Guidelines Proposal Submission

Joint call for proposals under the framework of JPI Oceans on

"Sources, distribution & impact of microplastics in the marine environment"

20.11.2018

CONTENT

1. Background

The Call Announcement of the joint call provides the essential information about the evaluation procedure, eligibility and evaluation criteria. These guidelines briefly explain some technical issues related to the proposal submission.

2. Process overview

The procedure is divided into <u>several steps</u>: submission, eligibility check and evaluation of full proposals. One joint proposal should be prepared by the consortium members. The proposals must be electronically submitted by the project coordinator via the online submission tool available at https://epss-jpi-oceans.ptj.de/Call2018.

Submission of a proposal

The proposal consists of different parts which have to be filled in online. First, the coordinator has to register in the submission tool. A user can be registered several times in the submission tool with the same e-mail account but different usernames, one for each proposal. In this way, a correct assignment to proposals is ensured in the submission tool.

After registration a link will be sent to the registered e-mail account to activate the registration.

The coordinator can enter, edit and save the electronic forms, add partners to the consortium upload the project description and submit the proposal. Partners can enter and edit their own data only.

In addition, the coordinator may reedit and resubmit the proposal before the submission deadline. In this case, only the latest submitted version will be used for evaluation. Proposals can only be submitted and/or modified prior to **12:00 CET on 28 February 2019.**

After successful submission the coordinator as well as the partners will receive an automatically generated confirmation of receipt.

Each project coordinator should make sure to register early enough. **After the deadline, the website will neither accept modification nor submission of any proposal.** The project coordinator should also not underestimate the effort needed to collect the required information from their project partners or fill in the online forms. Therefore it is strongly recommended to submit the first version of proposals well before the deadline.

The information given in the proposal is binding in terms of consortium composition and maximum requested budget. The project description presents the scientific part. Please keep in mind that the project description should allow experts to evaluate its relevance to the aim of the call and its excellence despite the limited space for details. The project description cannot exceed the limited characters in each section.

The limits in the template are given and have a maximum number of characters (4000 characters are approximately one A4 page of text). Please use only the formatting in the submission tool - remove all formatting before copy the text in the submission tool.

Up to five figures can be embedded in the text through place markers. The figures should be uploaded as *.jpeg*, *.gif* or *.png* files and should have a maximum size of 600 pixels.

Only the newest uploaded file will be saved. If the project description is not uploaded to the proposal, that particular proposal will be considered ineligible.

The proposal must be filled out online in the submission tool https://epss-jpi-oceans.ptj.de/Call2018. A template is attached.

If consortium partners are requested to submit separate or different proposal documents towards their national funding organization, the consortium partner(s) concerned shall submit these documents directly to the respective national / regional funding organization.

Eligibility check of proposals

The proposals will be checked whether they can be considered eligible regarding to eligibility criteria as laid down in the Call Announcement. Every partner country has individual funding conditions and eligibility criteria. Please check the national regulation.

Please note: If one partner of a consortium does not fulfil their national/regional eligibility criteria, the whole consortium will be deemed ineligible.

It is the responsibility of the consortium coordinator to verify that the consortium fulfils the Call eligibility criteria and that all partners fulfil their national/regional eligibility criteria. In case of uncertainty regarding eligibility criteria, please contact the National Funding Partners.

If a proposal is ineligible, the Call Office will inform the coordinator.

Each proposal will be at least checked for eligibility at the Call Office and at national level.
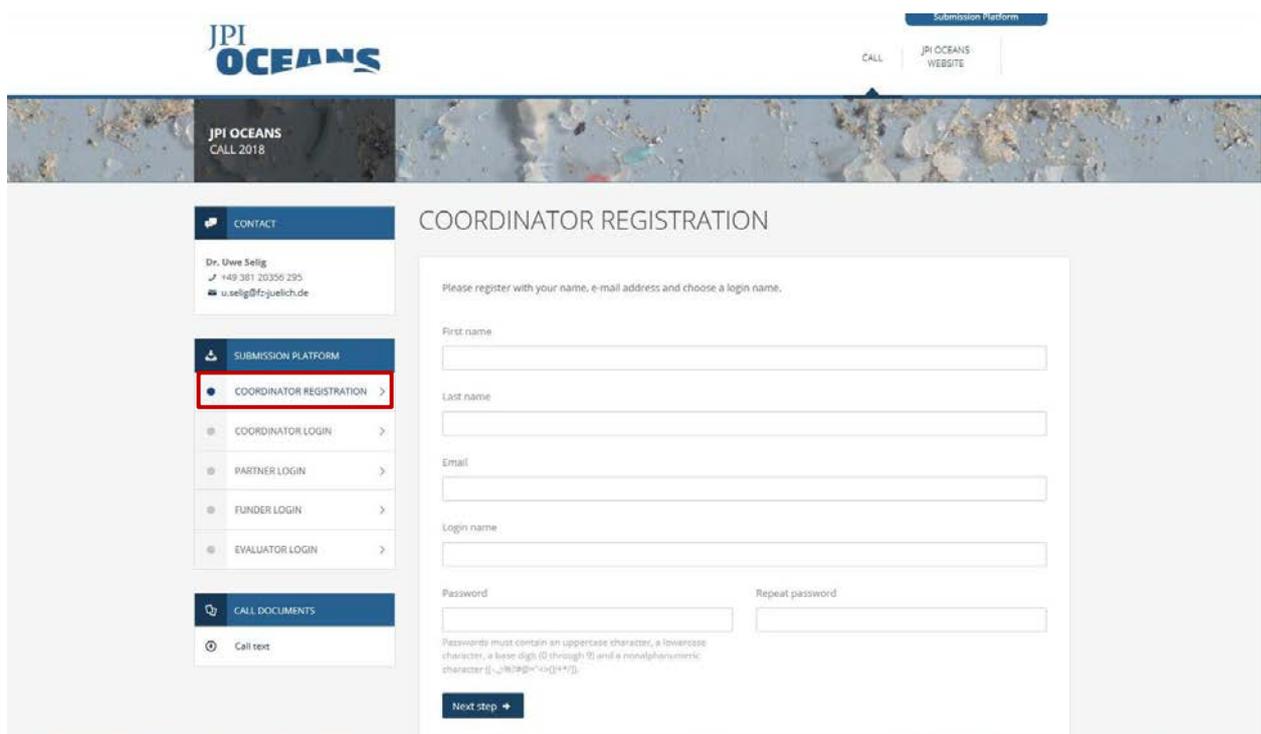
All proposals were review from independent referees. An Evaluation Panel ranks the proposals based on the peer-review procedure. A final selection of proposals will be done in a meeting of the management committee. The Call Office will inform the coordinators about the evaluation results of the proposals.
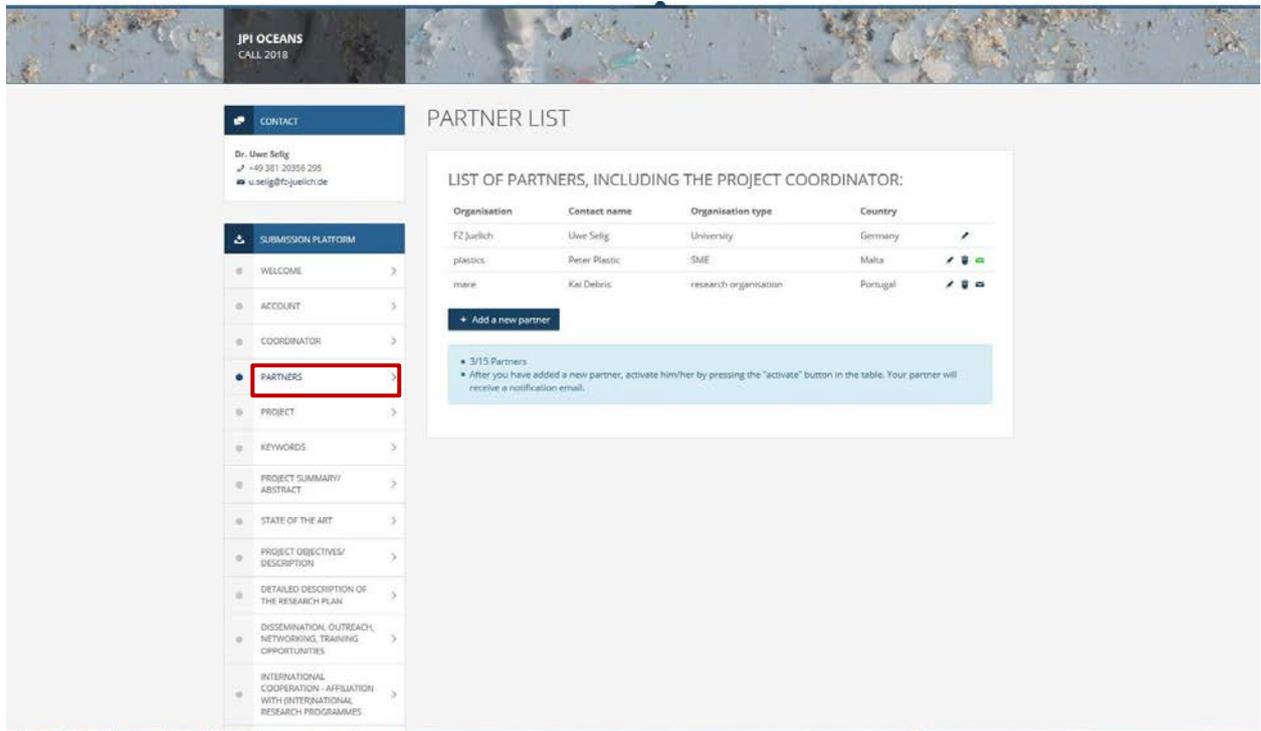
3. Template proposal

The proposal consists of different parts which have to be filled in online. Please note that you can save your text only if it does not contain more characters than pre-defined within the submission tool.
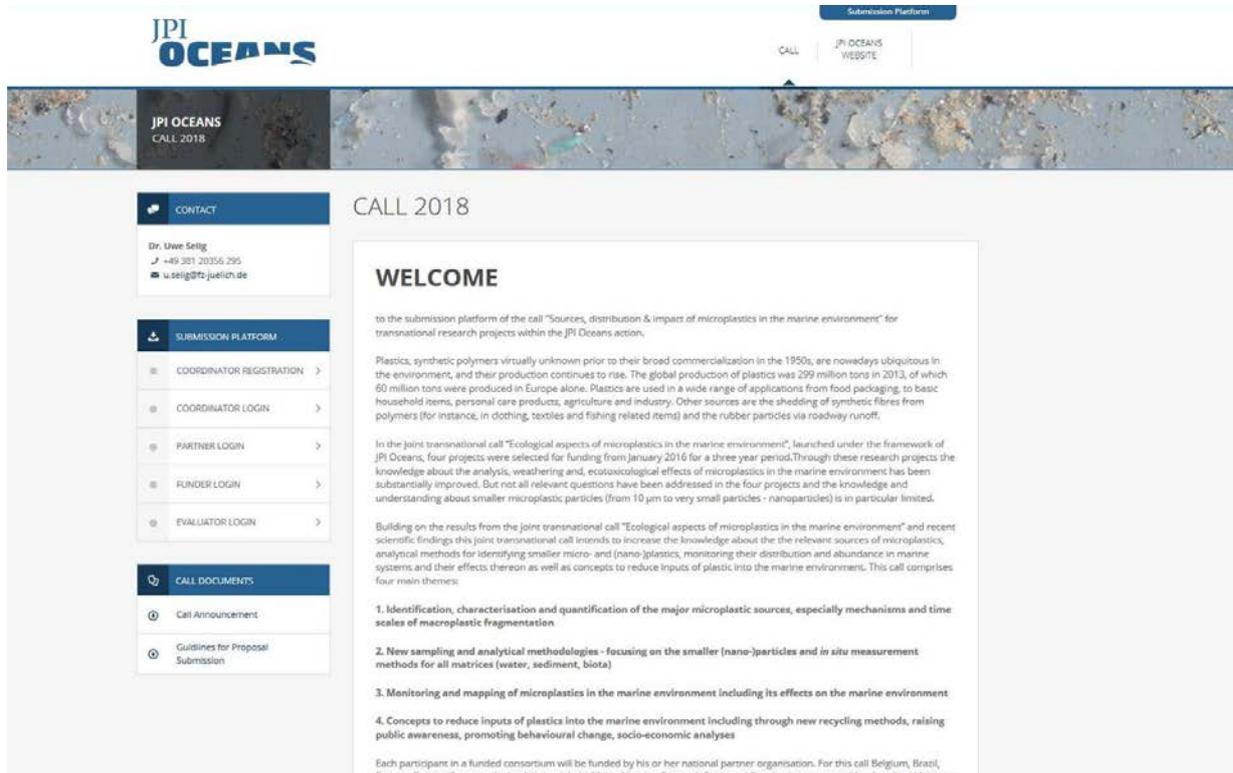

1. **REGISTRATION** : In order to use the Electronic Submission and Evaluation System, the project coordinator has to register via the website: https://epss-jpi-oceans.ptj.de/Call2018

2. **ACCOUNT:** Coordinators can change the password in this section.

3. **COORDINATOR PROFILE** The project coordinator has to fill in the registration form, on which most of the fields are mandatory: details like salutation, family name, first name, affiliation and address details.

Please note: the project coordinator has to be from a country participating in this call and has to have a funding organisation assigned to him. The relevant funding organisations can be chosen from a dropdown menu.
Please note that the registration will not proceed if one of these fields is empty (except for area and region, as they are optional fields). The project coordinator should treat the password confidentially. He should not give his password to other people, including proposal partners.

4. **PARTNERS** details like salutation, family name, first name, affiliation and address details

Just click on "Add Partner" and enter the relevant details. In case a consortium partner drops out during the submission process, it is possible to remove the partner from the list by clicking on "Remove Partner" and add the replacement as a new partner.
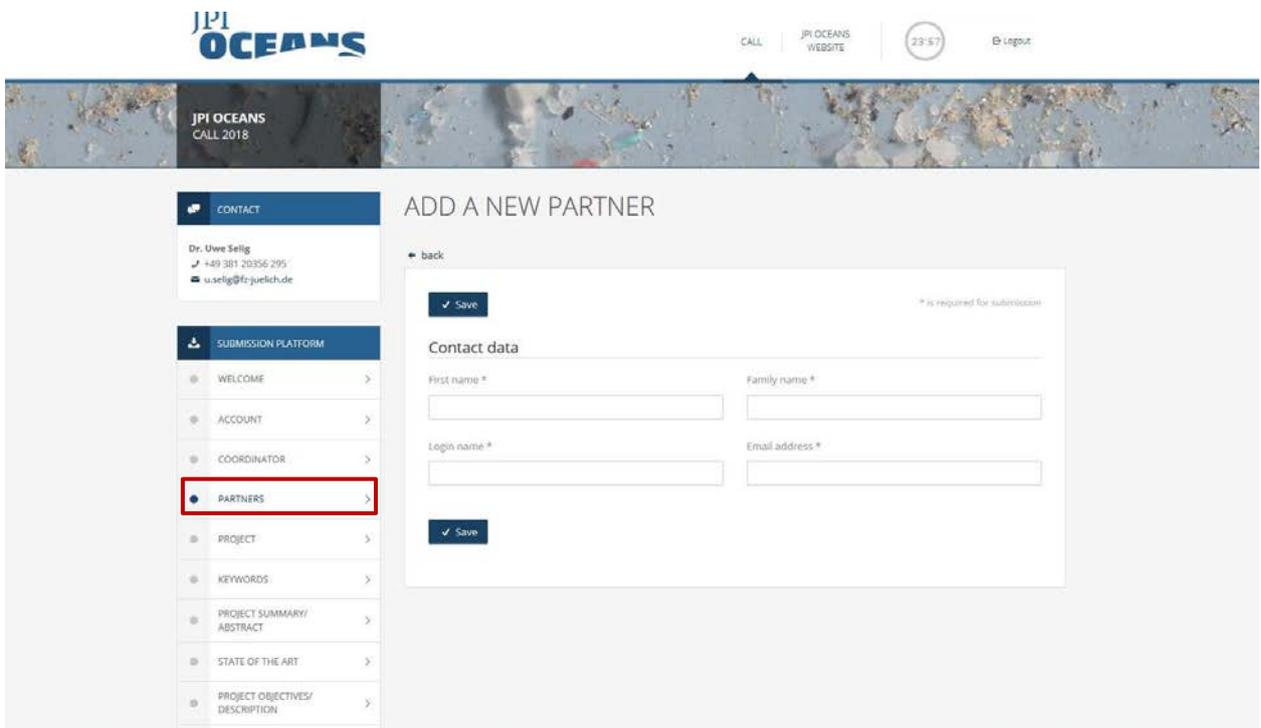
5. **PROJECT (Project data):** Project title, acronym, duration, priority area, topics must be filled in next.

Please note: Please attach the proposal to one or more topics of the call. If more than one topic is addressed in your proposal, please indicate the percentage in the text field under the selection menu.

6. **Keywords:** Maximum 5 keywords related to your project, separated by comma. keywords enable effective expert selection to evaluate your proposal, 5 keywords maximum

The next several sections comprises fields for project summary, state of the art, objectives, description of the research plan, dissemination, networking, international cooperation, project management etc..

7. **PROJECT Summary/ Abstract (2.000 *characters*[1]):** summary, general objectives of the project (strategic, commercial, etc.), scientific and/or technological aims of the project, relevance to the scientific scope (including sub-theme)
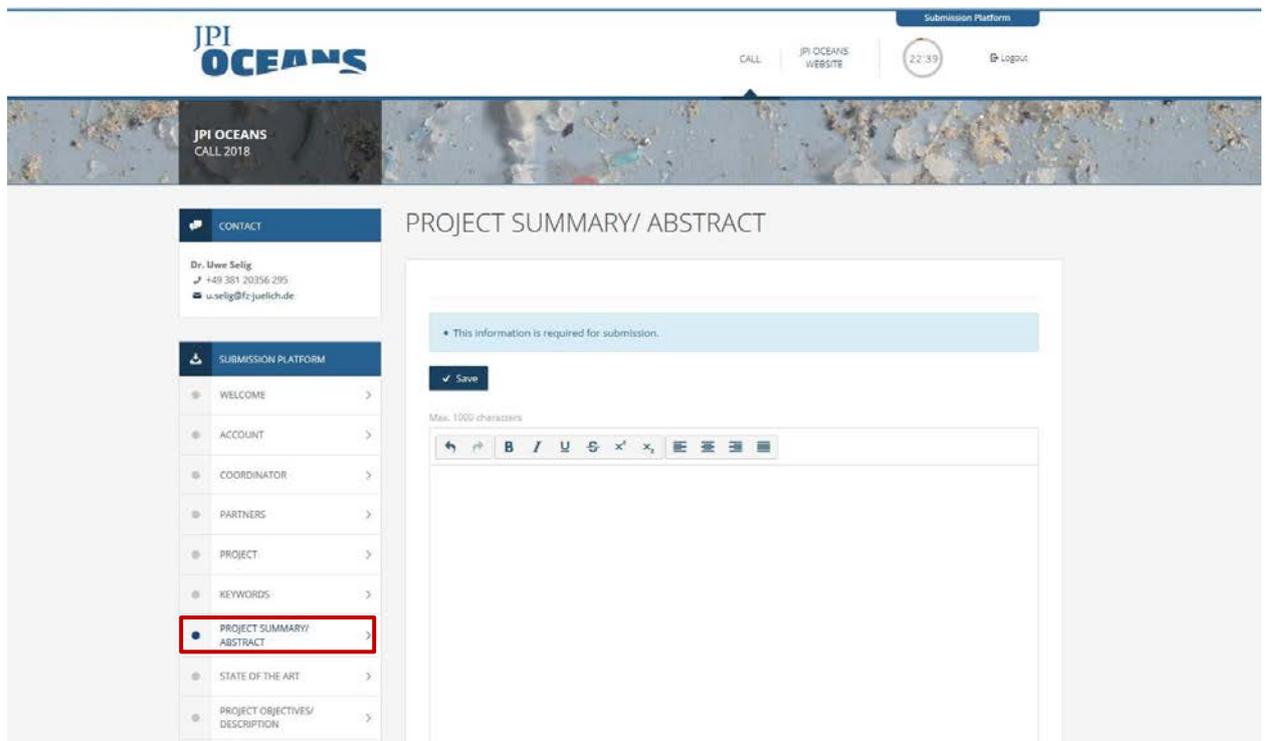

8. **STATE OF THE ART (25.000 *characters*)** in research and development (including alternative solutions, Intellectual property protection rights, information search), earlier research activities and experience of partners in the proposed field.

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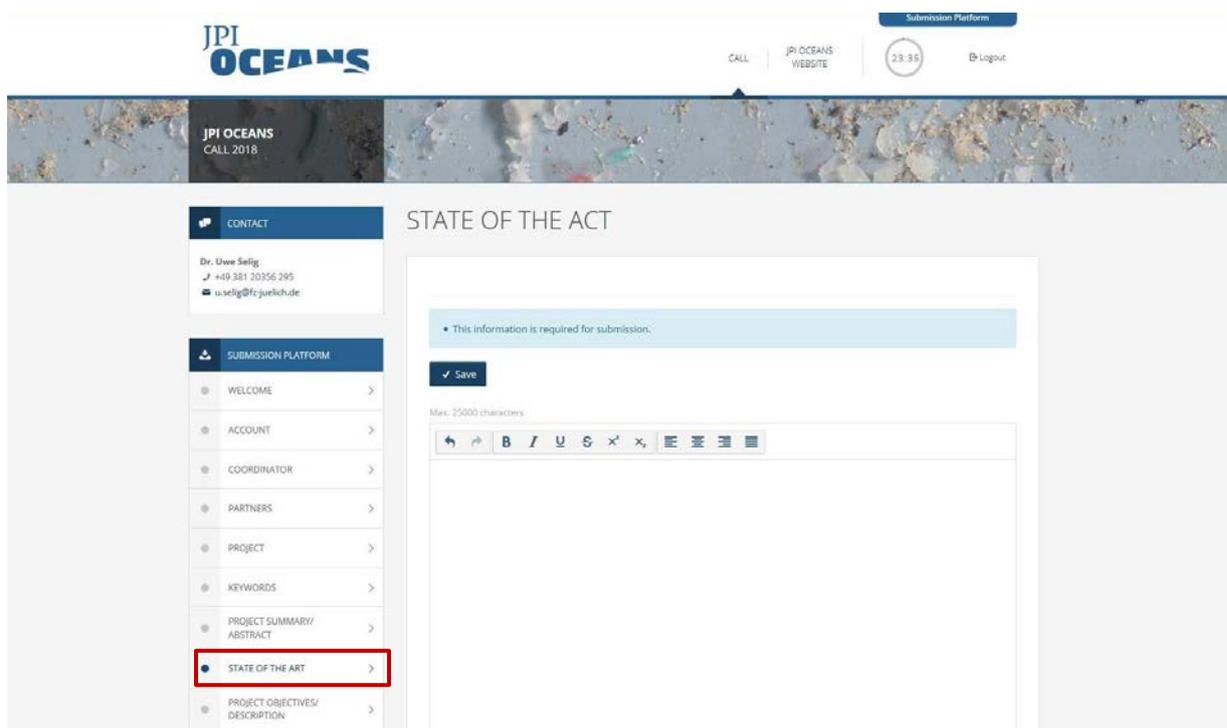
[1] The number of character incl. spaces

9. **Project Objectives/ Description (25.000 characters)** general objectives of the project, scientific and/or technological aims of the project, relevance to the scientific scope of the Call (including sub-theme);
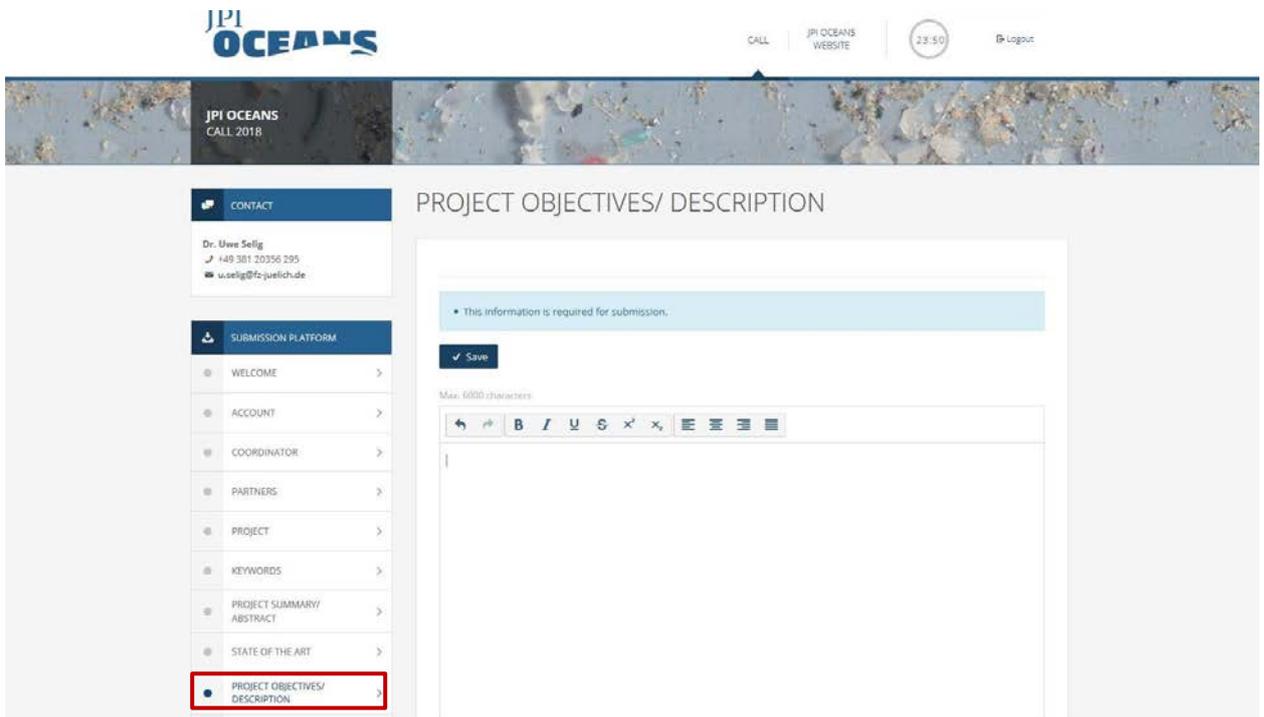
10. **Detail description of working plan (1.000 character per work package, task, milestones)** - proposal objectives, methodology, research design, first work plan details with of assignment of personnel capacity.
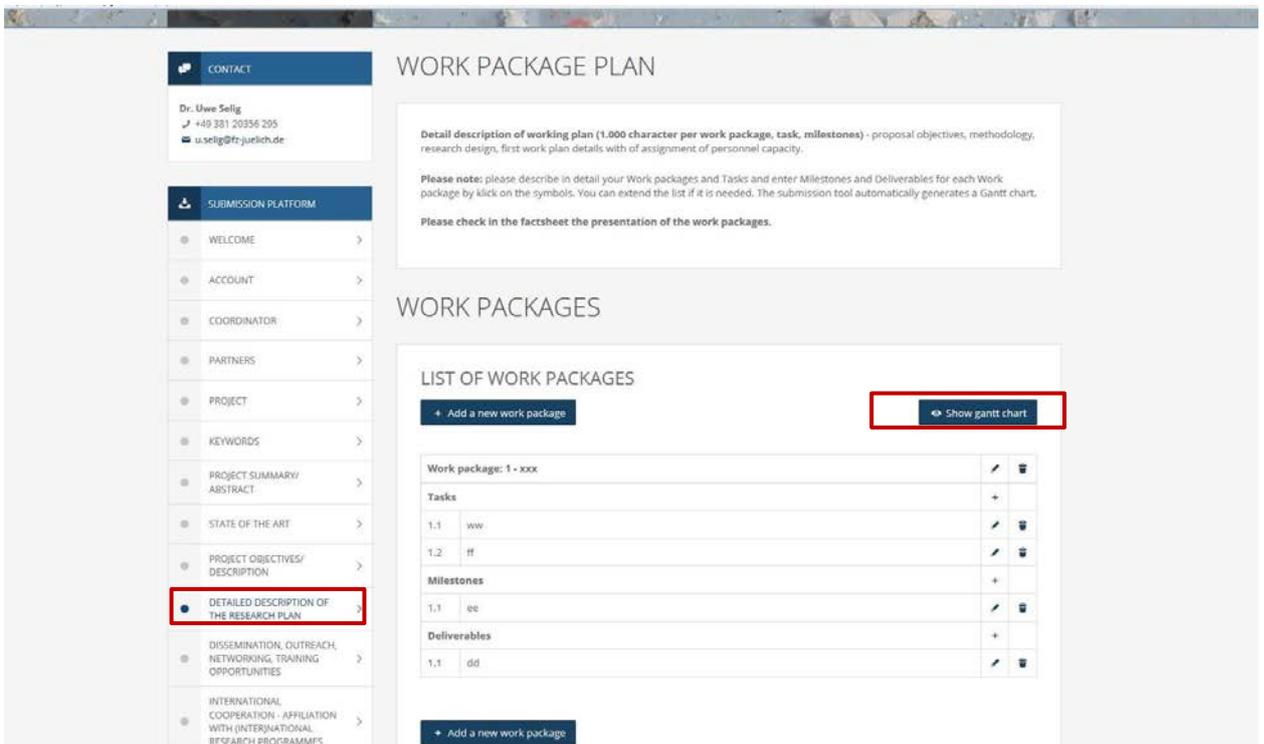
Please note: please describe in detail your Work packages and Tasks and enter Milestones and Deliverables for each Work package by klick on the symbols. You can extend the list if it is needed. The submission tool automatically generates a Gantt chart. **Please check in the factsheet the presentation of the work packages.**

11. Dissemination, Outreach, networking, training opportunities (8.000 characters)
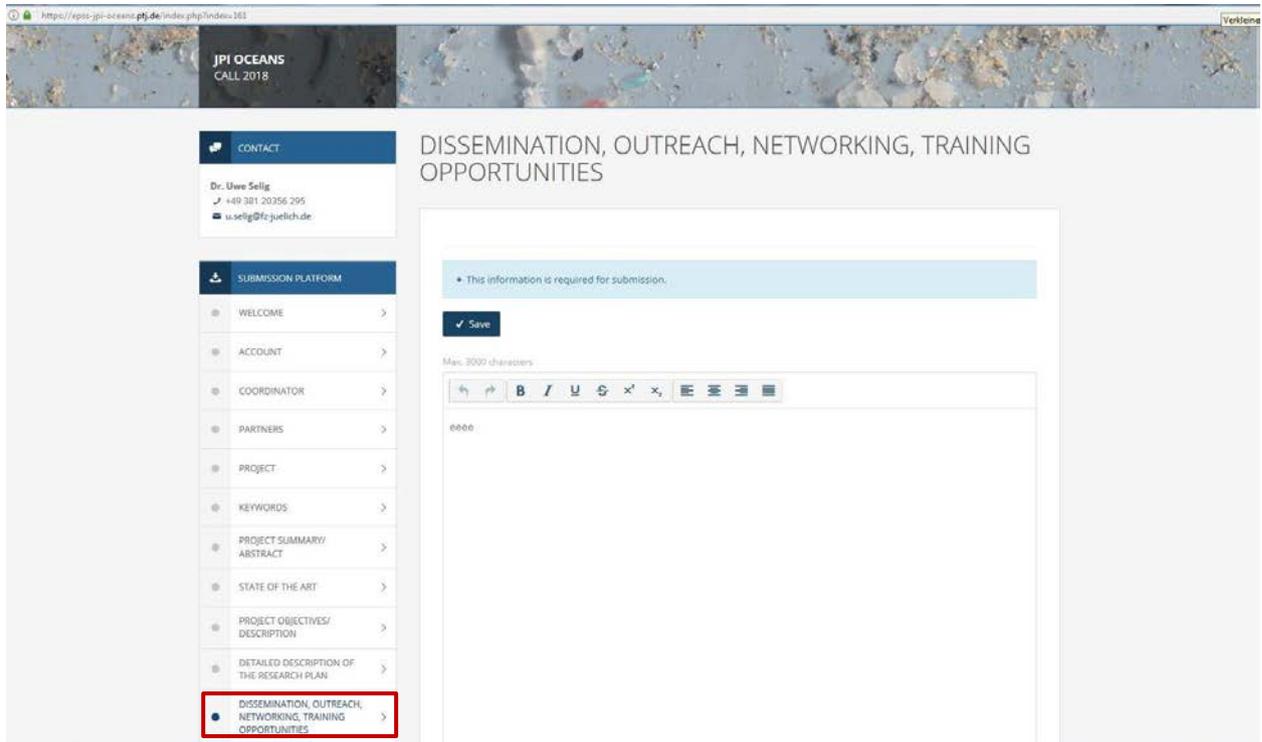
12. International Cooperation - Affiliation with (inter)national research programmes (6.000 characters)
European added value in carrying the work at European level, clear added value in carrying out the work at trans national level, solving of societal or environmental problems.
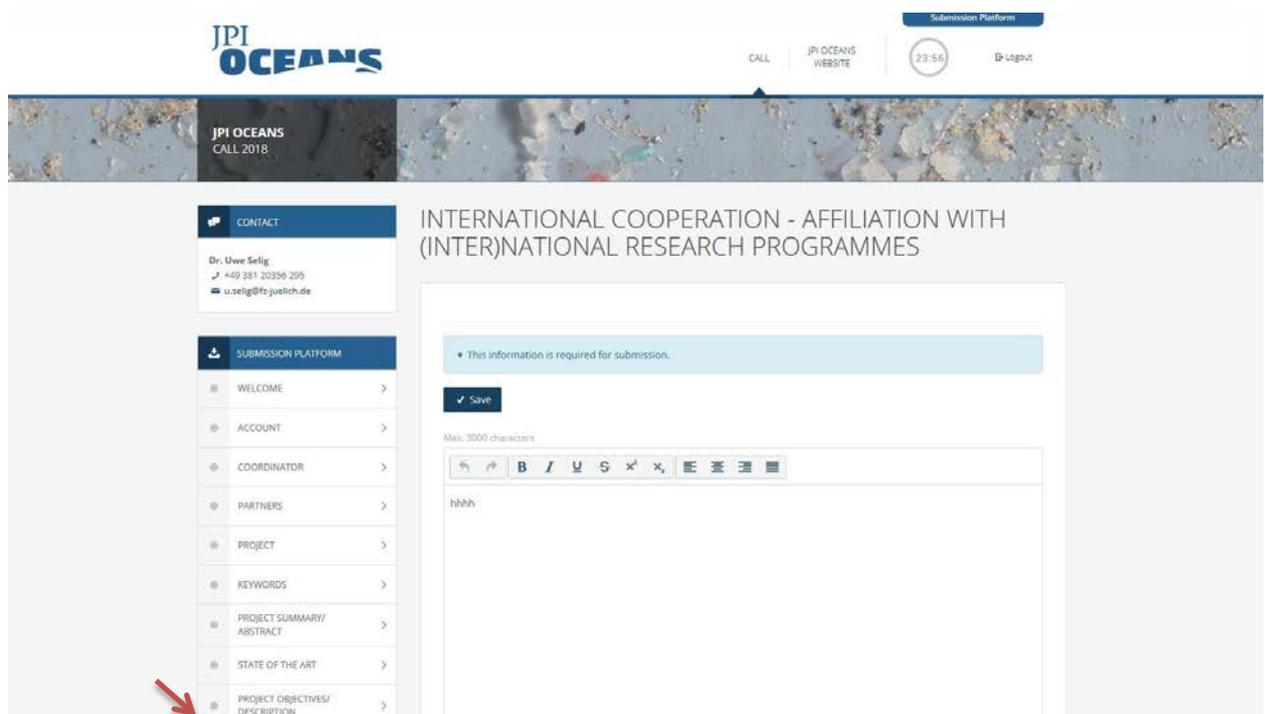
13. Description of project management incl. data management (6.000 characters)
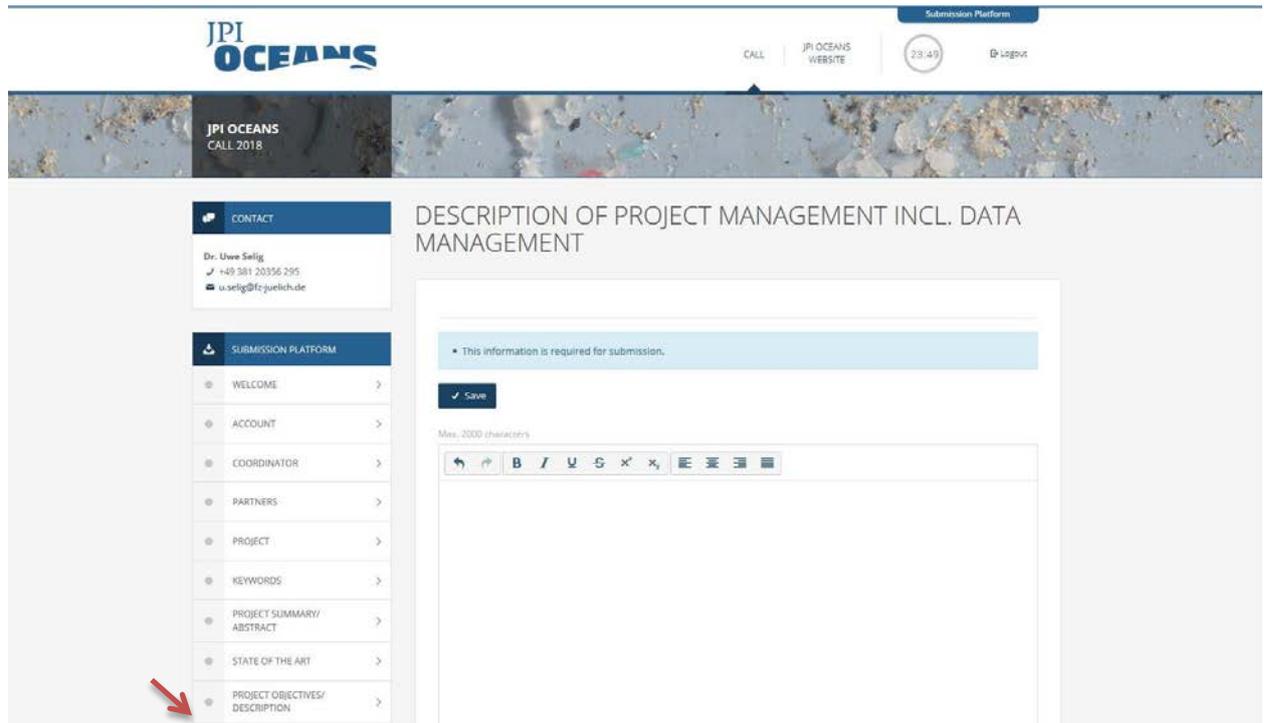
14. Scientific publications (6.000 characters) - Other relevant publications with respect to the application in addition to the partner profile
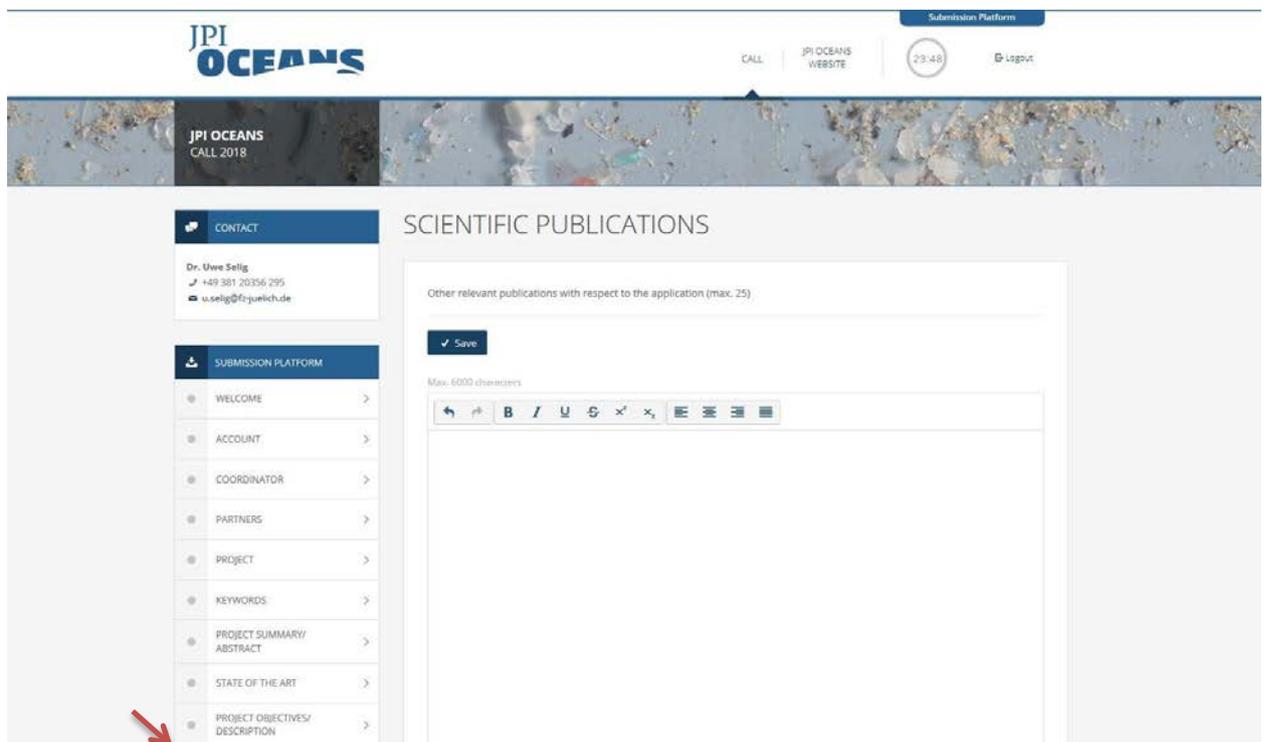
15. **FINANCIAL PLAN** organization name, personnel, travel, material, equipment, consumables, other costs like subcontracts, depreciation and rent/leasing, overheads, requested funding, total own contribution, total costs. Some types of costs may not be fundable by all funding organisations.

16. **FINANCIAL COMMENTS** (**1.000** *characters*) please enter a brief description regarding your costs, for overhead costs national regulations apply, if you have other costs please specify.

17. **Additional Information** please uploads a PDF document, which relevant documents (letter of intent - please no CV from all partners) up to *1 MB*.
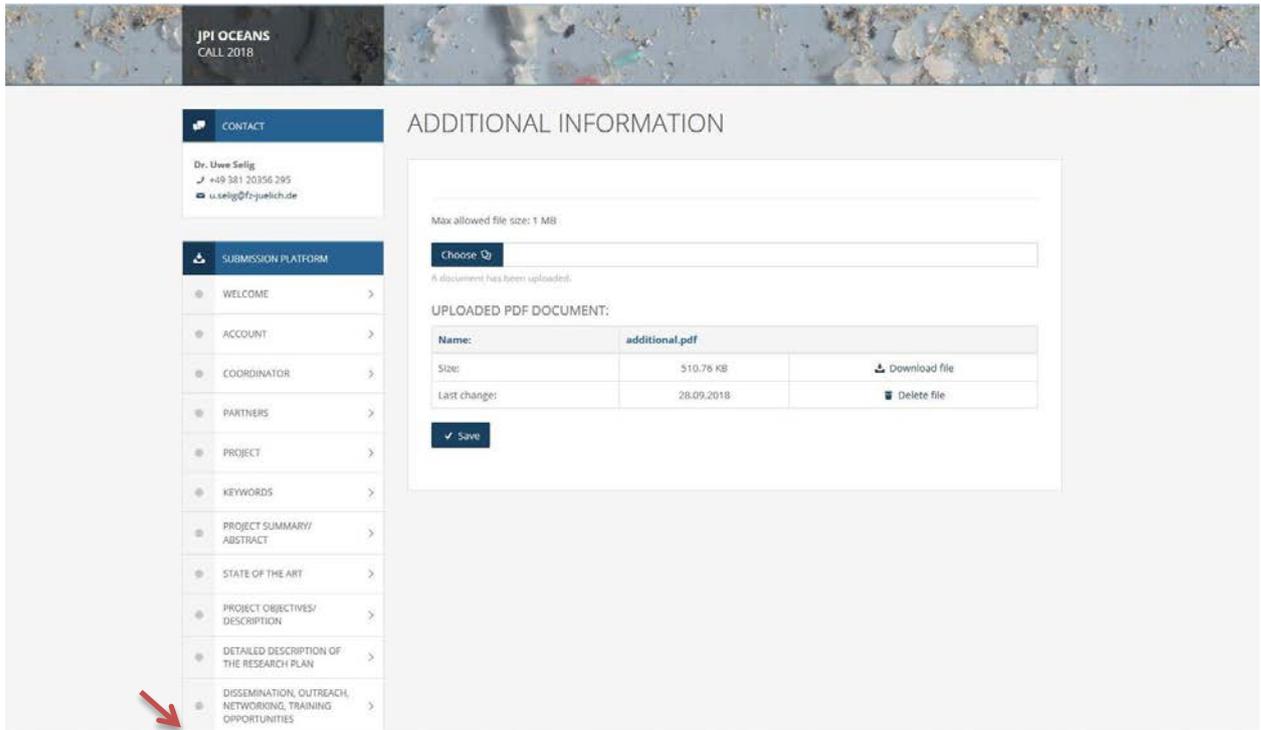

18. **FIGURES** you have the opportunity to upload up to 5 images, to insert them, you enter the place marker "[[figureX]]" into your text (where the image should appear), by replacing the X with the number of the image you create the link to the image, allowed formats are jpg, png or gif, the max file size: 600px x 600px, 2 MB.
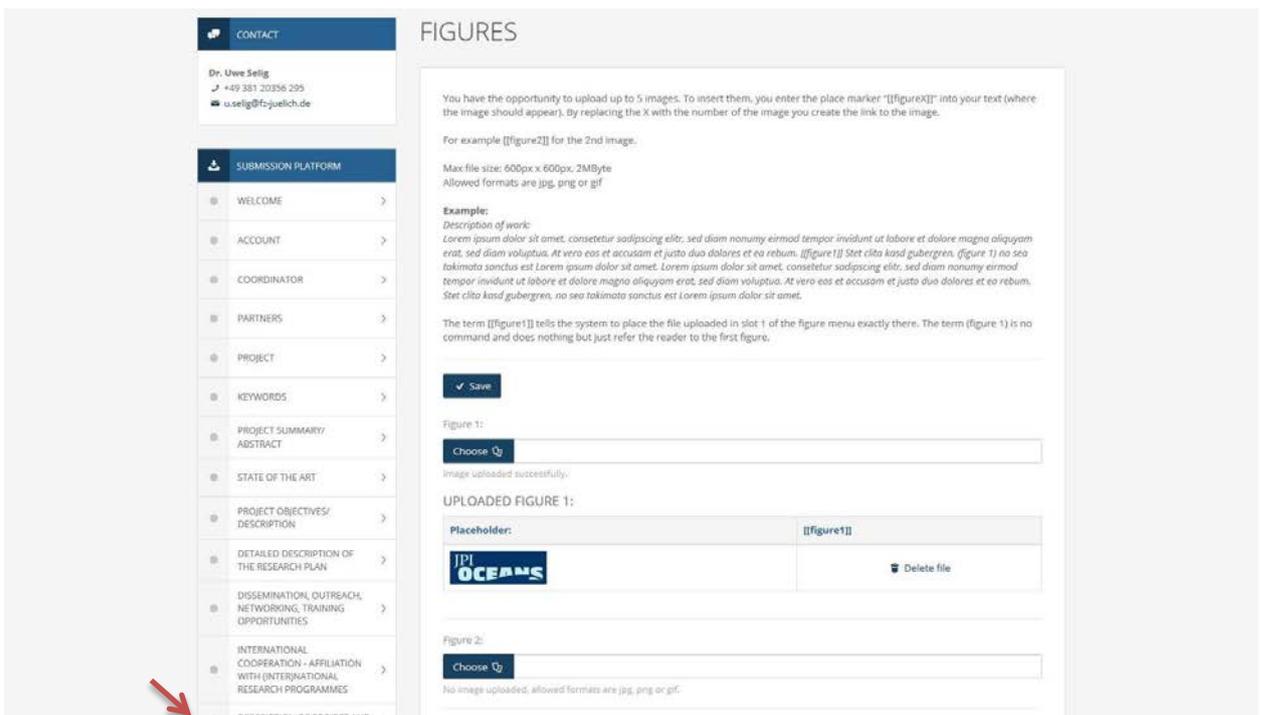
19. **FACTSHEET** the coordinator and the partners can download the work version (the current state of your entered data) as well as the finalized version (the state of your entered data from your last submit).
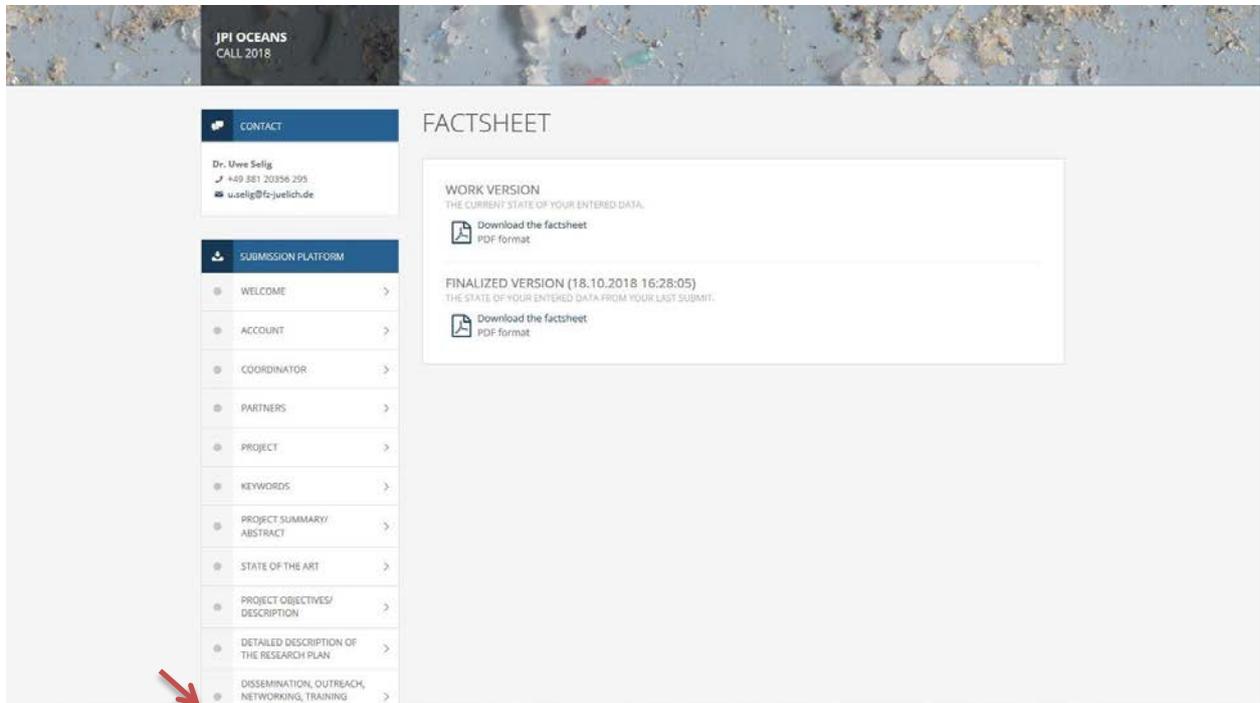
20. **VALIDATION** the proposal is ready for submission if all fields are green and the comment says "validation successful, ready to submit", please have in mind that this is no guaranty that all pages are filled in properly.
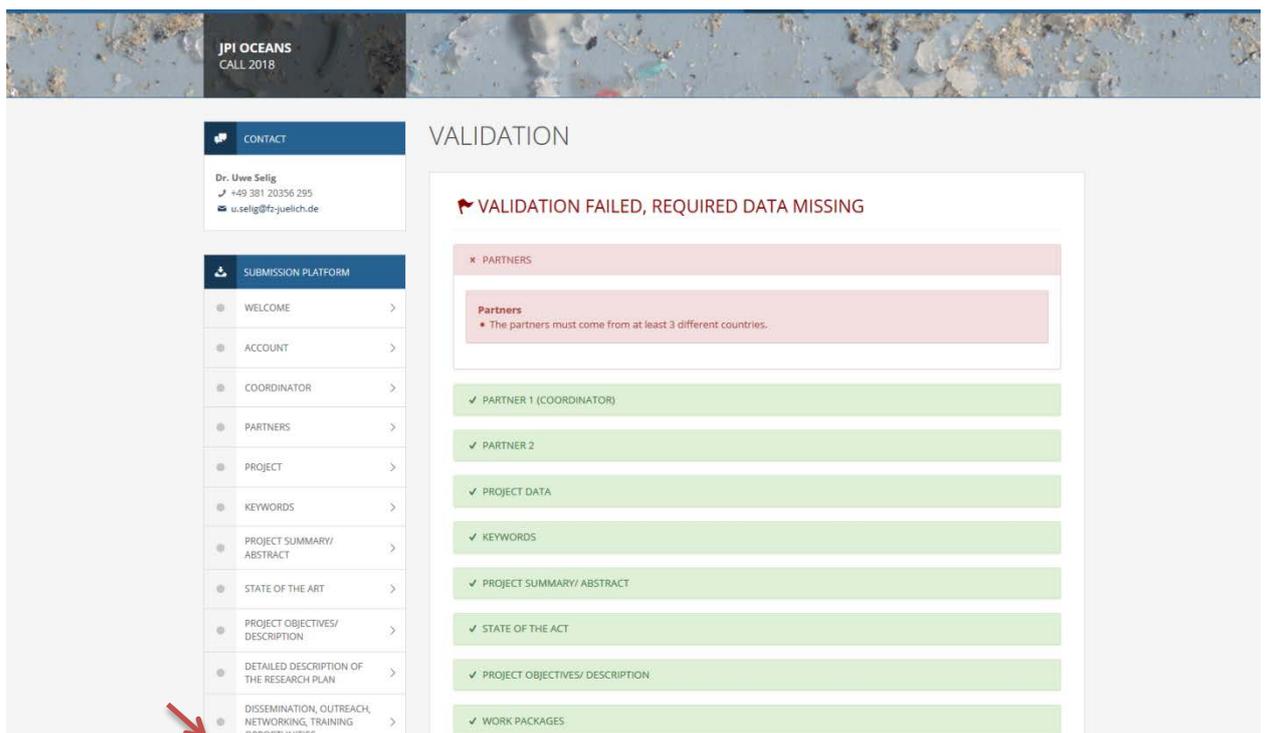
21. **SUBMIT** you have to confirm the following declarations after validation:

The project applicants hereby declare, that to the best of their knowledge the research outlined in this proposal is unique in character and does not duplicate research already funded at national, regional or EU level, within national, regional, international or EU calls.

The applicants confirm that they are aware that failure to fulfil this condition will result in the withdrawal of this proposal from the application process or the withdrawal of funding from approved projects.

The proposal is line with the guidelines to ethical aspects of the Horizon 2020 Programme: here

In a final step the coordinator confirms that they are aware that failure to fulfil this condition will result in withdraw of this proposal from the application process or withdraw of funding from approved projects.

The final step is to enter the submission button. After that A SUBMITTED PROPOSAL EXISTS. You have already submitted a proposal but you can resubmit at any time until the closing date.