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| **BRAINS FOR BRUSSELS 2024****FUNDING APPLICATION** |

Submission deadline: **4 MARCH 2024 at noon**

|  |  |
| --- | --- |
| **Title of the project** | … |
| **Acronym** | … |
| **Host research organization** | … |
| **Researcher** | … |
| **Supervisor**  | … |
| **Start date of the project** | dd/mm/yyyy |
| **Requested subsidy***for 3 years* | € …  |

Please use the present form to submit a funding application to Innoviris for a project proposing to bring a researcher to Brussels to carry out a high-risk research project with a high potential for long-term benefits for the Brussels-Capital Region.

Upon receipt of the application, Innoviris staff will send an acknowledgement of receipt within 5 days. Next, within one month, the researcher will receive a letter regarding whether the application is administratively admissible. The program's regulations clarify the schedule and treatment procedure of the applications (see [here](https://innoviris.brussels/brains-brussels)).

Each admissible project will be evaluated by a jury that Innoviris will compose, organise and chair on an ad hoc basis. This jury consists of independent scientific experts and Innoviris advisors. Each expert will sign a confidentiality agreement and a declaration of absence of conflict of interest before receiving a copy of the application. The evaluation is based on the analysis of the submitted documents and an interview by the jury. As the information provided in the current application will inform the jury's evaluation, we kindly ask you to complete this document accurately.

**Please, do not erase the instructions in the present form so that the jury can evaluate the provided information according to Innoviris's expectations.**

**SUBMISSION OF PROJECTS**

Within the administration of the host research organisation, the research coordination service (consisting of Knowledge Transfer Officers or counterparts; hereafter referred to as "interface") is responsible for the timely submission of funding applications to Innoviris. Applications are to be submitted using the current form. Before completing this form, it is advisable to carefully read the regulations available at the bottom of [the page dedicated to the *Brains for Brussels* program](https://innoviris.brussels/brains-brussels) (hereinafter "BFB").

**Please note**, it is recommended to contact the relevant interface as soon as possible. As the interface is responsible for the internal assessment and validation of the submitted projects, it will be setting an internal deadline. Projects must therefore be submitted to the interface before the deadline of the BFB program call.

Applications must be sent electronically **between December, 2023 and March 4, 2024 at noon** by the interface of the concerned research organisation to Innoviris: funding-request@innoviris.brussels, with mpossoz@innoviris.brussels) in copy. Projects submitted after this date will not be considered.

These electronic applications must include the following elements:

* a .docx version of the form (without signatures or attachments)
* a .pdf version of the form (including all signatures and attachments)
* an .xlsx version of the budget (following the template provided in this form)

**PROTECTION OF PERSONAL DATA**

The personal data collected by Innoviris (hereinafter referred to as "data controller") through this form are used for processing the funding application (consisting of an analysis and evaluation by Innoviris and an external jury).

This processing is necessary, on the one hand, to comply with a legal obligation incumbent on the data controller (namely the Ordinance with non-economic finality and its implementing decree) and, on the other hand, for the performance of a task carried out in the public interest or in the exercise of public authority vested in the data controller.

No data will be shared with third parties without the prior consent of the concerned subject, unless Innoviris is required to do so by law. Innoviris makes every effort to ensure the confidentiality and security of the processed data. These data will be kept for the period necessary to achieve the objectives of the processing in question.

If the concerned subject has any questions or wishes to invoke [Articles 15 to 22 of the GDPR](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN), an email is to be sent to [dpo@innoviris.brussels](dpo%40innoviris.brussels). More information is available on our website, in the "[privacy policy](https://innoviris.brussels/privacy-policy)" section.

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#  Summary Sheet

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|  BENEFICIARY (RESEARCH ORGANISATION) |

Name of the research organisation: ...................................................................................................................

*University, university college, collective research centre or other research organisations with a seat in the Brussels-Capital Region. This host organisation, the beneficiary of the subsidy, is the employer of the researcher.*

Legal representative:

*(rector or counterpart if the organisation is not a university)*

 Last name, First name: …........................................................

 Email: …........................................................

Company number: …………………………………

Account number (IBAN): ………………………………………

Name of the host faculty: .........................................................................................................................

Representative:

*(dean or person who has the authority to stabilise a researcher)*

 Last name, First name: …........................................................

 Position: …........................................................

 Email: …........................................................

|  |
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|  RESEARCHER  |

|  |
| --- |
| Last name, First name: ......................................................................................................................Nationality: ......................................................................................................................Place and date of birth: ......................................................................................................................Address (residence): Street: ..................................................... Number/Box: .............................. Postal code: ............. City: .................. Country: ........................................Telephone: .......................................... Email: ....................................................................................................................University degree(s): .....................................................................................................................Current position: ..................................................................................................................Current employer (+ country): .................................................................................................................. |

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|  LOCAL SUPERVISOR  |

*Please copy this table if a co-supervisor is also involved in the project.*

|  |
| --- |
| Last name, First name: .......................................................................................................................Position: .......................................................................................................................University: .......................................................................................................................Research unit: .......................................................................................................................Address (professional): Street: .................................................... Number/Box: ............................... Postal code: ............ City: ................. Country: .......................................Telephone: .............................................. Email: .......................................................................................................................Research areas: ....................................................................................................................... |

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|  PERSON OF CONTACT AT THE INTERFACE |

*The research coordination service ("interface") coordinates the submission of funding applications to Innoviris.*

|  |
| --- |
| Last name, First name: ..................................................................................................................................Position: ..................................................................................................................................Telephone: ..................................................................................................................................Email: .................................................................................................................................. |

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|  PERSON OF CONTACT AT THE FINANCIAL DEPARTMENT |

*The financial department of the receiving research organisation is responsible for submitting the financial reports to Innoviris. The financial reports elaborate on the costs incurred during the project.*

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| --- |
| Last name, First name: ..................................................................................................................................Position: ..................................................................................................................................Telephone: ..................................................................................................................................Email: .................................................................................................................................. |

|  |
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|  TITLE OF THE PROJECT |

**Title of the project:**

…................................................................................................................................................................

**Acronym:** .............................

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|  SUMMARY OF THE PROJECT |

*The following elements should all appear in the executive summary (max. 1.5 pages):*

* *Regional context of the project (for more information on the challenges of the BCR, see the Regional Innovation Plan in* [*French*](https://innoviris.brussels/sites/default/files/documents/innoviris_plan_regional_innovation_pri_digital_fr.pdf) *or* [*Dutch*](https://innoviris.brussels/sites/default/files/documents/innoviris_gewestelijk_innovatieplan_gip_digital_nl.pdf)*)*
* *Disruptive innovation of the project (i.e., the theories and/or practices developed by the project that break with current standards)*
* *Objectives of the project (i.e., the benefits to the Region resulting from changes brought about by the deliverables) and the underlying research questions.*
* *Expected valorisation (i.e., a projection of how the scientific results to be expected in the short term will, in the medium term, bring about changes that will produce long-term benefits for the Brussels Capital Region)*

***Please note****, the information in this summary is considered non-confidential unless the applicant explicitly justifies its confidentiality. Consequently, the applicant allows Innoviris to use the summary in publications or other communications intended for the general public.*

......................................................................................................................................................................................................................................................................................................................................................….......................................................................................................................................................................

**Key words:**

....................................................................................................................................................................

##

**Fields and/or sectors of application:**

***Attention****, the project must involve a competence of the Brussels-Capital Region.*

...................................................................................................................................................................

|  |
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|  START DATE |

*BFB projects submitted in 2024 will start between Oct. 1 and Dec. 1, 2024.*

**Start-up of the project:** dd/mm/yyyy

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|  EQUAL OPPORTUNITIES |

Can the topic and/or activities of the project lead to any kind of discrimination against those directly or indirectly involved with regard to gender, ethnic and cultural origin, sexual orientation, gender identity and expression, or social origin and situation?

If so,

* + What kind of discrimination is this about?
	+ What would be the magnitude of its impact?
	+ To what extent was this taken into account when designing the project?
	+ How will this be monitored during the project?

….....................................................................................................................................................................................….............................................................................................................................................................................….......................................................................................................................................................................................

#  Presentation of the team and the support framework

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|  PROFILE OF THE RESEARCHER |

*(max. 2 pages)*

###  Motivation of the researcher

*Explain what motivates the researcher to carry out this project in the service of the Brussels-Capital Region.*

…................................................................................................................................................................

###  Experience of the researcher

#### Background

*Give details of the researcher's situation over the last three years which correspond to the programme criteria, i.e.: The researcher has been carrying out academic research abroad for at least the last two years, starting from the project start date OR has been carrying out industrial research, experimental development or innovation in a Belgian or foreign company for at least two of the last three years.*

...................................................................................................................................................................

#### Research experience

*Describe the researcher's experience related to this project. Explain why the candidate is capable of carrying out the work program of the project.*

…................................................................................................................................................................

**Expected attachment:**

*CV (max. 2 pages) of the researcher, containing the following information:*

* *Academic background (degrees): for every entry, list the institution and start and end dates.*
* *Work experience: for every entry, list the employer and start and end dates.*
* *Leadership*
	+ *Management of highly qualified staff, students, postdocs, etc.*
	+ *Management or coordination of events, projects, infrastructure, etc.*
* *Accomplishments*
	+ *Funding (e.g., fellowships / chairs / research contracts)*
	+ *Patents; awards; honors*
	+ *Academic knowledge transfer (5 most recent publications relevant to the project)*
	+ *Non-academic knowledge transfer (e.g., podcast, project in Technopolis, etc.)*
* *Other expertise and contributions relevant to the project*

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|  PROFILE OF THE SUPERVISOR AND RESEARCH UNIT  |

*(max. 1 page; please copy this table if a co-supervisor is also involved in the project)*

###  Activities of the research unit

*Describe the research interests of the research unit and team the candidate will join.*

…................................................................................................................................................................

###  Experience of the supervisor

*Describe the supervisor's experience related to this project.*

…................................................................................................................................................................

###  Motivation of the supervisor

*Motivate the supervisor’s interest in the project and why the supervisor wants to mentor the researcher.*

…..........................................................................................................................................................

**Expected attachment**:

*CV (max. 2 pages) of the supervisor, containing the following information:*

* *Academic background (degrees): for every entry, list the institution and start and end dates.*
* *Work experience: for every entry, list the employer and start and end dates.*
* *Leadership (supervisor)*
	+ *Management of highly qualified staff, students, postdocs, etc.*
	+ *Management or coordination of events, projects, infrastructure, etc.*
* *Accomplishments (research unit)*
	+ *Funding (e.g., fellowships / chairs / research contracts recently awarded within the unit)*
	+ *Patents; awards; honours recently awarded within the unit.*
	+ *Academic knowledge transfer (10 most recent publications of the unit relevant to the project)*
	+ *Non-academic knowledge transfer of the unit (e.g., podcast, project in Technopolis, etc.)*
* *Other expertise and contributions relevant to the project of the unit*

#  Presentation of the project

*(max. 12 pages)*

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|  CONTEXT, STATE OF THE ART AND OBJECTIVES OF THE PROJECT |

### Regional context

*Describe the regional context of the project (for more information on the challenges of the BCR, see the Regional Innovation Plan in* [*French*](https://innoviris.brussels/sites/default/files/documents/innoviris_plan_regional_innovation_pri_digital_fr.pdf) *or* [*Dutch*](https://innoviris.brussels/sites/default/files/documents/innoviris_gewestelijk_innovatieplan_gip_digital_nl.pdf)*) and the link with regional competences.*

### Project objectives and state of the art

* *State of the art in the relevant research field*
* *Disruptive innovation of the project (i.e., the theories and/or practices developed by the project that break with current standards)*
* *Objectives of the project (i.e., the benefits to the Region resulting from changes brought about by the deliverables) and the underlying research questions.*

*...................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................*

*Please summarise the abovementioned information in the following table:*

|  |  |
| --- | --- |
| ***Out-of-the-box research*** | ***…*** |
| *Objectives* | * *…*
* *…*
 |
| *Underlying research questions* | * *…*
* *…*
 |
| *Key innovations* | * *…*
* *…*
 |

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|  PROGRAM OF THE PROJECT |

* *Describe the work program for the total duration of the project (36 months). This section is an essential part of the document and must be filled in correctly and accurately.*
* *Provide an introductory paragraph describing the structure of the work program and the relationship between the work packages.*
* *The work packages should include the following information:*

***WP X: Title***

|  |  |
| --- | --- |
| ***FTE*** | *Number of months allocated to this WP* |
| ***Length*** | *XX months (between XX/XX/XXXX and XX/XX/XXXX)*  |
| ***Objective*** | *Brief description of the objective of the work package* |
| ***Task***  | *Brief explanation of how the task is to be performed and to what extent existing and/or to be developed methods / tools / techniques / software / etc. are to be used* |
| ***Deliverables*** | *Visible results that are expected at the end of the work package* |
| ***Risk analysis*** | *The specific risks related to the execution of the tasks of the work package** *How will they be avoided?*
* *What is the back-up plan for very high risks?*
 |
| ***Monitoring indicators*** | *Quantitative or qualitative criteria for evaluating the implementation of the work package* |

**Expected attachment:**

* *(Gantt) chart describing the schedule of the proposed program.*

#  Valorisation of the results

*(max. 3 pages)*

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|  VALORISATION TRAJECTORY |

* *Describe the prospects for valorisation of the research results in the Brussels-Capital Region. This section is an essential part of the document and must be filled in correctly and accurately.*
* *The project's valorisation trajectory exhibits the following logic:*
	+ *In the short term (i.e., from year 1), the project will mainly produce scientific deliverables ("outputs").*
	+ *The changes ("outcomes") that these deliverables will bring about in the medium term (i.e., from year 4 onwards) will be both academic and societal in nature (i.e., they will be achieved both inside and outside academia). They will apply the scientific results of the project to the field in question.*
	+ *The long-term benefits ("impacts") will result from all the changes brought about by the deliverables. They will be of an environmental, social, political and/or economic nature (i.e., they will be realised outside academia) and will contribute positively to the development of the Brussels-Capital Region.*
* ***Please note****, the valorisation trajectory is only expected to be finalised when submitting the application for renewal (at 30 months). The current application must demonstrate that the project is holistic and that the first three years of the project anticipate and lay the foundation for the valorisation of the project's results from the fourth year onwards.*

...............................................................................................................................................................................................................................................................................................................................................

*Please summarise the abovementioned information in the following table:*

|  |  |
| --- | --- |
| ***Out-of-the-box research*** | *…* |
| ***Issues/Challenges*** |  |
| ***Outputs (year 1 - …)*** | *Articles, seminars, conferences, creation of a research centre, etc.* |
| ***Outcomes (year 4 - …)*** | *Integration of the scientific results of the project within the Brussels-Capital Region.* |
| ***Impacts (long-term)*** | * *Ecological (e.g. improvement of soil quality in the BCR thanks to the changes caused by the BFB project)*
* *and/or social (e.g. change in the attitude of local communities towards the out-of-the-box topic thanks to the changes brought about by the BFB project)*
* *and/or political (e.g. adaptation of the current regional decrees regarding the out-of-the-box topic thanks to the changes caused by the BFB project)*
* *and/or economic (e.g. creation of a local value chain thanks to the changes brought about by the BFB project)*
 |

#  Budget of the project

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|  BUDGET OF THE RESEARCH ORGANISATION |

*Provide the detailed budget per year for the entire duration of the project (maximum 3 years).*

|  |
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| *Admissible costs (see the* [*accounting directives*](https://innoviris.brussels/sites/default/files/documents/directives_comptables_2021_phrases_budget_english.pdf) *for more information)** Staff costs *🡺 These are the costs associated with the salary of the researcher (+ potential PhD students and/or postdocs)*.
* Operating costs *🡺 These costs refer to ongoing, admissible expenses directly related to the implementation of the project within the research organisation.*
* Costs of instruments and equipment *🡺 These costs correspond to the depreciation of the equipment and material used in the project, whose value is higher than 999 euros, following the company's valuation rules.*
* Sub-contracting costs *🡺 The cost of contractual research, knowledge and patents purchased or licensed from external sources on a commercial basis, as well as the cost of consultancy and equivalent services used solely for the purpose of the project*.
* Additional operating costs *🡺* *A lump sum of* ***5****% of the total amount of staff and other operating costs.*
* Overheads *🡺 A lump sum amount of* ***10****% of the total amount of staff and other operating costs that relates to additional general costs that indirectly support the implementation of the project.*
 |
|  |  |  |  | Year 1 | Year 2 | Year 3 |
| **Staff costs** | **0 €** | **0 €** | **0 €** |
| ***Name*** | ***Function*** | ***Appointment (%)*** | ***€*** | ***€*** | ***€*** |
|   |   |   |   |   |   |
|   |
| **Operating costs** | **0 €** | **0 €** | **0 €** |
|  | ***Detail*** | ***Cost unit*** | ***Units*** | ***€*** | ***€*** | ***€*** |
|  |  |  |  |  |  |  |
|   |
| **Sub-contracting costs** | **0 €** | **0 €** | **0 €** |
|  | ***Detail*** | ***Cost unit*** | ***Units*** | ***€*** | ***€*** | ***€*** |
|  |  |  |  |  |  |  |
|   |
| **Costs of instruments and equipment** **(depreciate at 36 or 60 months)** | **0 €** | **0 €** | **0 €** |
|  | ***Detail*** | ***Cost unit*** | ***Units*** | ***€*** | ***€*** | ***€*** |
|  |  |  |  |  |  |  |
|   |
| **Additional operating costs** | **0 €** | **0 €** | **0 €** |
| 5 % (staff costs + operating costs) | 0 € | 0 € | 0 € |
|   |
| **Overheads** | **0 €** | **0 €** | **0 €** |
| 10 % (staff costs + operating costs) | 0 € | 0 € | 0 € |
|   |
| **Total** | **0 €** | **0 €** | **0 €** |
|  |  |  |  |  |  |  |
| **Total for 3 years** | **0 €** |

**Expected attachment:**

* *Budget for 3 years in* *.xlsx (template* *available* [*her*](https://innoviris.brussels/brains-brussels)*e)*

#  Declaration of commitment

* *Please add a declaration of commitment in which the concerned research organisation commits itself to align the term of the researcher's BFB project with the internal procedures leading to the opening of a stable mandate within the said organisation. In case of a positive evaluation of the researcher according to the regulations of the relevant financing source (other than Innoviris), this mandate will be offered to the researcher no later than at the end of the third year of the project.*
* *The authorities of the receiving research organisation are 1) the rector (or counterpart if the organisation is not a university) and 2) the dean of the concerned faculty (or counterpart if the organisation is not a university).*
* *The authorities of the receiving research organisation must explicitly express their interest (1) in the new lines of research that the researcher will be developing as well as (2) in anchoring the said researcher within their organisation.*

**Expected attachment:**

* *Declaration of commitment signed by the authorities of the research organisation.*

#  List of experts for the evaluation

* *Each admissible project will be evaluated by a jury that Innoviris will compose, organise and chair on an ad hoc basis. This jury will consist of independent scientific experts ("external jury") and Innoviris advisors ("internal jury").*
* *The researcher and the supervisor will have the opportunity either to suggest experts of the topic at hand to Innoviris or to inform Innoviris of possible conflicts of interest with certain experts, in Belgium and abroad.*
* *Please note that the suggested experts must not have worked with the researcher in the last 5 years. Innoviris is free to decide whether or not to contact them. They will not be informed of the fact that the applicant has recommended or advised against them.*

|  |  |  |
| --- | --- | --- |
| ***Expert***  | Domain of expertise | Reasoning  |
|  |  |  |
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#  Signatures

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|  SIGNATURE AND DECLARATION OF THE RESEARCHER |

The researcher in charge of the project:

* declares to be aware of the regulations of the *Brains for Brussels* program and undertakes to comply with them,
* declares to be familiar with the accounting directives of the *Brains for Brussels* program and undertakes to abide by them,
* commits to do everything possible to ensure that the program is properly implemented,
* declares that all the information contained in this form (attachments included) is complete and correct.

Name: .......................................................... Date: ...................................................

Signature:

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|  SIGNATURE AND DECLARATION OF THE SUPERVISOR |

*Please copy this table if a co-supervisor is also involved in the project.*

The supervisor of the project:

* declares to be aware of the regulations of the *Brains for Brussels* program and undertakes to comply with them,
* declares to be acquainted with the accounting directives of the *Brains for Brussels* program and undertakes to respect them,
* commits to provide the necessary conditions for the proper implementation of the program,
* declares that all the information in this form (annexes included) is complete and correct.

Name: .......................................................... Date: ...................................................

Signature:

|  |
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|  SIGNATURE AND DECLARATION OF THE AUTHORITIES |

The authorities of the research organisation, represented by:

…………………………………………………………………………………………………………

*(rector or counterpart)*

and

…………………………………………………………………………………………………………

*(dean or counterpart)*

* declares to be aware of the regulations of the *Brains for Brussels* program and undertakes to comply with them,
* commits to provide the necessary conditions for the proper implementation of the program,
* declares that all the information in this form (annexes included) is complete and correct.

Name: .......................................................... Date: ...................................................

Signature:

Name: .......................................................... Date: ...................................................

Signature:

#  Overview of the expected attachments

1. *CV of the researcher (max 2 pages)*
2. *CV of the supervisor (and, if applicable, of the co-supervisor)*
3. *Gantt chart describing the schedule of the proposed work program*
4. *budget in .xlsx (template available* [*her*](innoviris.brussels)*e)*
5. *declaration of commitment signed by the authorities of the research organisation*
6. *if applicable, an attachment explaining how this new version of the project addresses the shortcomings of the first application*