ERA•MIN 3

RAW MATERIALS FOR THE SUSTAINABLE DEVELOPMENT AND THE CIRCULAR ECONOMY

EU co-funded

ERA-MIN Joint Call 2021

RAW MATERIALS for the SUSTAINABLE DEVELOPMENT

and the CIRCULAR ECONOMY

Guide for proposal submission

Link to «ERA-MIN3 Call»

Link to the Electronic Proposal Submission System

For further information, contact the Joint Call Secretariat:

eramin@fct.pt

Ana Luísa Lavado (+351) 213 924 396

Dina Carrilho (+351) 213 924 381

FCT - Fundação para a Ciência e a Tecnologia, Portugal

Table of Contents

1. Pre-proposal and Full-proposal documents 3
2. Pre-proposal/Full-proposal Technical Description (Form A) 4
3. Gantt chart 7
4. References 8
5. Ethics issues table 8
6. Curriculum vitae of key personnel 8
7. Form B - Statement of Commitment 8
8. Form C - Statement of Own Funding 9
9. Recommendations 9
10. Checklist for the Consortium Coordinator 9
Appendix I - Online proposal and partners data 13
Appendix II - Financial plan and comments 17

1. Pre-proposal and Full-proposal documents

All the documents related to the pre-proposal and full-proposal submission are available in a Word or Excel format for download at the section "Calls" of the ERA-MIN 3 website (https://www.era-min.eu/joint-call/era-min-joint-call-2021), namely:

- Form A – Pre-proposal and full-proposal Technical Description (Word file);
- Financial plan (Excel spreadsheet);
- Curriculum Vitae of key personnel (Word file template);
- Form B - Statement of Commitment (Word file template);
- Form C - Statement of Own Funding (Word file template);

The pre-proposals and the full-proposals are both submitted on the Electronic Submission System (ESS) (https://www.submission-era-min.eu/call2021/) and must contain the information provided by the coordinator and the partners, as follows:

- **Coordinator and partners data** (to be filled in online).
- **Project data** which includes project title and acronym, project start/end dates (month/year), the project duration (in months), one topic and one, or more, subtopics addressed by the proposal, abstract and publishable abstract, project TRL, up to 5 keywords (to be filled in online by the coordinator).
- **Form A – Pre-proposal Technical Description** maximum 8 pages which includes references (in pdf format uploaded on the ESS by the coordinator).
- **Form A –Full-Proposal Technical Description** maximum 35 pages which includes Gantt Chart, references and Ethics issues table (in pdf format uploaded on the ESS by the coordinator).
- **Financial plan and comments** (to be filled in online by the coordinator for all partners).
- **Curriculum Vitae** (ERA-MIN template up to two pages) of maximum 3 key personnel per partner institution in a pdf format uploaded on the ESS by each partner.
- **Form B - Statement of Commitment** from each partner requesting funding (in a pdf format uploaded on the ESS by the respective partner).
- **Form C - Statement of Own Funding**, only in the case of partners not requesting funding, the so-called Associated Partners (in a pdf format uploaded on the ESS by the respective partners).

2. Pre-proposal/Full-proposal Technical Description (Form A)

The Pre-proposal Technical Description (Form A) is composed of three sections (1. Scientific excellence, 2. Impact, 3. Quality and efficiency of the implementation) and the references. The maximum number of pages for the sections 1, 2 and 3 is six (6) and up to 2 additional pages for references. Each section must be completed following the instructions below.

The Full-proposal Technical Description (Form A) is composed of three sections (1. Scientific excellence, 2. Impact, 3. Quality and efficiency of the implementation) and the Gantt chart, references and the Ethics issues table. The maximum number of pages for the sections 1, 2 and 3 is thirty (30) pages, plus one (1) page for the Gantt chart, two (2) pages for the Ethics issues table and up to two (2) pages for references. Each section must be completed following the instructions below.

The font and size letter must be **Calibri, 11pt, single-spaced**; the template's margins of the pages must be kept, **the pictures/images/tables must be included in the maximum number of pages for pre-proposal and full-proposal sections 1, 2 and 3 (6 pages and 30 pages, respectively).**

1. Scientific excellence

The **Form A Word template** must be converted in a pdf file format and uploaded on the ESS by the coordinator.

1.1 Objectives with detailed account of their relationship to the call topic and expected impact.

1.2 Research methodology and approach, highlighting the type of research and innovation activities proposed.

1.3 Current state-of-the-art and progress beyond the state-of-the-art; originality and/or innovation of the concept and approach, <u>indicate start and target TRL</u>.

1.4 Consideration of interdisciplinary approaches and, where relevant use of stakeholder knowledge. (*only for full-proposal*)

2. Impact

2.1 **Expected outcomes and expected impacts** – contribution to the expected impacts at European and/or international level of the relevant topic and sub-topics. 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.

2.2 **Proposed measures for exploitation, dissemination and communication of project activities and expected outcomes**. Include a brief description of the Consortium Agreement, its principles – describe partners' rights and duties, conflict solving, position with regards 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 **(*only for full-proposal*)**

2.3 Contribution to the Strategic Implementation Plan of the European Innovation Partnership on Raw Materials and the ERA-MIN Research Agenda.

3. Quality and efficiency of the implementation

3.1 **Work Plan:** Provide a detailed work plan description. ***(only for full-proposal)***

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.

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

Add new rows as needed at the end of each table.

The tables below show an example of how it should be filled in.

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

Work Plan

WP/Task No.	WP Title, Objectives and Description (type of activity[2]/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		

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

[2] 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).

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 Description of project management structures and procedures, including risk and innovation management. (*only for full-proposal*)

The table of risk assessment must have, at least, one risk identified.

Definition of critical risk: 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.

Definition of level of likelihood: 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 Assessment

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

3.3 **Describe the expertise of the consortium partners, and how their complementary profiles contribute to the successful implementation of the project** (including distribution of efforts between partners).

For each partner and associated partner indicate their efforts in Person-Months, including eligible for requesting funding and own funded in the respective table.

Table of person-months

№	Partner name/acronym	Country/ region	Person-Month
1	Coordinator	country 1	25
2	Partner 1	country 2	15
3	Partner 2	country 3	18

All partners requesting funding and associated partners participating with own funds only must be listed in this table. 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.

3. Gantt chart

The Gantt chart must be completed in the Excel file given and then copied to the end of section 3 (***only for full-proposal***)

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 full-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												

4. References

This section should not exceed a maximum of two pages both for pre- and full proposals.

5. Ethics issues table

The full-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 – Full-proposal Technical Description (***only for full-proposal***).

6. Curriculum vitae of key personnel

The Lead researchers[3] of the coordinator and the consortium partners prepare a brief CV (maximum two pages per person) for a maximum of three key personnel (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 by ERA-MIN must be used.

Each Lead Researcher uploads a single pdf with his/her own CV (mandatory) and up to two key personnel's CV (optional) on the ESS.

7. 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 by the legal representative of the organisation **or** the Lead Researcher. This Form B Word template given must be completed by coordinator/partners that are requesting any percentage of funding.

Each partner requesting funding is responsible for signing and uploading the respective Form B.

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

8. Form C - Statement of Own Funding

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

Each partner not requesting funding is responsible for signing and uploading the respective Form C.

9. Recommendations

- Make sure **the pre-proposal/full-proposal meets the ERA-MIN Call eligibility criteria**, as well as the national/regional eligibility criteria and requirements, as it otherwise will be declined without further review.
- **Refer to Appendix IV of the "Call Text" for more information on national/regional funding regulations and rules**.
- Provide a detailed technical description of the pre-proposal/full-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.
- By clicking on the menu "Validation" it allows the coordinator to check the missing proposal data 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.

It will be possible to resubmit proposals until proposal deadline.

10. Checklist for the Consortium Coordinator

In order to make sure that your proposal is 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 tips:**

☐ The project proposal addresses **only one** of the five main 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) of any of the five main topics.

☐ 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 well in advance of the proposal submission and completes the coordinator and proposal data. Access to the system as well as all relevant information and documents will be provided on the central call website: https://www.era-min.eu/joint-call/era-min-joint-call-2021.

☐ The coordinator's Lead Researcher registers all the consortium partners, including associated 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 and completes the partner data, uploads CVs and Form B or Form C (Associated partner).

☐ 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.

☐ The consortium fixes a common project start date, no later than May 1, 2022, taking in consideration the time for grant agreement preparation of the funding organisations and other national regulations that can affect this.

☐ The travels costs to attend two meetings organised by ERA-MIN 3 are included in the financial plan of the consortium coordinator's Lead Researcher.

☐ The pdf format of the proposal technical description (Form A) does not exceed the size of 10 mega bytes.

- **Eligibility of consortium:**

☐ The consortium comprises, at least, **three** independent legal entities eligible and **requesting funding** from the participating Funding Organisations of, at least, **three different countries** where, at least, **two** countries are **EU Member States** named in the Call **or** EU Associated Country (**Turkey**).

☐ The coordinator of the consortium must request funding from, and be established in, a country or region of a Funding Organisation participating in the Call.

☐ A Lead Researcher may only participate as a coordinator in one proposal (i.e. if a Lead Researcher coordinates one proposal, he/she may only participate in other proposals as a lead researcher/key personnel of a consortium partner).

☐ The coordinator checks that no partner of this consortium is a researcher of the participating Funding Organisations or a member of the Scientific Evaluation Board (SEB).

☐ The coordinator checks that 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>. Total person-months (PM)

per partner should be clearly stated in the **Persons-months table** in section 3 of Form A (pre-proposal).

☐ The participation of one, or more, enterprises/industrial consortium partners is mandatory for the funding organisations of Finland (Business Finland), Germany (BMBF/Julich) and Poland (NCBR) (see details in Appendix IV of Call Text).

☐ Other consortium compositions are mandatory for the funding organisations of South Africa (DSI), and Wallonia (SPW) and are recommended for Spain (AEI) (see details in Appendix IV of Call Text).

- **Other eligibility rules:**

☐ To comply with the national/regional eligibility criteria, each partner requesting funding must contact the respective Funding Organisation before the pre-proposal submission deadline to confirm the eligibility of: i) project idea; ii) call topics and sub-topics; iii) type of organisations; iv) type of research and TRL; v) type of project costs; vi) minimum and maximum requested funding and funding rates; vii) person-months; viii) project duration; ix) other specific national/regional rules (as described in Appendix IV of Call Text).

☐ **Additional information/documentation must be sent** by partners requesting funding **to the national contact persons** of participating Funding Organisations from Bulgaria (BNSF), Czech Republic (TA CR), Flanders (FWO, Hermesfond), France (ADEME), Italy (MUR), Portugal (FCT), Québec province (PRIMA), South Africa (DSI), Spain (CDTI) and Turkey (TUBITAK) by their deadlines (see Appendix IV of the Call Text).

☐ The sections 1 to 3 of the **pre-proposal technical description** (Form A) are jointly filled by all partners, taking in consideration the above instructions per section. The number of pages in each section 1-3 is not limited, but **the total length of sections 1-3 must not exceed 6 pages, including pictures/images/tables.**

☐ The sections 1 to 3 of the **full-proposal technical description** (Form A) are jointly filled by all partners, taking in consideration the above instructions per section. The number of pages in each section 1-3 is not limited, but **the total length of sections 1-3 must not exceed 30 pages, including pictures/images/tables.**

☐ Each consortium coordinator/partner prepares a brief CV using the ERA-MIN Word file template (maximum of 2 pages per person) for three persons maximum and uploads as a single pdf (6 pages, 2 MB maximum) on the ESS before pre-proposal deadline.

☐ All **partners requesting funding** must upload the respective **Statement of Commitment (Form B),** duly signed by the legal representative of the organisation or by the Lead Researcher, as a single pdf on the ESS before pre-proposal deadline.

☐ All **partners not requesting funding** (the so-called Associated Partner) must upload the respective **Declaration of Own Funding (Form C),** duly signed by the legal representative of the organisation or by the Lead Researcher, as a single pdf on the ESS before pre-proposal deadline.

☐ The project duration is between 12 months and 36 months, if allowed by the participating Funding Organisations (see **Table 3 of Call Text**).

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). Access to the system is provided on the central website of the EU co-funded ERA-MIN Joint Call 2021: https://www.era-min.eu/joint-call/era-min-joint-call-2021.

The coordinator registers at the ERA-MIN Electronic Proposal Submission System and receives a registration e-mail. After registration the coordinator can add new partners (name/loginname/e-mail address) to the online proposal.

The partners will receive a notification e-mail to login and then complete their profile.

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

Contact Data	
Title	E-mail
First name	Family name
Status of the organisation[4]	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

[4] 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. Indicate the **names of the lead researcher and key personnel (maximum 3) whose *Curriculum vitae* will be annexed**. The maximum length is 500 characters.
Upload curriculum vitae
Use the ERA-MIN Word file template given (max. 2 pages/person; max. 3 persons (in one pdf); max. 2 MB, PDF file format)
Uploaded CV
Declaration 1 - National/regional regulations
☐ I am aware of the national/regional funding regulations (see Call Text).
Declaration 2 – Privacy Policy
☐ I have read the notes on privacy and accept them.
Declaration 3 – Permission to be published
In case of recommendation for funding, I hereby authorize the ERA-MIN 3 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 4 - GDPR
ERA-MIN 3 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. I agree that submitted data will be used by ERA-MIN 3 for its statistics and won't be disclosed without my informed consent. ☐ yes
Additional Fields
VAT nº.

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

Proposal full title (*Max. 150 characters*)			
Proposal acronym/short name (*Max. 25 characters*)			
Start date[5] (month/ year)		End date (month/ year)	
Project duration in months			
Automatically calculated			
Topic[6]			
Choose from the list only one main topic of the proposal.			
Sub-topic			
Choose from the list, at least, one sub- topic of the proposal.			
Supplementary keywords			
(*Maximum 5 keywords related to your project, separated by comma*.)			
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**. 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)			
Technology Readiness Level (TRL)			
Please indicate the project start and target TRL. (*You can select a maximum of 2 options.)*			

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

Appendix II - Financial plan and comments

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

This table is to be filled in, only the grey areas are editable on the ESS. The table contains the total costs/budget for all partners, including partners not requesting funding (Associated partners), per each cost category (personnel, travel, consumables/equipment, subcontracts, other costs and overheads (indirect costs).

The total costs are the sum of eligible costs for funding with own contribution, if applicable. Associated partners should indicate total costs.

The **own contribution (in EUR) per partner** should be indicated in Table "TOTAL REQUESTED FUNDING" and the total requested funding is automatically calculated, except for Associated partners, which total requested funding is automatically zero. Please note that it is only possible to write in the grey cells of the Tables.

New rows are automatically added to both tables when the coordinator invites a new partner for the consortium.

The coordinator may use the Financial Plan excel file provided on ERA-Min website to compile and work on the proposal budget with the consortium partners. However, **this Excel file is NOT uploaded on the ESS**.

TOTAL COSTS **(in EUR)**

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

TOTAL REQUESTED FUNDING **(in EUR)**

Organisation name	Total Costs	Total own contribution	Total requested funding
TOTAL:			

b) Financial comments

Each partner and associated partner provides a brief description of total costs to justify the requested funding considering the national/regional funding regulations[7], and/or the own contribution to the project. The brief description must be written in the text box for each category (personnel, travel, consumables/equipment, subcontracts, other and overheads) with a maximum of 1000 characters.

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