ERA·MIN 3

RAW MATERIALS FOR THE SUSTAINABLE DEVELOPMENT AND THE CIRCULAR ECONOMY

ERA-MIN3 - Frequently Asked Questions (FAQ) Joint Call 2021

1. How many steps does the call have?

This is a two-step call. In a first step, the pre-proposal must be completed and take into consideration the eligibility criteria and the national/regional regulations. After the eligibility check and international assessment, pre-proposals will be invited to submit a full-proposal in a second step.

2. 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.

3. How many main call topics and sub-topics must the proposal address?

It is mandatory to select one main call topic and at least one sub-topic, and the selection can be transversal to all main call topics. For example, you may choose topic number 1 and any sub-topics from main topics 4 and 5.

4. Are wood and rubber under the scope of ERA-MIN Call 2021?

No. The scope of the Joint Call is needs-driven research on primary and secondary **minerals and metals**.

5. Are fuel and food mineral and metals eligible for funding?

No.

6. Which segments of raw materials are addressed by the ERA-MIN call 2021?

The call addresses three segments of non-fuel, non-food raw materials: Metallic minerals, Construction materials, Industrial minerals. Other materials may be addressed if this would be essential for the developed technologies or services. Proposals mainly focusing on materials not addressed by this call (e.g. food, fuels, plastics, rubber, wood) will be deemed ineligible and excluded from any further evaluation. If you have any doubt regarding the eligibility of the topic of your proposal, please contact the person of your respective Funding Organisation as well as the Joint Call Secretariat (JCS)."

7. Where does one submit the pre-proposal? What is the submission deadline?

The pre-proposals must be submitted through the ERA-MIN3 Electronic Submission System (ESS) no later than **1st April 2021, at 17.00.00 CEST.**

8. Who must submit the pre-proposals?

The pre-proposals must be submitted by the lead researcher of the consortium coordinator institution.

9. Will an extension of the pre-proposal submission deadline be possible?

No. The pre-proposals must be submitted no later than 1st April 2021 (Thursday), at 17:00:00 CEST (Central European Summer Time). Only when all mandatory fields are completed, the coordinator can click on “Submit” which completes the submission of the application on the ESS.

10. 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.

11. 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, three (3) different countries where, at least, two (2) countries are EU Member States named in this Call or Turkey (EU Associated Country).

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

12. How can a potential coordinator/applicant find consortium partners?

To find potential partners to build a consortium, ERA-MIN3 offers a partnering tool to help you to find cooperation possibilities within the ERA-MIN Joint Calls. It can be used in the following ways:

- **Post a Partner Offer/Request**
- **Search List of Partner Offers/Requests posted by others**

This tool is available at: https://www.submission-era-min.eu/partner-search

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.

13. What kind of organisations 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.

Please check Table 3 and Appendix IV of Call Text to become aware of the eligible organisations for funding by the participating funding organisations.

14. What are the eligibility criteria for the applicants' organisations?

The lead researcher representing the consortium coordinator institution must be eligible and requesting funding, as well as, be established in a country/region participating in the ERA-MIN Joint Call 2021.

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).

Researchers from the participating Funding Organisations or of the Scientific Evaluation Board (SEB) cannot apply to this Call.[1]

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

Each coordinator/partner organisation must submit a Curriculum Vitae (CV) for the lead researcher. Additionally, up to 2 (two) CVs of key personnel within the organisation may be submitted.

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.

[1] As an exception Forschungszentrum Jülich GmbH (JÜLICH) is eligible to apply since measures were already established to avoid any possible conflict of interest with Project Management Jülich as a beneficiary of ERA-MIN3, which is a largely independent unit within the research centre Forschungszentrum Jülich GmbH (JÜLICH).

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

The maximum number of pages allowed for each Curriculum Vitae is two (2); the ERA-MIN template provided must be used and uploaded on the ESS by each partner.

17. Which documentation is mandatory as annexes of the pre-proposal and full-proposal?

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

- Curriculum Vitae of the lead researcher and up to two key personnel for each applicant organisations;

- Form A – Technical Description of the pre-proposal and for the full-proposal;

- Form B - Statement of Commitment, duly filled and signed by the lead researcher **or** the legal representative of the applicant 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 only with own contribution.

- Table on Ethic issues only for full-proposal.

18. Do all fields in the proposal technical description (Form A) must be filled?

Yes. This is an eligibility criterion.

19. 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.

20. 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 "TRL".

The start and target TRL for the project should be indicated in section 1.3 of both pre-proposal and full-proposal technical description.

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

21. 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.

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

There is no maximum number of images/tables. Its use is allowed in any section of the Proposal Technical Description (Form A) which cannot exceed 6 and 30 pages including all images/tables, for pre-proposal and full-proposal respectively.

23. Does the coordinator need to upload a Gantt Chart in the full-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) of full-proposal.

24. Is the Ethics table mandatory in the full-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.

<u>The table is included in the Form A Word file template.</u>

25. 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.

26. 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 upload of pdf documents.

27. What do you mean by person-month (PM)? Where should be declared?

It is a value expressed in full months equivalent to the total work of a researcher throughout the project. To calculate this, begin by estimating the percentage of full-time working week for all tasks of a professional nature that is dedicated by the researcher in each of the different stages of the project. For example, one person-month (PM) means one person working full time during one month. More examples:

- 1 person at 100% for 12 months = 12 person-month
- 1 person at 50% for 6 months = 3 person-month
- 1 person at 30% for 6 months = 1.8 person-month
- 1 person at 50% for 2 weeks = 0.25 person-month

The total number of person-month (PM) is calculated by adding up the amount of time dedicated to the project for all the stages that must be considered.

Total person-months (PM) per partner/associated partner, including eligible for requesting funding and own contribution, should be clearly stated in the **Persons-months table** in section 3 of Form A (pre-proposal). This table will be used to calculate the effort in person-months per country, which is an eligibility criterion, as written in the Call Text: "*the total efforts of partners from one country in a proposal is <u>not exceeding 70% of the total project efforts (measured in Person-Months)</u>*."

28. 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 criteria on consortium balance. Should be the same data provided and justified in financial comments on the ESS.

29. Will a selected project receive funding from ERA-MIN3?

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).

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

No. The Excel spreadsheets "Financial Plan" provided on https://www.era-min.eu/joint-call/era-min-joint-call-2021 aims at helping consortium and the project coordinator to build the financial table of the pre-proposal.

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

31. What kind of application do partners not requesting funding need to fill in?

Applicants need to be listed as **Associated partners** in application form (Form A), participate in WPs/tasks, declare person-months in a specific table, declare own costs on **Financial Plan** table and submit Form C – Statement of own funding, which provides evidence of funds.

32. What would be the responsibilities of the partners not requesting funding during the project lifetime?

Partners need to sign the Consortium Agreement and report their activities to the project coordinator who has the responsibility to submit the annual project progress reports to the JCS.

33. Which actions are advised to organisations not participating in any task of the project?

These organisations can be for example sample providers or member of Advisory Board and are not listed as partners in the application nor sign Form C. However, the organisations could sign another kind of statement specifying their role in the project which would be uploaded by the coordinator on the ESS.

34. Can a proposal application address both topic 1 and topic 5 following the suggestion to include cross-cutting topics?

A proposal application can only select one of the five main call topics. Thus, the coordinator must choose between topic 1 and topic 5 as the main call topic. Then he/she should choose any sub-topic of topic 5 and/or topic 1.

Any sub-topic of Topic 5 can be chosen if the proposal main topic is topic 2, 3 or 4.

Please check table 2 and Appendix IV of Call Text to become aware of the topics and sub-topics which are eligible for funding by the different Funding Organisations named in the Call.

35. Is it possible to indicate that a proposal has been submitted before to a previous ERA-MIN call?

Each proposal will be considered as new and re-submissions will not have a different treatment. However, it is possible to explain in the technical description that a similar proposal was submitted and how the recommendations of the evaluation were addressed.

36. Which are the policy documents to be considered in the evaluation sub-criterion?

The documents mentioned in the sub-criterion: "*Support the development of technological solutions and services for the implementation of the Strategic Implementation Plan of the European Innovation Partnership on Raw Materials and the ERA-MIN Research Agenda*;" are mentioned in Call Text and available online at: https://www.era-min.eu/sites/default/files/publications/era-min_research_agenda.pdf (ERA-MIN Research Agenda - 2013) and eip-sip-part-1.pdf (era-min.eu) and eip-sip-part-2.pdf (era-min.eu) (SIP of EIP RM).

37. Does my organisation need a validated PIC for proposal submission?

No, you can submit a proposal with a temporary Participant Identification Code (PIC). The PIC is a 9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes / procurements. (https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-forfunding/register-an-organisation/registration-of-organisation_en.htm)

The weblink: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register provides a search tool to find out, if an organisation has been registered and has a PIC number. If not, you may register your organisation and apply for a PIC number which will be validated later on by the European services.