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Guidelines for applicants for the 1st Transnational Call for Proposals Pre-proposal phase

C-IPM

Coordinated Integrated Pest Management in Europe

Submission

Pre-proposals, by June 8th, 2015

Full proposals, by October 2nd, 2015

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1. Background of the Call

This is the first joint transnational call of the ERA-Net C-IPM for collaborative research projects which is open on Monday **27th April, 2015 (15:00h CET)**.

Participant countries involved in this call are: Austria, Belgium (Flanders and Wallonia), Denmark, Estonia, Finland, France, Germany, Ireland, Lithuania, the Netherlands, Norway, Spain, Switzerland and Turkey.

The list of the funding bodies from each of these countries and their respective budget dedicated to this call are reported in the call announcement.

The 1st joint call for proposals of C-IPM is open both for research organisations and industries. For further details and clarification see National Regulations.

2. Call topics

The call includes the following three topics (see a detailed description of the topics in the C-IPM Call Announcement).

Interested project consortia should apply **to one or more** topics, which will be funded according to the funding table reported in the Call Announcement.

- **Topic A:** Innovative and new pest monitoring tools and Decision Support Systems (DSS).
- **Topic B:** Pest resistance management (PRM).
- **Topic C :** Minor Uses (MU):
 - ✓ **Subtopic C1:** Flies in vegetables.
 - ✓ **Subtopic C2:** Mites (spider, rusts and bud) in berries and small fruits.
 - ✓ **Subtopic C3:** Soil borne pests and diseases (often polyphagous).

N. B. For pest we intend pathogens, animal pests and weeds

3. Participation and funding of research projects

The funding mechanism is the Virtual Common Pot (VCP) procedure, what means that each funding body funds the selected researchers from their respective country.

The national eligibility criteria for research institutions and industry differ from one country to another. Applicants have to consider the National Regulations.

Project/s selected for funding will receive the grant directly from their national funding partner according to their terms and conditions.

Applicants from countries which are not funding the C-IPM Call or from countries which do not provide funding for a specific topic/s of the Call are welcome to participate in the Call. However, their costs need to be covered from their own resources.

A change of the consortium is not allowed after the submission of the pre-proposal. Only as an exception and after approval by the Call Group, adjustments in the consortia composition are possible.

4. Timeline

The application consists in a two steps process: submission of pre-proposals (PPs) followed by submission of full proposals (FPs). **The full proposal can be submitted only if a given shortlisted consortium will receive an invitation to submit it.**

The respective time schedule and activities required are given in the table below:

Table 1. Timeline of the Call

EVENT	DATE
Pre-announcement	31st March 2015
Launching the call (submission of PPs)	27 th April 2015, 15:00h CET
Open of the ESS	First week of May
Deadline for pre-proposals (PPs)	8 th June 2015, 15:00h CET
Eligibility check	22 nd June 2015, 15:00 CET
CG meeting for eligibility	26 th June 2015
Communication letters for submission (FPs)	First week July 2015
Full-proposals submission (FPs)	15 th July 2015,
Deadline for full proposals (FPs)	2 nd October 2015, 15:00h CET
Evaluation of FPs by EPP	20 th November 2015
EEP meeting for evaluation	30 th November, 2015
CG meeting for selection of projects	First week of December, 2015
Notification letters of projects selected	Third week of December, 2015
Publishing results	January 2016
Negotiation and start of projects	March 2016

5. Call Secretariat

The Call Secretariat will provide administrative support to applicants regarding the call, call documents and procedures. It is the primary point of contact between the research project consortium and the C-IPM Governing Board for all general matters related to the call.

C-IPM Call Secretariat

**Spain, National Institute for the Agricultural and Food Research and Technology (INIA)
Anabel de la Peña.**

Phone: + 34 91 3478776

e-mail: anaisabel.delapena@inia.es

Questions concerning the **submission tool** and other general questions should be addressed to:

Ana Nuñez

Phone: + 34 91 3476763

e-mail: ana.nunez@inia.es

National Contact Points

Besides the Call Secretariat, each funding body has nominated a representative at national level as National Contact Point (NCP). These representatives give support to the applicants and act as a link between the Call Secretariat and the funding bodies. Applicants should contact their respective NCP for all matters regarding national regulations and funding. An overview of the National Contact Point list is provided in the Call Announcement, Annex C.

6. Submission of pre-proposals

The Call Announcement including this guidelines is available on the C-IPM website: <http://www.c-ipm.org>. The pre-proposal application has to be filled in and submitted via the Call Submission website: (<http://c-ipm.inia.es>). Please, follow the instructions on the website to submit your project pre-proposal. The application should be submitted by the project coordinator on behalf of the project consortium (see below).

Pre-proposals must be submitted by **Monday 8 June 2015, 15.00 CET**.

6.1 The Project Coordinator

Each Project consortium needs to appoint a project coordinator, who, in any commissioned project, has the following role and responsibilities:

- Be the primary point of contact between the C-IPM consortium and the researchers on behalf of the project consortium from the submission of the pre-proposal until the publication of the final report.
- Submit the application on behalf of the project consortium.
- Compile and submit reports and other deliverables to the C-IPM consortium on behalf of the project consortium.

- Secure that all project milestones and deliverables are met and take action according to the project management plan if one or more partners fail to deliver.
- Inform to the C-IPM consortium about any event that might affect the implementation of the project.
- Confirm that all the consortium partners have contacted with their respective National Contact Points to ensure their eligibility before submitting the pre-proposal.

The project coordinator will NOT be responsible for the financial management of C-IPM project funding, which will be handled directly between the national research institutions and their national funding partners in each participating country.

6.2 Use of the Electronic online Submission Tool (ESS)

The Pre-Proposal submission occurs online via the C-IPM Submission Tool. All fields in the tool are mandatory. It is the duty of the coordinator to enter the data online.

- Information about the coordinator (and about every partner of the consortium, which they can enter themselves) :
 - Title;
 - E-mail address;
 - First Name;
 - Family Name;
 - Organisation Type;
 - Name of Organisation;
 - Department;
 - Street;
 - Zip/Postal Code;
 - Town/City;
 - Country;
 - Email Address;
 - Telephone Number;
 - Mobile Phone Number;
 - Fax Number;

- Task(s);
- References (up to 10);

The ESS will ask for the following information:

- Project Title (max. 255 characters);
- Project Acronym (max. 15 characters);
- Project duration (max. 36 month);
- Topic;
- Project summary (max. 4000 characters);
- Project Description:
 - Relevance of the project to the call (max. 4000 characters);
 - Main results for the sector that can be expected (max. 4000 characters);
 - Main target group and how this will be involved and/or targeted in the project (max. 4000 characters);
 - State of the art relevant to the topic (max. 4000 characters);
- European added value of the project being carried out transnationally (max. 4000 characters);
- Objectives;
- Scientific methods/work plan;
- Finances:

	Project Costs						
Organisation Name	Personnel	Travel	Consumables/ Equipment	Subcontracts	Total Project Costs	Total Own Contribution	Requested Funding

The project coordinator has to list all partners of the consortium. After having activated all the partners by the coordinator, each partner receives a confirmation email and can change their contact data and complement their tasks in the project.

It is obligatory that **all the partners accept their respective national regulations**.

Data entered by the coordinator and the project partners into the Electronic Submission Tool (ESS) will be saved in a database in order to generate a comprehensive Pre-Proposal

document. The Pre-Proposal document will be rendered available for information only (it is not required e.g. to print it and send a hardcopy to the C-IPM Call Secretariat) and can be downloaded any time.

For any questions concerning the online Call Submission, please contact INIA (Spain): Ana Núñez (ana.nunez@inia.es).

7. Eligibility for Funding

The pre-proposal should meet the following eligibility criteria:

7.1 Formal C-IPM Eligibility

- The language either of the call or submission of applications is English;
- The project consortium have to consist of **at least 3 partners from at least 3 countries**, providing fund for the call (see Call Announcement);
- Applicants from countries which are not funding partners of the C-IPM call or from countries which do not provide funding for a specific topic/s of the call are welcome to participate in the call. However, their costs need to be covered from their own resources or by other sources;
- The **number of partners in the consortium is not restricted**;
- There is **not any maximum budget limit** per project consortium;
- The maximum budget requested per partners will be the maximum budget provided by its respective funding body. Subsequently, if a partner requests more funds than the budget from their respective funding body, it will be considered non eligible to C-IPM;
- A given consortium is **only eligible when all its partners are eligible** ;
- Duration of the funded projects is maximum 3 years;
- The project/s must be submitted correctly and completely via the Call website: (<http://c-ipm.inia.es>), **before the Call deadline (8 June 2015, 15:00 CET)**.

7.2 National Eligibility

All project partners involved in an application have to assure that eligible costs, sub-contracting, etc. are in line with the respective national criteria mentioned in the national regulations. In case of uncertainties regarding the national criteria and regulations, please refer to your National Contact Point.

All pre-proposals submitted will be treated in a strictly confidential way by the C-IPM consortium. Transnational research proposals which are eligible in terms of national eligibility criteria (7.1/7.2) will be identified during the selection process. The pre-proposals that do not meet these eligibility criteria will not be admitted for the full proposal submission.

7.3 Quality Assessment

In addition to the two eligibility criteria mentioned above, the pre-proposals will be assessed for its quality according to the following (equally weighted) criteria:

- Relevance of the pre-proposal to the scientific scope of this call (adjustment to one or more topics selected for funding);
- Innovative approach;
- European added value of the partnership to IPM;
- Quality of the consortium.

Project consortia whose pre-proposals meet the eligibility criteria and are assessed to be of high quality based on the above mentioned criteria will be invited to submit a full proposal. Unsuccessful pre-proposals will be discarded and project coordinators of these proposals will be informed by the Call Secretariat.

8. Further information

8.1 Contract Conditions

Terms of participation

The national funds are pooled under the coordination of the ERA-Net C-IPM. The partners of the research project consortium are required to recognize the coordinating role of C-IPM throughout the duration of the funded research projects until the publication of the final report. Each project consortium will be asked for a feedback on the processes, in order to help to refine them for the future use.

Contractual Relationships

C-IPM is a networking project based on the collaboration among national funder partners with the aim of establishing transnational research collaboration. The contracts with researchers and industries are under the responsibility of the national funding partners, as well as the funding procedures.

Because of the fragmented nature of the funding, attention will be paid to ensure that the individual contracts are synchronized both in terms of time and content, so that the project consortium can deliver transnational outputs as described in the project proposal. The national funding partners have to ensure that common C-IPM conditions are met (e.g. common start date of a given project, reporting requirements etc.).

Funding Contracts

For the whole duration of the contract, it is under the responsibility of the project Coordinator to inform the C-IPM consortium and the National Contacts about any changes of the project (i.e. modifications of the work plan, the project consortium or the contract). Any financial issue is under the responsibility of each national funding partner involved in the approved project.

If a change to the project consortium occurs which poses a risk to the project, the issue has to be solved by the consortium (in line with the consortium agreement). In those cases, not only the Call Group must be kept informed of such events, but also the Call Secretariat.

Any minor changes in the work plan could occur, but it will need to be authorised by the Call Group.

8.2 Consortium Agreement

The consortia selected for funding must sign a Consortium Agreement (CA), in order to manage the project activities, financial issues, Intellectual Property Rights (IPR) (see below) and to avoid disputes which might be detrimental to the completion of the project.

It will be the responsibility of the project Coordinator to draw up a Consortium Agreement suitable to their own group. The Consortium Agreement will normally be under the legal system of the country of the project Coordinator. The purpose of this document is:

- To underpin the project partners' collaboration and provide the project partners with mutual assurance on project management structures and procedures, and their rights and obligations towards one another.
- To assure the funding partners involved that the project consortium has a satisfactory decision making capacity and is able to work together in a synergistic and positive manner.

The Consortium Agreement must be finalized and signed by all partners of the project consortium before the official start of the project.

8.3 Intellectual Property Rights, use and access to results (IPR)

Results and new Intellectual Property Rights (IPR) resulting from projects funded through the C-IPM call will be owned by the project partners according to the conditions stated in their Consortium Agreement. At the project level IPR will be considered according to national rules. Applicants should consult the individual funding agency should any queries arise.

Researchers are encouraged to actively exploit the results of the research project and make them available for use, whether for commercial gain or not, in order to public benefit to be obtained from the knowledge created.

Ethics

Work involving the use of animals or humans should be carried out under the appropriate authorization taking into account local ethical requirements. Any proposal, which seems to contravene fundamental ethical principles, shall not be selected, and may be excluded from the evaluation and selection procedure. Judgment of the significance of ethical issues will be made by using the criteria published by the Commission in its guidelines for the 7th Framework Programme (http://cordis.europa.eu/fp7/ethics_en.html#ethics_sd).

8.4 Start date of projects

A project can start once all national contracts are concluded and all partners have signed the Consortium Agreement. Once the national contracts come into force, eligible national costs may be claimed according to the national procedures.

8.5 Dissemination requirements

Dissemination of project results is requested through various communication ways, such as scientific papers, posters, stakeholder involvement, course or training material, web-based tools, workshops or direct intervention towards end users.

The project partners have to acknowledge the transnational funding of the ERA-Net C-IPM and the individual national funding partners in any document that is published (in written, oral or electronic form) within the research project.