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# SEE-ERA.NET PLUS Joint Call Guide for applicants

Version of 18 February 2010

## Preface:

The SEE-ERA.NET PLUS Call for Joint European Research Projects (JERPs) follows a two-stage submission procedure: Step 1: Expression of Interest; Step 2: Full Proposal. This guide explains the procedures for the submission of Full Proposals (FP) under the SEE-ERA.NET PLUS Joint Call for JERPs.

The guide contains two chapters, the first, chapter A, dealing with more general information on the application process and the second, chapter B, providing you with a detailed guideline on how to submit an FP at <https://www.pt-it.de/ptoutline/seeeraplus/>. The Questions and Answers in chapter A are structured into three main parts, corresponding to the main stages of the Call for Joint European Research Projects (JERPs): GENERAL PART; EXPRESSION OF INTEREST; FULL PROPOSAL.

For additional information, you can consult the SEE-ERA.NET PLUS website (<http://plus.see-era.net/>) and related call documents.

**If your questions are not answered here, please contact the Joint Call Secretariat at DLR (e-mail: [SEE-ERA-NET-PLUS@dlr.de](mailto:SEE-ERA-NET-PLUS@dlr.de)) or the relevant National Contact Point (NCP) of your country of residence. The contact details can be found in the call text.**

These are the overall principles of the SEE-ERA.NET PLUS Call for Joint European Research Projects:

Quality: Projects selected for funding must demonstrate a high scientific, technical and managerial quality in the context of the objectives of the call themes in question.

Transparency: In order to provide a clear framework for researchers preparing proposals for funding, the process of reaching funding decisions, both in terms of principles and in terms of practice, must be clearly described and available to any interested party. In addition, adequate feedback must be provided to proposers on the outcome of the evaluation of their proposal.

Equality of treatment: All proposals will be treated alike, irrespective of where they originate or the identity of the proposers.

Impartiality: All eligible proposals are treated impartially on their merits, following an independent peer review.

Efficiency and speed: The procedures have been designed to be as rapid as possible in order to uphold the quality of the evaluation.

## A: General information for applicants

### I. GENERAL

#### **What is an ERA-NET scheme?**

ERA-NET is an instrument that was introduced under the EU's Sixth Framework Programme for Research, Technological Development and Demonstration Activities (FP6). Its main purpose is to support transnational activities between EU Members States and Associated countries in order to coordinate national research policies.

#### **What is the ERA-NET PLUS scheme?**

ERA-NET PLUS is a new instrument launched under the EU's Seventh Framework Programme for Research, Technological Development and Demonstration Activities (FP7). Its aim is to support the existing ERA-NET schemes, funded under FP6, in order to develop a mechanism for setting up sustainable joint activities and programmes and for creating transnational research opportunities and common research priorities.

#### **What is the main objective of the SEE-ERA.NET PLUS project?**

SEE-ERA.NET PLUS aims at structuring and expanding the European Research Area (ERA) to the Western Balkan countries (WBC) by coordinating and supporting RTD activities previously conducted predominantly at bilateral level. Its primary aim is to develop and implement a joint call for proposals targeting the Western Balkan countries (WBC), thus creating a favourable environment for improving their integration into the European research community and its programmes and initiatives. SEE-ERA.NET PLUS is based on the SEE-ERA.NET project and its Regional Programme for Cooperation with South-East Europe (ReP-SEE), which was developed to enhance S&T cooperation with the Western Balkan countries (WBC).

#### **What is the Call for Joint European Research projects?**

The Call for JERPs is a unique transnational research support instrument for the implementation of the SEE-ERA.NET PLUS project. It is developed by and for the countries that are taking part in the SEE-ERA.NET PLUS project by contributing shares of their national budgets into a common pot. This money is used for the competitive support of research projects in priority areas that will have a significant impact on enhancing the research potential of the WBC.

#### **What countries are participating in the SEE-ERA.NET PLUS Joint Call?**

ALBANIA, AUSTRIA, BOSNIA AND HERZEGOVINA, BULGARIA, CROATIA, FRANCE, GERMANY, GREECE, THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA, MONTENEGRO, ROMANIA, SLOVENIA, SERBIA, TURKEY.

**Not all EU Member States and Associated countries are listed above. Does that mean that the countries not listed as SEE-ERA.NET PLUS partners are not eligible for participation and funding in the JERPs?**

The countries participating in the SEE-ERA.NET PLUS project have made national contributions into a “common pot” for the funding of successful joint research projects. Only eligible research institutions from these participating countries are eligible for funding under the JERPs. Institutions from a third country that is not contributing financially to the common pot are not eligible for funding under the current joint call. However, if their added value to the joint research project is proven and if they agree to bear their own costs, they are allowed to participate. Please note that a letter of commitment needs to be provided in such cases. A template for letters of commitment is provided separately with the call documentation.

**What is the “top-up” from the European Commission?**

In addition to the national contributions to the common pot for the funding of joint research projects, the European Commission will contribute up to one third of the national budgets for the funding of excellent research proposals. In practice, this “top-up” means extra budget in addition to what the participating countries have committed for the funding of JERPs.

For the SEE-ERA.NET PLUS Call for Joint European Research Projects, the total amount of the national contributions is €2,563,525; additionally, the EC will provide up to €943,000 to finance the research proposals that are given the best evaluations.

**What is the “juste retour” principle?**

The “juste retour” principle means that national contributions are distributed only to selected research teams from that particular country. If a country has already spent the whole amount it originally contributed to the common call budget, the next ranked project with participants from that country cannot be funded from the call budget. In such cases, these projects, even if highly ranked, will not be considered eligible for a grant.

The country contributions to the common pot are listed in Annex 1 to the Call text.

**What research topics are eligible for funding under the Call for JERPs?**

**The SEE-ERA.NET PLUS call focuses on two research areas with two sub-topics each:**

In the field of AgroFood:

- a. Preservation of indigenous species and traditional food products (in SEE/WBC)
- b. Interdisciplinary field: Land use impact in agriculture on biodiversity

In the field of ICT:

- c. Software systems for learning process management and support
- d. ICT for energy efficiency

These topics were identified in a comprehensive consultation process with all the Western Balkan Countries, organized under the WBC-INCO.NET project, to achieve synergies with the priorities of the FP7.

### **Are the JERP proposals similar to FP7 applications?**

No. Even though the EC is providing a budget for the funding of successful research projects, the SEE-ERA.NET PLUS Joint Call is a different programme that follows separate rules and regulations for application, submission and evaluation of research proposals.

### **Do I need to have an agreement with my national funding body in order to submit a proposal to the Call for JERPs?**

No. Any eligible research institution from a SEE-ERA.NET PLUS country can submit a proposal directly to the Joint Call Secretariat at the DLR following the application guide for submissions and using the Call Management System.

The participating countries have appointed National Contact Points that will help research institutions from the respective countries to submit applications. If you need special support and assistance for your project preparation, please contact your NCP (the list of NCPs is provided in Annex 2 to the call text and at the SEE-ERA.Net PLUS website at <http://plus.see-era.net>).

### **How do I submit a proposal?**

Project proposals are submitted following a two-stage procedure and only through the web-based Call Management System PT-Online. In order to start the application procedure or download the "Guide for applicants for the SEE-ERA.NET PLUS Call for Joint European Research Projects" please go to: <http://www.pt-it.de/ptoutline/seeeraplus/>.

### **What are the national eligibility criteria?**

The SEE-ERA-NET PLUS project comprises 14 different national funding bodies with a joint call management system. To respect the necessary national funding rules and procedures, national eligibility criteria have been defined by the participating countries. These criteria are presented in detail in Annex 3 to the call text, and each coordinator and partner of the JERP proposal must check in advance what type of costs are eligible for national beneficiaries as well as the funding rates and limits of the countries in question.

### **Are there deadlines for the submission of proposals?**

Yes. There are two deadlines for submission:

Deadline for submission of Expressions of Interest (EoI): 3 November 2009, 16:00 MEST

Deadline for submission of Full Proposals: 15 March 2010, 16:00 MEST

Other important dates are listed in the call text.

**In addition to the online submission procedure, should I submit a paper copy of the proposal?**

No. Only electronic submissions will be considered. However, the first page of the proposal must be signed by the coordinator (Principal Investigator) AND a legal representative of his/her institution or company and be sent by fax to the SEE-ERA.NET PLUS Joint Call Secretariat.

**Can I be an evaluator and a partner of a project proposal at the same time?**

No. Evaluators are selected by the Joint Call Secretariat from a database following a keyword check. You can be an evaluator if you fulfill the requirements for SEE-ERA.NET PLUS Joint Call evaluators and you have registered in the common evaluation database.

If you will be the coordinator or a partner in a research application for a JERP, you are not allowed to perform as an evaluator.

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## **II. EXPRESSION OF INTEREST**

**What is an Expression of Interest (Eol)?**

Eols are short outlines of proposals, stating the composition of the project consortium and giving a brief description of the scientific (project) idea and of the approach to be taken for implementation, including a realistic budget estimation.

For further details and information, please consult the Guide for applicants at <http://www.pt-it.de/ptoutline/seeeraplus/>.

**Are there any specific features that I have to know about at the Eol stage?**

Be aware that the Eol, even though it is only a short outline of your project idea, is a key part of your application. On the basis of the Eol, the evaluators will decide whether your proposal will stay in the competition under the call for JERPs and whether you will be invited to submit a Full Proposal. That is why it is crucial to provide a condensed overview of the general concept of the project idea, a description of the methodology that will be used, and an outline of the expected outcomes and benefits of the implementation of your project.

**What partners can be included in the Eol stage of the proposal?**

The whole consortium should be identified and included at this initial stage of the project. It is very important to ensure that the minimum participation requirements are met (please check the call text) and that all consortium partners are eligible for funding under the rules of the Call for JERPs (please check the eligibility of your organization with your NCP).

### **How many partners should cooperate in an EoI proposal?**

The minimum consortium requirements are defined in the call text: the participation of at least two eligible institutions from different Western Balkan countries and at least one eligible institution from a non-WBC country in each project is required.

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

Concerning your institution's eligibility for funding, please check the specific country regulations, presented in Annex 3 of the call text.

### **What will happen if one of the project partners is found ineligible after the submission of an EoI?**

The coordinators of the proposals will be informed by the Joint Call Secretariat at the DLR about the rejection of the ineligible partner by e-mail and by regular mail no later than three weeks after the submission deadline. If the minimum criteria are fulfilled by the JERP consortium even though one or more partners are not eligible, the coordinator has to inform DLR within one week about his/her decision to continue (without this partner or with new partners) and present a revised version of the EoI. If the coordinator is not eligible, the whole proposal will be discarded.

### **Should I provide a detailed financial plan in the EoI proposal?**

No. The consortia are expected to calculate the overall costs and the requested amounts per partner. At this stage, there is no need to justify the requested funds and allocate them according to different categories. This should be done after the consortium is invited to submit a Full Proposal.

### **What does it mean that the maximum requested budget must not exceed €150,000?**

€150,000 is the maximum amount of funding per project that can be provided from the SEE-ERA.NET PLUS common pot. However, there is no limit on the total costs for the project's implementation, meaning that contributions from the participating parties can be used to make up the total project budget.

### **Can I submit more than one proposal as a coordinator?**

No. However, one research institution – as a legal entity – is allowed to participate as a coordinator or partner in several project proposals.

### **How many institutions from a country are allowed to participate in one project?**

There is no limit on the number of institutions from one country that can participate, if the minimum requirements for consortia are met (please consult the call text).



### **Is there a template for the EoI proposal?**

Yes. In the call management system, available on the website <http://www.pt-it.de/ptoutline/seeeraplus/>, there are specific formats for both the EoI and the Full Proposal stages. Detailed requirements for submitting an EoI and instructions for the application process are provided in the Guide for applicants.

### **What are the evaluation criteria for the EoI and do they differ from those for the Full Proposal?**

Yes, there are specific criteria for the EoI that differ from the evaluation criteria for the Full Proposal stage. Both are described in the Call text.

### **What is the minimum threshold in the EoI stage to be invited to elaborate a Full Proposal?**

There is no threshold in the EoI stage. However, the SEE-ERA.NET PLUS partners have to make sure that there is not a huge oversubscription in the Full Proposal stage. That is why the number of EoIs to be invited for the Full Proposal stage will be determined based on the assumption that approximately 35% of all Full Proposals will be successful. In any case, the SEE-ERA.NET PLUS partners will make sure that only consortia that have submitted scientifically excellent proposals are invited to submit Full Proposals, in keeping with the evaluation criteria of the EoI stage.

## **III. FULL PROPOSAL**

### **What are Full Proposals for JERPs?**

The SEE-ERA.NET PLUS Joint Call has a two-stage submission and selection procedure: The first stage involves the submission of Expressions of Interests; the second the submission of Full Proposals. Based on scientific merit, only the top ranking EoIs will be invited to submit a Full Proposal. Detailed requirements for Full Proposals and instructions for the application process are presented in the Guide for applicants by 15 January 2010.

### **What is the evaluation procedure for the Full Proposals?**

There is a guide for evaluators, available at the SEE-ERA.NET PLUS website. In general, Full Proposals will undergo a remote evaluation similar to that carried out at the EoI stage. Each Full Proposal will be evaluated by at least three external evaluators. The scores will be substantiated by detailed comments, which will be provided to the project coordinator.



**Are the assessment criteria for Full Proposals different from those in the Eol stage?**

Yes, the assessment criteria used in the Eol and the Full Proposal stages are different. Since more detailed information has to be provided in the Full Proposal, the assessment criteria applied in this stage are more detailed as well. For further details, please consult the call text.

**Are thresholds applied in the evaluation of Full Proposals?**

Yes. Each evaluation criterion has a threshold of 6 out of 10 points that will be observed during the ranking process.

**Do the partners in a Full Proposal need to be the same as those in the Expression of Interest?**

Yes. A change in the consortium is only acceptable in exceptional cases, described above in the section **“What will happen if one of the project partners is found ineligible after the submission of an Eol?”**

**How do I submit the Full Proposal?**

Only electronically, using the online submission system available at: <http://www.pt-it.de/ptoutline/seeeraplus/> by 15 January 2010.

## B: The online application procedure for submitting an FP

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Online registration for electronic proposals

### SEE-ERA.NET Plus Joint Call

USERNAME (YOUR E-MAIL ADDRESS)




PASSWORD (FORGOTTEN?)

The system automatically disconnects users that have been inactive for more than 120 minutes. Please save all data entered before timeout, unsaved data is lost. After this time you will have to log in again. Being active means clicking on links and buttons; entering data into the electronic forms is not accounted for.

Login

The submission period for Full Proposals (FP) in the SEE-ERA.NET PLUS Joint Call is now open.

More information about the SEE-ERA.NET PLUS Joint Call:

-  [Guidelines for Applicants](#)
-  [Call Text](#)
-  [Letter of Commitment](#)

The deadline for the submission of the FP is

**15 March, 2010**  
**(16:00, CET)**

To log into the electronic proposal submission system please use your email address and the password that you have received during the registration process.

Your FP is stored password-protected and can be edited until the final submission deadline. Connection to the server is SSL-encoded.

#### Scientific support

SEE-ERA.NET PLUS  
Joint Call Secretariat  
International Bureau of the Federal Ministry  
of Education and Research c/o  
German Aerospace Center (DLR)

Heinrich-Konen-Str. 1  
53227 Bonn, Germany

Phone: +49 228 3821 482 / 465  
Fax: +49 228 3821 490

 [SEE-ERA-NET-PLUS@dlr.de](mailto:SEE-ERA-NET-PLUS@dlr.de)

To log into the electronic proposal submission system please use your email address and the password that you have used during the previous application process (EoI). After login you are able to use the core data of your EoI. Please note that no change in the consortium is allowed (since your EoI was the basis for the evaluation and so also for the invitation to the second round). The password is case-sensitive and cannot be changed. All forms are interactive. Please save each page before proceeding to the next. At this page you also find all relevant documents like the call text, these guidelines and further documents.

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## SEE-ERA.NET Plus Joint Call

At this point you can prepare a Full Proposal (FP) for the SEE-ERA.NET PLUS Joint Call. The FP registration is stored password-protected and can be edited until the final submission deadline. Connection to the server is SSL-encoded and data safety and protection of confidence are warranted.

FP must be submitted exclusively in electronic form. Please use only English characters since non-English characters, such as Á and ñ may not be displayed correctly in the final FP application. Only one joint project coordinator should edit electronic forms and, finally, submit the proposal. Other participants cannot submit the proposal.

[Basic project data](#)  
[Project coordinator](#)  
[Further project partners](#)  
[Upload financial plan](#)  
[Finalisation](#)

- 1** Please **complete** the form by inserting project-specific data into the designated fields.
- 2** Please complete and **upload the financial plan**.
- 3** Please **check** all entries and complete full-registration by 15 March, 2010 (16:00 CET) at the latest.

After finalisation, the first page of the FP shall be printed out and signed by the coordinator itself (Principal Investigator) and the legal representative of his institution or company. This page shall be send to the SEE-ERA.NET PLUS Joint Call Secretariat together with the Declaration on state aid for research and development activities by fax **until 15 March, 2010 (16:00 CET)** at the latest.

This page gives a general overview of the individual menu items and some general information. In contrast to the EOI stage, now a detailed financial plan of your project is requested and has to be uploaded to the system. You will find the template at the previous page and at "Upload financial plan".

## Basic project data

Please enter the following information about your project.

All fields marked with ★ are mandatory fields.

### ACRONYM

ksfdghkdfhgk ★

### TITLE

Abdominal diseases in turtle populations in Lake Shkodra ★

### PROPOSAL TARGETS AT

- ICT - I) Software systems for learning process management and support ★
- ICT - II) ICT for energy efficiency
- AgroFood - III) Preservation of indigenous species and traditional food products (in SEE/WBC)
- AgroFood - IV) Interdisciplinary field Land use impact in agriculture on biodiversity

**Please choose those keywords and FP7 themes that describe your proposal the best in order to ease the matching with appropriate peer-reviewers**

### FP7 THEMES

#### FP7 THEME 1

ICT supporting businesses and industry ★

#### FP7 THEME 2

the environment as an economic opportunity

#### FP7 THEME 3

the environment as an economic opportunity

### KEYWORDS



- Basic project data
- [Project coordinator](#)
- [Further project partners](#)
- [Upload financial plan](#)
- [Finalisation](#)

On this page, all necessary data are taken over from your EoI. The screenshot above shows the upper part of the basic project data form. No changes are necessary in this area.

## OBJECTIVES

### BACKGROUND AND STATE OF THE ART III THE FIELD

3.000 characters

### SCIENTIFIC OBJECTIVES

6.000 characters

### ADDED VALUE AND INNOVATION POTENTIAL

6.000 characters

The screenshot above shows the middle part of the basic project data form. The form is similar to the one used for the EoI. The only difference is that this time there is more space offered so that you are able (and requested) to go a bit more in detail. Please give sufficient information about the objectives of your EoI as requested in the individual fields.

e/seeraplus/Einstellungen?IDX=52ef800756bb60c6fdfdb47afa02a160

ür "übernehmen" [X]

### S&T APPROACH AND WORKPLAN

**OVERALL STRUCTURE OF THE PROJECT** 15.000 characters

(Please use for each of the tasks in your project the following structure)

- a) Aims
- b) Methodology
- c) Role of partners
- d) Results and milestones)

**TIMETABLE** 3.000 characters

e/seeraplus/Einstellungen?IDX=52ef800756bb60c6fdfdb47afa02a160

"text field" [X] (Unbenannt) [X]

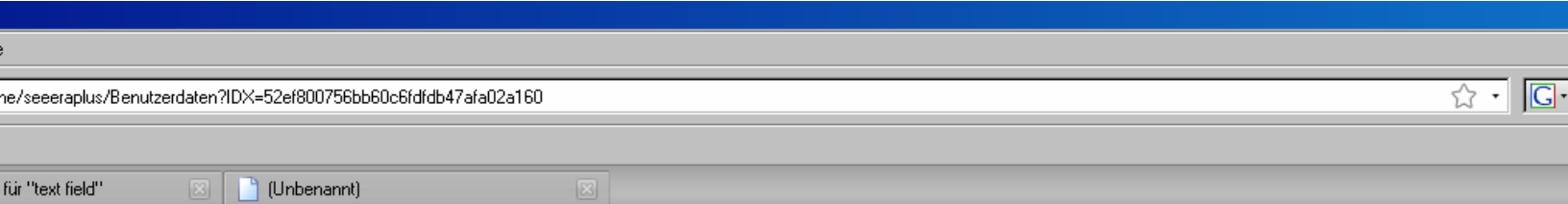
### DISSEMINATION AND EXPLOITATION

**DISSEMINATION AND EXPLOITATION** 6.000 characters

**INTELLECTUAL PROPERTY RIGHTS (IPR) (IF APPLICABLE)** 6.000 characters

[ Save ]

The screenshot above shows the lower part of the basic project data form. The structure of the project foresees work packages as well defined parts of the research project. Work packages are subdivided into tasks. For each work package, at least one deliverable has to be elaborated. Please take into consideration to add to point d) results and milestones also your lists of deliverables. In the box "timetable", the duration of the work packages, and the date of the achievement of milestones and deliverables have to be given. Please give detailed information on the planned dissemination and exploitation of the project results including IPR issues. Please note: 3000 characters refer to roughly one page of text. The characters include spaces.



SEE-ERA.NET Plus Joint Call - ralf.hanatschek@dlr.de - Logout

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Project coordinator

Please fill in the information regarding the submitting coordinating organisation.

All fields marked with \* are mandatory fields.

LEGAL NAME \*

ORGANISATION SHORT NAME \*

DESCRIPTION OF PARTICIPATING INSTITUTE, INFRASTRUCTURE AND RESSOURCES 3.000 characters \*

TYPE OF ORGANISATION Higher Education Establishments \*

INSTITUTION / DEPARTMENT \*

STREET NUMBER AND NAME \*

PO BOX \*

POSTAL CODE \*

TOWN/CITY \*

Basic project data
Project coordinator
Further project partners
Upload financial plan
Finalisation

The screenshot above shows the upper part of the project coordinator form. On this page, all necessary data are taken over from your EoI. No changes are necessary in this area.



**Breakdown of costs**

Please use the template „financial plan“ for a detailed breakdown of costs and insert the resulting costs in the text fields below. We strongly recommend to consult the Annex III of the call text, the guidelines for applicants and your NCP (Annex II of call text) prior to any calculation.

In case of a significant added value proven, institutions from countries not part of the SEE-ERA.NET PLUS consortium may participate in the projects, but are not eligible for funding. Nevertheless also these partners should specify their total project costs below and insert a "0" in the field "Funding rate".

**TRAVEL (in EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**SUBSISTENCE ALLOWANCE (in EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**EVENTS (in EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**COSTS OF DURABLE EQUIPMENT (in EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**CONSUMABLES AND SUPPLIES (in EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**COSTS OF PERSONNEL (in EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**SUBCONTRACTING (in EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**INDIRECT COSTS**

Please use thousand separators and whole numbers only (e.g. 10.000)

**FUNDING RATE**

(in percent % )

The screenshot above shows the lower part of the project coordinator form. The requested data for the cost types has to be calculated within your financial plan template and after that filled in the resp. text field on this side. You can easily find the necessary data on the first sheet of your financial plan. The country- and organisation-specific funding rate for your organisation has to be identified consulting Annex III of the call text. The funding limits specified in the call text should be taken into consideration.

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## Add new project partner

Please fill in all requested information regarding your project partners.

All fields marked with ★ are mandatory fields.

To add a new partner please fill in the fields below. Then click on the SAVE button at the bottom of the page and the new partner will be added in the list on the top of the page below the heading "Existing project partners". To add another new partner please first update this website by clicking on "Further project partners" in the grey field on the top right-hand side. The fields that have to be filled in will then empty automatically so that the new information can be added.

[Basic project data](#)  
[Project coordinator](#)  
[Further project partners](#)  
[Upload financial plan](#)  
[Finalisation](#)

**LEGAL NAME** ★

**ORGANISATION SHORT NAME** ★

**DESCRIPTION OF PARTICIPATING INSTITUTE, INFRASTRUCTURE AND RESSOURCES 3.000 characters** ★

**TYPE OF ORGANISATION** ★

**INSTITUTION / DEPARTMENT** ★

The screenshot above shows the upper part of the project partner form. The structure of the data fields is exactly the same as those of the project coordinator form. On this page, all necessary data are taken over from your Eol. No changes are necessary in this area.

**Breakdown of costs**

Please use the template „financial plan“ for a detailed breakdown of costs and insert the resulting costs in the text fields below. We strongly recommend to consult the Annex III of the call text, the guidelines for applicants and your NCP (Annex II of call text) prior to any calculation.

In case of a significant added value proven, institutions from countries not part of the SEE-ERA.NET PLUS consortium may participate in the projects, but are not eligible for funding. Nevertheless also these partners should specify their total project costs below and insert a "0" in the field "Funding rate".

**TRAVEL (III EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**SUBSISTENCE ALLOWANCE (III EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**EVENTS (III EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**COSTS OF DURABLE EQUIPMENT (III EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**CONSUMABLES AND SUPPLIES (III EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**COSTS OF PERSONNEL (III EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**SUBCONTRACTING (III EUR)**

Please use thousand separators and whole numbers only (e.g. 10.000)

**INDIRECT COSTS**

Please use thousand separators and whole numbers only (e.g. 10.000)

**FUNDING RATE**

(in percent %)



The screenshot above shows the lower part of the project partner form. The structure of the data fields is exactly the same as those of the project coordinator form. Please find information on how to complete these fields on page 16 of these guidelines.

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## Uploaded Financial Plan

 Financial Plan 3.5 KB

## Upload financial plan

Please download the "Financial Plan".

Please use the „financial plan“ for a detailed breakdown of costs according to Annex III of the call text and the guidelines for applicants. Please check also with your NCP (Annex II of call text).

Your file should not exceed 10 Mb in size and has to be uploaded in an Excel-format. It may takes some minutes to complete the upload. Other file formats than Excel will not be accepted by the system.

Only one Excel-file comprising the complete financial plan can be uploaded. Further files with annexes or additional information (company brochures, supporting documentation, reports, audio, video, multimedia etc.) will not be considered during the evaluation of the proposal.

Tip: Send your financial plan early in the process to avoid the call closure rush.

The name of your file will automatically be changed during the upload process. If you have already uploaded a file before, it will be overwritten by any subsequent file upload.

### UPLOAD FINANCIAL PLAN AS EXCEL-FILE

- [Basic project data](#)
- [Project coordinator](#)
- [Further project partners](#)
- [Upload financial plan](#)
- [Finalisation](#)

The screenshot above shows the upload financial plan form. Please download the template for the financial plan on this page or at the login page <http://www.pt-it.de/ptoutline/seeeraplus/>. The template financial form will be discussed on page 22ff of these guidelines.

## Finalisation

Project participants	Total funding volume	Total project cost	FQ
DLR (Higher)	35.741 €	44.676 €	80 %
	<b>35.741 €</b>	<b>44.676 €</b>	

To check for necessary revisions or amendments, you can prepare a preview of the data entered at anytime until the final deadline.

 [Data sheet preview](#)

 [Financial Plan](#) 3,5 KB

## Check list

In order to ensure the completeness and correctness of your FP please notice and fulfill the (minimum) requirements for SEE-ERA.NET PLUS Joint Call proposals as stated in the Call text. Especially we like to refer to these two regulations:

- 1) Please check your FP and especially your financial plan with your NCP (Annex II of call text) and let your partners in other countries do the same with their NCPs.
- 2) Please read carefully, complete and finally sign - the template "Declaration on state aid for research and development activities" after consulting the guidelines for applicants and the call text for further information.

## Binding submission

After the following binding submission NO FURTHER CHANGES can be made.

Please submit your proposal and follow the instructions displayed to you afterwards. Deadline for submission is **15.03.2010 at 16:00, CET**. The electronic submission system for the FP will be closed afterwards.

After finalisation, the first page of the FP shall be printed out and signed by the coordinator itself (Principal Investigator) and the legal representative of his institution or company. This page shall be send to the SEE-ERA.NET PLUS Joint Call Secretariat together with the Declaration on state aid for research and development activities by fax (+49 228 3821 490) **until 15 March, 2010 (16:00 CET)** at the latest.

[Submit NOW](#)

[Basic project data](#)

[Project coordinator](#)

[Further project partners](#)

[Upload financial plan](#)

**Finalisation**

The screenshot above shows the finalisation page. On the top of the page you are given an overview on the requested funds. In addition, you have the opportunity to generate a data sheet preview with all the information you have entered so far. Please make sure you read and observe the instructions set out in the checklist. After submission, you will receive a confirmation e-mail about the successful submission of your FP. After finalisation, the first page of the EoI data sheet must be printed out and signed in person by the coordinator (Principal Investigator) and the legal representative of his or her institution or company. This page must be sent - together with a complete set of the Declarations on state aid for research and development activities by all partners - by fax to the SEE-ERA.NET PLUS Joint Call Secretariat by 15 March (16:00 CET) at the latest. You can find a template for the Declaration on state aid for research and development activities at the lojn page <http://www.pt-it.de/ptoutline/seeeraplus/>. Please note that each partner (except partners from the Former Yugoslav Republic of Macedonia (see Annex III of the call text)) is obliged to send a declaration. No additional submittance of letter of commitments is necessary.

## The financial plan

For each project a financial plan has to be prepared including all costs that are related with the proposed project. You are invited to download the template at <http://www.pt-it.de/ptoutline/seeeraplus/>. Please consult Annex III of the call text and the guidelines for applicants prior to preparing this financial plan. Please check also with your NCP (Annex II of call text). Please follow the hints in the data sheets and do only fill in fields in red types. The template consists of one data sheet for each of the partners of the consortium (up to 1 coordinator and 18 partners) and an overview as the first data sheet.

Please be aware that the reporting period 2010/2011 runs from August 1, 2010 until July 31, 2011 and the reporting period 2011/2012 runs from August 1, 2011 until September 30, 2012. These unusual dates are caused by the overall reporting periods of the SEE-ERA.NET PLUS project.

Each coordinator of a JERP shall participate in the Midterm monitoring meeting which is envisaged for October 2011 in Turkey. Aim of this meeting is to get feedback from the coordinators of all the JERPs funded in the Joint Call. Accordingly 2.000 € Travel costs for participation of the coordinator in this meeting are set as default value.

After completing the financial plan for all partners please use the data of the second table on the first datasheet named "Requested data for pt-outline" (please see below) as input for the data fields in pt-outline as outlined at page 16 and 18 of these guidelines.

Requested data for pt-outline	Events	travel	subsistence allowance	Durable equipment	Consumables and supplies	Costs of personnel	Subcontracting	Indirect costs	Total in Euro
Coordinator	0 €	2.000 €	0 €	0 €	0 €	0 €	0 €	0 €	2.000 €
Partner #1	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #2	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #3	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #4	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #5	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #6	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #7	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #8	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #9	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #10	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #11	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #12	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #13	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #14	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #15	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #16	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #17	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #18	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Partner #19	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €
Total in Euro	0 €	2.000 €	0 €	0 €	0 €	0 €	0 €	0 €	2.000 €

Overview | Coordinator | Partner #1 | Partner #2 | Partner #3 | Partner #4 | Partner #5 | Partner #6 | Partner #7 | Partner #8 | Partner #9 | Partner #10 | Partner #11 | Partner #12 | Partner #13 | Partner #14 | Partner #15 | Partner #16 | Partner #17 | Partner #18 | Partner #19

Bereit      Zirkelb.: 348

**ANNEX I**

International Bureau  
of the BMBF

**Contract**  
**on the realization of**  
**a Joint European Research Project (JERP) under the Joint Call of SEE-  
ERA.NET PLUS**

*DRAFT*

The German Aerospace Center (DLR)

(Deutsches Zentrum für Luft- und Raumfahrt e.V.,

Internationales Büro des BMBF –

Königswinterer Straße 522-524, 53227 Bonn)

- the International

Bureau -

and

- the JERP coordinator -

have concluded the following agreement under the SEE-ERA.NET PLUS Joint Call project reference number:

**Preamble**

This Agreement is based on a notification of the SEE-ERA.NET PLUS consortium on its Joint Call. This Agreement is designed to support the implementation of the JERP described in Annex A (the full proposal) in accordance with the General Conditions for Agreements on the Provision of Funds for Joint European Research Projects (JERPs) within the Joint Call of SEE-ERA.NET PLUS (Annex B). The project will be implemented by the JERP coordinator and (*other partners of this JERP to be included*) ..., the latter being referred to as “other project partners”. Implementation of the JERP does not constitute an exchange of goods and services, either between the two Contracting Partners or between them and the other project partners.



Article 1

Purpose of the Agreement

The JERP coordinator and the other project partners shall implement the project described in Annex A (the full proposal) and entitled ...*(title of project to be inserted)*.

Article 2

Integral Parts of the Agreement

Annexes A (the full proposal), B (General Conditions for Agreements on the Provision of Funds for Joint European Research Projects (JERPs) within the Joint Call of SEE-ERA.NET PLUS), and C (Financial Plan for the Overall Project) shall be integral parts of this Agreement. In these documents, the binding obligations of the JERP coordinator and the International Bureau are set forth.

Article 3

Tasks of the Contracting Partners

The sharing of work between the JERP coordinator and the other project partners shall be in accordance with the binding conditions, rules and guidelines mentioned in Article 2. By concluding an appropriate agreement, the JERP coordinator shall ensure that the other project partners fulfil their tasks as required by Article 2 and the work plan.

Article 4

Financing of the Project

To fund the SEE-ERA.NET PLUS Joint Call project, the International Bureau shall make available to the JERP coordinator the amount of

€

(in letters: Euro)

in accordance with Annex C (Financial Plan for the Overall Project).

It is understood that this amount will be paid in instalments in accordance with the following schedule:

In reporting period 2010/2011 (August 1, 2010 until July 31, 2011) EURO

In reporting period 2011/2012 (August 1, 2011 until September 30, 2012) EURO

The amount to be made available by the International Bureau is earmarked for the purpose of implementing the project, which means that it may only be used for the SEE-ERA.NET PLUS Joint Call project in accordance with the application (including supplements, if any) and the annexed Financial Plan for the Overall Project.

On the basis of the Financial Plan for the Overall Project, only expenditure incurred for the project during the respective funding period (*actual start and end date of project to be inserted*) may be financed and accounted for.

The funds granted are to be used efficiently and economically. Any income received in connection with the project (in particular grants, payments by third parties) is to be used to cover the expenditure related to the project. If the overall expenditure estimated in the Financial Plan for the Overall Project decreases, if the funds available to cover the expenditure increase or if additional funds are raised, then the project funds set out in this article (financing share of the International Bureau and corresponding funds) will be reduced as well.

If the JERP coordinator realizes that the basis of the work plan has changed, he or she must inform the International Bureau immediately. The International Bureau will then try to adjust the work plan.

The payment of funds by the International Bureau is subject to the receipt of the national contributions of all SEE-ERA.NET PLUS partners in due time in accordance with the Implementation Agreement on the Joint Call of SEE-ERA.NET PLUS

Since each JERP has to be completed within the lifetime of the SEE-ERA.NET PLUS project, any extension of the project described in Annex A (the full proposal) is excluded

## Article 5

### Utilization of Results

The JERP coordinator and the other project partners shall conclude a cooperation agreement on the utilization of the results generated; this agreement shall include the rules and regulations on Intellectual Property Rights in scientific and technological research results of the JERP.

## Article 6

### Termination

The International Bureau may terminate this Agreement or parts thereof for good cause at any time in writing and with immediate effect.

In particular, good cause may exist if

- a) the contractual partner fails to fulfil one or several obligations of this contract
- b) the intended purpose cannot be reached with the allotted funds at all, or not within the anticipated time frame
- c) the conditions that formed the basis for concluding the contract become inapplicable at a later stage
- d) the conclusion of the contract was based on statements of the contracting partner that proved to be untrue or incomplete in essential parts
- e) expenditures decrease at a later stage or other significant changes related to the funding conditions occur
- f) the contractual partner fails to comply with the information and/or reporting obligations

## Article 7

### Amendments

Any amendments to this Agreement must be made in writing.

## Article 8

### Place of Jurisdiction

The Place of Jurisdiction shall be Bonn, Germany. In the matter of any dispute the German Law is applicable. The contracting parties have agreed to settle any potential disputes or differences by peaceful means. The competent Court of Justice shall settle any disputes or differences arising in connection with this contract that cannot be settled amicably.

Article 9

Validity

The present Contract shall enter into force on the day on which this Contract is signed by the Contracting Party and the International Bureau.

Article 10

Counterparts

This Contract is drawn up in x counterparts, each of which shall be deemed an original. The contracting parties shall receive x counterparts each.

JERP coordinator

(Place/Date)

(Legally binding signature)

German Aerospace Center (DLR)

- International Bureau of the Federal Ministry of Education and Research -

Bonn,

XXX

XXX

International Bureau  
of the BMBF

**General Conditions for Agreements on the Provision of Funds for Joint  
European Research Projects (JERPs) within the Joint Call of SEE-  
ERA.NET PLUS (Annex B)**

*DRAFT*

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**Contents**

- No. 1 Use of funds provided under the agreement
- No. 2 Payment schedule
- No. 3 Ownership of equipment purchased with funds provided under the agreement
- No. 4 Midterm monitoring meeting**
- No. 5 Reports
- No. 6 Return of funds
- No. 7 IPR and utilisation of results

**1. Use of funds provided under the agreement**

- 1.1 Funds provided under the agreement may be used only for projects agreed upon between the JERP coordinator and the International Bureau in the agreement or in a written amendment thereto.
- 1.2 The entire financial plan shall be binding.
- 1.3 The financial plan shall provide for the actual expenses incurred by the JERP coordinator which have been authorized by the parties to the agreement.
- 1.4 Since the funds provided for the implementation of the Joint European Projects (JERPs) by the International Bureau are contributions from the SEE-ERA.NET PLUS partner countries and the European Commission, the funds shall be used by the JERP coordinator and the project partners according to the respective national rules and regulations.
- 1.5 The financial plan shall ensure a cost-efficient use of the funds.
- 1.6 Due to the structure of the coordinated common pot, any increase in the budget is excluded.
- 1.7 The shifting of funds between the different cost categories is acceptable, as far as
- it does not exceed 20% of the total funds of the project
  - the shifting occurs within the limits of the resp. country-specific budget
  - the International Bureau is informed in advance

In any other case the coordinator has to submit a formal request with a sound justification for the shifting of funds to the International Bureau. The International Bureau will inform the coordinator within two weeks – and after the consultation of the concerned members of the SEE-ERA.NET PLUS consortium – about the decision on his request.

## **2. Payment schedule**

2.1 With the official start of the JERP 160%<sup>1</sup> of the budget for the first reporting period will be transferred by the International Bureau to the coordinator. After the approval of the reports, pre-financing for the expenditures of the following reporting period should be provided. With the final report, a final payment request shall be submitted (10% of the overall contribution).

## **3. Ownership of equipment purchased with funds provided under the agreement**

3.1 The project partners shall acquire title to all equipment purchased or manufactured with funds provided under the agreement.

3.2 An inventory of all items of such property exceeding a purchase or manufacture cost of 2,500 EUR shall be included in the interim and final reports referred to in clauses 4.2 and 4.3 hereinafter.

## **4. Midterm monitoring meeting**

4.1 Each coordinator of a JERP shall participate in the Midterm monitoring meeting which is envisaged for October 2011 in Turkey. Aim of this meeting is to get feedback from the coordinators of all the JERPs funded in the Joint Call.

## **5. Reports**

### **5.1 Supervision**

The International Bureau has the right to supervise the implementation of the project and to examine the project-related records for the purpose of verifying fund utilization. The European Commission has the right to supervise the implementation of the project and to examine the project-related records for the purpose of verifying fund utilization for those projects that are partly funded by them. In addition, the National Funding Bodies of the demand access to national project implementation documents.

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<sup>1</sup> According to the specification outlined in the „Guide to Financial Issues relating to FP7 Indirect Actions“



## 5.2 Intermediate Reports<sup>2</sup>

For each project the JERP coordinator shall send the International Bureau - both in electronic and paper format - a brief general Intermediate Report on the execution and status of the project together with summary reports from each research group involved in the project in English. According to the specifications of the European Commission the reporting period for the Intermediate Report is August 1, 2010 until July 31, 2011. The Report has to be submitted within 30 days after the end of the reporting period.

The reporting shall comprise:

- FRONT PAGE, SELF DECLARATION, TABLE OF CONTENTS followed by the following sections:
- 1. Publishable summary
- 2. Project objectives for the period
- 3. Work progress and achievements during the period
- 4. Deliverables table (see 9. Annex) and milestones table
- 5. Project Management
- 6. Explanation of the use of the resources
- 7. Financial statements -- Forms C <sup>3</sup>and Summary financial report (signed originals sent in parallel by post) The accounting tool of DLR shall be used to provide information about the use of the funds
- 8. Certificates if applicable
- 9. Annex: Deliverables according to the work plan of the Full Proposal

The International Bureau will send a reporting template in due time to the coordinator of each JERP.

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<sup>2</sup> Specifications derived from the FP7 Guidance Notes on Project Reporting at [ftp://ftp.cordis.europa.eu/pub/fp7/docs/project\\_reporting\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/project_reporting_en.pdf)

<sup>3</sup> According to the FP7 Guidance Notes on Project Reporting at [ftp://ftp.cordis.europa.eu/pub/fp7/docs/project\\_reporting\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/project_reporting_en.pdf)

### 5.3 Final Report

For each project the JERP coordinator shall send the International Bureau - both in electronic and paper format - a Final Report with summary reports from each research group involved in the project in English. According to the specifications of the European Commission the reporting period for the Final Report is August 1, 2011 until the end of the JERP. If the JERP is completed prior to August 1, 2011 a final report instead of an Intermediate Report has to be prepared for the reporting period from August 1, 2010 until the end of the JERP. The Report has to be submitted within 30 days after the end of the JERP.

This final report shall have the structure as an Interim Report (see 5.2) but comprise two additional parts as described hereafter:

- A final publishable summary report covering results, conclusions and socio-economic impact of the project
- A plan for use and dissemination of the results

The International Bureau will send a reporting template in due time to the coordinator of each JERP:

### 5.4 Other Reporting Requirements

The foreign institution shall inform the International Bureau if:

- it becomes apparent that the institution will be unable to reach the targets specified in the project plan,
- other aspects of the project plan require modification,
- funds provided for the project cannot be utilized in accordance with the financial plan.

### 5.5 Right to publish

The SEE-ERA.NET PLUS consortium and the European Commission have the right to publish summary reports of each JERP.

**6. Return of funds and payment of interest to the International Bureau**

6.1 Funds paid by the International Bureau which have not been expended in accordance with the project plan and the financial plan shall be returned.

**7. IPR and utilization of results**

7.1. The results of joint research activities are jointly owned by the research partners. The results of such joint research are to be used for innovations; the partners are under an obligation to utilize the results, in particular to apply for property rights and exploit the results.

7.2. The details of the sharing of rights and of commercial benefits will be agreed between the research partners

7.3. The partners have an obligation to protect any patentable results of their research activities which hold commercial potential by applying for industrial property rights (e.g. patents) prior to publication. Inventions have to be kept secret while no application for property rights has been filed. Any know-how not protected by property rights must not be disclosed without the consent of the respective partner.

7.4. The detailed sharing of the rights to the research results and of the commercial benefits between the research partners must comply with the mutually binding principle of equal treatment.

7.5. Disputes concerning the intellectual property generated under such agreement will be settled through discussions to be conducted between the research partners

7.6. The research partners shall draw up a joint technology management plan dealing with all utilization opportunities, including sharing of the intellectual property and a strategy for the commercial utilization of the research results. An assessment of the utilization and exploitation prospects is to be submitted at an early stage, together with the application for funding. Any activities undertaken for utilization and exploitation are to be included in the assessment when the research partners carry out the annual updating of the technology management plan.