



NORFACE  
NETWORK



Project no.: 730211

## Instructions for submitting a proposal to the T2S programme

Version 1.2

Last updated on 6 July 2017

**Please contact NSF for technical questions about the use of the BFGO portal (e-mail: Susanna Ehlers ([sehlers@nsf.gov](mailto:sehlers@nsf.gov))). The help address ([help@bfgo.org](mailto:help@bfgo.org)) will also reach NSF staff. For system questions (e.g. forgotten password), the BFGO support desk can assist you: [support@bfgo.org](mailto:support@bfgo.org).**

### What is BFGO?

The Belmont Forum Grant Operations (BFGO) System is the submission and review portal for the T2S NORFACE - Belmont Forum programme. It can be accessed at <https://www.bfgo.org>. This is the only way to submit a T2S proposal; applications sent via other channels will not be eligible. Please check the national eligibility requirements whether submission to other agencies is mandatory or not.

### Who runs BFGO?

NSF uses a contractor (Lux Consulting Group, Inc.) to develop and maintain BFGO. NSF staff will act as the go-between for applicants and BFGO. The current NSF contact for BFGO is Susanna Ehlers ([sehlers@nsf.gov](mailto:sehlers@nsf.gov)).

### Who should I contact if I have problems or questions?

For most issues, you should contact NSF. For technical issues related to the BFGO web portal, contact Susanna Ehlers ([sehlers@nsf.gov](mailto:sehlers@nsf.gov)); for substantive questions about T2S, contact Holly Hapke ([t2s-us@nsf.gov](mailto:t2s-us@nsf.gov)).

### When will the portal be open for submission?

Ideally, the application system will open on the call opening date. However, there may be a delay between the call opening date and when the application system begins accepting applications.

Please note that the application must be submitted via the account of the Main Applicant named in the application, not by someone else on their behalf. Applications submitted from other accounts cannot be accepted.

### How to register in BFGO?

To submit the Proposal, the Main Applicant must be registered as a user with the BFGO system. We recommend to register early.

### Preparing and submitting an application

Your grant application has two parts: a fact sheet in the BFGO system plus the allowed annexes:

- You complete the fact sheet by filling in the required fields in electronic application system BFGO;
- You upload a number of files (Project Description, Timetable, e.g.) in the portal.

*Instructions for submitting a proposal to the T2S programme*

- Only one PDF is accepted for each supplemental document (i.e. one PDF for all the CVs, one PDF for all justifications of resources; one PDF for all the funding agencies' budget tables).
- We recommend you write your proposal in a word processor before uploading into BFGO.