ERA·MIN 2
RESEARCH & INNOVATION PROGRAMME ON RAW MATERIALS TO FOSTER CIRCULAR ECONOMY

ERA-MIN 2 - Frequently Asked Questions (FAQ) Joint Call 2019

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 (https://www.submission-era-min.eu/call3/) no later than **12th March 2020, 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 12th March 2020 (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 Organizations support all topics and subtopics?**

No. The supported topics and sub-topics by each Funding Organisation may be consulted in Table 2 of the Call Text. Please check also the corresponding national/regional Funding Organisation regulations (Appendix IV of the Call Text document) for any possible restrictions.

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

It is mandatory to select one main topic and one sub-topic, however, you may select up to five sub-topics and the selection can be transversal to all main topics, example: you may choose topic number 1 and sub-topics 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 and requesting 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).

Please note that independent legal entities from participating Funding Organisations that are not EU Member States, namely 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.
EEN (Enterprise Europe Network) offers a general partner search tool available here.

You may also use the ERA-MIN Joint Call LinkedIn Group.

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

The following type or organisations are eligible for funding in a consortium: University, Public Research Organisation, Private Research Organisation, Small and Medium Enterprises, Large Enterprises, Non-profit organisation, public authorities, consultancy, and others.

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

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

The coordinator institution and the lead researcher representing the consortium coordinator must be eligible and requesting funding, as well as, established in a country/region participating in the ERA-MIN Joint Call 2019.

A Lead Researcher can only submit one proposal as the consortium coordinator and can join other proposals as consortium partner.

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 organisation, 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 the Electronic Submission System (ESS) under the section "tasks".

No more than 6 pages CV document as pdf (maximum 2 Mb) can be uploaded.

The coordinator can upload the partner's CV on the ESS.

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 template provided must be used and uploaded on the ESS by each partner.

13. How many steps does the call have?

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

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

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

- Curriculum Vitae of the key personnel of all applicant organisations;
- Form A – Technical Description of the proposal, including Gantt chart;
- 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;
- If applicable, 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 (Form A) must be filled?

Yes. This is an eligibility criterion.

16. Do all fields on 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).

See the **Guide for proposal submission** for more details.

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

The maximum number of images/tables is eight (8) in addition to the 5 mandatory tables included in Form A template and Ethics issues Table.

Its use is allowed in any section of the Proposal Technical Description (Form A) which cannot exceed 30 pages including all images/tables.

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

Yes. The Gantt Chart must be created using the Excel file created for this purpose 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”, is mandatory. 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 2.4 of the proposal a brief description of the consortium agreement principles, such as: partners’ rights and duties, conflict solving position with regards to intellectual property rights management should be described after agreement between consortium partners.

23. What is the maximum size of the pdf for the Form A - Proposal Technical Description?

The maximum size of 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 2019, 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.

25. Do I need to provide the total person-months for each consortium coordinator/partner?

Yes. It is compulsory to complete the table of person-months (section 3 of Form A) with the total person-months for each partner, including the coordinator.

The data provided on this table will be used to assess the eligibility criterium on consortium balance. Should be the same data provided and justified in **financial comments** on the ESS.

26. Will a selected project receive funding from ERA-MIN 2?

No. Each beneficiary in a proposal selected for funding will be funded by the Funding Organisation of their own country/region.

Applicants must comply with their respective national/regional rules 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).

27. Do I need to upload the Financial plan (Excel spreadsheet) on ESS?

No. The Excel spreadsheets "Financial Plan" provided on https://era-min.eu/joint-call/era-min-joint-call-2019 aims at helping consortium and the project coordinator to build the financial table of proposal.

Only the coordinator enters all values of financial plan as well as the financial comments directly on the ESS.