ERA-MIN Joint Call 2018

RAW MATERIALS FOR SUSTAINABLE DEVELOPMENT

AND THE CIRCULAR ECONOMY

Guide for proposal submission

Link to **«ERA-MIN2 Call»**

Link to the **Electronic Proposal Submission System**

Table of Contents

1. Proposal documents

All the documents related to the proposal submission are available in a Word or Excel format for download at the section "Calls" of the ERA-MIN 2 website (https://www.era-min.eu/joint-call/era-min-joint-call-2018), namely:

- Form A – Technical Description of the Proposal, that includes the Gantt Chart and the Ethics issues table (Word file and form restricted in some sections);
- Financial plan (Excel spreadsheet);
- Curriculum Vitae of key personnel (Word file template and form restricted);
- Form B - Statement of Commitment (Word file template);
- Form C - Statement of Own Funding (Word file template);

The proposal to be submitted online (https://www.submission-era-min.eu/call2) on the Electronic Submission System (ESS) must contain the information provided by the coordinator and the partners, as follows:

- **Coordinator and partners data** (to be submitted online);
- **Project data** which includes an overview of the financial plan, the project duration, the topics and subtopics addressed by the proposal, keywords, abstract and publishable abstract (to be submitted online by the coordinator);
- **Proposal Technical Description** (**Form A**) in pdf format uploaded on the ESS;
- **Financial plan** (to be completed online);
- **Curriculum Vitae** of 3 key personnel maximum in a pdf format uploaded on the ESS;
- **Form B - Statement of Commitment** from each partner requesting funding (in a pdf format uploaded on the ESS);
- **Form C - Statement of Own Funding**, only in the case of partners not requesting funding (in a pdf format uploaded on the ESS).

2. Proposal Technical Description (Form A)

The Proposal Technical Description (Form A) is composed of three sections and includes a Gantt Chart and the ethics issue table. Each section must be completed following the instructions below. When you open the word template, you must "enable content" in order to be able to correctly fill in the tables in Section 3 and the Ethics issues table.

The Word document must be converted in a pdf file format and uploaded on the ESS by the coordinator.

1. Scientific and/or technological excellence

This section allows a <u>maximum of 24000 characters</u>, which corresponds to a maximum of six pages.

1.1 **Objectives** with detailed account of their relationship to the call topic and expected impact (<u>maximum characters allowed 4000</u>).

1.2 **Methodology** research methodology and approach, highlighting the type of research and innovation activities proposed (<u>maximum characters allowed 4000</u>).

1.3 **State-of-the-art:** current state-of-the-art and progress beyond the state-of-the-art; originality and/or innovation of the concept and approach; if applicable, indicate start and target TRL (<u>maximum characters allowed 8000</u>).

1.4 **Interdisciplinary:** consideration of interdisciplinary approaches and, where relevant use of stakeholder knowledge (<u>maximum characters allowed 4000</u>).

2. Impact

This section allows a <u>maximum of 24000 characters</u>, which corresponds to a maximum of seven pages.

2.1 **Impact:** expected outcomes and expected impacts – contribution to the expected impacts at European and/or international level of the relevant topic and sub-topic. Any substantial impacts that would enhance innovation capacity; any barriers/obstacles, and any framework conditions such as regulation, standards, public acceptance, workforce considerations, financing of follow-up steps, cooperation of other links in the value chain, that may determine whether and to what extent the expected impacts will be achieved (<u>maximum characters allowed 8000</u>).

2.2 **Dissemination:** proposed measures for exploitation, dissemination and communication of project activities and expected outcomes. <u>Include a brief description of the Consortium Agreement, its principles</u> – describe partners' rights and duties, conflict solving, position with regard to intellectual property rights (IPR) management. Applicants should describe how their

results will be disseminated to the public. Special attention should be paid to reconnecting raw materials to society (<u>maximum characters allowed 12000</u>).

2.3 **Contribution:** contribution for the implementation of the Strategic Implementation Plan of the European Innovation Partnership on Raw Materials (<u>maximum characters allowed 4000</u>).

3. Quality and efficiency of the implementation

This section is not form restricted; the maximum number of pages is fourteen; the font and size letter must be **Calibri, 11pt, single-spaced**; the template's margins of the page must be kept.

3.1 **Work Plan:** Provide a detailed work plan description.

Complete the table provided with the work packages' (WP) title, objectives and description, including the type of activity and TRL, the task title and description, WP/task duration, the lead partner of each WP/task and the respective Person-Months[1] (PMs) of each partner dedicated to different tasks. For each partner indicate the total Person-Months (or Man-Months), either eligible for requesting funding or own funded.

Complete the next two tables with the list of deliverables and list of milestones and indicate the lead partner and due month.

To add new rows use the button at the end of each table.

The table below is an example of how it should filled.

In the Partner column use bold to indicate the leader of WP or Task. The same must be applied in the PM(s) column.

The maximum of pictures/images allowed in this section is **eight**.

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[1] For example, one person-month (or man-month) means one person working full time in a project during one month.

Work Plan

WP/Task No.	WP Title, Objectives and Description (type of activity/TRL)/Task Title and Description	Start Month	End Month	Partner	PM(s)
WP1	*Title: Coordination* *Objectives:* *…* *Description:* *…*	M1	M36	P1, P2… Pn	2, 4… n
T1.1	*Title: Consortium meetings* *Description* *…*	M1	M36	P1, P2… Pn	2, 4… n
T1.n		M	M		
WP2	*Chemical characterization* *Objectives* *….* *Description* *…*	M5	M18		
T2.1					

Table of Deliverables

No.	WP	Lead Partner	Deliverable title and description	Due month
D1.1	1	P1	Meeting minutes	**M1**
D2.1	n	Pn		

Table of Milestones

No.	WP	Lead partner	Milestone title and description	Due month
M1.1	1	P1	Kick-of meeting	**M1**
M1.2	1	Pn		
M2.1	2	Pn		

3.2 **Management:** description of project management structures and procedures, including risk and innovation management. The <u>table of risk assessment must have, at least, one risk identified</u>.

<u>Definition of critical risk</u>: A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

<u>Definition of level of likelihood</u>: The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place, which can be low, medium or high.

Table of Risk Assessement

Nº	Work Package(s) involved	Description of risk	Proposed risk-mitigation measures
1		**Level of likelihood:** Low/Medium/High	
n		**Level of likelihood:** Low/Medium/High	

3.3 **Consortium Expertise:** describe the expertise of partners and their complementary for the expertise of the consortium as a whole – including distribution of tasks and efforts between partners.

Gantt Chart

The Gantt Chart must be completed in the Excel file given and then copied to the end of section 3. The first row of the table shall represent the number of months of your project duration. In the example below, the first row represents the twelve months of the year. In the first column, write the number and title of the WP and tasks.

Shadow the cells to indicate the start and end date of each WP and Task. Add the deliverables and milestones in the correspondent due month, as seen in the example.

The Gantt Chart corresponds to one page of the proposal.

	1	2	3	4	5	6	7	8	9	10	11	12
	Year											
	1	2	3	4	5	6	7	8	9	10	11	12
WPx - Title		Mx.y										
Taskx.y- Title												
Taskx.y- Title		Dx.y										
Taskx.y- Title												
WPx - Title												
Taskx.y- Title												
Taskx.y- Title												
Taskx.y- Title												

3. Curriculum vitae of key personnel

The Lead researchers[2] of the coordinator and the consortium partners prepare a brief CV (maximum two pages) for three key personnel maximum (including the Lead Researcher). The CV is composed of a list of the relevant publications and/or patents within the last five years, demonstrating the competence to carry out the project. The CV template given in a Word format must be used.

Each Lead Researcher uploads a single pdf of the key personnel's CV on the ESS.

Partner #*(number)* **–** *Name of the Institution (acronym), Country*

Last Name	
First Name	
Department	
Short CV	(maximum characters allowed 4000)
List of relevant publications and/or patents within the last five years	(maximum characters allowed 4000)

4. Ethics issues table

The proposal must include H2020 "Ethics issues table" that must be filled in with yes/no (drop-down menu). Applicants should always describe any relevant ethical aspects in their research plans. If a research permit or a statement by ethics committee is required for the implementation of the project, applicants shall provide information on the permits or permit proposals.

This table is included in the Word template Form A – Technical Description of the Proposal.

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[2] The Lead Researcher is the main responsible person of a legal entity who is the contact point with the corresponding national/regional Funding Organisation.

5. Form B - Statement of Commitment

The Lead Researcher of a coordinator/partner organisation requesting funding must complete a statement of commitment (Form B), duly signed and stamped by the legal representative of the organisation **or** the Lead Researcher. This Form B must be completed by coordinator/partners that are requesting any percentage of funding.

The coordinator must collect all the Form B's in a single document in a pdf format and upload it on the ESS.

6. Form C - Statement of Own Funding

Only in the case of partners not requesting funding at all, a Statement of Own Funding (Form C) must be completed and duly signed and stamped by the legal representative of the organisation **or** the Lead Researcher. This Form C can only be completed by partners.

The coordinator must collect all the Form C's in a single document in a pdf format and upload it on the ESS.

7. Recommendations

- Proposals that do not meet the ERA-MIN 2 eligibility criteria, as well as, the national/regional eligibility criteria and requirements will be declined without further review.
- Refer to the "Call Text" for more information about the proposal structure.
- Provide a detailed technical description of the proposal in sections 1 to 3, jointly filled in by all partners. Take into consideration the above instructions per section.
- The coordinator can check and download the state of the data completed and uploaded on the ESS by clicking on the menu "Factsheet" in the left-hand side navigation bar on the ESS.
- The menu "Validation" allows the coordinator to check the missing proposal data when clicking on the menu "Validation" in the on the ESS.

Only when all mandatory fields are completed, the coordinator is able to click on "Submit" which completes the submission of the application. The coordinator will receive an automatic e-mail confirming the submission of the proposal.

8. Checklist for the Consortium Coordinator

In order to make sure that your proposal will be eligible to this call, please collect the information required to tick all the sections below before concluding the online submission of the proposal on the ESS. Please note that there can be additional conditions for some partners due to national/regional funding regulations (see Appendix IV of the Call text).

- **General conditions:**

☐ The project proposal addresses **only one** of the main five topics of the call on the ESS.

☐ The project proposal addresses, **at least, one sub-topic area** (described in the Appendix I of Call text).

☐ The coordinator is aware of the **national/regional requirements** of the partner's funding organisations**.**

☐ The Lead Researcher, representing the consortium coordinator (Partner 1), registers at the ERA-MIN 2 Electronic Submission System – ESS- (https://www.submission-era-min.eu/call2/coordinator-registration) well in advance of the proposal submission and completes the coordinator and proposal data at https://www.submission-era-min.eu/call2/coordinator-login .

☐ The coordinator's Lead Researcher registers all the consortium partners well in advance of the proposal submission by providing the partner's Lead Researcher name, e-mail and login name.

☐ The partner's Lead Researchers, after receiving an email to activate their account, enters his/her own profile at https://www.submission-era-min.eu/call2/partner-login.

☐ Each consortium coordinator/partner uploads on the ESS, a brief CV (Word file template) as a pdf (2 MB maximum) for three persons (key personnel) maximum.

☐ The consortium fixes a common project start date, no later than November 1, 2019, taking in consideration the time for grant negotiations of the funding organisations and other national regulations that can affect this.

☐ The travels costs to attend two meetings organised by ERA-MIN 2 are included in the financial plan of the consortium coordinator's Lead Researcher.

☐ The sections 1 to 3 of the proposal technical description (Form A) are jointly filled by all partners, taking in consideration the above instructions per section.

☐ The pdf format of the proposal technical description (Form A) does not exceed the size of 10 mega bytes and includes a maximum of eight pictures/images.

- **Eligibility of consortium:**

☐ The consortium comprises, at least, three independent legal entities eligible to request funding from the participating Funding Organisations of, at least, two different countries where, at least, one country is an EU Member State or EU Associated Country (Turkey).

☐ The coordinator of the consortium is eligible for funding and established in a country or region participating in the Call.

☐ The Lead Researcher is only representing the coordinator in one proposal.

☐ The coordinator checks that each partner requesting funding in the project proposal has contacted the respective Funding Organisation; complies with the national/regional funding criteria and regulations of the respective Funding Organisation and will submit submission forms or other documents directly to the Funding Organisation according with its deadlines, no later than 10 working days after the proposal submission deadline.

☐ The coordinator checks that no partner of this consortium is a researcher of the ERA-MIN 2 Call Steering Committee or the Scientific Evaluation Board (SEB).

☐ The coordinator checks that the total efforts of partners from one country in a proposal is not exceeding 70% of the total project efforts (measured in Person-Months).

☐ The project duration is between 12 months and 36 months, if allowed by the participating Funding Organisations.

☐ The language of the proposal is English.

☐ All sections of the proposal technical description (Form A) are filled and the total length is not exceeding 27 pages, excluding the references and the ethics issue table.

☐ For all partners requesting funding, the coordinator collects the respective Statement of Commitment (Form B) duly signed and uploads a single pdf on the ESS.

☐ For all partners that are not requesting funding at all, the coordinator collects the respective Declaration of Own Funding (Form C) duly signed and uploads a single pdf on the ESS.

Appendix I - Online proposal and partners data

The proposal and partner's data are to be filled online on the [ERA-MIN Electronic Proposal Submission System](#) (ESS).

The coordinator registers at the ERA-MIN Electronic Proposal Submission System (https://www.submission-era-min.eu/call2/coordinator-registration) and receives a registration e-mail. The coordinator adds new partners (name/loginname/e-mail address) to the online proposal (https://www.submission-era-min.eu/call2/coordinator-login). The partners will receive a notification e-mail to login and complete their profile (https://www.submission-era-min.eu/call2/partner-login).

a) Coordinator/partner profile- *to be completed via ESS*

Contact Data	
Title	E-mail
First name	Family name
Status of the organisation[3]	website
Name of the organisation	Department
Country/region - Funding organisation	
Street number	P.O. box
Zip/postal code	Town/city
Phone number	Mobile Phone number
Fax number	Country code auto completion

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[3] UNI-university; PRO-Private Research Organisation; PUB-Public Research Organisation; SME-Small medium enterprise; IND-large enterprises; CO-consultancy; OTH-Others.

Tasks
Please describe your task(s) in this project and **indicate start and target TRL for your activities in the project**. **Indicate the names of the key personnel (maximum 3) whose Curriculum vitae will be annexed**. The maximum length is 500 characters.

Upload curriculum vitae
Use the Word file template given (max. 2 pages/person; max. 3 persons (in one pdf); max. 2 MB, PDF file format)
Uploaded CV

Additional Fields
VAT nº.

Declaration 1 - National/regional regulations
☐ I am aware of the national/regional funding regulations (see Call Text).

Declaration 2 – Permission to be published
In case of recommendation for funding, I hereby authorize the ERA-MIN 2 to publish the information provided in the publishable abstract as well as the consortium partner organisations. I agree that the coordinator contact person details (name and e-mail address) will be published.

☐ yes |

Declaration 3 - GDPR
ERA-MIN 2 will comply with the Protection of Personal Data Requirements by following the ethical standards and guidelines of Horizon 2020 and applicable EU and national law. Your data will be used by ERA-MIN 2 for its statistics and won't be disclosed.

☐ yes |

b) Proposal data/abstract/publishable abstract/keywords - *to be completed by the coordinator via ESS*

Proposal full title
Proposal acronym/short name

Start date[4] (month/ year)		End date (month/ year)	
Project duration in months			

Topic[5]
Choose from the list one main topic of the proposal.
Sub-topic
Choose from the list, at least, one sub- topic of the proposal.
Abstract (mandatory)
(Describe briefly the background, objectives, needs addressed, methodology, work planning, stakeholder involvement and expected impact of outcomes and potential benefits and suggested collaborative project; max**. 4000** characters)
Publishable abstract
(Describe briefly the background, objectives, needs addressed, methodology, work planning, stakeholder involvement and expected impact of outcomes and potential benefits and suggested collaborative project; max. **2000** characters)
Supplementary keywords
(max. 5)

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[4] Before completing, each partner should inquire the respective Funding Organisation.
[5] Select the main topic addressed by the proposal and one, or more, sub-topics.

Appendix II - Online Financial plan and comments

a) Financial plan – *to be completed via ESS*

New rows are automatically added to both tables when the coordinator invites a new partner for the consortium. This table is to be filled online, only In the grey areas represented here are editable in the ESS, by the coordinator and includes the budget of all partners.

You can use the Financial Plan excel file provided to compile and work on the proposal budget. However, this file is NOT uploaded in the ESS.

TOTAL COSTS **(in EUR)**

Organisation name	Personnel	Travel	Consumables/ Equipment	Subcontracts	Overheads	Other	Total Costs
TOTAL:							

OWN CONTRIBUTION **(in EUR)**

Organisation name	Total Costs	Requested funding	Total own contribution
TOTAL:			

b) Financial comments

Please provide a brief description to justify the requested funding and the own contribution to the project, considering the national/regional funding regulations[6]. The brief description must be written in the text box per category with a maximum of 1000 characters.

Each consortium member, including the partners not requesting funding, must indicate the total number of Person-Months dedicated to the project, either eligible for requesting funding or own funded in the category "personnel".

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[6] Read the Appendix IV "National/regional funding regulations" of the Call text.