



GUIDELINES FOR APPLICANTS

SECOND CALL

FOR TRANSNATIONAL RESEARCH PROJECTS
WITHIN THE FRAMEWORK OF THE ERA-NET
ON

EMIDA

FULL-PROPOSAL AMENDMENT

SUBMIT FULL PROPOSALS UNTIL SEPTEMBER 12th, 2011
www.submission-emida-era.net

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At any time you can contact the EMIDA Call Office at:

EMIDA Call Office

Project Management Jülich
Forschungszentrum Jülich
52425 Jülich, Germany

P: +49 (0) 2461 61 9286 or +49 (0) 2461 61 9031

F: +49 (0) 2461 61 1790

E-Mail: ptj-emida-co@fz-juelich.de



1 General Information

This document **supplements the Guidelines for Applicants** of the second call on EMIDA (please see download area “Guidelines & More” at www.submission-emida-era.net). It provides all information to submit a full-proposal. **The Guidelines for Applicants are still valid and must additionally be considered before submitting the full-proposal.**

Before preparing the full-proposal, all participants in a consortium must refer to their individual national contact points to obtain information on any additional obligations related to the proposal. The national contact points (see to www.submission-emida-era.net , Guidelines & More, National contact list) will also provide information concerning any issue on national and funding regulations.

Full-proposals that are not completed or contrary to any other formal requirement will not be considered in the evaluation process.

Any fundamental changes between the pre- and full-proposal, e.g. re-formation of the consortia, objectives of the project must be communicated to the EMIDA Call Office with detailed justification and will only be allowed under exceptional circumstances by the funding organisations.

Applicants, who received an invitation for submitting a full-proposal with a special comment (i.e. please contact the French contact point) shall not forget to take the comment(s) seriously and may provide a statement explaining the changes by September 12th, 2011 at the menu button “Statement” on www.submission-emida-era.net. This statement may not exceed 2000 characters, incl. space characters. Please consider one of the following options for your research consortium:

- an ineligible partner can still remain in the research consortium **but** funds the contribution to the proposed research project himself;

or

- an ineligible partner leaves the research consortium and the originally proposed research work will be distributed over the remaining partners. The work has to be adequately financed within the conditions of the respective funding organisations. The ineligible partner can NOT be replaced by a new partner.

If you have any questions on this statement, please contact the EMIDA Call Office immediately.



2 Full-Proposal Submission

Full-proposals must be submitted online at www.submission-emida-era.net and **ONLY** by the Research Consortium Coordinator. All data of your submitted pre-proposal are still available online after login. Password and username still remains the same.

The deadline to submit full-proposals is

September 12th, 2011 (1:00pm CET).

All required information for preparing a full-proposal (Application Form F) can be found and downloaded on the EMIDA submission server at www.submission-emida-era.net. Please complete the relevant information and **upload the respective file(s) only as “pdf”** while submitting.

To successfully submit a full-proposal, please log on to the EMIDA submission tool with username and password issued during your pre-proposal submission and consider the following:

- check the contact details of all participating consortium partners (incl. yourselves);
- update your existing data if necessary at the relevant topics. **The summary should include the specific objectives of the proposed project.** In case your project will be selected for funding, this summary will be published on the EMIDA ERA-Net homepage (www.emida-era.net) and will be included into the EMIDA ERA-Net database;
- all information must be completely and accurately filled and to the best of one’s knowledge, please upload requested documents at menu button “Upload Data Here”. **Note: only pdf-files can be accepted for uploads.**

When applicants discover errors, proposals may be corrected online by the consortium coordinator. However, corrections will be only possible until deadline of call (September 12th, 2011, 1:00pm CET).

2.1 Application Form F (EMIDA Second Call, Form “F”)

Please download Application Form F, a Microsoft® Word-document and save it on your computer. All fields marked with * are mandatory and must be filled. Please note that the maximum size of this document may not exceed **10 MB** finally.

Project description, project summary, partner descriptions and financial data of pre-proposal are still available online after login and might slightly be modified for the full-proposal, please read the respective comments provided at each section. If companies are part of consortiums they may be asked to upload company specific documents, these documents will be seen by the respective national contact point only and not by any other person of course. Only pdf-files can be accepted and the final document may not exceed 10 MB. Citations (max. 25) can be listed on the submission tool, as well (please see navigation toolbar, bullet “Citations”).

Application Form F requires the following information:

- Project title
- Project acronym
- The name of the Project Coordinator (Partner 1)

Please still use the same information as for your submitted pre-proposal.



The next part is dedicated to the description of the research project:

1. Background and state of the art in the field of the project. (max. size: 8000 characters, including space characters, corresponding to approximately 2 pages if font *Times New Roman* and font size 12)

2. Description of the project aims, the expected results and their exploitation. This section should include an explicit explanation, how the project fits the aims of EMIDA (maximum size: 2000 characters, including space characters, corresponding to approximately ½ page if font *Times New Roman* and font size 12)

3a. Work plan with objectives, time frame, and description of work packages including milestones deliverables and the involvement of each partner in each of them, together with the overall management of the project for each Work Package, a summary in table format. The work of each project partner must be explicitly stated.)

(max. 8000 characters incl. space characters **plus** additional 6000 characters per participant **plus** a maximum of 6 pages “Summary of Work Package” (see 3b). **The overall length of this section shall not exceed 20 pages! (font: *Times New Roman*, font size: 12)**)

3b. Work Packages - a summary in table format (max 6 pages of tables and no more than 6 figures/diagrams/graphics may include in the flow text, font: *Times New Roman*, font size: 12). The work packages should be numbered and the starting dates should be given. The involved partners should be listed and the estimated workload of each partner in the single work packages should be provided in person-months. Please describe the objectives of work packages and list deliverables and milestones, including their titles and delivery date.

Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, means if the successful attainment is required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further developments.

The overall length of the part 3 (a,b) “Work plan” shall not exceed 20 pages (font: *Times New Roman*, font size: 12). It is up to the research consortium how to breakdown the elements of this section. No more than 6 figures and corresponding figure descriptions may included in the flow text.

4. Added value of the proposed international collaboration. Description of the consortium, including the advantages and challenges of this trans-national collaboration. Description of the specific choice of participants in the transnational consortium (maximum size: 2000 characters, including space characters, corresponding to approximately ½ page if font *Times New Roman* and font size 12).

5. Description of ongoing projects of the participants related to the present topic. List of related projects in which consortium partners are involved, indicating project name, funding sources and amounts, and potential overlap with the current proposal (maximum size: 4000 characters, including space characters, corresponding to approximately 1 page if font *Times New Roman* and font size 12).

6. Training opportunities. If applicable, a description of training and exchange possibilities foreseen within the project should be given (maximum size: 2000 characters, including space characters, corresponding to approximately ½ page if font *Times New Roman* and font size 12).

7. Dissemination and/ or exploitation of results and management of intellectual property at the international level. A statement about the dissemination and/ or exploitation of results and



management of intellectual property at the international level (maximum size: 2000 characters, including space characters, corresponding to approximately ½ page if font *Times New Roman* and font size 12).

8. Justification of requested resources. Statement to justify the use of the requested resources, detailing human resources, equipment, subcontracting, travel and other additional costs (maximum size: 4000 characters, including space, corresponding to approximately 1 page if font *Times New Roman* and font size 12).

9. Societal and ethical aspects. Explanation of the contribution to the societal issues, e.g. ethics, environment, and/ or intellectual and cultural development. A statement on any aspects of the proposal that could possibly raise societal concerns or ethical issues must be given. If the proposal requires the use of animals the principle of the “3R” (reduction, replacement, refinement) has to be implemented in full (maximum size: 2000 characters, including space characters, corresponding to approximately ½ page if font *Times New Roman* and font size 12).

10. GANTT chart. The GANTT should cover the project as whole and include all Work Packages. Deliverables and Milestones of the work packages should be highlighted. (max. size: 2 pages if font *Times New Roman* and font size 12).

Please note: Full-proposals exceeding the mentioned limits might be rejected.

If you have any questions, please contact the EMIDA Call Office by e-mail (ptj-emida-co@fz-juelich.de) or by phone +49 (0) 2461 61 9286 or +49 (0) 2461 61 9031. The EMIDA Call Office is your primary contact point. Many thanks.

2.1.1 EMIDA ERA-Net submission server

The submission server has been updated with additional features for submitting the full-proposal, for example with bullets for:

- **Statement:** information will be requested if a partner has been identified as an ineligible partner and therefore the consortium must be re-structured
- **Citations:** up to 25 publications can be cited
- **Keywords:** please provide project-specific keywords

A guideline for the proper use of the EMIDA ERA-Net submission server (“Brief description on use of EMIDA ERA-Net submission server”) will be available and ready for download by July 15th, 2011 on www.submission-emida-era.net.

3 Evaluation of Full Proposals

Full proposals will be forwarded to an Expert Evaluation Panel (EEP) to assess the quality of the scientific content. The EEP is composed of eight sub-panels (one for each activity line), each consisting of three (3) independent international scientific experts in the research field convert by the activity line. Experts will be nominated and agreed upon by the FG. Potential conflicts of interest will be considered.

The assessment of proposals will be confidential. The EEPs will score the proposals based on the



evaluation criteria (scoring: 1-5, whereas 1 is the lowest and 5 is the highest rating), providing detailed comments, an overall assessment of scientific merit, and a funding recommendation. A written, anonymous, evaluation report will be sent to the consortium coordinator.

3.1 Evaluation Criteria & Weighting

The assessment of proposals will be undertaken by the EEP on the basis of scientific excellence and the evaluation criteria as specified below:

1. **Relevance of the project** (How well does the research project address the scientific objectives, described in the announcement of the call, including any specifications made by the funders?)
2. **Scientific originality & excellence** (Does the project present a sound and original concept that promises progress beyond the state-of-the-art? Are the objectives realistic, and are the scientific and technological methodology and the work plan convincing?)
3. **Excellence of the partners** (Are the expertises of the partners sufficient for the implementation of the project considering their previous work in the field of the project?)
4. **Quality of the consortium** (Is the partnership well balanced and is the distribution of tasks between the partners appropriate? Is the contribution of each partner (including industrial partners, if any) complementary?)
5. **Quality and efficiency of management** (Does the proposal present an appropriate management structure, including organisation and coordination?)
6. **Justification of resources** (Are the resources requested (staff, budget, equipment) appropriately allocated and justified?)
7. **Knowledge transfer and implementation/consolidation** (Does the project deploy targeted activities for transfer, implementation or consolidation of the knowledge generated? Are these activities sufficient to achieve transfer and implementation/consolidation?)
8. **Potential impact** (How high do you estimate the chances that the research project will have an impact on animal health and welfare, public health and/or livestock industries, including industrial applications? How important would this impact be?)
9. **Ethical issues** (Does the proposal contravene fundamental ethical principles?)

The **weighting** of the criteria will be as follows:

- Relevance of the project with factor "2"
- Scientific originality & excellence with factor "1.5"
- All others with factor "1"

The evaluators' comments will address each item of the above list of criteria.

Each proposal will be assessed by three (3) experts of one (1) of the EEP sub-panels who will complete the evaluation form including the written report, anonymous for applicants, in order to be sent to the proposal coordinator.