ERA.Net RUS Plus
Call 2017

27 April 2017

Guide for Applicants

S&T projects

CONTENTS

Preface

This "**Guide for Applicants**" provides information about the procedure for the submission of project proposals under the **ERA.Net RUS Plus Call 2017 for S&T projects.**

Part I provides general information for applicants by a frequently asked questions (FAQ) section. In part II screenshots of the actual online submission procedure via the online submission tool "pt-outline" are provided and step-by-step advice on how to proceed with your submission is given.

For additional information about the Joint Call, please refer to the **ERA.Net RUS Plus website** http://www.eranet-rus.eu.

If your questions are not answered in this guide, please address first the **Contact Points** of your funding organisation and then the Joint Call Secretariat. For a complete list of contact points, please refer to http://www.eranet-rus.eu/en/201.php

I.   General Information for Applicants

What is the ERA.Net RUS Plus initiative?

ERA.Net RUS Plus is a so-called ERA-NET project – European Research Area (ERA) network. ERA-NETs aim at launching joint calls for research and innovation projects as a result of coordinating activities of national research and innovation funding agencies and bodies within the European Research Area. ERA.Net RUS Plus (2013-2018) has been funded by the European Union within the 7th Framework Programme for Research and Technology Development (FP7). It is a follow-up to the ERA.Net RUS initiative with the major aim to link Russia closely to the European Research Area and to deepen the transnational collaboration between EU Member States (MS), Associated Countries (AC) to the EU's FP7 and Horizon 2020 Programmes and Russia.

What is the ERA.Net RUS Plus Call 2017 for S&T Projects?

The Joint Call for S&T Projects is a transnational research support instrument within the frame of the ERA.Net RUS Plus Call 2017 initiative. It is developed by and for the organisations participating as funding bodies in the call. These institutions contribute shares of their national budgets into a virtual common pot. This money is used for the competitive support of S&T Projects that will have a significant impact on enhancing the cooperation potential between EU MS/AC and Russia. "S&T" projects are: joint Research and Development projects undertaken by a partnership of institutions (consortium) designed to produce new knowledge through fundamental, experimental and/or theoretical scientific research. Each team of the partnership pursues specific objectives with a view to pooling the results in order to contribute to well-defined objectives.

Which organisations (Funding Parties) are providing funds for the joint call?

1. Research Foundation – Flanders, FWO (Belgium)
2. Bulgaria National Science Fund, BNSF (Bulgaria)
3. Estonian Research Council, ETAg (Estonia)
4. Academy of Finland, AKA (Finland)
5. Federal Ministry of Education and Research, BMBF (Germany)
6. State Education Development Agency, VIAA (Latvia)
7. Centre for International Projects, CIP (Moldova)

8. Executive Agency for Higher Education, Research, Development and Innovation Funding, UEFISCDI (Romania)

9. Ministry of Education and Science of the Russian Federation, MON (Russia)

10. Russian Foundation for Basic Research, RFBR (Russia)

11. Far Eastern Branch of the Russian Academy of Sciences, FEB RAS (Russia)

12. Siberian Branch of the Russian Academy of Sciences, SB RAS (Russia)

13. Ural Branch of the Russian Academy of Sciences, UB RAS (Russia)

14. Ministry of Education, Science and Technological Development, MPN (Serbia)

15. Slovak Academy of Sciences, SAS (Slovakia)

16. Swiss National Science Foundation, SNF (Switzerland)

17. Scientific and Technological Research Council of Turkey, TÜBITAK (Turkey)

The list of participating countries in the ERA.Net RUS Plus Call 2017 – S&T Projects does not comprise all EU Member States and Associated countries to Horizon 2020. Does that mean that the countries that are not listed are not eligible for participation and funding?

Partners from EU MS/AC countries that are not listed may participate in joint research consortia provided that these project partners agree to fund their total share on their own budget. However, the minimum requirements of a consortium have to be met with partners from countries listed as participating.

**What kinds of applicants are eligible for participation and funding?**

Concerning your or your institution's eligibility for funding, please check the specific national funding regulations of the respective funding party (see the Terms of Reference – ToR). In addition, please consult your national contact point.

What is the procedure for submitting a proposal to the ERA.Net RUS Plus Call 2017 – S&T Projects?

The process of submitting, evaluating and selecting projects will be done in one step in the ERA.Net RUS Plus Call 2017 – S&T Projects. This is different to the previous ERA.Net RUS Plus Call in 2014, which was implemented in two steps. The proposal has to be submitted electronically via the PT-Outline tool.

What is the procedure for evaluating a proposal in the ERA.Net RUS Plus Call 2017 –S&T Projects?

The proposals will be evaluated by at least three external reviewers, selected from a pool of international evaluators (PT-Expertdatabase) according to matching key words and on the basis of their competence, irrespective of their nationality, age and affiliation. Based on the evaluation results, a ranking list of proposals will be drawn up.

PT-Outline

Site notice   Support
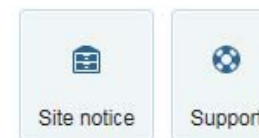
RUS_ST2017
ERA.Net RUS Plus Call 2017 - Science & Technology

General information how to use the proposal submission tool PT-Outline

- Proposal submission is possible <u>only via the submission tool PT-Outline:</u>

  https://secure.pt-dlr.de/ptoutline/app/rus_st2017

- After the **call deadline** on **04 July 2017, 15.00 CEST (16.00 Moscow time)** proposal submission will <u>not</u> be possible anymore as the submission tool closes down automatically.

- Proposals <u>not</u> submitted via PT-Outline will be rejected.

- Proposal submission is possible <u>only in English.</u>

- After registration you will see your password only once: <u>please save it!</u>

- Editing your proposal after submission is not possible! You may, however, replace the proposal with a new version before the call deadline. Please send an e-mail to the Joint Call Secretariat if you do so.

- After submission, please generate a PDF file and <u>save it</u>.

Step 1:
The **registration process**: before you can log into the electronic proposal submission system you need to sign up for PT-Outline.
https://secure.pt-dlr.de/ptoutline/app/rus_st2017

Please click at "Sign up", enter your e-mail address and follow the instructions.

During the registration process you will receive an e-mail with a link. Click at this link and a new window opens. Register with your first name and family name. Then you will receive a password with which you can enter the submission tool.

5

Step 2:
Log in to the forms for the ERA.Net RUS Plus Call 2017 – Science & Technology.
https://secure.pt-dlr.de/ptoutline/app/rus_st2017

Step 3:
Create a proposal.

General Information

All fields marked with * are mandatory.

Please refer to the „Terms of Reference" for details and background information on the required information.

> Submission deadline: **04. July 2017, 15.00 CEST (16.00 Moscow Time)**
> After the deadline, a proposal submission is no longer possible as PT-Outline will be automatically closed.

Project title *

Project acronym *
Please choose an acronym for your project.

Planned project duration *
Please give the planned project duration in months (minimum 24 months, maximum 36 months)

Summary *
(2000 characters maximum)
characters left: 2000

Step 4: The first form to be filled in is **"General Information"**.

All fields marked with * are mandatory fields.

Here, please give the full project title, a project acronym and the planned duration of your project in months. Please check the national rules of the involved funding agencies for their respective rules.

Please give a short summary of your proposal that should not exceed 2000 characters.

Participation of any research team of this proposal in any other proposal in this call. *

○ Yes
○ No

If yes, please indicate the title

[   ]

Call topic *
Please select a sub-topic for your proposal.

[Please choose...   ▼]

Keyword 1 *
Please identify three keywords from the following list which most suitably match your proposal.

[Please choose...   ▼]

Keyword 2
Please identify three keywords from the following list which most suitably match your proposal.

[Please choose...   ▼]

Keyword 3
Please identify three keywords from the following list which most suitably match your proposal.

[Please choose...   ▼]

Free keywords

[   ]

Save

forms (RUS_ST2017-010)

General Information
Project Coordinator
Project Partner
Proposal
File Attachments
Proposal Submission

Step 4.1: In the second part of "General Information" please

Indicate whether any partner of your consortium takes part in another consortium proposing a project under this call. If yes, give the full project title of the other proposal.

Select the relevant sub-topic for your proposal and chose keywords that describe the research area of your proposal best.
Choosing one keyword among the pre-defined list is mandatory. If possible, choose three keywords to enable a better matching.

If your browser supports JAVA, you can type in the first letters of the needed keyword. This may facilitate your search for a keyword.

You can add keywords in the "free keywords" field.

Step 4.2: At the end of this form please click at the button "Save". Your data will be saved and can be edited at any time before the final submission.

⇨ Afterwards go to form "Project Coordinator" (top left menu)

Project Coordinator

All fields marked with * are mandatory.

Please refer to the „Terms of Reference" for details and background information on the required information.

Academic degree
For example: Prof., Dr., etc.

Family name *

First name *

Sex *

Please choose...

Organisation *
Please give the full legal name of your organisation.

[…]

Role/Expertise of the consortium partner *
Please describe the role of the coordinator in the consortium on the basis of the work plan. Describe the background and particular expertise of the team against the tasks to be performed. Describe the relevant instrumentation and infrastructure in view of the tasks. Give the total number of team members.
(6000 characters maximum, including whitespaces and line breaks)
characters left: 6000

References

Please name for each publication: authors, title, journal or publication, date and place of issue. If it exists, please add a url.

Publication 1

[…]

Funding Party *
All applicants are strongly advised to contact their 'Contact Point' in due time before proposal submission in order to check their eligibility on national level. All contact details are listed on http://www.eranet-rus.eu/en/201.php

For RUSSIAN APPLICANTS: Please choose one Russian funding party to which you would like to submit your proposal (for FEB RAS, check the guidelines). In terms of your formal eligibility for the Russian funding parties, please get in touch with your national contact point and carefully read the guidelines for Russian applicants: http://www.era.net-rus.eu/_media/Guideline_for_Russian_applicants_ST_2017.pdf

Please choose...

Step 5.1: The "**Project Coordinator"** is the contact person of your research team / project consortium.

In this form fill in all information related to the project coordinator

For this, please check that all information is filled in correctly.

- Note, that the phone number must contain the country code (e.g. +49/228….)
- Check that you give a valid mail address, since this is our primary way to contact you.
- Please describe the (scientific) role of the coordinator in the consortium.
- For publications please name only those which are important for the proposal
- For Russian applicants: Please choose one of the funding parties. For the option "FEB RAS or RFBR", please refer to the guidelines for Russian applicants.

FINANCIAL PLAN

In the following please insert the 'requested funds' itemised by cost type (labour cost, travel cost, etc). Adding up all costs will result in the 'requested funds'. Make sure all 'requested funds' are strictly in line with and according to the NATIONAL funding regulations (upper funding limits, etc) of the respective Funding Party.

Cost overview cost type

Please use thousand separators and whole numbers only (e.g. 200,000)

Labour costs (EUR) *

[   ]

Justification Labour costs *
Please specify the costs of scientific staff, administrators and/or student assistants, required in connection with the proposed project for this partner

[   ]

Travel costs (EUR) *

[   ]

Cost overview years

Total Costs 2018 (EUR) *
Please use thousand separators and whole numbers only (e.g. 200,000)

[   ]

Total costs 2019 (EUR) *
Please use thousand separators and whole numbers only (e.g. 200,000)

[   ]

Total costs 2020 (EUR) *
Please use thousand separators and whole numbers only (e.g. 200,000)

[   ]

Project Partner

| Project Partner 1 |

[add project partner]

Step 5.2:
In the Financial plan section, fill in all information related to the funding requested by the project coordinator.

- The requested funding refers to the <u>indicative amount for which the project coordinator will ask at his National Funding Party.</u>
- In the **first section**, fill in the funds requested by the coordinator itemized by **cost type** for the complete duration of the project:
  labour costs, event costs, subsistence, equipment, consumables, subcontracts, overhead and other costs).
  Give a justification for every cost type.
- In the **second section** (cost overview years) indicate the distribution of funding requested by the coordinator per year.
  Please make sure that the annual distribution among the partners complies with the rules of the funding agency (especially in case when the Russian partner applies for funding by MON).

- **Make sure that the sums of the cost overview per year and per cost type match.**

⇨ Save your data and go to form "Project Partner"

Step 6.1: Here please give the required information about "**Project Partner 1**"

For this, please check that all information is filled in correctly.

- Note, that the phone number must contain the country code (e.g. +49/228….)
- Check, that you give a valid mail address
- Please describe the (scientific) role of the project partner in the consortium.
- For publications please name only those which are important for the proposal
- For Russian applicants: Please choose one of the funding parties. For the option "FEB RAS or RFBR", please refer to the guidelines for Russian applicants.

FINANCIAL PLAN

In the following please insert the 'requested funds' itemised by cost type (labour cost, travel cost, etc). Adding up all costs will result in the 'requested funds'. Make sure all 'requested funds' are strictly in line with and according to the NATIONAL funding regulations (upper funding limits, etc) of the respective Funding Party.

Cost overview cost type

Please use thousand separators and whole numbers only (e.g. 200,000)

Labour costs (EUR) *

[   ]

Justification Labour costs *
Please specify the costs of scientific staff, administrators and/or student assistants, required in connection with the proposed project for this partner

[   ]

Travel costs (EUR) *

[   ]

Cost overview years

Total Costs 2018 (EUR) *
Please use thousand separators and whole numbers only (e.g. 200,000)

[   ]

Total costs 2019 (EUR) *
Please use thousand separators and whole numbers only (e.g. 200,000)

[   ]

Total costs 2020 (EUR) *
Please use thousand separators and whole numbers only (e.g. 200,000)

[   ]

Step 6.2:
In the Financial plan section, fill in all information related to the funding requested by the respective project partner.

- The requested funding refers to the <u>indicative amount for which the respective project partner will ask at his National Funding Party.</u>
- In the **first section**, fill in the funds requested by the respective project partner itemized by **cost type** for the complete duration of the project:
  labour costs, event costs, subsistence, equipment, consumables, subcontracts, overhead and other costs).
  Give a justification for every cost type.
- In the **second section** (cost overview years) indicate the distribution of funding requested by the respective project partner per year.
  Please make sure that the annual distribution among the partners complies with the rules of the funding agency (especially in case when the Russian partner applies for funding by MON).

- **Make sure that the sums of the cost overview per year and per cost type match.**

- ⇨ Save this information and go to "add new partner" at the top of the page to fill in the forms for the other partners
- ⇨ After adding information for all partners, go to the form "proposal" at the top left of the page

Proposal

All fields marked with * are mandatory.

1. Scientific and/or technological objectives *

Please give detailed information about the overall concept and the scientific and/or technological objectives of your proposal. This should include justifying the methodology chosen to reach the objectives. Whenever possible, quantify the objectives in terms of measurable outcomes. Explain the relevance and importance of the research project proposed, in terms of concrete applications (scientific, technological and innovative). If relevant, highlight the multidisciplinary character of the project, whereby the activities in the project will tend to draw on a range of scientific disciplines and explain how this interdisciplinarity is going to be exploited. If the proposal is part of a larger national or international project, explain its role and how it fits into this wider context. Explain the gain in competitiveness and the added value resulting from the cooperation between the partners of the consortium.

(20000 characters maximum, including whitespaces and line breaks)
characters left: 20000

2. Background and state-of-the-art in this field *

Please give detailed information about the scientific and/or technological basis and background of your project, the state-of-the-art in this field and the relevant references.

(10000 characters maximum, including whitespaces and line breaks)
characters left: 10000

Step 7: After filling in all project partners, go to the form **"Proposal"**

- Please fill in the information referring to your proposed project.
- Please refer to the terms of reference for details.

⊕ This call has not been released for editing yet.

File Attachments

You can upload 1 pdf file with 5 (figures/schemes/tables) and a reference list of 3 pages. Any data provided in excess or additional project description text and CVs will be deleted.

Allowed file format: PDF files only.
Max. size 5 MB each.

Attachment 1

[   ] Durchsuchen...

Save

Step 8: After filling in information on your proposed project, you can upload supporting information in a pdf file.

- You can add up to 5 figures <u>or</u> schemes <u>or</u> tables in order to support your proposal.
- You can add a list of references of up to 3 pages as supporting material to the text provided in the "proposal" form.
- You <u>cannot</u> provide any more text describing your proposal – additional descriptive text will be <u>discarded</u> (also tables with text that should be contained in the "proposal" form).
- CVs provided here will be discarded.

These strict rules are necessary to keep the work load for evaluators manageable.

Please keep the work load of the call secretariat manageable by respecting these rules.

Proposal Submission

> ⊗ This call has not been released for editing yet.

🄿 download datasheet preview

Project participants	⇕
Project Coordinator 1	
Project Partner 1	
Overall	

Verify Submission

Step 9: After filling in all information to project partners and proposal, go to the form **"Proposal Submission"**

- You are shown a summary of all partners with their requested funding amounts
- Click on "Verify Submission" to see whether all mandatory information has been given and has the correct format. If not, check the hints and correct the information.
- Please download the datasheet preview of your proposal and keep it for your information.

Final submission: You cannot change your proposal after you have submitted it.

- In order to submit your proposal: click on "Submit". Finally, you will receive an automatically generated confirmation e-mail.