



# Policy Supporting Programme (PSP)

2023-2027

Call for Concept Notes

18 January 2023



## Summary

<b>Budget</b>	Three thematic Policy Supporting Projects will be funded, with the budget of each project being € 1,330,000 for the entire duration of the project.
<b>Duration</b>	<b>May 2023 – August 2027 (52 months)</b> , starting with an inception phase and the start of the fully-fledged project in November 2023
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Researchers affiliated with Belgian higher education institutions (HEIs) (both universities and universities of applied sciences and arts), and researchers affiliated with higher education institutions in one of the partner countries of <a href="#">ARES</a> and <a href="#">VLIR-UOS</a>.</li> <li>• A researcher can be involved in only one concept note proposal.</li> <li>• Concept notes need to include at least 1 HEI from Flanders, 1 HEI from the Federation Wallonia-Brussels (FWB), and 1 HEI from a partner country.</li> <li>• A maximum of 50% of the budget can be spent by a HEI in a partner country.</li> <li>• Of the funds spent by the Belgian HEIs, max. 25% of the ARES/VLIR-UOS budget can be spent on Flemish / FWB researchers respectively. How this rule will be implemented, is still under discussion and will be communicated without delay.</li> </ul>
<b>Themes</b>	<b>Selected themes:</b> <ol style="list-style-type: none"> <li>1. Climate &amp; Environment</li> <li>2. Fragility &amp; Resilience</li> <li>3. Social Protection, Inequality &amp; Inclusive Growth</li> </ol>
<b>Launch of call</b>	<b>18 January 2023</b>
<b>Deadline submission concept note</b>	<b>14 March 2023</b> Send your concept note by e-mail to both ARES and VLIR-UOS on the following addresses: <ul style="list-style-type: none"> <li>- For ARES: noemie.nyst@ares-ac.be</li> <li>- For VLIR-UOS: laura.uwase@vliruos.be (with ICOS/GEO of your institution in cc)</li> </ul>
<b>Approval selected concept notes</b>	<b>Beginning of April 2023</b>
<b>Start of inception phase</b>	<b>Beginning of May 2023</b>

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# 1. Context and objective

## a) Introduction

Based on lessons learned from evaluations and assessments of various policy supporting initiatives in the past, a new programme was developed, envisaging scientific support to the Directorate-General for Development Cooperation and Humanitarian Aid (DGD) for its strategic role in policy preparation and dialogue, positioning in international fora and financing decisions regarding international cooperation programmes and projects in a limited number of priority themes, sectors and partner countries: the Policy Supporting Programme (PSP). PSP is the successor to similar former programmes in the past, being Policy Supporting Research (PSR) and Acropolis.

PSP funds policy support to DGD on several **broadly formulated priority themes** of the Belgian Development Cooperation to establish **sustainable cooperation networks** on these themes in the **longer term**. Within the long-term framework, various types of cooperation and deliverables will be possible: not only predetermined and specific research, but also studies, the provision of answers to policy questions, the strengthening of ties with capacity in partner countries, the embedding of expertise and exchange within DGD in the form of temporary assignments of academic staff to DGD, trainings, contributions to platforms where DGD is active, contributions to evaluations, etcetera. This list is not exhaustive and will be fleshed out in varying ways for each thematic project.

At the same time, this programme enables the academic world to create, deepen, and expand scientific knowledge through exchange with policymakers and field experts with real **impact on society**. A more sustainable and broader cooperation also means that the capacities and social impact of the academic partner institutions will strengthen as well. It is therefore a **win-win situation** for all parties. A co-creation can emerge that feeds both sides: the academic world and DGD.

This co-creation will take place in a multi-actor collaboration, whereby DGD values **equal partnerships at different levels**:

- between DGD and experts from Belgian HEIs, HEIs in ARES and VLIR-UOS partner countries;
- between the Belgian HEIs;
- between HEI partners in different parts of the world: capacities in Belgium and in partner countries are linked through academic cooperation in order to strengthen each other, not only from Belgium to partner countries, but with more attention to genuine contributions from the partner countries;
- where possible, also non-governmental actors both in Belgium and partner countries will be invited to contribute to the network's real multi-actor partnerships.

**Gender-balanced and diverse research teams are encouraged** by ARES and VLIR-UOS. Research shows that diversity and interdisciplinarity makes research teams stronger and the research more balanced and relevant.

DGD and the Ministers' cabinet are the **first beneficiaries** of the policy support use, but the benefits are mutual. The themes are chosen by DGD. The priorities and (transversal) themes

of the Belgian Development Cooperation are the starting point. In principle, once a year, a **PSP policy commission** consisting of DGD, ARES, VLIR-UOS, and the cabinet meets to discuss the running PSP projects, their way of functioning, results and policy-uptake, as well as matters of general interest for PSP. The policy commission **annually evaluates** the overall functioning of the PSP programme and proposes adjustments if necessary.

## **b) Call 2023-2027 for PSP**

The Policy Supporting Programme delivers research output on specific themes of interest to the Belgian development cooperation on demand of the Belgian government. The goal of PSP is to deepen the knowledge on themes that are of prime importance to the Belgian development cooperation, linked to building the knowledge and capacity of DGD.

An online information and matchmaking session with stakeholders took place on November 30th 2022. This resulted in the final Terms of Reference elaborated by DGD for PSP regarding the following three **themes**:

1. Climate & Environment
2. Fragility & Resilience
3. Social protection, inequality & inclusive growth.

The detailed Terms of Reference are included in annex 1.

These Terms of Reference (ToR) provide potential applicants with more subject matter-related information. The present call invites interested parties to submit a concept note containing the following elements:

- A presentation of the core group:
  - relevant expertise
  - roles & responsibilities
- A strategy for the inception phase:
  - reflections on the theme and priorities
  - outlining the method and approach for the inception phase
  - the approach to mobilise expertise
  - the approach to guarantee (gender) equality and interdisciplinarity
- a strategy for the uptake of research results
- an activity planning and budget for the inception phase

The PSP will start in May 2023 and end 31 August 2027 (4 years and 4 months). Each project will start with an inception phase in May 2023. The real start of the fully-fledged project takes place as of November 2023, after the submission and validation of the fully-fledged proposal, elaborated on during the inception phase.

## 2. PSP: Different phases

The PSP consists of the following phases:



Throughout the different stages and for each of the three selected themes, **different ‘teams’** need to be involved, as the number of people involved in the programme will grow steadily.

**Core group:** The core group consists of members from at least 1 Flemish HEI, 1 FWB HEI, and 1 HEI from a partner country that will take part in the formulation phase. The group consists of experts with:

- a) the relevant expertise,
- b) the capacity to mobilise a network,
- c) the capability to create the conditions for the uptake of results, and to generate change and impact.

The core group thus consists of at least 3 members but may already in this phase include more people. An indicative maximum is 6 members.

**Consortium:** As part of the formulation stage, a broader consortium per project is established to respond to the needs and priorities of DGD. This consortium will implement the 4-year PSP project. This consortium will be presented as part of the fully-fledged proposal.

**Research grantees:** In the course of the project, as of the full start of the project, new needs/questions from DGD will emerge. Every consortium will be able to allocate research grants to research grantees during the implementation of the project. The aim of these research grants is to flexibly respond to these questions, guaranteeing the most relevant expertise and to assure an influx of young, new, and diverse group of researchers.

### a) Selection of three core groups of experts

Based on the concept notes developed in response to the call/ToR, the selection of the **core groups of experts (one per theme)** will be made by the selection commission beginning of April 2023. The selection commission will be composed of representatives of DGD, the Cabinet, and supportive external experts designated by ARES and VLIR-UOS. More information on this process is described in section 6.

### b) Inception phase leading to the final contract

After the contracting, a first phase of the PSP project will consist of a formulation/inception phase. This 6-month period will be used to translate the themes into a more specific project clarifying scope and into key requirements and priorities, in order to mobilise the necessary expertise, and to operationalise the project, together with DGD. During this inception phase,

both formulation activities and first research activities can be funded with the inception phase budget.

During this phase, the group of researchers and stakeholders can be amplified to respond to the more detailed project questions and needs. The expertise can be mobilised in the different HEIs in Belgium and partner countries, respecting the indicated repartition of the budget (see section 4).

The formulation period will be implemented in close consultation with the representatives of DGD with support from ARES and VLIR-UOS. The aim of this intense exchange is to:

- 1) clearly **define the expectations, priorities**, and realistic possibilities from the beginning, starting from and elaborating on the ToR, as defined by DGD;
- 2) build **constructive relationships between DGD and the research teams**, and among the experts within the diverse research teams;
- 3) **establish a broader consortium** to implement the PSP project;
- 4) develop **implementation mechanisms & design a solid uptake approach**.

During this period, a **consultation session on a monthly basis** is crucial. This phase is **considered successfully completed** once the following elements at minimum are clarified:

- A revised 4-year workplan and budget, including clear priorities and key deliverables
- A detailed work plan for year 1
- A presentation of the consortium (expanded version of the core group), including roles and responsibilities of all parties involved
- A presentation of the steering committee (DGD, Cabinet, ARES, VLIR-UOS and the research team)
- An operationalised approach to mobilise and involve young/new researchers from Belgium and partner countries, assuring diversity
- A comprehensive uptake strategy.

The project should present the focus on the products that can be delivered during each year.

At the end of the phase-in, a fully-fledged proposal is submitted and validated by DGD, based on the advice of the selection commission. A new call and format for the fully-fledged proposal will be launched by ARES and VLIR-UOS after the selection of the inception notes.

Budget will be provided for both the formulation and for conducting first research activities.

An overall contract will be made starting with the inception phase beginning of May 2023, with its full implementation until 31 August 2027 depending on the validation of the fully-fledged proposal.

### **c) Validation**

At the end of the phase-in, a fully-fledged proposal is submitted and validated by DGD, based on the advice of the same selection commission on these fully-fledged proposals.

## d) Full start

Upon validation by DGD, the projects can start at their full capacity. To allow flexibility in responding to emerging needs from DGD, a flexible system of research grants in the framework of the project implementation is included. The goal is to involve a diverse group of researchers (new, young, pioneers, etcetera) in the project while also responding to emerging needs from DGD.

The dissemination and valorisation of research results is one of the priorities of the Policy Supporting Programme. The research carried out within the policy support framework will be exploited to a greater extent to become sustainable. The valorisation of this research is envisaged according to two distinct approaches:

- 1) The use of the research results by DGD and the Cabinet in the first place, and where possible/relevant also other development actors, the general public, etcetera.
- 2) The use of research in the academic context, e.g. in study programmes, research, etcetera.

## 3. Eligibility

The concept note must meet the application and submission requirements as described below:

- **Who?** Researchers of Belgian higher education institutions (universities and universities of applied sciences and arts) are eligible<sup>1</sup> to submit for this call.
- **What?** The concept note needs to present the **core group**, which includes at least 1 promoter of a Flemish HEI, 1 promoter from a HEI from the Federation Wallonia-Brussels region, and 1 promoter from a VLIR-UOS or ARES partner country.

The group consists of people with:

- (1) the relevant expertise
  - (2) the capacity to mobilise a network
  - (3) the capability to generate change and impact.
- **How?** E-mail to both ARES and VLIR-UOS.
  - **Deadline?** The final deadline for submission is **Tuesday 14 March 2023 at 17h00 CET** (Central European Time).

A researcher can be involved in only one concept note proposal.

ARES and VLIR-UOS will check the eligibility of the concept notes and submit the eligible ones to DGD.



## 4. Budget

The available budget for this call is **€ 4,000,000**, of which €2,000,000 is contributed by ARES and €2,000,000 is contributed by VLIR-UOS.

The maximum amount for each project is **€1,330,000**. The indicative **distribution** of the budget **per theme i.e., per project over the entire implementation period** is as follows, with the flexibility that possible balances at the end of an activity year can be transferred to the next year:

Inception phase	€ 50,000
Year 1 (09/2023 – 08/2024)	€ 320,000
Year 2 (09/2024 – 08/2025)	€ 320,000
Year 3 (09/2025 – 08/2026)	€ 320,000
Year 4 (09/2026 – 08/2027)	€ 320,000
<b>TOTAL</b>	<b>€ 1,330,000</b>

A **daily fee of 1,000 EUR all-inclusive** is provided. The PSP funding system is based on the daily fee, multiplied by the number of days which are deemed necessary for the implementation of the project. The number of days are to be explicitly justified in the fully-fledged proposal based on the plan of action and research methodology. All-inclusive means that the Belgian coordinating university receives the overall budget (daily fee x number of days), which all corresponding costs need to be paid with: salaries, operational costs, travel related costs, and the institutional overhead for the contracted HEIs.

These costs are considered a **lump sum amount in reporting**. This implies that in principle, these expenses do not need to be accounted for with detailed supporting documents for individual expenses. The HEIs are accountable for these amounts and, if required during an external audit or control by DGD, supporting documents need to be available at the level of the HEIs in order to justify costs made. Specific costs, however, cannot be rejected since the DGD funding is a lump sum payment.

Financial reporting will consist of a declaration of receipt and an extract from the institution's analytical accounting system. The extract has to follow the budget lines for investments, for operational, scholarship and personnel costs. The overhead cannot exceed 10% of the total budget.

A maximum of 50% of the budget can be spent by a HEI in a partner country. Of the funds spent by the Belgian HEIs, max. 25% of the ARES / VLIR-UOS budget can be spent on Flemish / FWB researchers respectively. How this rule will be implemented, is still under discussion and will be communicated without delay.

Funding is limited to Belgian HEIs, HEIs from partner countries, and local actors. Belgian actors of non-governmental cooperations cannot be funded via PSP projects.

## 5. Application and submission modalities

### a) Concept note

The concept notes are elaborated in English. A concept note needs to be presented in the provided format (see annex 2) and has to include :

- a presentation of the core group:
  - relevant expertise
  - roles & responsibilities
- a strategy for the inception phase:
  - reflections on the theme and priorities
  - outlining the method and approach for the inception phase
  - the approach to mobilise expertise
  - the approach to guarantee (gender) equality and interdisciplinarity
- a strategy for the uptake of research results
- an activity planning and indicative budget for the inception phase

### b) Support during the application

#### Support regarding the themes and the Terms of References

For each theme, responsible contact persons at DGD are appointed. They were responsible for the preparation of the terms of reference and will contribute to the assessment of the concept notes. They will also supervise the execution (contacts with the researchers, technical guidance committee, organisation of activities) and are responsible for the quality control of the process and the products.

For more information, please contact:

- **Environment & Climate:** Annemarie Van der Avort  
[annemarie.vanderavort@diplobel.be](mailto:annemarie.vanderavort@diplobel.be)
- **Fragility & resilience:** Cristine Detaille and Andreas Boogaerts  
[christine.detaille@diplobel.fed.be](mailto:christine.detaille@diplobel.fed.be)  
[andreas.boogaerts@diplobel.fed.be](mailto:andreas.boogaerts@diplobel.fed.be)  
<mailto:christine.detaille@diplobel.fed.be>
- **Social Protection, Inequality, Inclusive Growth:** Eddy Nierynck and Melanie Schellens  
[eddy.nierynck@diplobel.fed.be](mailto:eddy.nierynck@diplobel.fed.be)  
[melanie.schellens@diplobel.fed.be](mailto:melanie.schellens@diplobel.fed.be)

#### Support on general, practical, and budgetary matters

For questions about the PSP programme (selection of concept notes, financing, contracting, or follow-up), please contact the programme managers of ARES and VLIR-UOS:

- Noémie Nyst: [noemie.nyst@ares-ac.be](mailto:noemie.nyst@ares-ac.be)
- Laura Uwase: [laura.uwase@vliruos.be](mailto:laura.uwase@vliruos.be)

A hybrid information session of this call will be organised on **February 9<sup>th</sup> 2023, from 10h00 to 12h00 CET, followed by a lunch**. During this session, information will be provided about the modalities of the call and PSP projects. The session is also an opportunity to meet/discover other interested parties within the same field of expertise.

### c) Submission

The concept notes are to be **sent by e-mail** to ARES and VLIR-UOS.

The deadline for submission is **14 March 2023, 17h00 (CET)**.

Contact	Function
<a href="mailto:noemie.nyst@ares-ac.be">noemie.nyst@ares-ac.be</a>	Programme Manager
<a href="mailto:laura.uwase@vliruos.be">laura.uwase@vliruos.be</a>	Global Partnership Manager

**For the Flemish universities:** Please add the ICOS (Institutional Coordinator for Development Cooperation) of your own institution in cc when submitting the concept note by mail to VLIR-UOS.

Contact	Function
<a href="mailto:piet.wostyn@kuleuven.be">piet.wostyn@kuleuven.be</a>	<i>ICOS KULeuven</i>
<a href="mailto:truyken.ossenblok@uantwerpen.be">truyken.ossenblok@uantwerpen.be</a>	<i>ICOS UAntwerpen</i>
<a href="mailto:steven.schoofs@ugent.be">steven.schoofs@ugent.be</a>	<i>ICOS UGent</i>
<a href="mailto:sara.schaeken@uhasselt.be">sara.schaeken@uhasselt.be</a>	<i>ICOS UHasselt</i>
<a href="mailto:francoise.De.Cupere@vub.be">francoise.De.Cupere@vub.be</a>	<i>ICOS VUB</i>

For the Flemish universities of applied sciences and arts: Please add Charlotte Christiaens ([charlotte.christiaens@vlhora.be](mailto:charlotte.christiaens@vlhora.be)) and the GEO (Global Engagement Officer) of your institution in cc when submitting the concept note by mail to VLIR-UOS.

Email	Function
<a href="mailto:international@hzs.be">international@hzs.be</a>	<i>GEO Antwerp Maritime Academy</i>
<a href="mailto:international@ap.be">international@ap.be</a>	<i>GEO Artesis Plantijn University College Antwerp</i>
<a href="mailto:axelle.marrannes@arteveldehs.be">axelle.marrannes@arteveldehs.be</a>	<i>GEO Artevelde University College Ghent</i>
<a href="mailto:hilde.van.lindt@ehb.be">hilde.van.lindt@ehb.be</a>	<i>GEO Erasmus University College Brussels</i>

<a href="mailto:goforimpact@howest.be">goforimpact@howest.be</a>	<i>GEO Hogeschool West-Vlaanderen</i>
<a href="mailto:maayke.nabuurs@kdg.be">maayke.nabuurs@kdg.be</a>	<i>GEO Karel de Grote University College</i>
<a href="mailto:veerle.vandersluys@luca-arts.be">veerle.vandersluys@luca-arts.be</a>	<i>GEO LUCA School of Arts</i>
<a href="mailto:international@odisee.be">international@odisee.be</a>	<i>GEO Odisee University College</i>
<a href="mailto:international@pxl.be">international@pxl.be</a>	<i>GEO PXL University College</i>
<a href="mailto:Inge.vervoort@thomasmore.be">Inge.vervoort@thomasmore.be</a>	<i>GEO Thomas More University of Applied Sciences</i>
<a href="mailto:international@ucll.be">international@ucll.be</a>	<i>GEO UC Leuven-Limburg</i>
<a href="mailto:kathleen.vanheule@hogent.be">kathleen.vanheule@hogent.be</a>	<i>GEO University College Ghent</i>
<a href="mailto:elke.denys@vives.be">elke.denys@vives.be</a>	<i>GEO VIVES University of Applied Sciences</i>

## 6. Selection

The selection commission will be composed of DGD representatives. Two independent experts will be identified by ARES and VLIR-UOS to contribute to the selection commission activities. The selection commission will be responsible for the appraisal and selection of the concept notes.

After the inception phase, this commission will also be responsible for the assessment of the fully-fledged proposals.

All concept notes are assessed by the commission members, guaranteeing equal treatment and triangulation.

During the selection commission meetings, the experts will – on the basis of individual scoring – formulate an agreed-upon score for each criterion. The **scoring** of each of the criteria is done using a qualitative interval scale:

- A:** Very good (no revisions are needed)
- B:** Good (minor revisions might be needed)
- C:** Weak (major revisions are needed, hence the concept note cannot be selected. The concept note can be remediated towards a next submission)
- E:** Very weak

Selection will be done by the beginning of April. Applicants might be invited to present their concept notes to the selection commission. This is still to be confirmed.

Transparency and justification will be given regarding the reasons for selection or non-selection. Communication of selection will be done by ARES and VLIR-UOS respectively. For information on the selection criteria, see below.

Selection criteria	Definition	Descriptors
<b>Relevance and coherence</b>	<i>The extent to which the concept note responds to the needs and priorities (relevance) of DGD and fits within the programme objectives and the broader context (coherence).</i>	<ul style="list-style-type: none"> <li>1.1 The concept note, and its understanding of the ToR, aligns with Agenda 2030 (e.g. interconnectedness of the Goals), the ToR, and the objectives of PSP.</li> <li>1.2 The reflections and approaches of the concept note are relevant for the knowledge and capacity needs of DGD.</li> <li>1.3 The proposed approaches ensure relevance for, and coherence with other actors than DGD (DGD being the primary beneficiary).</li> <li>1.4 The concept note is compatible/links up with, or capitalises on other related initiatives in the same context or topic.</li> <li>1.5 The concept note demonstrates joint ownership by all experts and institutions involved.</li> </ul>
<b>Quality of project design</b>	<i>The extent to which the concept note presents a convincing project strategy.</i>	<ul style="list-style-type: none"> <li>2.1 The concept note proposes a realistic and convincing approach for the implementation of the inception phase, including the expertise and previous experiences of the team members, with due attention for the involvement of DGD and its stakeholders, identifying clear deliverables and milestones.</li> <li>2.2 The concept note is original, creative, innovative (scientific, academic, or pedagogical excellence).</li> <li>2.3 The concept note elaborates an appropriate and feasible (scientific, academic, or pedagogical) methodology or approach that recognises/addresses the interconnectedness of the sustainable development challenges (e.g. multidisciplinary or systems approaches).</li> <li>2.4 The concept note presents a convincing strategy to effectively mobilise expertise during the inception phase and the implementation of the project, making use of existing/emerging networks.</li> </ul>

<b>Implementation set-up</b>	<i>The extent to which the concept note presents a strong plan and partnership for the execution of the project.</i>	<p>3.1 The concept note involves an appropriate mix of partners (people and organisations) with the required profile, experience, and expertise to successfully deliver all aspects of the project (quality of the partnership).</p> <p>3.2 The concept note proposes a core team with the necessary academic expertise for the specific themes. A complementary relationship between the CVs and the profiles is desired.</p> <p>3.3 An adequate and equitable distribution of the roles and tasks for all partners involved, demonstrating the commitment and active contribution of all participating organisations.</p> <p>3.4 The presented core team demonstrates team diversity in gender, origin, and academic disciplines.</p> <p>3.5 The concept note presents a activity plan with indicative budget.</p>
<b>Potential impact</b>	<i>The extent to which the project is likely to produce positive long-term effects (impact).</i>	<p>4.1 The concept note has potential to effectively respond to the needs of DGD and contribute to policy support.</p> <p>4.2 The concept note provides a convincing approach towards creating the conditions for uptake, including various dimensions of knowledge uptake (stakeholder engagement, dissemination, capacity strengthening, etcetera).</p> <p>4.3 The proposal has potential to contribute to applications/policies/services and responds to the needs of direct and indirect beneficiaries, while paying attention to gender, vulnerable people (LNOB), and the environmental impact.</p> <p>4.4 The concept note is likely to realise/strengthen institutional embeddedness (within DGD) and envisages organisational capacity strengthening to allow the benefits to continue after the funding (institutional and financial sustainability).</p>

## 7. Timeline

Description	Deadline
Launch call for concept notes by ARES and VLIR-UOS	18 January 2023
Information Session	9 February 2023
Deadline submission concept note to ARES/VLIR-UOS	14 March 2023
Selection of concept note by DGD	Beginning of April 2023
Start of the inception phase	Beginning of May 2023
Submission fully-fledged proposal to ARES/VLIR-UOS	End of October 2023
Approval fully-fledged proposals by DGD	Beginning of November 2023
Full start PSP projects	Mid November 2023
End of PSP projects	End of August 2027

## Abbreviations

ARES	Académie de Recherche et d'Enseignement Supérieur
DGD	Belgian Directorate-General for Development Cooperation and Humanitarian Aid
FWB	Federation Wallonia-Brussels
GEO	Global Engagement Officer (at the level of Flemish universities of applied sciences and arts Colleges)
ICOS	Institutional Coordinator for Development Cooperation (at the level of Flemish Universities)
PSP	Policy Supporting Programme
PSR	Policy Supporting Research
ToR	Terms of Reference
VLIR-UOS	Vlaamse Interuniversitaire Raad (Flemish Interuniversity Council) - Universitaire Ontwikkelingssamenwerking (VLIR-University Cooperation for Development)



# Annexes

Annex 1: Terms of Reference

Annex 2: Concept Note Format

Annex 3: Planning and Budget Format

Annex 4: Uptake Brochure

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## <sup>i</sup> **Affiliation and statute of lead researcher**

### **Flemish lead researcher:**

- For the Flemish universities (1)
  - the applicant must have the permission from his/her institution to be budget holder
  - the applicant must have ZAP status (minimum 10%) at the moment of application
- For the Flemish universities of applied sciences and arts
  - the applicant must be professor/lecturer.
  - in case the professor/lecturer does not have the permission to be budget holder, another person, e.g. the director, can be assigned as budget holder for the project.

A researcher can be involved in only one concept note proposal.

(1) Specific details of the eligibility criteria and internal regulations as to project promotorship of the respective Flemish universities are still under discussion. VLIR-UOS will provide further clarity as to the eligibility criteria on the VLIR-UOS website as soon as possible.

### **FWB lead researcher :**

The FWB coordinator of the project is a staff member of a FWB HEI who is authorised and empowered by his/her institution to coordinate the project. This person must be authorised to sign an agreement, to manage an internal financial account and to engage the responsibility of the HEI with regard to all aspects of the coordination. He/she coordinates the academic and scientific aspects of the project. For ARES, he/she is the official point of contact for any communication relating to the project. The FWB coordinating HEI entrusts the execution of the project to him/her, including administrative and financial aspects.

Every coordinator can only submit one project in the framework of the present call.

### **Partner lead researcher:**

The applicant must be employed at a recognised higher education institution or national public (not-for-profit) research institute located in a VLIR-UOS or ARES project partner country. This person is authorised and empowered by his/her institution to coordinate the project locally.