



Checklist for applicants and coordinators for submission of pre-proposals

There are no rules for formatting the Description of Work text regarding e.g. font, font size, line spacing.

1	The pre-proposal is written in English.	
2	Meeting the call objective and theme.	
3	It is stated clearly which of the two topics is addressed.	
4	All partners must meet their national/regional eligibility criteria.	
5	At least 3 (funded!) partners from at least 3 different funding countries from at least 3 different funding organisations are involved. (Partners which are not funded, but contribute in-kind, e.g. from IBF, do not count for this eligibility criteria. Moreover, they have to fulfil certain criteria listed in chapter 7.5 Specific Call Eligibility Criteria and check on page 15 of the Call Announcement Document).	
6	Explained why the proposal exceeds 8 partners (should it be the case).	
7	(A Work package for) Communication and Dissemination is involved.	
8	Page number of the DOW is not exceeded (5 pages – 18.000 characters excluding spaces).	
9	Data Management Plan is a separated maximum one page pdf that you need to upload on the project info page under “my consortia” --> “workspace” (under the respective pre-proposal) --> “edit application” --> “View/Edit” (under Project info of coordinator)	
10	A budget is included and the requested budget does not exceed the limits of the general and national/regional rules Limit of funding is maximum 500,000 Euro per country, while some funders specify a maximum funding limit per country that is lower. Therefore, the National/Regional Regulations (Annex E) and Annex D have to be respected. Please note Exception for Flanders.	
11	The application must pass the “H2020 ETHICS REVIEW PROCEDURE” (details can be found under https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm). Ethical issues will be checked by experts of ICT-AGRI-FOOD’s Ethics Advisory Board during full-proposal stage.	

12	Minimum project duration is two years (24 months) and maximum three years (36 months).	
13	Each applying consortium must be led by a project coordinator*, who must be from an organisation that is eligible for funding from one of the funding parties in the call.	
14	Pre-proposals and Full proposals must be submitted before the submission deadlines via the submission website using the Online Submission Tool.	

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

-The project coordinator will lead the consortium through the application procedure and is fully responsible for the overall project coordination.

- The project coordinator has to make sure the project complies with ICT-AGRI-FOOD requirements as detailed in the Call Announcement Document. While all partners should resolve possible queries with their respective national or regional funders, the project coordinator has a responsibility to coordinate these activities in close contact with the ICT-AGRI-FOOD Call Secretariat and the contact persons of his/her national or regional funding organisation.

- All communication with ICT-AGRI-FOOD concerning the project will be through the project coordinator. Consequently, the project coordinator has to disseminate information provided by ICT-AGRI-FOOD to all consortium partners.

- Before submission of a pre-proposal the coordinator has to make sure that all consortium partners requesting funding from ICT-AGRI-FOOD are eligible for support from their respective national or regional ICT-AGRI-FOOD funding bodies.

The coordinator should consider to elaborate a consortium agreement and to agree on it with the consortium. On page 23 of the Call Announcement Document, there it is written:

For some Funding Parties, a signed Consortium Agreement might be required for release of the national/regional funds. It is strongly recommended that all successful consortia should therefore negotiate and sign a Consortium Agreement before the start of the project.

This should address at least the following topics:

- *internal organisation and management of the consortium*
- *intellectual property arrangements*
- *settlement of internal disputes.*

Support for the preparation of a Consortium Agreement can be found on the DESCA webpage (<http://www.desca-2020.eu>): the form was developed for H2020 projects and will have to be adjusted to this Joint Call.