consortia members and describe how the proposed project builds on past or currently funded research in the consortium institutes.

Research Plan

Give an overall description and the general approach and methodology chosen to achieve the objectives. Highlight the advantages of the methodology chosen; quantify the expected project result(s).

Break down the research program into individual tasks, showing the interrelationship between the tasks. Explain why there is synergy between different tasks of the project and how this will be exploited. Remember proposals are assessed by a transdisciplinary panel of

reviewers, so applications should be prepared in that context. External reviewers and panel members are chosen to provide sufficient expertise to cover the breadth of the call topic, but not all panel members will have specific expertise relevant to all proposals.

Added-value: In instances where the proposed work builds on previous activities, describe how this collaborative proposal will complement or build on these activities as well as the incremental value of the proposed work.

Consortium Composition

Clearly describe the contribution and role of each partner to your project. It is expected that individual applicants will be true partners in the consortium and will contribute significantly to the development of the research program. Be sure to describe competence and expertise, transdisciplinary approaches, and global diversity.

Demonstrate how the project will increase synergy between teams across partner countries, funding agencies, and institutions. Explain how international collaboration adds value.

<div style="border:1px solid black; padding:10px;">

Background

Research Plan

Consortium Composition

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MANAGEMENT PLAN*

Maximum 17500 characters including spaces.

Graphics can be included in this section. Graphics up to half a page count as 200 characters per graphic, over a half page and up to a full page as 400 characters per graphic.

Upload as a PDF

Describe how the overall coordination, monitoring, and control of the project will be implemented. Outline the management processes foreseen in the project (decision boards, coordination meetings, etc.) and clearly indicate the distribution of tasks among the consortium members. It is recommended that milestones be presented in a detailed diagram (e.g., PERT or Gantt charts) providing the time schedule of the tasks and marking their interrelationships; add when decisions on further approaches will have to be made; indicate a critical path marking those events, which directly influence the overall time schedule in case of delays. Explain how information flow and communication will be managed and enhanced within the project (e.g., collaboration and task meetings, exchange of scientists, dissemination of results and engagement with stakeholders).

Risk management: Indicate where there are risks of not achieving the objectives and describe potential solutions, if appropriate.

Note: For funded proposals, a Consortium Agreement (including Intellectual Property Rights) must be signed among the partners of a research consortium. The consortium agreement must be signed and submitted prior to the start of the project. The signatures must be provided in accordance with each funding agency's procedures. It is the Consortium Lead's responsibility to ensure that this agreement clearly specifies:

- the distribution of the tasks, human and financial resources, and deliverables
- the sharing of the intellectual property rights linked to findings obtained within the framework of the project
- the project start and end dates
- the conditions of publication / dissemination of the results; and
- the application and transfer of project findings

Impact, Engagement, and Dissemination Plan*

Maximum 17500 characters including spaces.

Upload as a PDF

Detail how users will be engaged in the project: who may benefit from or make use of the research, how they might benefit from and/or make use of the research, and methods for engaging with users and exchanging or disseminating data, knowledge, and skills in the most effective and appropriate manner.

Describe how information generated during the project will be captured, stored, and managed. Also explain any plans for longer-term archiving and for the release of data to the wider scientific and user community. The application will be expected to demonstrate the necessary resourcing to achieve these aims.

Describe how the consortium will deal with the dissemination, publication, and protection of results generated in the project. Notably: data generated does not need to be made publicly accessible until post publication or other proprietary use of data by the project.

It is expected that appropriate arrangements will be made for timely release of information and resources from publicly funded research projects.

EXTERNAL FUNDING AND IN-KIND CONTRIBUTIONS*

Include current and pending support external to the Funding Plan section (above).

Upload as a single PDF

Describe any external funding and/or in-kind contributions to this project. Also indicate any additional support being sought independent of this Belmont Forum Call. Where funding from external sources is expected/being sought, the relationship between these various funds and the proposed project should be explained (e.g., what role do the funds play in achieving the goals and expected outcomes of the proposed project; what value will these funds add to the proposed project?).

Letters of Support should be included from external sources or in-kind contributors. They should be uploaded at the same time as the Proposal Form. They should be on letterhead and provide information on the level of funds committed and how firm that commitment is. Where the contribution is in-kind, describe the contribution.

FUNDING JUSTIFICATION*

Maximum 15000 characters including spaces.

Upload as a PDF

In this section, include a summary of the total funding requested from this call together with that from external sources and describe how they will be used to support the activities of each partner. Provide clear justification that these combined resources are sufficient to achieve the proposed research.

In addition to the summary, some funding agencies require a detailed budget specification according to their funding rules. For the appropriate forms and any other questions, please refer to the Funding Annexes at https://www.belmontforum.org/cras.

REFERENCES CITED*

Upload as a PDF

Please list the references cited in the proposal.

SUPPORTING LETTERS:

Upload as a single PDF

Please provide letters of support from partners not listed in the proposal including additional stakeholder groups involved in the project.

Responses to Funding Annex(es):

Combine all required Funding Annex responses into a <u>single</u> PDF.

When preparing the Proposal, it is useful to remember the Selection Criteria on which it will be evaluated. Please see the Call for Proposals at https://www.belmontforum.org/cras for details.

For questions, contact your Organizational Call Contact Points as indicated in the Funding Annex(es) at https://www.belmontforum.org/cras.