Procedure for the submission of research proposals

**Direct contact**
Researcher with funding body

**Publication of a proposal call**
By Research Liaison Section

1. Reviewing the data and information on the Agency Website
2. Conferring with the Liaison officer in the Research Liaison Section about:
   - Writing the research proposal
   - Filling in the agency forms
   - Assistance (editing, reading a winning proposal, internal scientific review)

   **Checking/approval by a budget officer**

   **Checking/approval by a liaison officer**

   - Submitting the proposal to the Research Liaison Section (manual \ electronic) according to the deadline of the call + hard copies as required
   - Authorization and signature of the Head of the Research Liaison Section

   **Entering the proposal in a data base**

   **Submission of the proposal to the agency**

If required