



Guidelines Full-Proposal Submission

2020 Transfer Project Call

Additional Joint Call for full-proposals under the framework of JPI Waters, Oceans and AMR on

“Research and development for supporting knowledge transfer, scientific networking, and public engagement based on AquaticPollutants joint transnational projects*”

<https://aquaticpollutants.ptj.de/transfer-call1/>

Contact: ptj-aquapollut.call@fz-juelich.de

17.02.2020



ADDITIONAL CALL

Research on knowledge transfer

*2020 Joint Transnational Call “Risks posed to human health and the environment by pollutants and pathogens present in water resources (AquaticPollutants)” - <https://aquaticpollutants.ptj.de/call1/>

Version: 2020/03/06

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1. Background

The Transfer Project will be part of the AquaticPollutants projects' family and accompanies its research and innovation projects. The objective is to realize a better and wider dissemination, develop new innovative methods to support the transfer of research and the uptake of results into the public and administrative sector, policy, industry or economy. This will lead to a greater and focused impact and increase the awareness of the research projects' outcomes.

The Call Announcement of the Transfer Project 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. Call Process Overview

The call process is a one-step procedure and directly starts with full-proposal submission. Submitted proposals will be evaluated after successfully passing the eligibility check. The consortium members should prepare one joint proposal. The Consortium Coordinator is in charge of the proposal and must electronically submit the proposal via the online submission tool available at <https://aquaticpollutants.ptj.de/transfer-call1/>.

Submission of a proposal

The proposal consists of different parts, which have to be filled in online:

First, the Consortium Coordinator has to register in the submission tool. Generally, each user can register several times in the submission tool with the same e-mail account, but different usernames are needed for each proposal. In this way, a correct assignment to proposals is ensured in the submission tool. However, please note the general eligibility criteria that a coordinator can only participate in one proposal of either a scientific project (being submitted under <https://aquaticpollutants.ptj.de/call1>) or a Transfer Project (being submitted here).

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

The Consortium 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 edit 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 **17:00 CEST on 16 April 2020**.

After successful submission, the Consortium Coordinator will receive an automatically generated confirmation of receipt.

Each Consortium Coordinator should make sure to register early enough. **After the deadline, the website will accept neither modification nor submission of any proposal.** The Consortium Coordinator should also not underestimate the effort needed to collect the required information from his/her project partners or to fill

in the online forms. Therefore, it is strongly recommended to submit the first version of proposals well before the deadline.

Applicants should note that the project description and subsequent chapters should allow experts to evaluate the relevance of your proposal to the call objectives, its excellence, impact, as well as the quality and efficiency of implementation despite the limited space for details.

There are limits in each template by 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 copying 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.

In the beginning, you enter and save your entries in a “work version” (see “Factsheet”). By clicking the “Submit”-button (final step), the proposal is ready for the evaluation as “finalised version”. Only proposals which have been submitted (i.e. are available as “finalised version”) will enter the eligibility check and the evaluation process. A submitted proposal can be changed and resubmitted any time until the closing date. Upon submission deadline, the newest uploaded file (i.e. “finalised version”) will be saved and is the version for evaluation.

The proposal must be filled out online in the submission tool <https://aquaticpollutants.ptj.de/transfer-call1/>. The structure of the template is illustrated in the next chapter of this guideline.

If consortium partners need to submit separate or different proposal documents towards their national funding organization, these documents shall be directly submitted to the respective national / regional funding organization.

In the coordinator login, i.e. when working on your proposal, there will be an automatic logout after 24 min without additional warnings, if you have not pressed the “SAVE” button during this time. The time is displayed in the upper right corner of this webpage. After logout, all non-saved entries / changes will be lost, **so please be sure to save your entries / changes in time!**

Eligibility check of proposals

The proposals will be checked for eligibility according to a) the general eligibility criteria (as defined in the Call Announcement) and b) national/regional eligibility criteria. Every country/funding organisation has individual funding conditions and eligibility criteria. Please check all national regulations of the partners involved in your consortium.

Please note: **Proposals, which do not meet the general eligibility criteria, will be declined without further review. Non-eligibility of a partner applying for funding in a proposal may cause the rejection of the entire proposal without further review.**

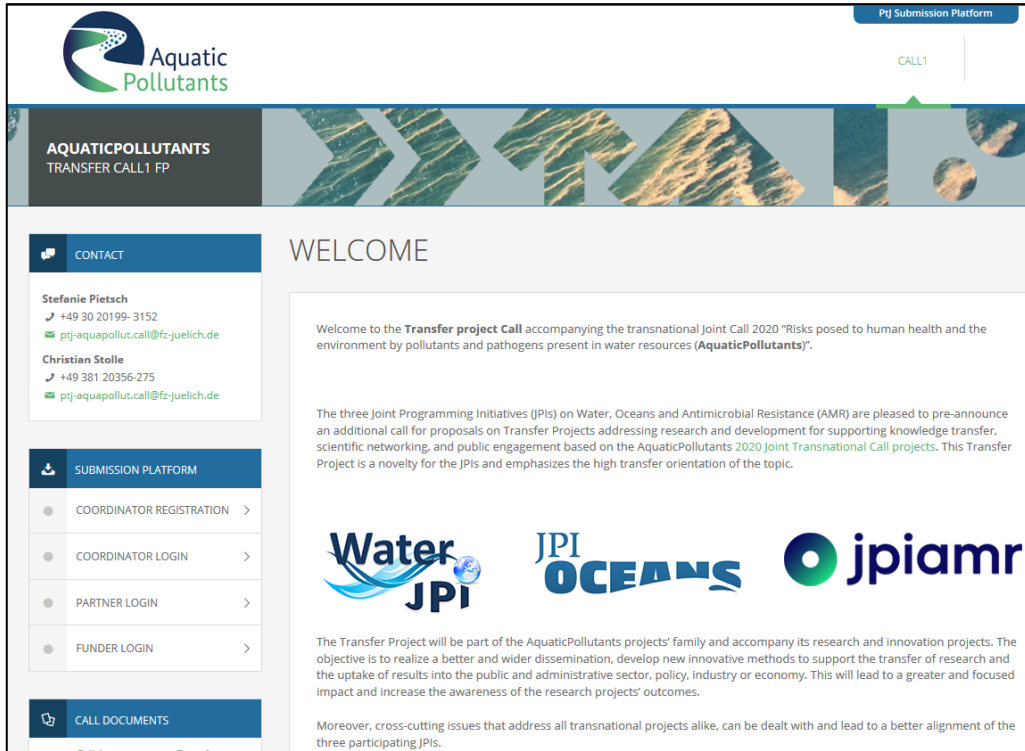
It is the **responsibility of the Consortium Coordinator** to verify that the consortium fulfils the Call eligibility criteria and that all partners fulfil their national/regional eligibility criteria. **In case of uncertainty regarding eligibility criteria, please contact the National Contact Points.**

Each proposal will be at least checked for general eligibility by the Call Secretariat and at national level. The Call Secretariat, on behalf of the Call Steering Committee, will communicate the results of the eligibility check and the decisions taken to the coordinator of each consortium.

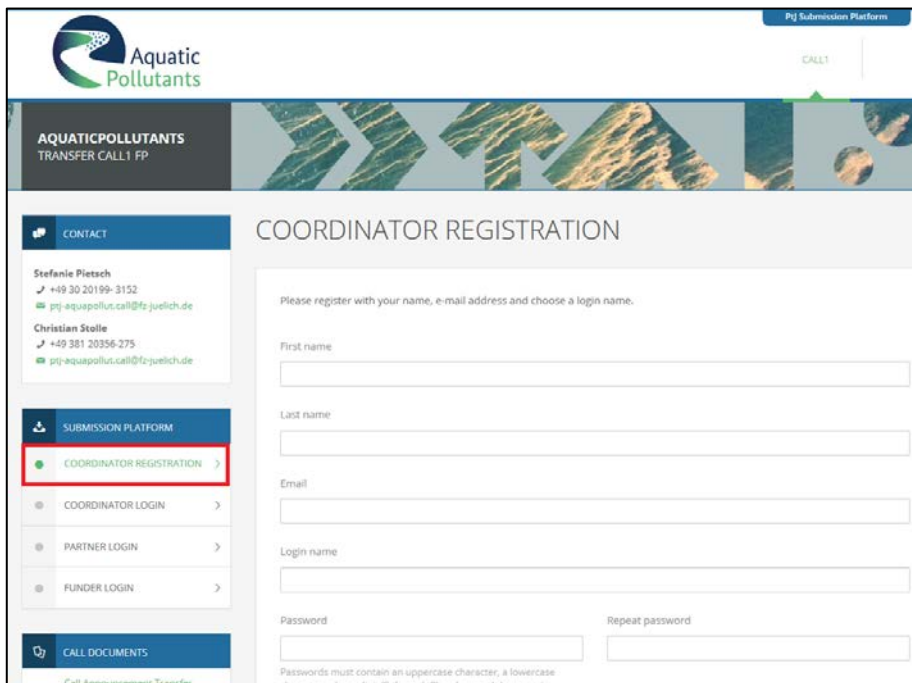
After the eligibility check, all proposals which passed the eligibility check, will be evaluated based on three criteria - ‘Excellence’, ‘Impact’, and ‘Implementation’ (see Call Announcement, Table 3). A ranked list of proposals will be produced based on the final scores. A final selection of proposals will be done in a meeting of the Call Steering Committee. Consortium Coordinators will be informed about the outcome by the AquaticPollutants Call Secretariat.

3. Full-proposal Submission

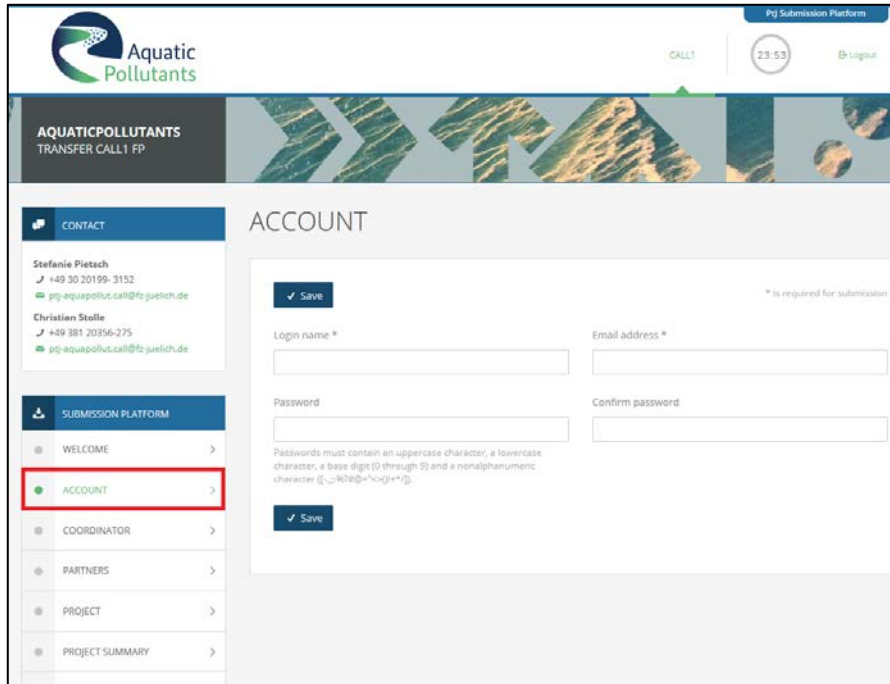
The proposal consists of different parts, which have to be filled in online. Please note that you can save your text only if it does not contain more characters than pre-defined within the submission tool.



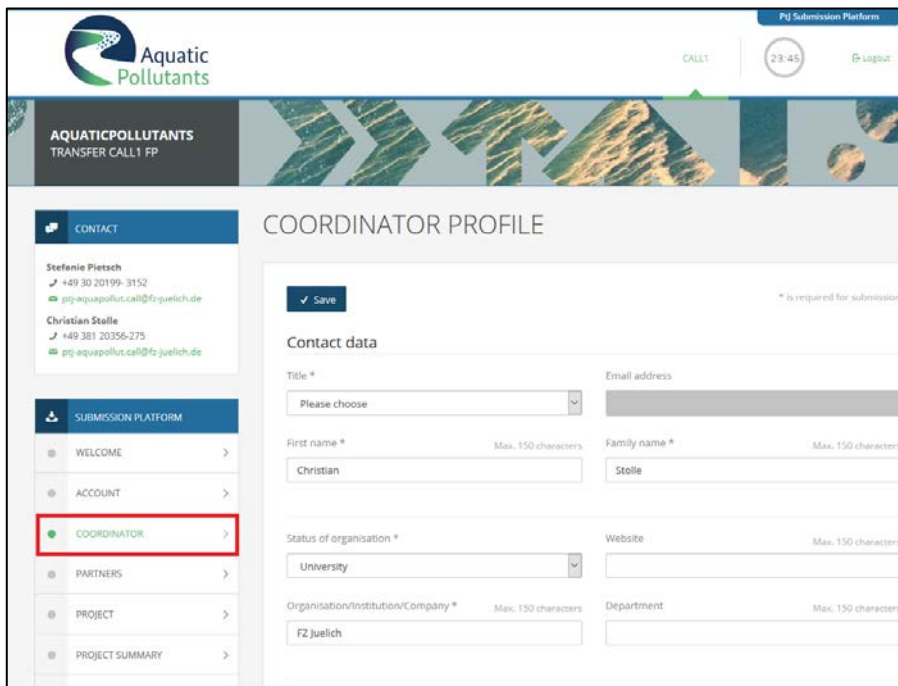
1. **REGISTRATION** - The Consortium Coordinator has to register via the call-homepage:
<https://aquaticpollutants.ptj.de/transfer-call1>



2. ACCOUNT – Consortium Coordinators can change the password in this section.

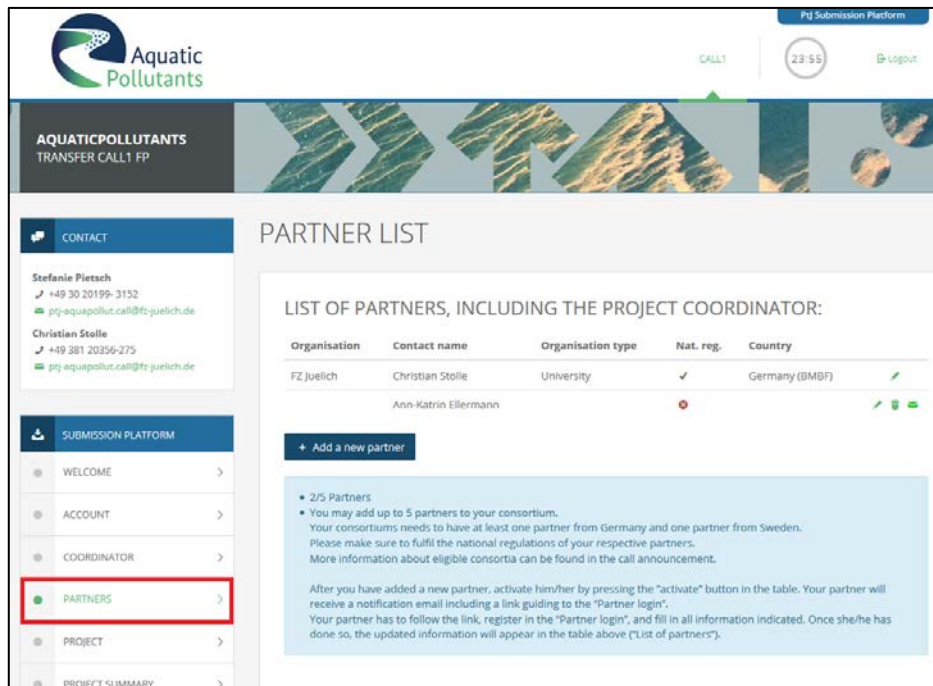


3. COORDINATOR PROFILE - The Consortium Coordinator has to fill in the registration form, in which most of the fields are mandatory (e.g. title, name, affiliation, address). Further information about the field entries is provided at the respective fields.



Please note: The Consortium Coordinator should not give the password to other persons, including proposal partners.

4. **PARTNERS** – shows the list of partners of your consortium (including the Consortium Coordinator).

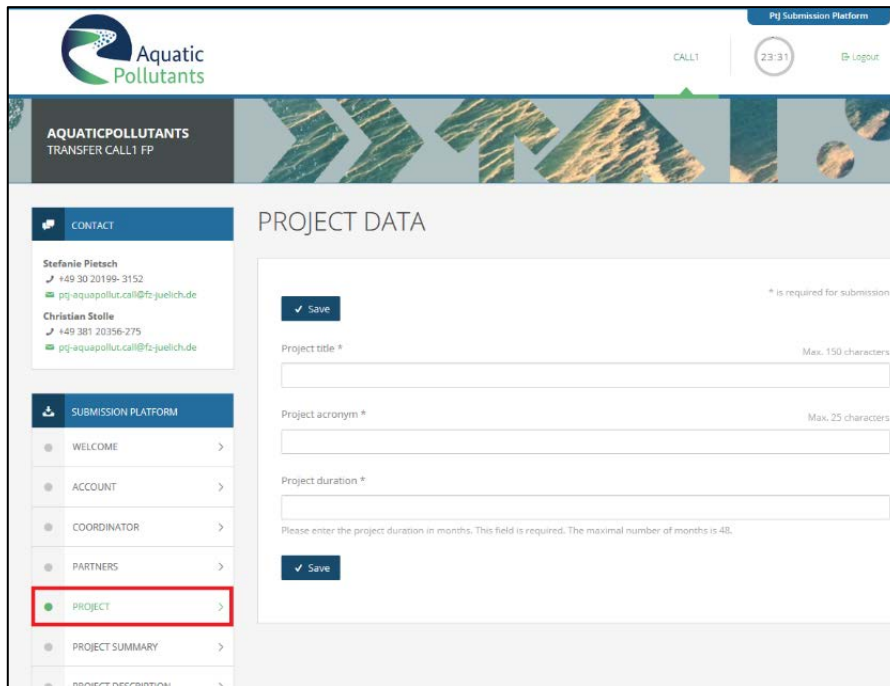


Click on **"Add a new partner"** and enter the registration information needed (name, login name, e-mail address). In case a partner leaves your consortium during the submission process, it is possible to remove this partner from the list by clicking on **"Delete partner"** (garbage bin symbol).

After you have added a new partner, **activate** him/her by pressing the **"activate"** button (letter symbol) in the table. Your partner will receive a notification email including a link guiding to the **"Partner login"**. Your partner has to follow the link, register in the **"Partner login"**, and fill in all information indicated. Once she/he has done so, the updated information will appear in the **"List of partners"**.

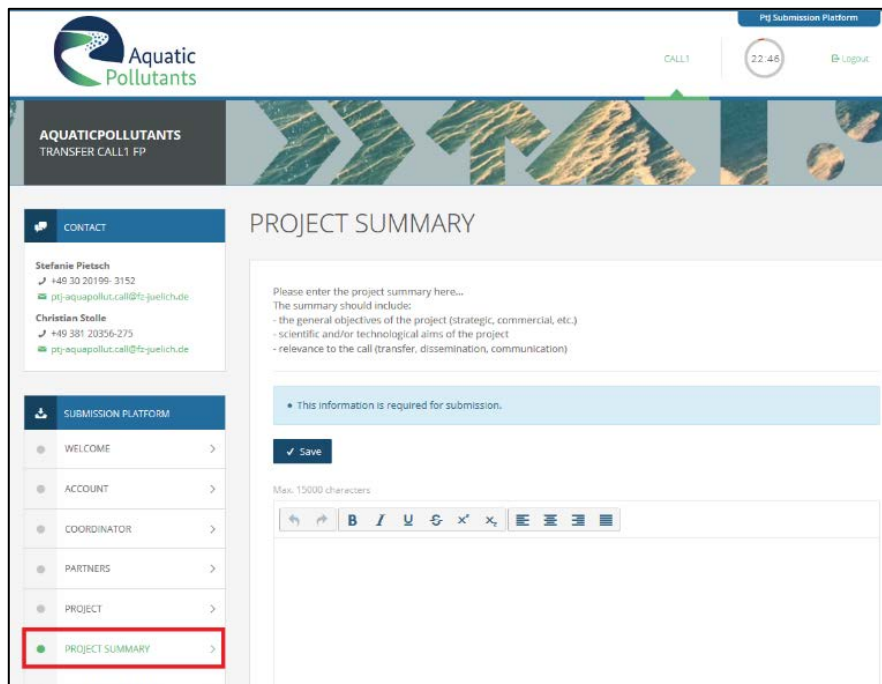
Please note: Each consortium must be composed of eligible independent entities from at least one partner of the countries and according FPOs involved in this Call. The maximum number of partners from the same country within the consortium should comply with national/regional regulations. Please note that Swedish applicants may only request funding under the theme **"Research and development of innovative strategies and methods for knowledge transfer, scientific networking, and increased public engagement"**. Make sure to fulfil the national regulations of your respective partners.

5. **PROJECT DATA** – Project title, acronym, duration, theme, sub-themes must be filled in/chosen next.



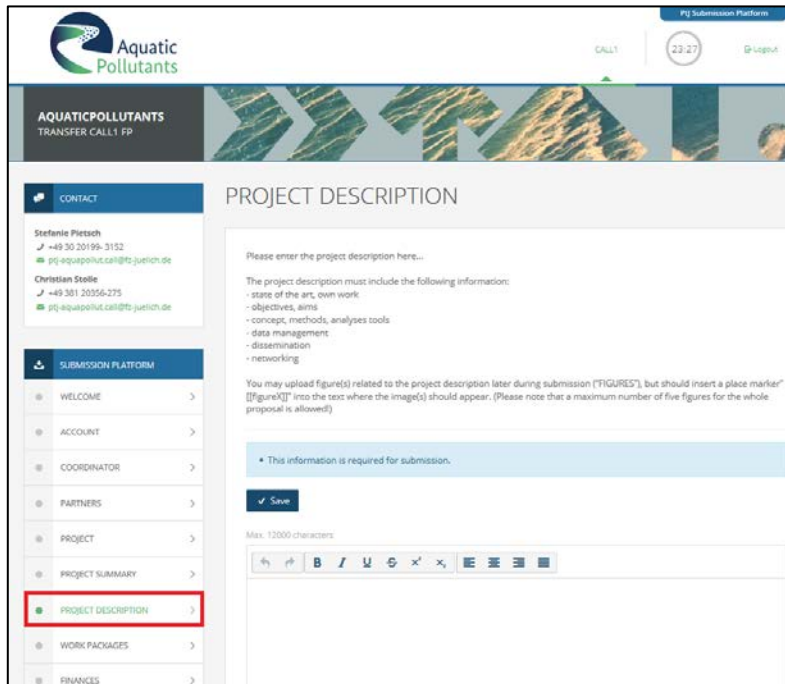
Please note: The maximum duration of the Transfer Project is 48 months.

6. **PROJECT SUMMARY (1,500 characters¹)** – the summary must include a) general objectives of the project (strategic, commercial, etc.); b) scientific and/or technological aims of the project; c) relevance to the call (transfer, dissemination, communication).



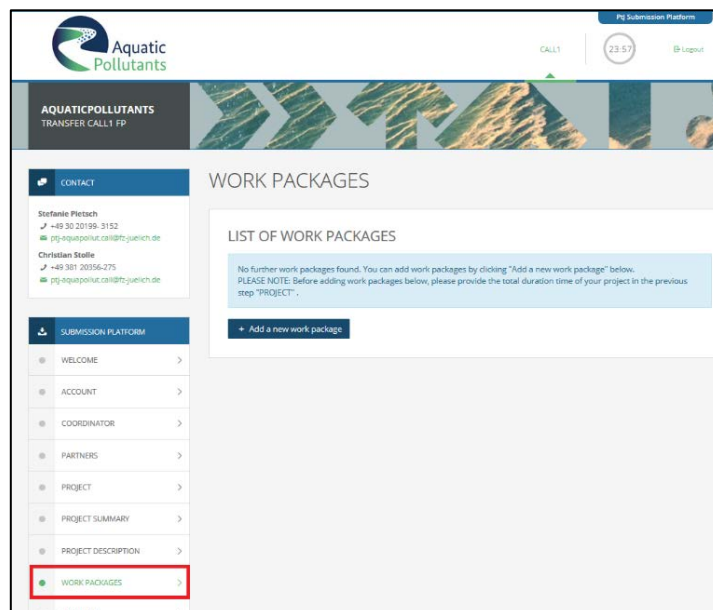
¹ The number of character incl. spaces

- 7. PROJECT DESCRIPTION (12,000 characters)** - The project description must describe the a) state of the art, own work, previous activities of the consortium in the field; b) objectives, aims, impact; c) concept, methods, analyses tools; d) governance structure; e) data management; f) exploitation & dissemination of results; g) networking & cooperation



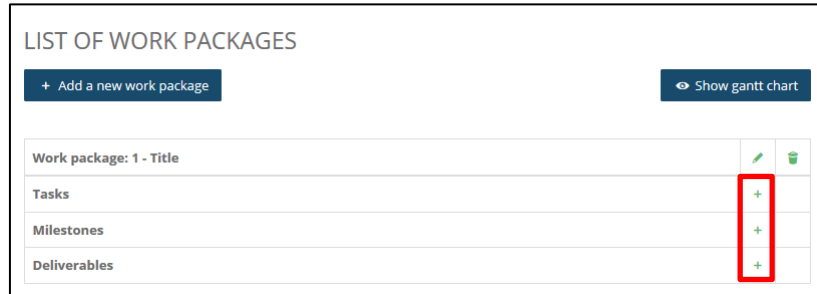
Please note: You may upload figure(s) related to the project description later during the submission (“FIGURES”), but should insert a place marker "[[figureX]]" here into the text where the image(s) should appear. (Please note that a maximum number of **five figures for the whole proposal** is allowed!)

- 8. WORK PACKAGES** – In this section, you need to describe in detail your work packages. Each work package consists of tasks, milestones, and deliverables, which will be added in subsequent steps. You start by clicking on “Add a new work package”. **Please note:** Before adding your work packages, make sure to provide the total duration time of your project in the previous step (“Project”) as the system needs this information to create a Gantt chart later.



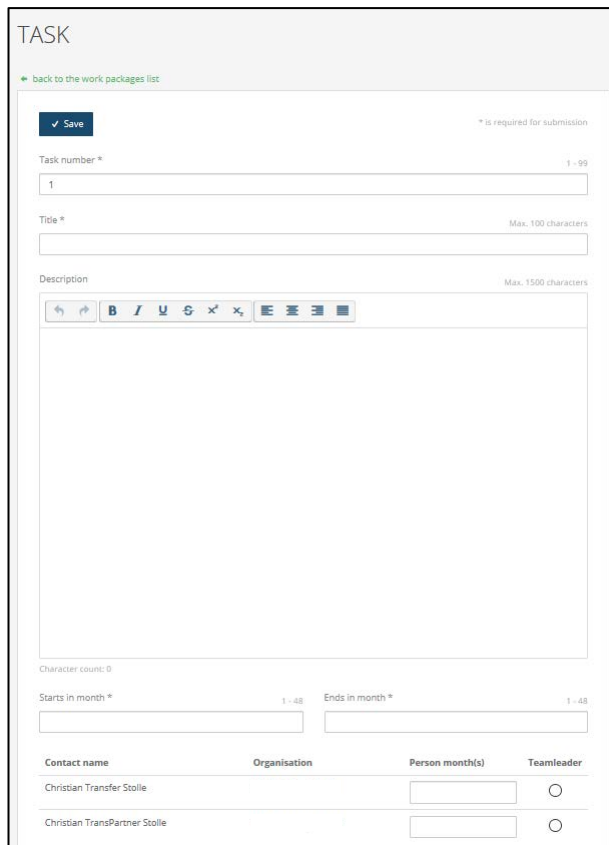
For each Work package you need to enter the work package number, a title (max. 100 character), the objectives (max. 1,500 characters), and a description (max. 4,000 characters).

In the next step, you can assign tasks, milestones and deliverables to the work package by clicking on the “+” symbol on the right side of the list.



Work package: 1 - Title	Tasks	Milestones	Deliverables

For each task, you need to enter a task number, a title (max. 100 character), and a description (max. 1,500 characters). Moreover, you need to indicate the starting and ending month of this task, as well as the person months of each partner involved. Finally, you need to check the box of which partner will be the responsible team leader.



TASK

[back to the work packages list](#)

* is required for submission

Task number * 1 - 99
1

Title * Max. 100 characters

Description Max. 1500 characters

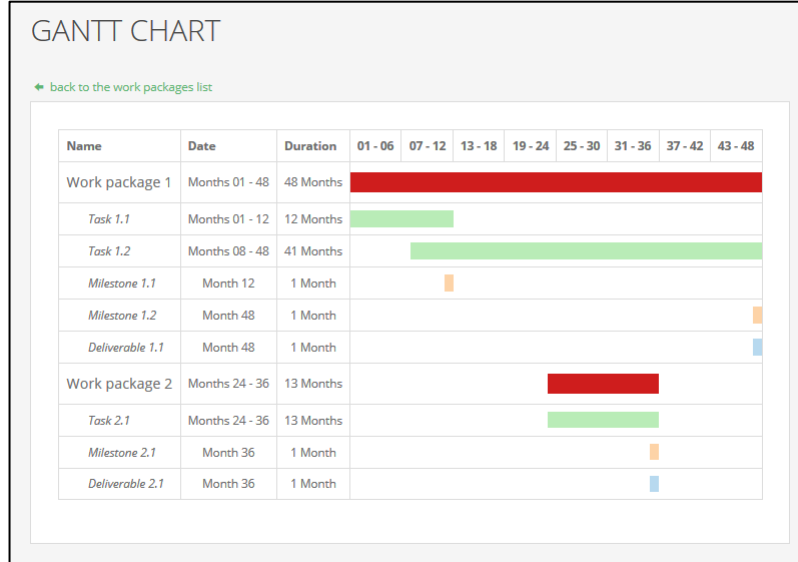
Character count: 0

Starts in month * 1 - 48 Ends in month * 1 - 48

Contact name	Organisation	Person month(s)	Teamleader
Christian Transfer Stolle		<input type="text"/>	<input type="radio"/>
Christian TransPartner Stolle		<input type="text"/>	<input type="radio"/>

Similarly, for each milestone and deliverable you need to enter a respective number, a title (max. 100 character), and a description (max. 1,000 characters). Moreover, you need to indicate in which month the milestone and deliverable will be reached.

At the end, you can click on “Show gantt chart” to look at and check the system-generated Gantt chart. An example is giving below. This Gantt chart will be automatically integrated into the factsheet of your proposal (see “FACTSHEET” further below). Please also check the factsheet, if your work packages are displayed correctly.



9. **FINANCES** - the finance table is divided into two parts: requested funding (upper table) and own contribution (lower table). Please enter all values (in €, exact numbers without decimals) for you and your project partners. Maximum value per item is 1.000.000€.

FINANCES

- The finances are required for submission.

REQUESTED FUNDING

Please enter all values as integers (whole numbers, 0-9) in €.

Organisation name	Personnel	Travel	Equipment	Subcontracts	Other	Requested Funding	Total Own Contribution	Total Costs
Projektträger Jülich	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	0	0	0
Overhead	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>			
TransferCooperation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0
Overhead	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
TOTAL	0	0	0	0	0	0	0	0

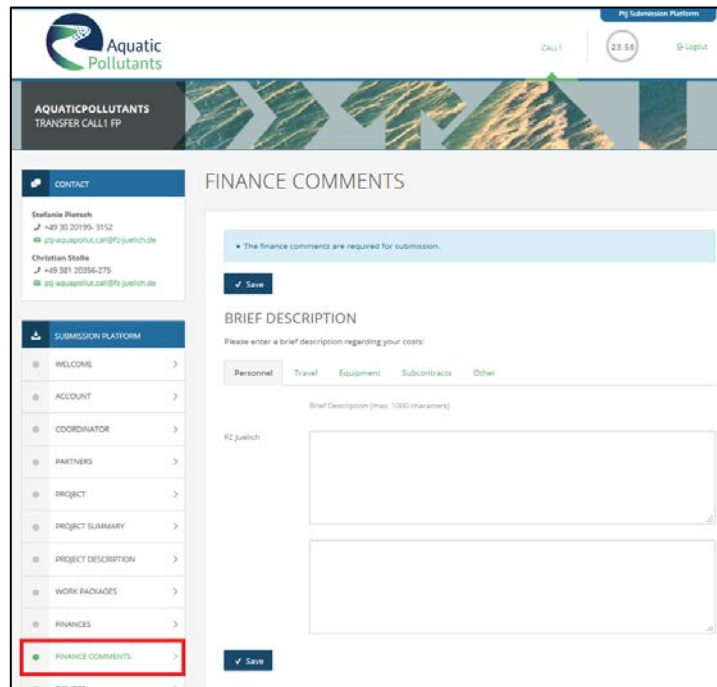
OWN CONTRIBUTION

Please enter all values as integers (whole numbers, 0-9) in €.

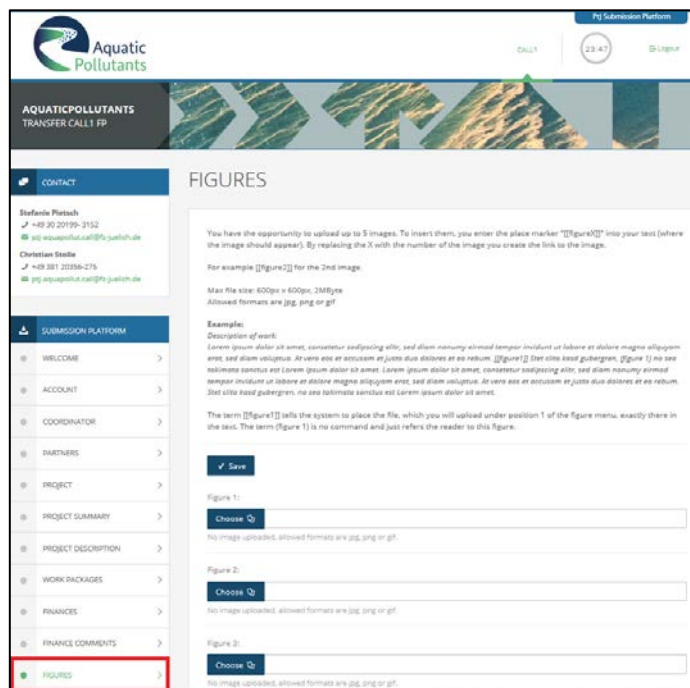
Organisation name	Personnel	Travel	Equipment	Subcontracts	Other	Total Own Contribution
	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	0
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	0
TOTAL	0	0	0	0	0	0

Please note: The columns “Total own contribution” and “Total costs” in the upper table will be automatically calculated and filled when entering values in the table “Own contribution” below. More information about your entries can be provided in the next step (“Finance comments”).

10. FINANCE COMMENTS (1,000 characters) - please enter a brief description regarding your costs, for overhead costs, national regulations may apply. If you have other costs, please specify. Please differentiate between funding requested and own contribution.

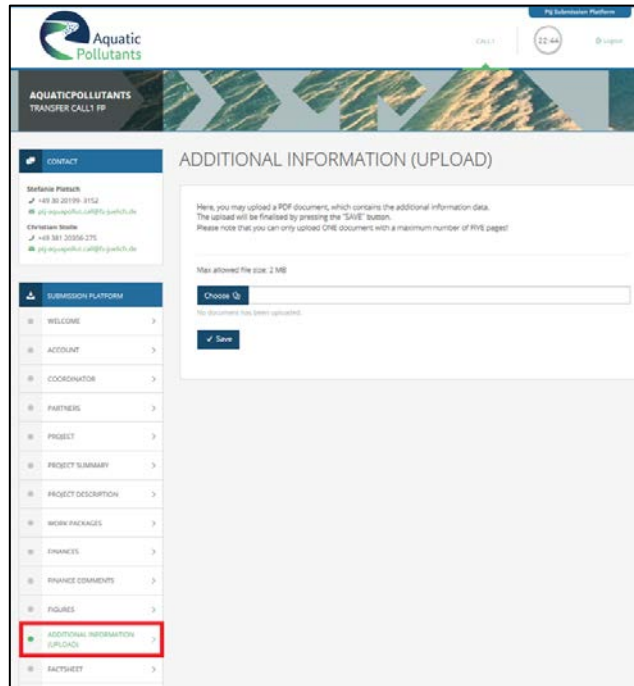


11. FIGURES - you have the opportunity to upload up to 5 images. Formats allowed are jpg, png or gif; max. file size: 600px x 600px, 2 MB.

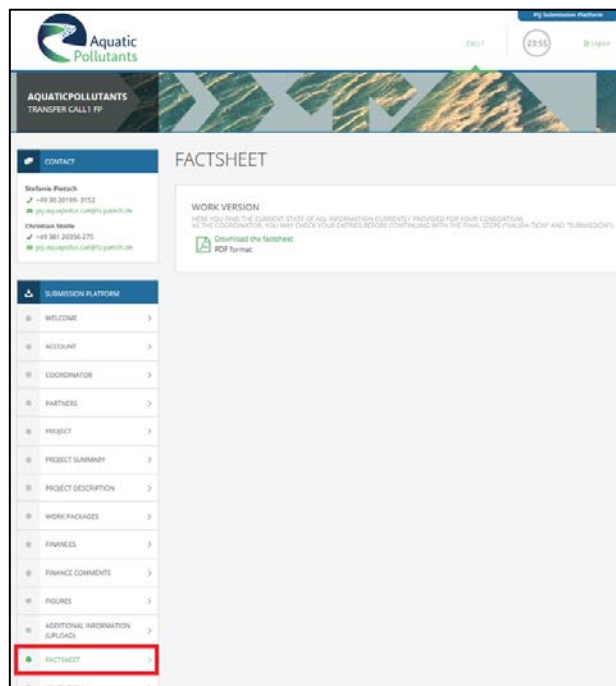


Please note: To insert the figures at the correct position in the proposal, please enter a place marker "[[figureX]]" into your text where the image should appear. By replacing the X with the number of the image, you create the link to the image (e.g. [[figure2]] for the 2nd image). You can check the position of figures in the next step ("Factsheet"). While the term [[figureX]] tells the system where to place the file, you can use the term (figure x) to refer the reader to the Figure X.

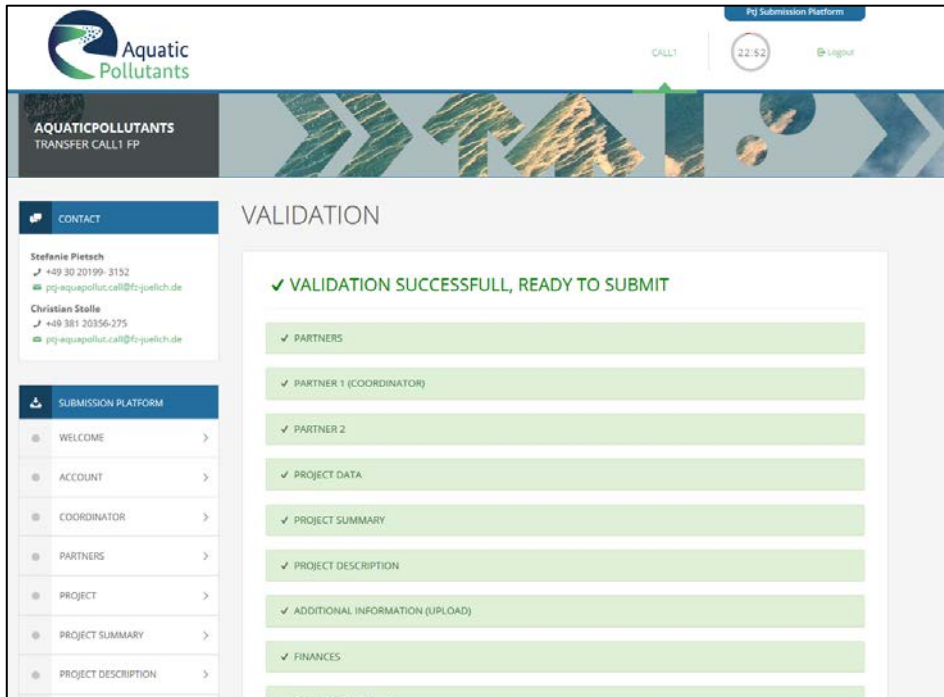
12. ADDITIONAL INFORMATION (UPLOAD) - Here, you may upload one PDF document, containing the additional information data. The upload will be finalised by pressing the “SAVE” button. Please note that you can only upload **ONE document with a maximum number of 5 pages** (max allowed file size: 2 MB!).



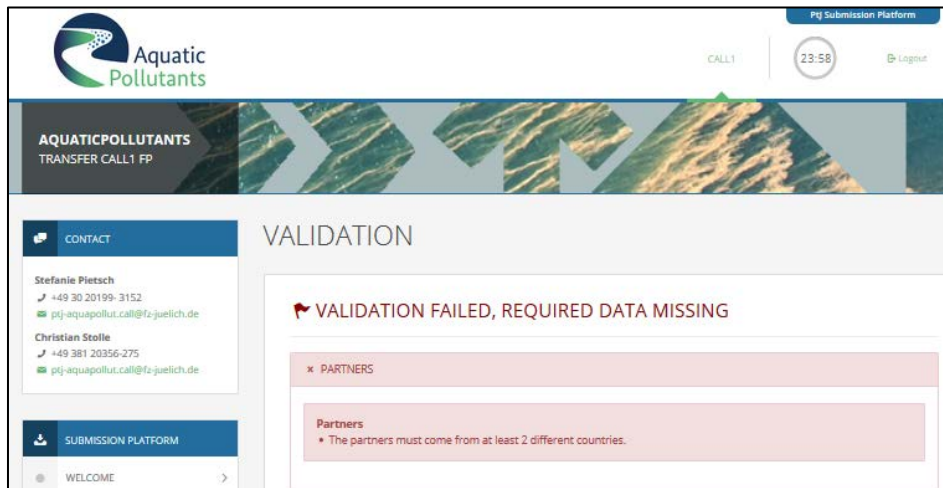
13. FACTSHEET - the Consortium Coordinator and the partners can download the “work version” (the current state of your entered and saved data) as well as the “finalized” version (the state of your entered data from your last submit).



14. VALIDATION - this step checks, on a technical basis, if all mandatory fields have been completed. The proposal is ready for submission if all fields are labelled green and the comment says “validation successful, ready to submit”. Download the factsheet and carefully check the content of your entries prior final submission.



If entries are still missing, the validation step will fail and you will not be able to submit your proposal. Missing information is highlighted in red as shown below.



Please note: it may happen that the validation fails (“Validation failed, required data missing”), but that all fields are labelled green. If that is the case, it is most likely, that information is missing in the work packages-section (the work packages are not listed in the fields here).

Please note: Even if validation failed and you cannot submit your proposal, your data entered so far will be saved in the “WORK”-version of your factsheet (see previous submission step). Only for final submission, you must provide all information necessary.

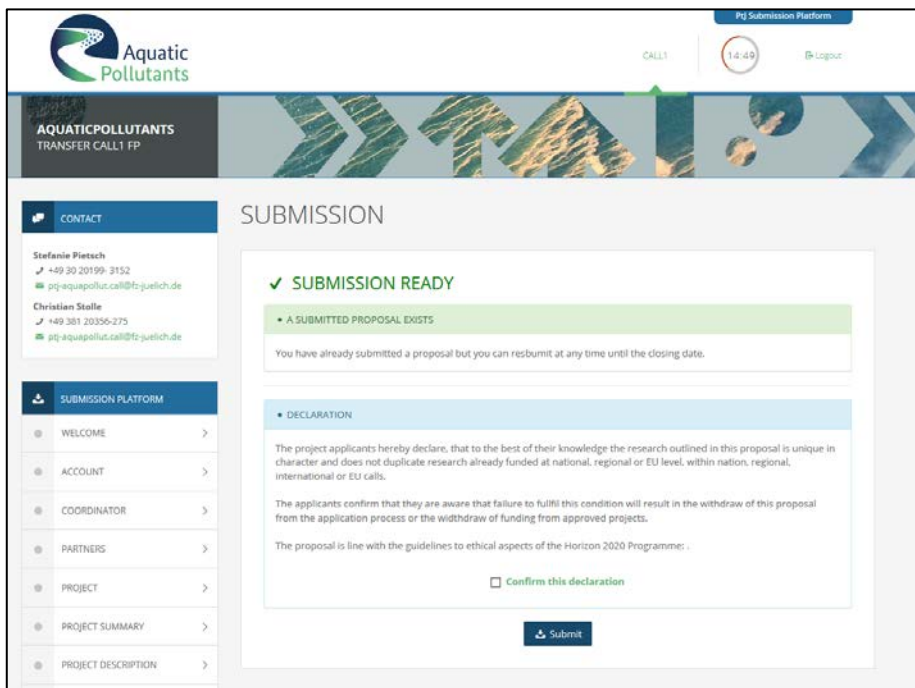
15. SUBMISSION - you have to confirm the following declarations after validation:

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

The final step is to press the “Submit”-button. After that, A SUBMITTED FULL-PROPOSAL EXISTS. **A submitted full-proposal can be changed and resubmitted any time until the closing date.**



If following text is displayed, your full-proposal is not ready for submission because of missing information. You have to go back to the validation step to see which parts are still incomplete.

