VLIR-UOS database: manual

Submission of projects

This document serves as a manual to the VLIR-UOS database (data.vliruos.be) for the submission of a project proposal. A step-by-step explanation will be offered of the required actions to successfully submit a project proposal.

Content

1. Introduction

The VLIR-UOS database is a tool which allows applicants to create, edit and submit project proposals to VLIR-UOS. It will be used for all competitive calls launched in 2016 and onwards. Regardless of the project type, the submission of a project proposal follows a similar flow, which is shown schematically below. In the following chapters each step will be explained in more detail.

Login or Register

The first step op the flow is to register in the database, or simply sign in if you have already registered. It is important that you first fill in your account details on your profile, before creating a project proposal.

Create your project

For each open call you see, you can create a project proposal. If you have already created a project proposal, you can simply continue working on it.

Submit your proposal to the ICOS

When you have finished filling in all the required fields, you should be able to submit your proposal to the ICOS (the responsible person at your institution). He/she will then verify whether your proposal has been filled in correctly (e.g. if it is eligible or not) and will send it back to you, explaining why it was not yet complete. You can then make further adjustments and re-submit your proposal.

The ICOS submits your proposal to VLIR-UOS

When the ICOS considers your proposal to be complete, he/she will submit it to VLIR-UOS. It will then be considered for eligibility and for selection (if eligible) by VLIR-UOS.

1.1. Flowchart submission of project proposal

```
                    ┌──────────────────┐
                    │ Do you have an   │
                    │    account?      │
                    └──────────────────┘
              YES                        NO ──→  Register
                                                    │
               │                                    │
          Edit profile ··· Sign in ←────────────────┘
               │              │
               └·····→        │
                    ┌──────────────────┐
                    │ Do you have a    │
                    │ project proposal?│
                    └──────────────────┘
              YES                        NO ──→  Create proposal
               │                                    │
          Continue editing ←────────────────────────┘
               │
                    ┌──────────────────────┐
                    │ Has your proposal    │
                    │ been submitted to    │
                    │       ICOS?          │
                    └──────────────────────┘
              YES                        NO ──→  Submit proposal
               │                                    │
                    ┌──────────────────────┐
                    │ Was your proposal    │
                    │ sent back by ICOS    │
                    │ for adjustments?     │
                    └──────────────────────┘
              YES                        NO
               │                          │
          Make adjustments          Submission to VLIR-UOS
               │                          │
               └──────────────────────────
```
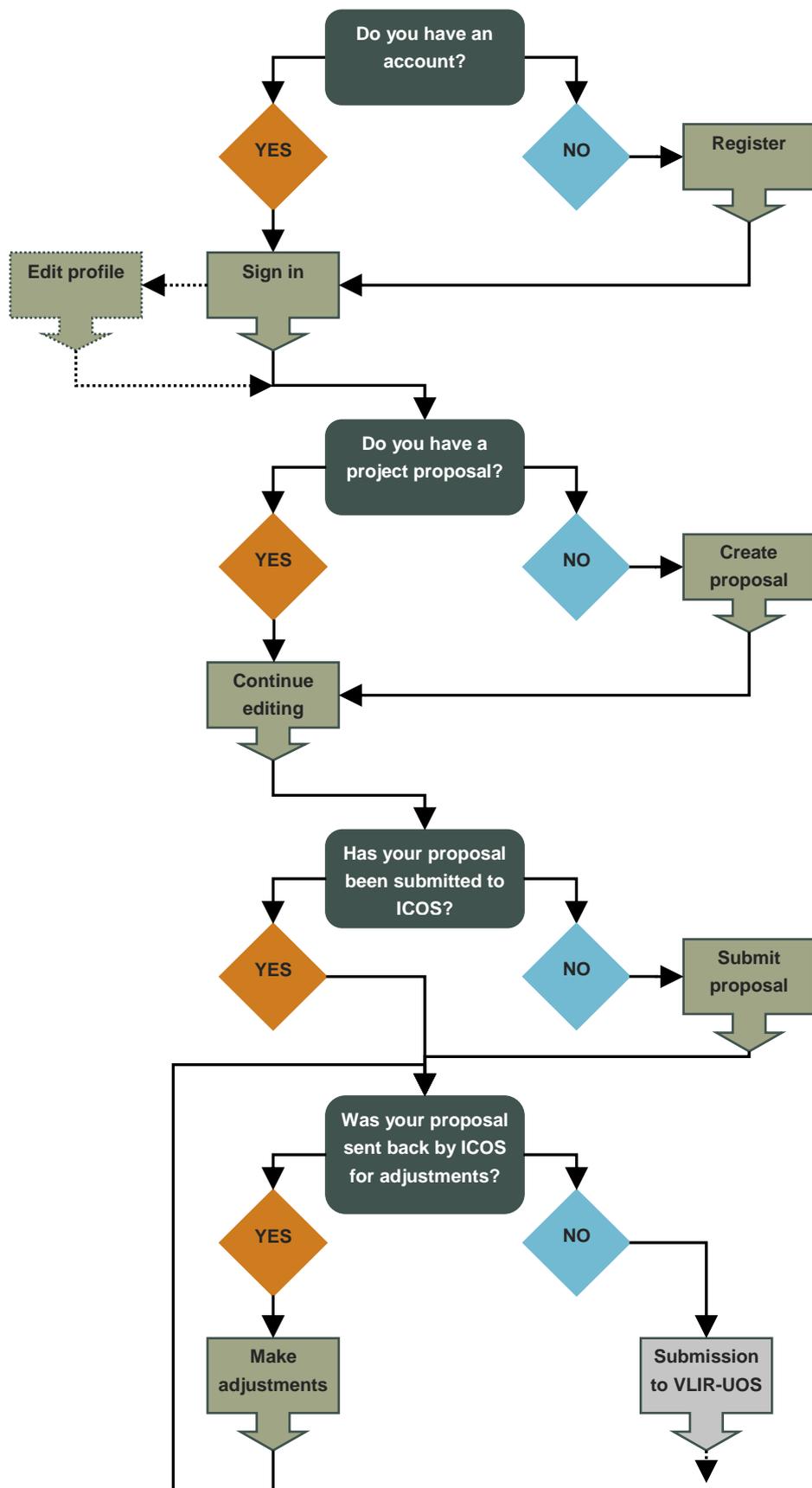
2. Home page

In the screenshot below you can see the home page of the VLIR-UOS database. Note that this page is in English, as is the rest of the database. If you are a first time visitor you must register (create an account). You can do this by clicking 'I don't have an account yet'. If you've already registered you can simply sign in.

3. Registration

In order to be able to sign in to the VLIR-UOS database and create a project proposal, you must first register. You can do this by clicking 'I don't have an account yet' on the home page. You will then see the following screen. All fields must be filled in in order to be able to register successfully.

A. Note that the E-mail addresses below 'Personal Information' and below 'Select institutions' can be different. Filling in different e-mail addresses is not compulsory, but recommended. The e-mail address below 'Personal Information' will be used for communication concerning your project proposal.
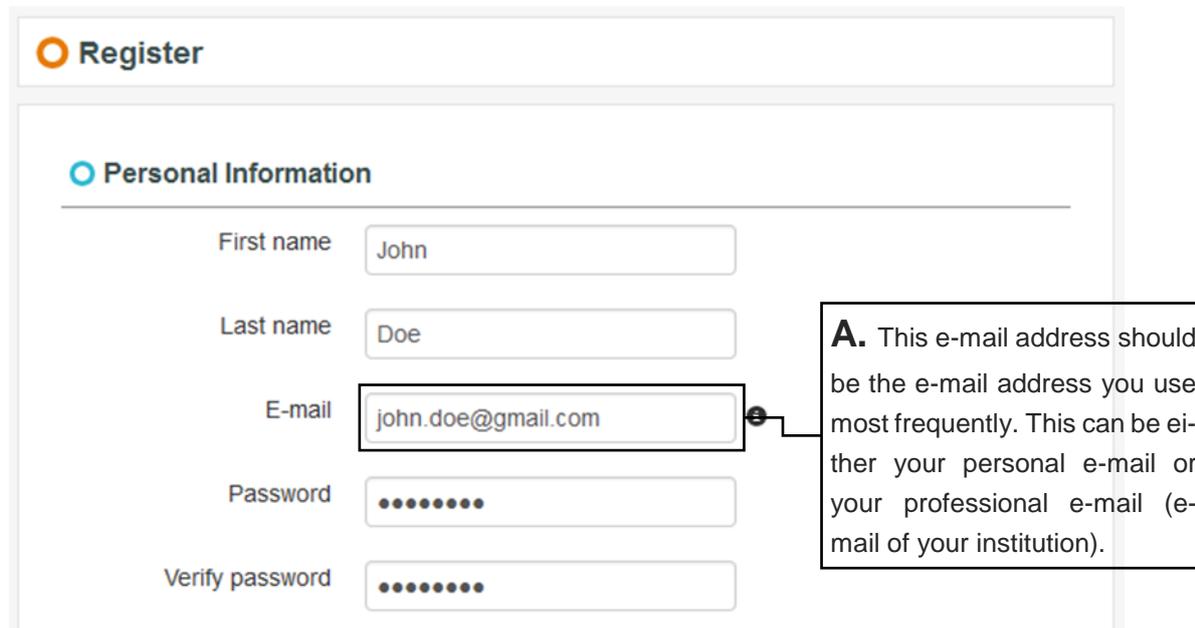
B. Note that for all calls you should choose the first option. Only persons affiliated to Flemish higher education institutions can submit a project proposal.
C. Note that choosing the correct institution(s) is important in terms of the open calls for project proposals you will be able to see once you are signed in. You will only see an open call if you are affiliated to an institution which is eligible for submission. If your institution is not in the list of institutions, you can add it by clicking on 'Add extra institution'. **Note however that all Flemish higher education institutions are already in the list**.
D. See A.
E. Note that you can add more than one institution to your profile. These can only be institutions you are officially affiliated to.
F. You can click the blue button 'Register' once you have filled in all fields. You should now receive an activation e-mail (in the inbox of your personal e-mail address) containing a link to activate your account. This e-mail sometimes ends up in your spam folder, so be sure to check it as well. Once your account is activated, you will be able to sign in. Note that your 'Username' always corresponds to the e-mail address below 'Personal Information'.

B. Choose what type of institution you are affiliated to. Not that you cannot register without choosing an institution.

C. Choose the institution you are affiliated to from the list.

D. This e-mail address is your e-mail address of your institution.

E. Add a second, third, … institution to your profile.

F. Click 'Register' once you are done.

Note that in some cases there is a possibility that a person (unknowingly) already has an account in the VLIR-UOS database, due to collaboration in former projects. This means that person already has an account which has not yet been activated. If, when trying to register, you see the error below, this could be true for you.

- The e-mail address tim.zeuwts@vliruos.be seems to be used by another person. We only allow unique e-mail addresses, this means shared e-mail inboxes, such as 'info@' accounts, are not allowed for multiple users. Please contact data@vliruos.be if your e-mail is wrongfully used by another person.

You should then contact the support team of the VLIR-UOS database (data@vliruos.be). They can activate your account for you.

4. Signing in

Once you have created and activated your account you should be able to sign in. Note that your 'Username' always corresponds to the e-mail address below 'Personal Information'.

4.1. Forgot your password

If you already have an account but have forgotten your password, you can ask for a new password. You can do this by clicking on 'Forgot your password?' on the home page. You can then fill in your personal e-mail address and click 'Send'. You should receive an e-mail containing a link which leads to a page where you can fill in your new password. This e-mail sometimes ends up in your spam folder, so be sure to check it as well.
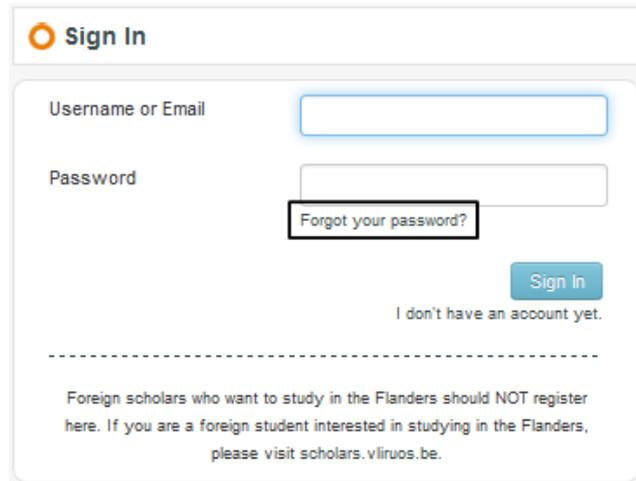
4.2. Edit your profile

Once you are signed in, you can easily edit your account details. You can do this by clicking on your name in the top right corner of the screen. Then click 'Edit profile' to open your account details. Note that you can also change your password here and sign out.
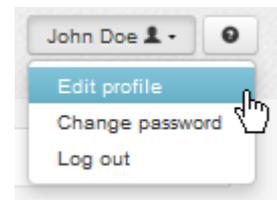
Below you will find screenshots of an example of account details. We strongly advise you to fill in as much information as possible.

Note that you can indicate your field(s) of expertise by adding one or more sectors and subsectors.

A. The first sector and subsector that you add, will be considered your "Primary" field of expertise.
B. You can then subsequently add other sectors and subsectors. These will be considered your "Secondary" field(s) of expertise.

Personal Information

First name	John
Last name	Doe
Gender	● Male ○ Female
Birthday	01/01/1987
Expertise	**Primary sector**　　Agriculture　　Agricultural production

A. Add your primary field of expertise.

+ New secondary sector

B. Add one or more secondary fields of expertise.

C. Note that you can only add one address on your profile. This should be the address to which you wish VLIR-UOS to send all formal communications (e.g. letters concerning your projects).

Contact Information

Department	Department of Agriculture
Address	Street 1
City	City
Zip code	1111
Country	Belgium
State / Province	Province
Mobile	0497 12 34 56
Tel	02 123 45 67
E-mail	john.doe@dispostable.com

C. Add the address to which you wish VLIR-UOS to send all formal communications.

D. You can make changes to your current institution(s) by clicking the blue pencil icon on the right. A pop-up will appear where you will be able to change the e-mail address you use for that institution, or move the institution to 'Former institutions', or change the institution altogether (in case it is the wrong one).

Edit institution details ✕

Institution	KU Leuven (Higher Educati... ▾
E-mail	john.doe@dispostable.com ❶
Former institution	☐

Close   Update

Change institution.

Change e-mail.

Tick to make this institution a 'Former institution'.
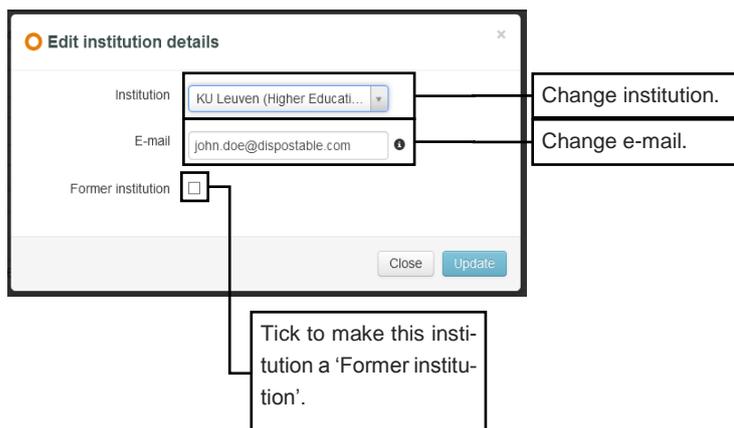
E. If you are affiliated to more than one institution, or if you have become affiliated to a new institution, you can add that institution by clicking '+ New institution'. A pop-up will appear where you will be able to choose your institution and fill in the e-mail address you use for that institution. If your institution is not in the list, you can create a new institution by clicking ''My institution is not in the list'.

Add an institution ✕

Institution	Please choose an institution ▾
	❶ My institution is not in the list
E-mail	❶

Close   Save changes

Choose your institution.

Create new institution.

Add e-mail.
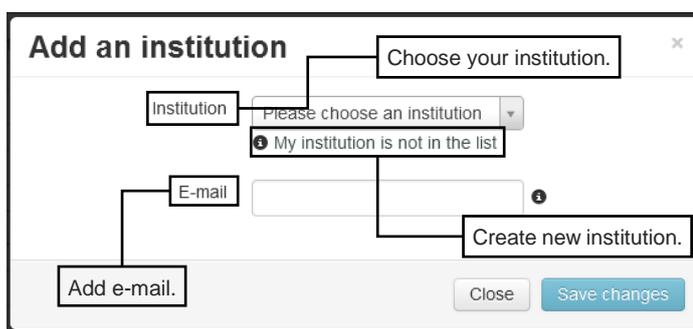
F. When you are no longer affiliated to an institution, you should move it to 'Former institutions' (see above). You can always undo this and move the institution back by unticking the box.

O Institutions

Name	E-mail address	Is icos	Actions
KU Leuven ❶	john.doe@dispostable.com	No	✏

+ New Institution

O Former Institutions

Name	E-mail address	Is icos	Actions

There are no former institutions linked to this user.

D. Make changes to this institution.

E. Add new institution.

F. Former institutions.

5. Your project proposal

5.1. Creating your project proposal

After signing in, you will see the screen below. If you click on 'Open calls' below 'Calls project proposals' (in the menu on the left) you will be able to see all open calls to which you can apply. You can then either choose to view the call information in detail, or simply click on the green button to create a project proposal.

If you choose to view the call in detail, you will see the screen below.

On this page you can find more detailed information about the call, such as a short description, the limitations regarding duration and period, the deadline for submission (to VLIR-UOS)[1] and the list of

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[1] Please note that the deadline mentioned here is the deadline of submission to VLIR-UOS (by the ICOS). The deadline of submission to the ICOS is different for each institution (and is not indicated in the database). Therefore, be sure to check with the ICOS for the correct deadline of submission.

eligible countries in which the project can take place. Note that you can also create a project proposal from here, by clicking 'Subscribe to call'.

After you have chosen to create a project proposal, a screen will be loaded containing four 'tabs':

- Project info
- Collaborators
- Financials
- Attachments
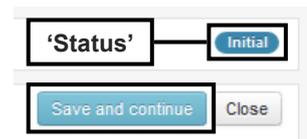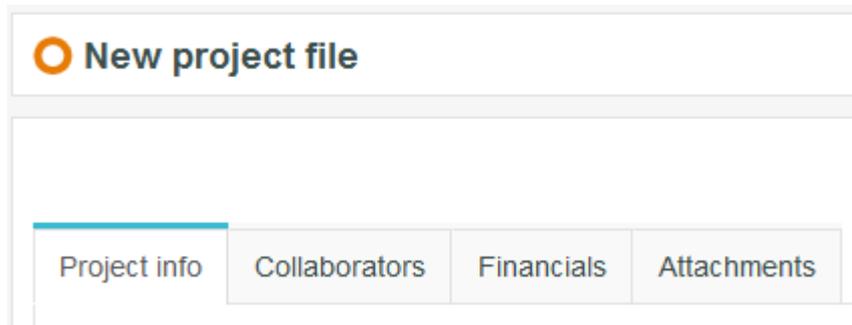
Your project proposal now has the status 'Initial'. This means you have not yet clicked 'Save and continue' for the first time. In order to be able to save a first time, you must fill in the fields 'Project title' and 'Main institution north'. Note that you can only choose from the institutions currently on your profile. If you wish to add a different institution, you should first add it to your profile (see 4.2. Edit your profile). After you have successfully saved a first time, the status of your project proposal will be changed to 'Draft'. From now on, you will be able to sign out without losing your project proposal, and continue working on it in another session. Note however that all new information will still be lost if you do not click 'Save and continue' after making changes.

When you sign in, you can find all your project proposals by clicking on 'Projects' (in the menu on the left). You can continue editing your project proposal by clicking the blue pencil icon on the right side. Please note that when you click the "eye" button instead, you will only be able to view your project proposal (and not edit it).
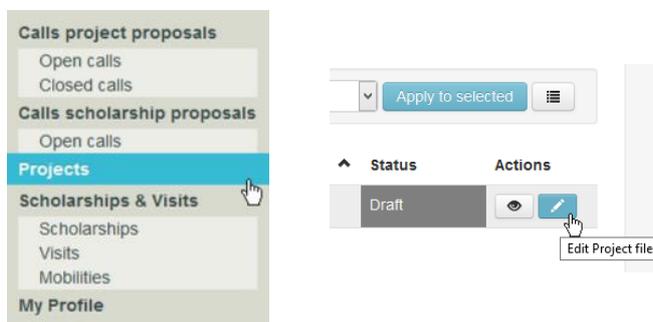
In order to be able to successfully submit your project proposal, you must completely fill in all the fields in all four tabs.

5.2. Tabs

5.2.1. Project info

The tab 'Project info' contains basic information about your project proposal. It contains the following fields:

Field name	Explanation
Project title	The title of your project proposal
Project file number	The code for your project proposal *This code will be automatically generated by the database after the status of your project proposal is changed to 'Draft'.*
Administrator VLIR-UOS	The administrator of VLIR-UOS for your project proposal *This is a read-only field. It shows the person responsible for the follow-up of your project proposal.*
Main institution north	The institution of the Flemish promoter *Please note that you can no longer change the Main institution north after your initial save. Note that you can only choose from the institutions currently on your profile. If you wish to add a different institution, you should first add it to your profile (see 4.2. Edit your profile).*
Other institutions north	Other Flemish or Belgian institutions, or other institutions (not in the South) *Other institutions involved in the project proposal are generally represented by a co-promoter as well (see tab 'Collaborators').*
Main institution south[2]	The institution of the local promoter (if applicable)
Other institutions south	Other institutions in the South *Other institutions involved in the project proposal are generally represented by a co-promoter as well (see tab 'Collaborators').*
Summary	Short summary of the project proposal *Please note that there are often restrictions to the length of the summary. Please consult the call or application form.*
Start date	Start date of the project proposal *Restrictions for the start date are mentioned above this field. Please note that changing the dates has a direct impact on the 'Financials' tab.*
End date	End date of the project proposal *Restrictions for the start date are mentioned above this field. Please note that changing the dates has a direct impact on the 'Financials' tab (see 5.2.3. Financials).*
Countries	Country or countries of the project proposal

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[2] Note that you can always create a new institution if you cannot find your institution in the list. Note however that the list of available institutions is already very extensive.

Classification	The OECD CRS code of the project proposal
	Please note that only one CRS code can be selected. An explanatory list of all CRS codes can also be downloaded here.
Policy markers	Policy markers of the project proposal

5.2.2. Collaborators

Collaborators of your project proposal are persons who have an important function, such as the promoter, the promoter South (if applicable), the ICOS, and co-promoters (South) and various other collaborators. Your project proposal has a number of **pre-defined collaborators** who must be filled in. **Extra collaborators** can also be added to your project proposal.

5.2.2.1. Collaborator rights

Every collaborator of your project proposal can either view ('read') your project proposal, make changes ('edit') to your project proposal, or is unable to view ('none') your project proposal.

You can change the rights of collaborators on your project proposal by clicking the blue pencil icon to the rights of the collaborator. A pop-up will appear where you will be able to change the rights of the collaborator.

5.2.2.2. Collaborator functions

Every collaborator of your project proposal has a function. A collaborator can never have more than one function at any time. The only exception to this rule is the Creator, which is automatically assigned to the person who created the project proposal (this is generally you). The person who is Creator can also be assigned one other role (f.e. Flemish promoter).

Pre-defined collaborators have a function which cannot be changed. These are the following:

Function	Explanation
Creator	The creator of the project proposal
	This collaborator is automatically filled in and cannot be changed. Please note that the rights of the Creator cannot be changed.
Main ICOS	The main ICOS of the project proposal
	The main ICOS is generally automatically filled in and cannot be changed by you. The main ICOS can however be changed to a different person by the ICOS himself or herself. The main ICOS will receive all communications regarding the project proposal. Please also note that the rights of the main ICOS cannot be changed by you.
Promoter	The Flemish promoter of the project proposal
	The Flemish promoter is responsible for the final submission of the proposal to the ICOS. He is the only one who can click the button 'Submit to ICOS'. The Creator is automatically suggested as Promoter, but this can be changed.

Promoter South	The local promoter of the project proposal
	The promoter of the principal local partner (Main institution south). This collaborator is only pre-defined if the promoter South is mandatory (or optional in some cases).

Extra collaborators must always be assigned a function. Please note that all of the functions below can be assigned to multiple persons. There is no maximum number. The functions are the following:

Function	Explanation
Promoter	A Flemish promoter (of an institution north – Main or other), other than the promoter already defined
	Please note that the pre-defined promoter is always considered as the only promoter, in terms of the database (communication, submission, etc.)
Promoter South	A local promoter (of an institution south – Main or other), other than the promoter South already defined
	Please note that the pre-defined promoter South is always considered as the only promoter South, in terms of the database (communication, submission, etc.)
Co-promoter Flanders	A Flemish co-promoter
	A Flemish co-promoter is generally affiliated to an 'Other institution north' (defined on the 'Project info' tab).
Co-promoter South	A local co-promoter
	A local co-promoter is generally affiliated to an 'Other institution south' (defined on the 'Project info' tab).
ICOS	An ICOS of an 'Other institution north' or a different ICOS of the 'Main institution north' (than already defined)
Financial collaborator	A collaborator who has a role which is specifically financial
Collaborator	A collaborator without a specific role

You can change the function of an extra collaborator by clicking on the blue pencil icon to the right of the collaborator. A pop-up will appear where you will be able to change the function of the collaborator.

5.2.2.3. Changing the promoter or promoter South

If you wish to change the current promoter or promoter South, you can click the blue icon on the far right on the corresponding row. A new screen will open (*Step 1: Who do you want to add as collaborator?*) where you can fill in the e-mail address of the person you wish to add as promoter or promoter South. When you click on 'Check email address' the database will check whether this e-mail address has already been assigned to a user.

If the e-mail address has already been assigned to a user, a new screen will open (*Step 2: Verify collaborator details*) where you can view the profile information of the user. If any of the information is incorrect or missing, you should alert the user. He/she can edit his/her profile (see 4.2. Edit profile).

At the top of the screen you can also adjust the rights of the promoter or promoter South.

At the bottom of the screen you can also add new institutions to the profile of the promoter or promoter South. However, you cannot change any institutions already on the profile. If any of these institutions are incorrect you should alert the user. He/she can change institutions on his/her profile.

If the e-mail address has not yet been assigned to a user, a new screen will open where you can add the promoter's personal information and create a profile for him/her. Please note that the e-mail address you filled in during step 1 is suggested here.

After clicking 'Create' a new screen will open (*Step 2: Verify collaborator details*). This is the same screen which opens when the e-mail address was already assigned to a user (see above). Please note that there are no institutions yet on the profile. You should add at least one institution.

By clicking 'Add collaborator to project' the promoter or promoter South will be added to the project proposal. Please note that this replaces the previously assigned promoter or promoter South (if any).

5.2.2.4.   Adding an extra collaborator

You can add extra collaborators (other than the pre-defined) to your project proposal. You can add a collaborator by clicking '+ Add extra collaborator' at the bottom of the screen.

Adding an extra collaborator is done in exactly the same way as changing the promoter or promoter South (see 5.2.2.3. Changing the promoter or promoter South). During step 2 however, a function must now also be assigned to the collaborator.

Please note that there is no maximum number of collaborators which can be added to your project proposal.

5.2.2.5.   Deleting an extra collaborator

You can delete extra collaborators from your project proposal by clicking the orange dustbin icon to the right of the collaborator.

5.2.3. Financials

The tab 'Financials' contains the annual budgets of your project proposal. Note that the number of budget years (to be filled in) directly corresponds to the duration of your project proposal (as indicated on the 'Project info' tab). For example, a project proposal starting on 1 January 2017 and ending on 31 December 2020 will show four budget years (2017-2018-2019-2020) on the 'Financials' tab.

Only the total annual budget needs to be filled in for each budget year. Note that only the funds you wish to receive from VLIR-UOS are to be filled in. Additional funds from other donors (if allowed and/or applicable) should not be added here.

A more detailed budget proposal must also be uploaded as an attachment (in excel) on the 'Attachments' tab (see 5.2.4. Attachments).

Please make sure the numbers in the database are always equal to the numbers in the budget proposal.

5.2.4. Attachments

The 'Attachments' tab contains all relevant documents and annexes of the project proposal. There are two types of attachments: attachments suggested by VLIR-UOS and free attachments.

Attachments suggested by VLIR-UOS are either mandatory or optional. Only mandatory attachments are required for submission. Both mandatory and optional attachments can have a downloadable template which must be used. These templates are also available on the call page on the VLIR-UOS website. Documents can be uploaded as an attachment by dragging and dropping the document on the white icon, or by browsing (by clicking on the blue pencil icon). Any uploaded documents can always be deleted by clicking on the small black dustbin. Note that mandatory or optional attachment **rows** can never be deleted.

Please note that not all mandatory attachments may be suggested in the tab 'Attachments'. For example, curriculum vitae or letters of recommendation are never suggested as mandatory attachments in the database, but they are often required for submission. So be sure to check the **call** for a list of all mandatory attachments. Attachments which are listed as mandatory in the call but are not suggested in the database must be uploaded as free attachments (see below).

Apart from mandatory or optional attachments, you can also manually add free attachments. This can be done by clicking '+ New attachment'. A pop-up will appear. There you can add an attachment title and browse for the document. Note that the attachment row of a manually added attachment can always be deleted.

Download attachment
Download template
Upload attachment
Delete attachment
Delete attachment row
Add attachment
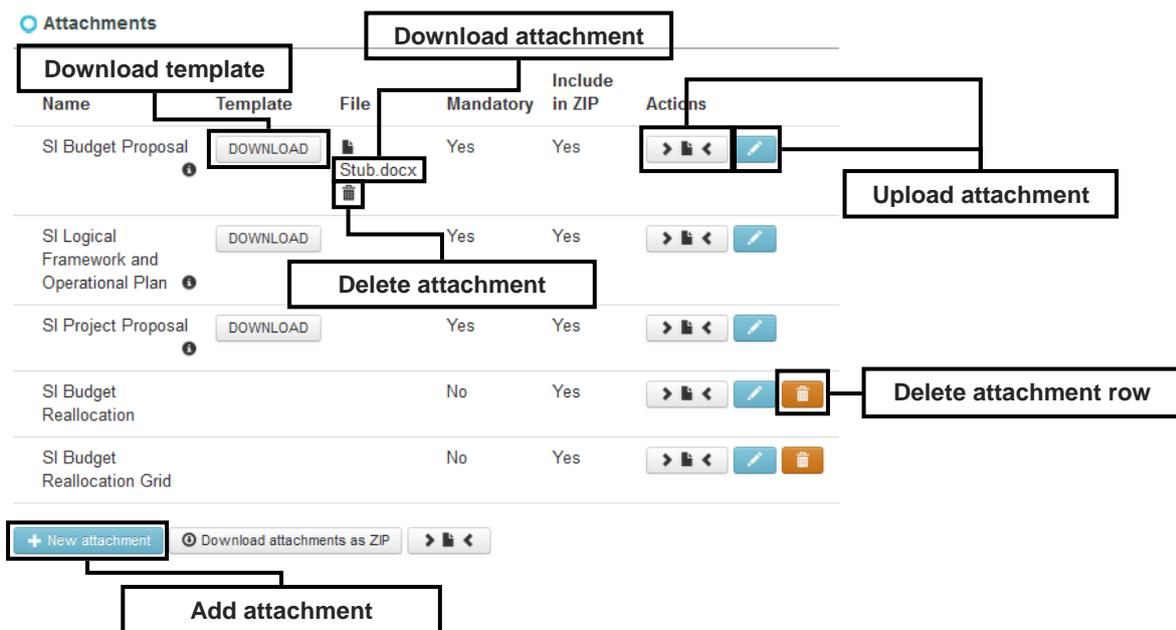
5.3. Submission of your project proposal

After you have filled in all fields, added all collaborators, and uploaded all (mandatory) attachments, you should be able to submit your project proposal to the ICOS. The button 'Submit to ICOS' should be blue instead of grey to be able to submit. If the button is still grey, you can click on it to receive an error message which tells you what fields are not yet filled in or what attachments have not yet been uploaded. Your submission is successful when the status of your project proposal is changed from 'Draft' to 'Submitted to ICOS'. Your submission will not be confirmed by an e-mail. At this point you are no longer able to make any changes to your project proposal.
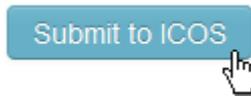
The ICOS of your institution will be notified by e-mail of your submission and will check your project proposal for eligibility (for selection). The ICOS can send your project proposal back to status 'Draft', accompanied by an e-mail specifying why your project proposal was deemed incomplete. You can then make additional changes to your project proposal, in line with the suggestions of the ICOS, and submit once more. This can go back and forth multiple times (on the condition that the deadline of submission to the ICOS has not yet passed), until the ICOS is satisfied that your project proposal is complete. Note that the deadline of submission to the ICOS is different (at an earlier date) from the deadline of submission to VLIR-UOS. This "internal" deadline is determined by the ICOS and can be different for each institution. Therefore, be sure to check with the ICOS of your institution for the correct deadline of submission.

After the ICOS has assured you your project proposal was complete, it is his/her responsibility to submit your project proposal to VLIR-UOS before the deadline of submission (to VLIR-UOS).

5.4. Follow-up of your project proposal

After you have submitted your project proposal, your role in the database will be fairly limited. As mentioned above you will no longer be able to make any changes to your project proposal after submission. All collaborators with 'read' or 'edit' rights can however still view the project proposal throughout future status changes.

During the months following your submission, VLIR-UOS will change the status of your project proposal a number of times. What status your project proposal will receive, depends mainly on whether it is deemed eligible and whether it is selected for financing or not.

Status	Explanation
Initial	Your project proposal has just been created (without a first save).
Draft	Your project proposal has been saved at least once, but has not yet been submitted to the ICOS.
Submitted to ICOS	Your project proposal has been submitted to the ICOS of your institution.
Submitted to VLIR-UOS	Your project proposal has been submitted to VLIR-UOS by the ICOS.
Receptive	Your project proposal has been deemed receptive (eligible for selection) by VLIR-UOS.
Not receptive	Your project proposal has not been deemed receptive (eligible for selection) by VLIR-UOS. *This status means your project proposal will not be considered for selection and cannot receive funding from VLIR-UOS.*
Assigned to selection session	Your project proposal has been assigned to a selection session by VLIR-UOS.
Selection status present	Your project proposal has been given a selection score (A-B-C) by the selection commission organised by VLIR-UOS. *This status means your project proposal was assessed by the selection commission. A decision concerning funding has not yet been taken at this point.*
Financing refused	Your project proposal will not receive funding from VLIR-UOS.
Funding approved	Your project proposal will receive funding from VLIR-UOS.
Contract approved	The contract for your project (proposal) has been signed by all parties and has therefore been approved.
Follow up	Your project is ongoing.
Ended	Your project has ended. *This status means that the end date of your project has been reached and all financial follow-up has been finalised by VLIR-UOS.*