

ERA-MIN 2 - Frequently Asked Questions (FAQ) Joint Call 2018

1. Where does one submit the proposal? What is the submission deadline?

The proposals must be submitted through the ERA-MIN 2 Electronic Submission System (www.submission-era-min.eu/call2/) no later than **31st January 2019, at 17.00.00 CET.**

2. Who must submit the proposals?

The final proposal must be submitted by the coordinator of the consortium.

3. Will an extension of the proposal submission deadline be possible?

No. The proposals must be submitted no later than 31st January 2019 (Thursday), at 17:00:00 CET (Central European Time). Only when all mandatory fields are completed, the coordinator is able to click on “Submit” which completes the submission of the application.

4. Do all Funding Organisations support all the five main topics and the sub-topic areas?

No. The supported main topics and sub-topic areas by each Funding Organisation are summarised in Table 2 of the Call Text. Please check also the corresponding national/regional funding regulations (Appendix IV of the Call Text document) for restrictions on sub-topic areas, etc.

5. How many main topics and sub-topic areas must the proposal address?

It is mandatory to select one main topic and one sub-topic area. Nevertheless, you may select as many sub-topics as needed and the selection can be transversal to all main topics. For example, you may choose topic number 3 and sub-topic areas from main topics 4 and 5.

6. Are extra forms, or documents, necessary to accompany the proposal?

If required, national/regional submission forms, or documents, must be submitted directly to the respective Funding Organisation according with their deadlines, or no later than 10 working days after the proposal submission deadline.

7. How many and which countries must take part in the consortium for the proposal to be considered eligible?

The consortium must be composed of, at least, three (3) independent legal entities eligible to request funding from the participating Funding Organisations of, at least, two (2) different countries where at least one country is an EU Member State, or EU Associated Country (Turkey), participating in the ERA-MIN Joint call 2018.

Please note that independent legal entities from participating Funding Organisations that are not EU Member States, namely Argentina, Brazil, Chile, Canada (Québec) and South Africa are encouraged to participate in eligible consortia.

8. How can a potential coordinator/applicant find/establish a consortium?

In order to find potential partners to build a consortium, ERA-MIN 2 has partnered with the web-based partner search tool NCPs-CaRE. This tool is available on the NCPs-CaRE website (<http://partnersearch.ncps-care.eu>).

The Partner search service launched by the European Commission is also available [here](#).

9. What kind of organisations can participate in the call?

The following type of organisations are eligible for funding in a consortium, if they meet the national/regional funding criteria and regulations: University, Public Research Organisation, Private Research Organisation, Small and Medium Enterprise, Large Enterprise, Non-profit organisation, Consultancy, Public Authority, among others.

Large, medium and small-size enterprises are particularly encouraged to apply.

10. What is the eligibility criteria for the applicants' organisations?

The coordinator and the lead researcher representing the consortium coordinator must be eligible for funding and established in a country/region participating in the ERA-MIN Joint Call 2018.

Each applicant requesting funding must comply with the national/regional funding criteria and regulations of their respective Funding Organisation to ensure the eligibility of the consortium proposal (see Appendix IV of the Call Text document).

11. How many Curriculum Vitae can be uploaded by each organisation?

Each coordinator/partner organisation can submit a Curriculum Vitae for a maximum of 3 (three) key personnel within the organization, including the lead researcher. The names of the key personnel (maximum 3) whose Curriculum Vitae will be annexed should be written in the partner profile on ESS under the section “tasks”. If more than three (3) Cv’s are uploaded, the ones after the third won’t be scientifically assessed.

12. How many pages can the Curriculum Vitae of researchers have?

The maximum number of pages allowed for each Curriculum Vitae is two (2). The CV’s template provided must be used and uploaded in the ESS by each applicant.

13. How many submission steps does the call have?

This is a one-step submission call. The submitted proposal must be completed and take into consideration the eligibility criteria and the national/regional funding regulations.

14. Which documentation is mandatory as annexes of the proposal?

The following documentation has to be uploaded in the ESS for eligibility purposes:

- Curriculum Vitae of the key personnel of all applicants;
- Form A – Technical Description of the proposal;
- Form B “Statement of Commitment” , duly filled and signed by the lead researcher **or** the legal representative of the partner organisation that is requesting funding;
- Form C “Declaration of own funding”, duly filled and signed by the lead researcher **or** the legal representative of the partner organisation that is not requesting any funding and participates with own contribution.

15. Do all fields in the proposal technical description must be filled?

Yes. This is an eligibility criterion.

16. Do all fields in the ESS must be filled?

Yes. This is an eligibility criterion, the ESS will not validate the proposal if a field is not filled or missing a document, without this validation the ESS will not allow the submission of the proposal.

17. In which section(s) of the proposal the Technology Readiness Level (TRL) should be mentioned?

The H2020 definitions of TRL are available in Appendix II of the Call Text.

The start and target TRL for each partner activities in the project should be indicated in the partner profile at section “Tasks”. The start and target TRL for the project should be indicated in section 1.3 - PROGRESS of the proposal technical description.

Additionally, the start and target TRL for each activity and partner should be indicated in the table Work package/task description.

18. What are the types of activities allowed in the description of the task /Work Package (table)?

In the table Work Package/tasks, the type of activities for each Work package must be described. The options are: BR (Fundamental/Basic Research); AR (Industrial/Applied Research); ED (Experimental development); MGT (Management) or OTH (Other).

19. How many images can be used in the proposal?

The maximum number of images is eight (8) and its use is allowed only in the section 3, but references to each can be made in the text of section 1 and 2 of the Technical Description (Form A).

20. Does the coordinator need to upload a Gantt Chart in the proposal?

Yes. The Gantt Chart must be created using the Excel file template provided and copy it to the end of section 3 of the Proposal Technical Description (Form A).

21. Is the Ethics table mandatory in the proposal?

Yes. “H2020 Ethics issues table” that must be filled in with “yes” or “no” or “N.A”. (non-applicable). Applicants should always describe any relevant ethical aspects in their research plans. If a research permit or a statement by an ethics committee is required for the implementation of the project, applicants shall provide information on the permits or permit proposals. In case ethical issues apply, applicants mark respective issues in the table and indicate the section number of the proposal. The table is included in the Form A Word file template.

22. Is a copy of the Consortium Agreement mandatory in the proposal?

No. In the section 2.2 of the proposal technical description (Form A) it is requested to provide a brief description of the consortium agreement principles, such as: partners’ rights and duties, conflict solving position with regard to intellectual property rights management.

23. What is the maximum size of the pdf for the Technical description of the proposal?

The maximum size for the pdf is 10Mb. The ESS only allows the upload of documents in pdf.

24. Are glass-fiber and carbon fiber among the materials eligible for funding?

Yes. Within the scope of the ERA-MIN Joint Call 2018, these materials are eligible for funding.

If you have any doubt regarding the eligibility of the topic of your proposal, please contact the Joint Call Secretariat and the contact person of your respective Funding Organisation.

1. What is the budget of the ERA-MIN Joint Call? And the maximum budget per applicant?

The total budget available for the ERA-MIN Joint Call 2018 is approximately €14.5 million, which is the sum of the indicative funding commitments of the Funding Organisations participating in the ERA-MIN Joint Call 2018 (see Table 1 of the Call Text document).

Each beneficiary in a proposal selected for funding under the ERA-MIN Joint Call 2018 will be funded by the Funding Organisation of their own country/region. Applicants must comply with their respective national/regional rules, maximum budget and eligibility criteria of their respective Funding Organisations. Applicants are encouraged to read carefully the National/Regional Funding Regulations (Appendix IV of the Call Text).