CALL FOR PROPOSALS

GUIDELINES FOR APPLICANTS 2019

Transnational, collaborative, inter-/transdisciplinary research projects on ICT-enabled agri-food systems

17th June 2020

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Purpose of this document

The purpose of this guideline is to provide practical information to potential applicants in preparing and submitting an application for a project proposal for the ICT-AGRI-FOOD 2019 Joint Call.

In order to be able to apply for the call, the applicant must register to get access to the web-based Online Submission Tool for preparing, uploading and submitting a pre-proposal or a full-proposal.

This document supplements the 2019 Joint Call Announcement (please see "Call Documents" at HTTPS://ICTAGRIFOOD.EU/NODE/40178). It provides all of the additional information needed to submit a proposal successfully.

PRE- AND FULL PROPOSALS MUST BE SUBMITTED ONLINE BY THE RESEARCH CONSORTIUM COORDINATOR THROUGH THE ICT-AGRI-FOOD ONLINE SUBMISSION TOOL AT:

HTTPS://ICTAGRIFOOD.EU

Pre-proposals by 03rd March 2020 (13:00 CET)

Full-proposals by 24th July 2020 (13:00 CEST)

Applicants should note that the online system may experience high traffic volumes in the last hours before the submission deadline and it is therefore highly recommended to submit the final version of the proposal well in advance of the deadline to avoid any last minute technical problems. Requests for extensions to the deadline due to last minute technical problems will not be considered.

Introduction

The submission procedure will be organised in two stages:

- Stage 1: Pre-proposal
- Stage 2: Full-proposal

This two stage approach will first entail submission of the pre-proposal. Only applicants with the best ranked pre-proposal will be invited to submit a full-proposal.

Preparatory steps

Registration

An applicant first needs to create an user account to get access to the web-based Online Submission Tool for preparing, uploading and submitting a proposal.

The registration tool can be found in the upper right corner of the ICT-AGRI-FOOD website (https://ictagrifood.eu/).

Your full name, email and country entered in the registration form are used to identify you in the applications to the call.

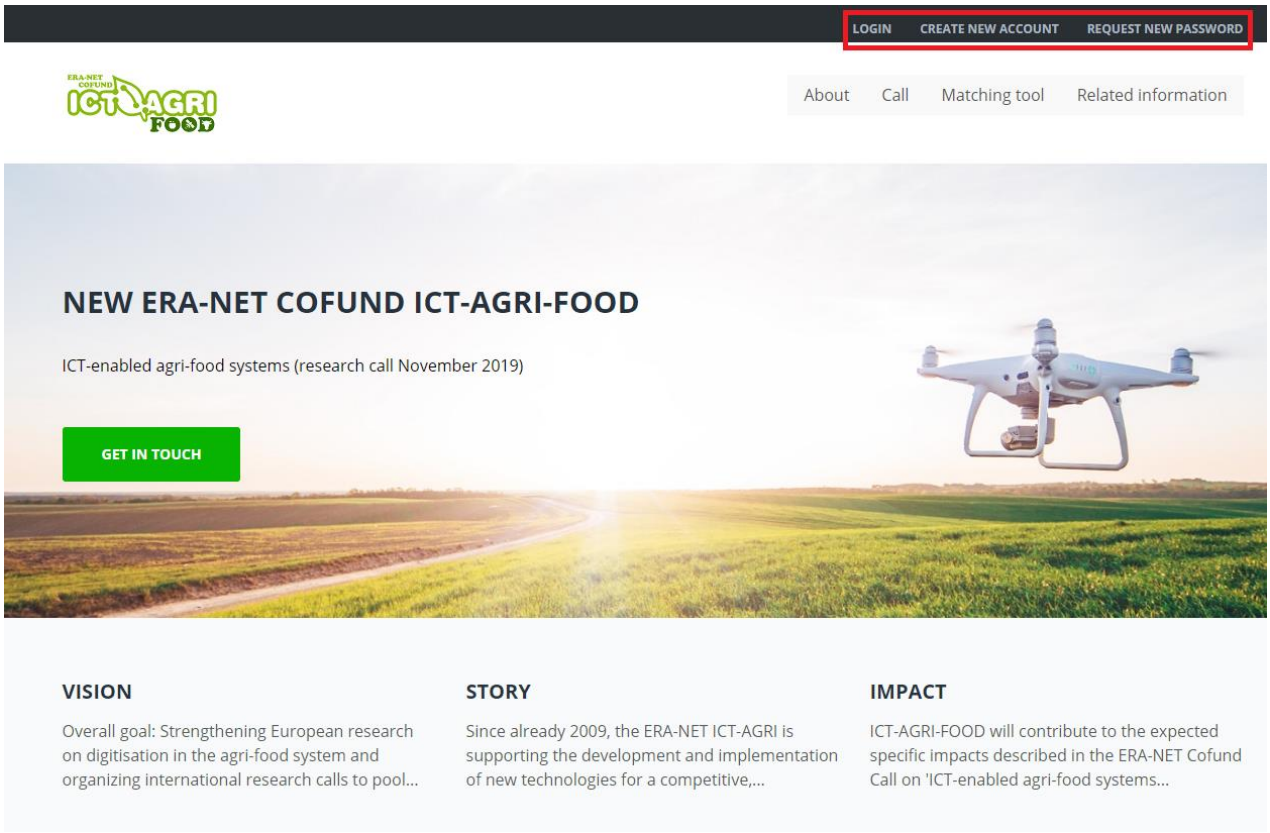


FIGURE 1 WEBSITE VIEW - REGISTRATION PORTAL

Make sure you use a valid e-mail address, as the password will be mailed to you.

ICT-AGRI-FOOD needs to validate your data before providing access to the web-based ICT-AGRI-FOOD application. Therefore, make sure to register at least 48 hours before submission.

Personal data

We invite you to fill in your personal profile. You need to register the organisation or the company you belong to (if not registered yet). In the profile's CV you can add your professional expertise and interests. Take care to include words you would like to be found by, when other people are searching.

The information about your organisation or company connected to your profile is used to identify your organisation or company in applications to the call.

The ICT-AGRI-FOOD has an online register of the organisations participating in various EU programmes. This allows consistent handling of different organisations' official data and avoids multiple requests of the same information.

If you don't want to be found in the website, you can disable "Show my data" in your account settings.

You can participate in proposals to the call even if "Show my data" is disabled. Your personal data will then only be shown in connection with elaboration and evaluation of the application.

Your email address is never exposed even if "Show my data" is enabled. You can only be contacted via a contact form showing your name.

Stage 1

Creation of an application

After completing or editing your personal profile, you may start or proceed preparing your grant application.

you can start preparing your grant application by creating a new consortium. Only the coordinator should create a consortium.

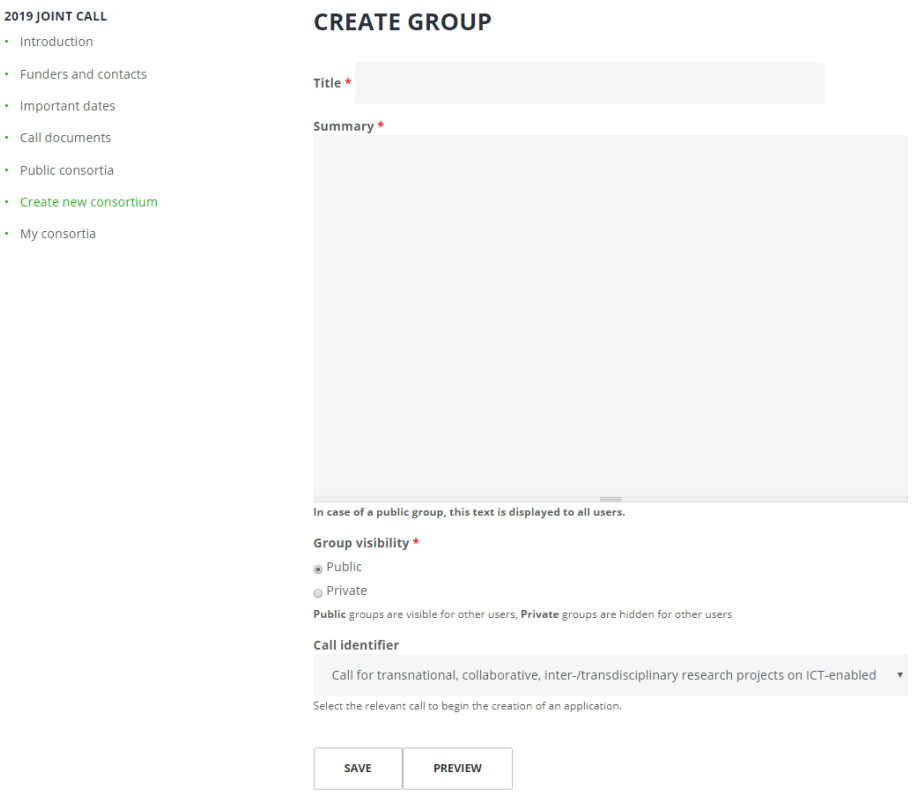


FIGURE 2 WEBSITE VIEW – CREATE NEW CONSORTIUM

You can set the visibility of your consortium as public if you are looking for partners, a certain expertise that is still missing in you consortium or as private if you have already developed your project consortium.

Select the tab 'My Consortia' in the side bar menu. To continue preparing an existing application proposal[4] to the call.

Public / Private can be reset during the elaboration of the proposal. In both proposal types, internal communication and memberships are confidential. Files uploaded to the proposal are secured against unauthorised access

N.B.: THE IDENTITY OF CONSORTIUM PARTNERS IN PROPOSALS IS NOT DISCLOSED PUBLICLY.

Working on your application

To access your proposal in order to work on the content, complete the following steps:

- Click on *My Consortia*
- Click on the *Workspace* link on the proposal on which you are working
- On the Application bar on the right hand side you can then choose the following links:

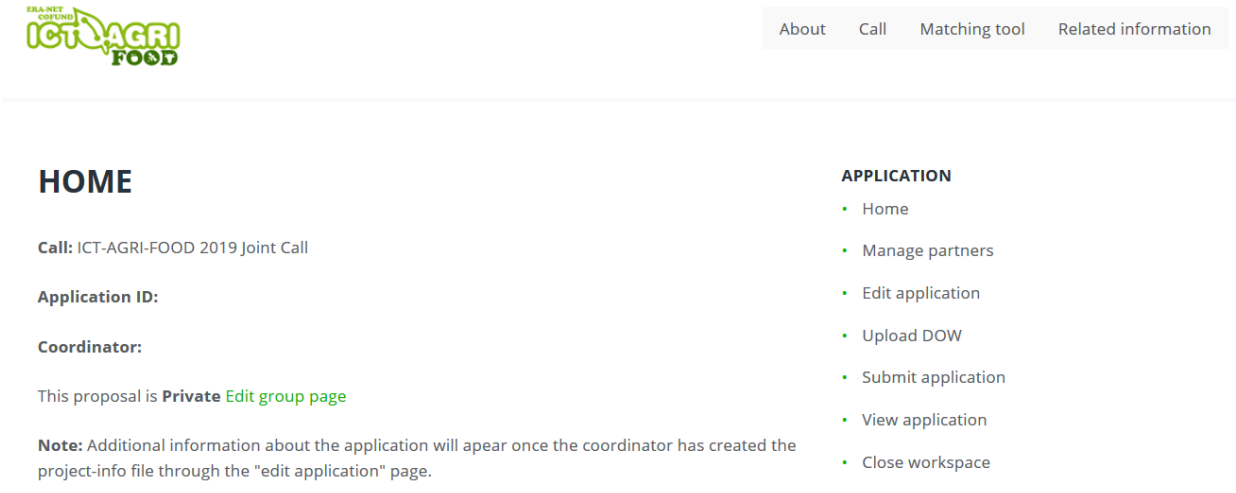


FIGURE 3 WEBSITE VIEW – WORKSPACE: HOME PAGE

Please take care that you login with the right account and that you work on the right proposal.

Manage partners

The project partners (consortium) are selected among the proposal group members. Each project partner must be a legal entity represented by one person. Contact data of this person, partner information and partner budget must be provided.

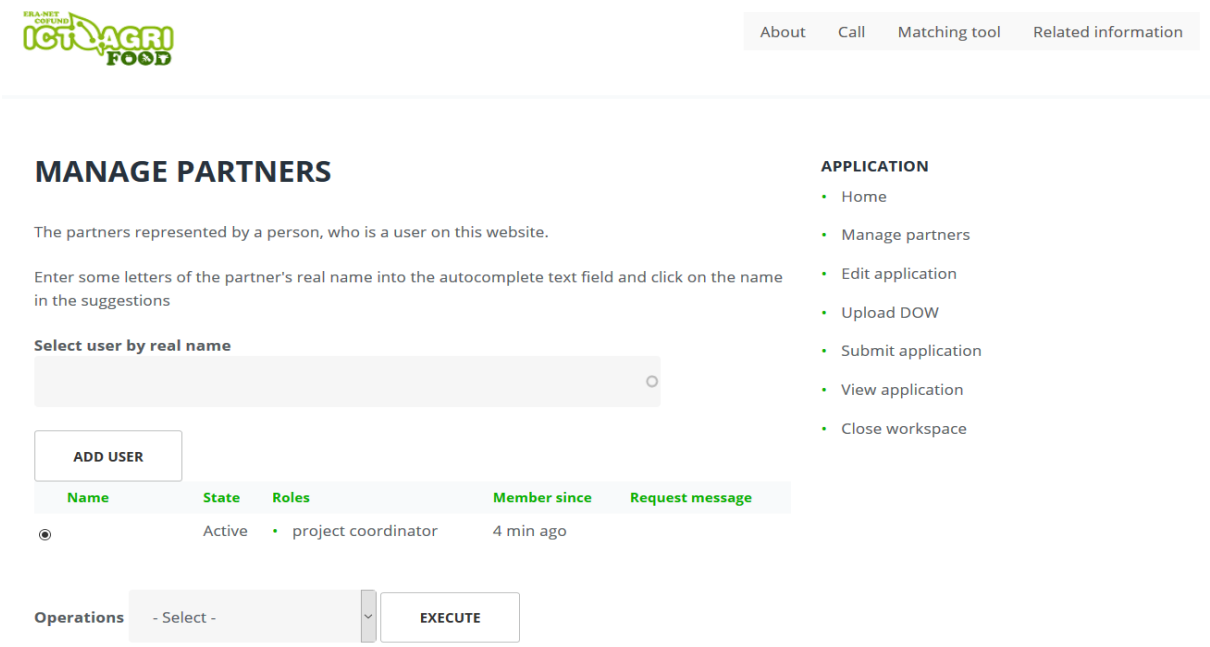


FIGURE 4 WEBSITE VIEW -PARTNERS MANAGEMENT

The project coordinator must provide project information and is responsible for submitting the application. The project coordinator selects users as representatives of project partners. The coordinator can edit all partner information and partner budgets. The project coordinator can also delegate editing rights to a project editor.

Edit application

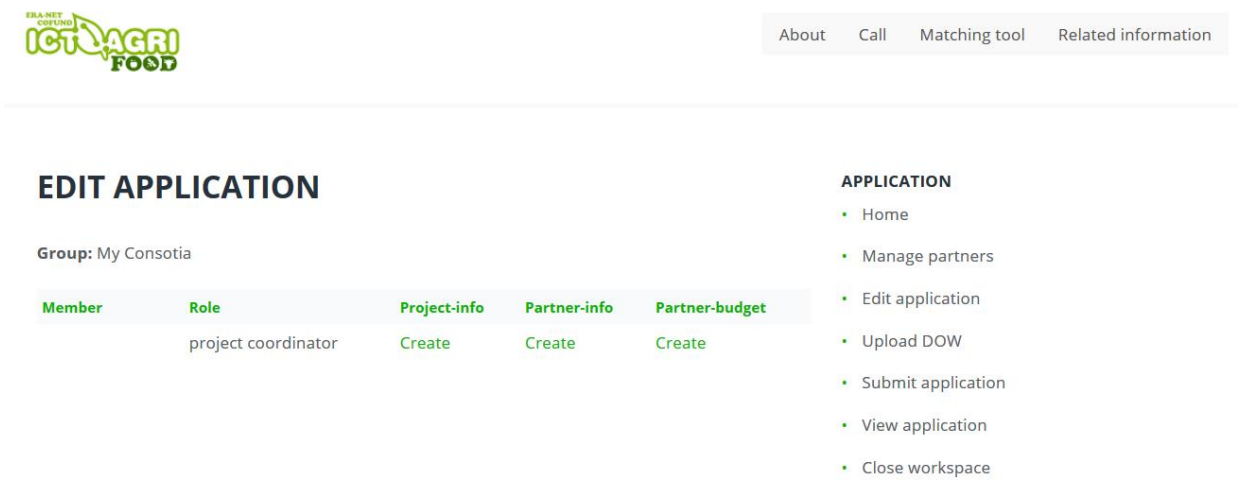


FIGURE 5 WEBSITE VIEW - APPLICATION EDITION

a) Project info

The Project info template must be filled in by the project coordinator and contains the following fields:

- Project title
- Project acronym
- Publishable Summary
- Duration (months)
- Topic
- Keywords
- Project´s focus and added value
- Up to 3 experts (by name) not to evaluate the proposal
- Data Management Plan

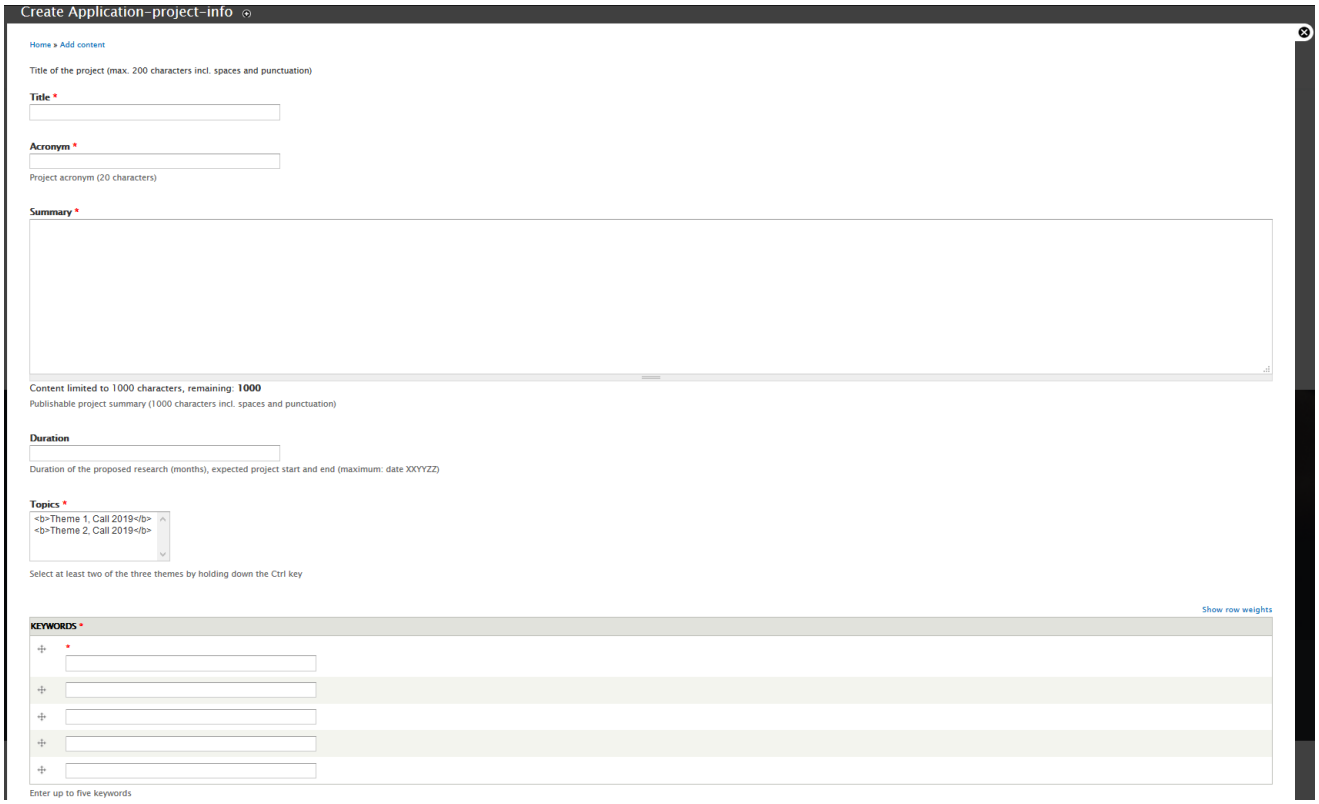


FIGURE 6 WEBSITE VIEW - PROJECT INFO

b) *Partner info*

The Partner info template must be filled by each partner. The coordinator can create and edit Partner info.

The template contains the following fields:

- Name of the Partner organisation
- Acronym
- Role and responsibilities (Main role of organisation in the project and names of individuals involved in the implementation of tasks)
- Description
- References

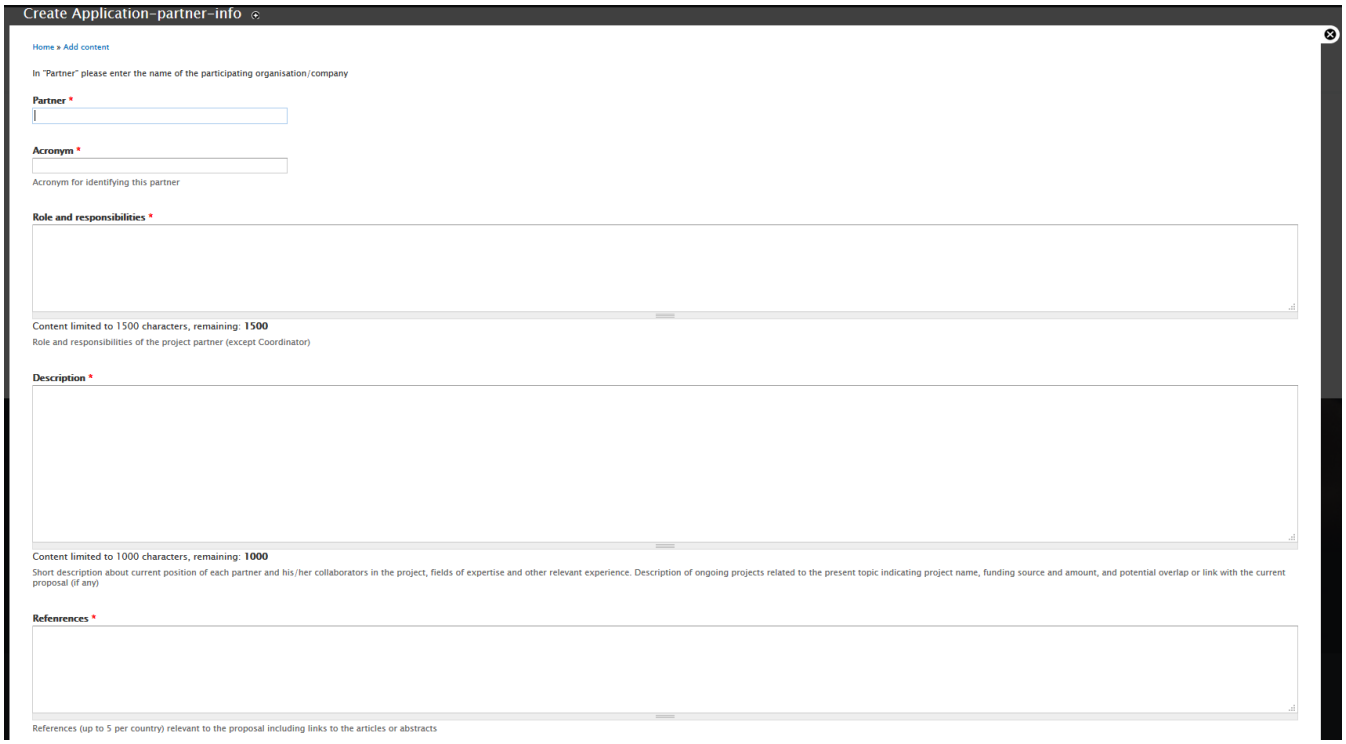


FIGURE 7 WEBSITE VIEW - PARTNER INFO

c) *Partner budget*

The Partner budget template must be filled by each partner. The coordinator can create and edit Partner budgets.

The Partner budget templates are tailored to the conditions of the Funding Agencies participating in the call. The creation of each Partner budget is performed in five steps:

- Select the appropriate Funding agency from a drop down menu showing Funding Agencies from the partner's country
- Enter the total funding requested by the partner to the funding organisation (where applicable)
- Fill in budget figures for given eligible cost items as outlined by the Funding agency. Budget figures include total budget and requested budget
- Provide a short explanation for each budget item

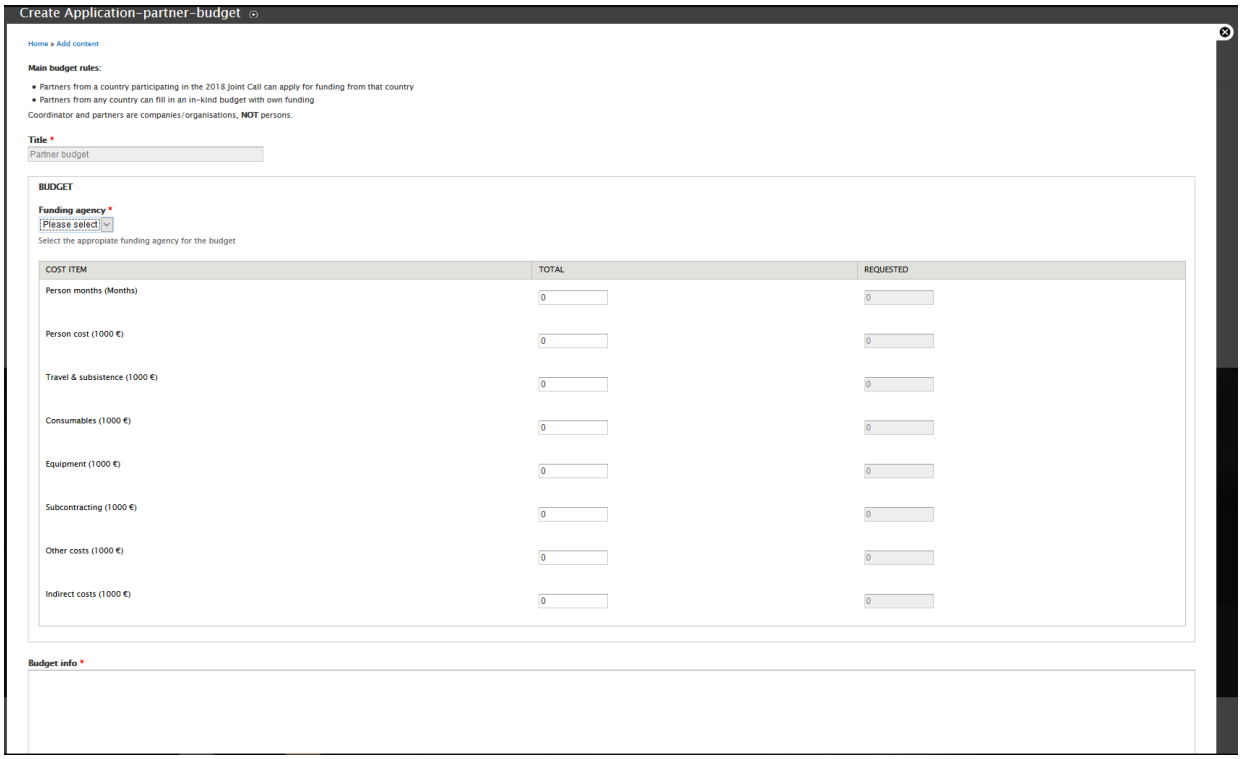


FIGURE 8 WEBSITE VIEW - PARTNER BUDGET

Upload Description of Work

The "Description of Work" template is a MS Word document (provided in the Call Documents) to be filled in and uploaded as a single pdf file to the submission system by the coordinator.

When uploading the Description of Work, remember to press "Save".

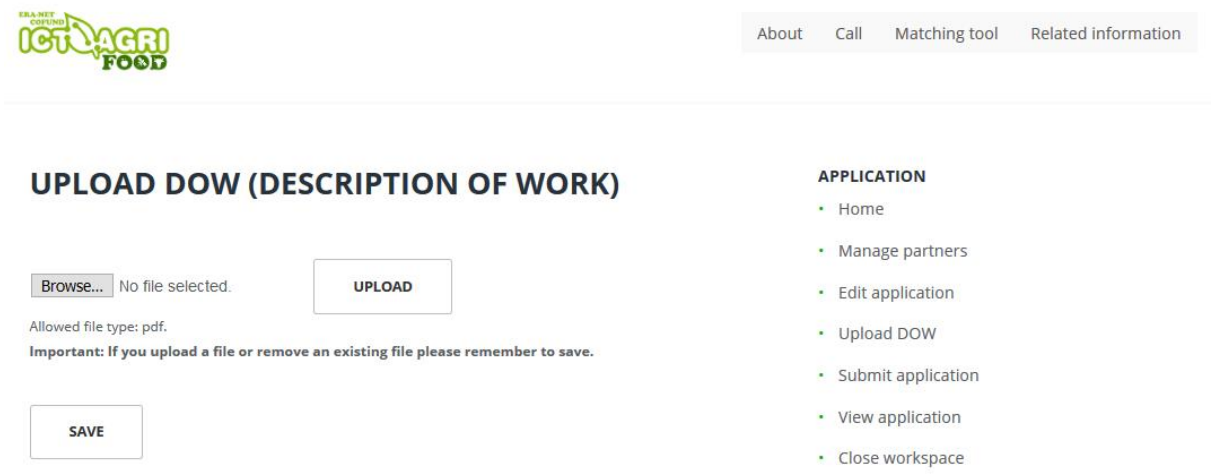


FIGURE 9 WEBSITE VIEW - DESCRIPTION OF WORK UPLOAD

Submit application

The coordinator is required to submit the application before the submission deadline. Only applications submitted before the submission deadline (pre-proposals: **03rd March 2020 13:00 CET**) will be considered for selection. Requests for extensions to the deadline will not be considered.

The coordinator will receive an email confirmation of the submission.

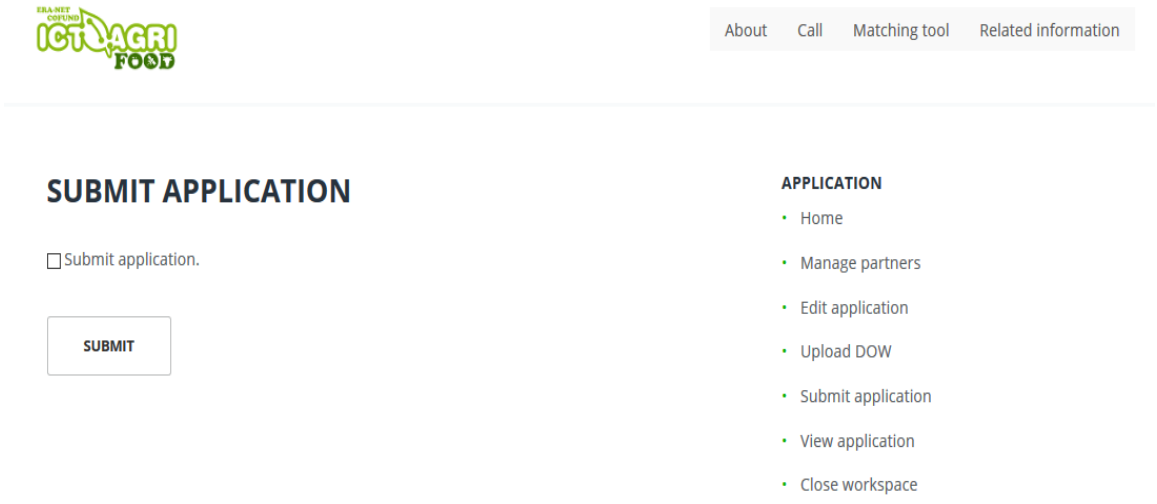
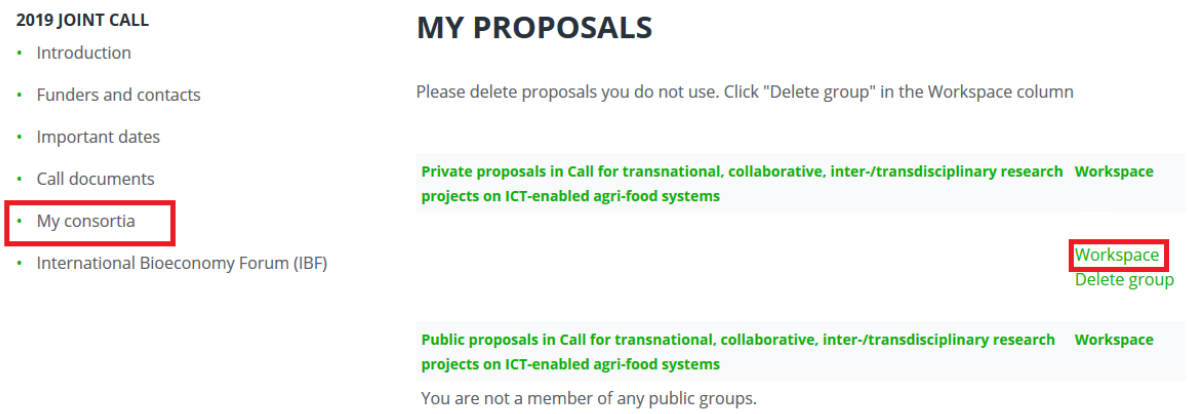


FIGURE 10 WEBSITE VIEW – SUBMISSION

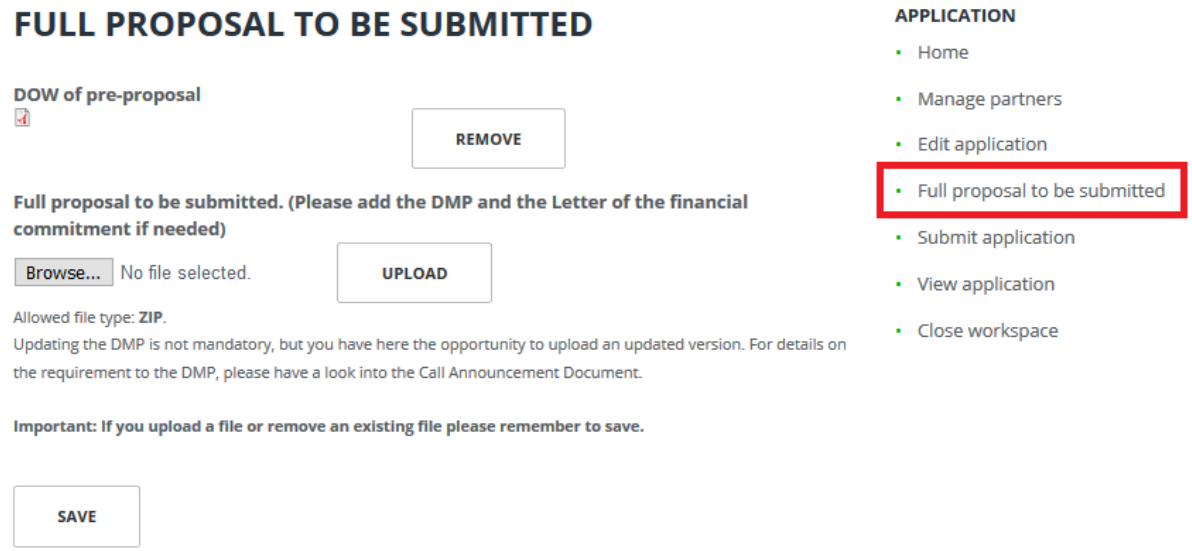
Stage 2

For the 2nd stage, you will be asked to add additional information in your description of work document and to be uploaded in the submission tool.

To upload the Template of full proposal, you need to access your workplace:



Then click on Full proposal to be submitted (on the side menu):

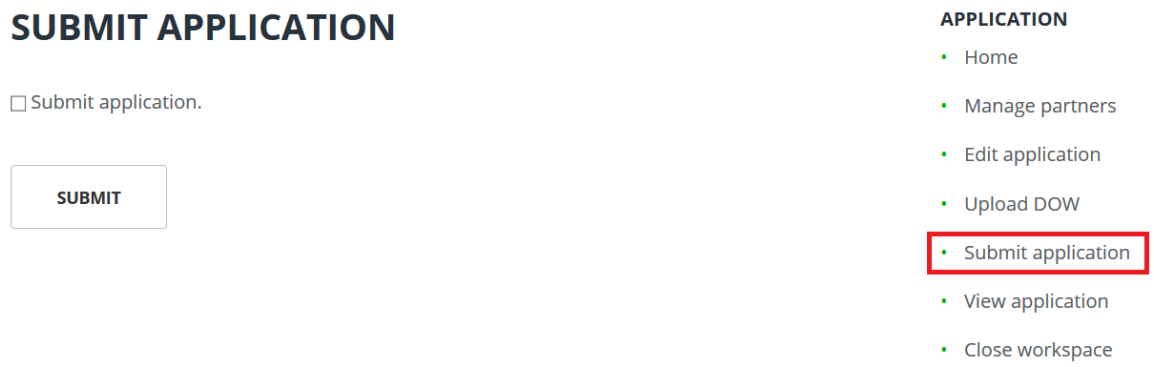


Please zip the Full proposal template and the other files you want to upload (The data management plan and the letter of financial commitment if needed)

Updating the Data Management Plan is not mandatory, but you have the opportunity to upload an updated version. For details on the requirement to the DMP, please have a look into the Call Announcement Document.

Click on UPLOAD then on SAVE.

The last step is to submit your application by Clicking on Submit application:



Until the deadline, you can submit new versions of the full proposal.

Key documents

DOW.Pre-proposal.docx

Annex B Data Management Plan.docx

Template for full proposal.docx