



## **CALL FOR PROPOSALS GUIDELINES FOR APPLICANTS 2019**

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

17<sup>th</sup> 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](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](https://ictagrifood.eu)

**Pre-proposals by 03<sup>rd</sup> March 2020 (13:00 CET)**

**Full-proposals by 24<sup>th</sup> 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.*

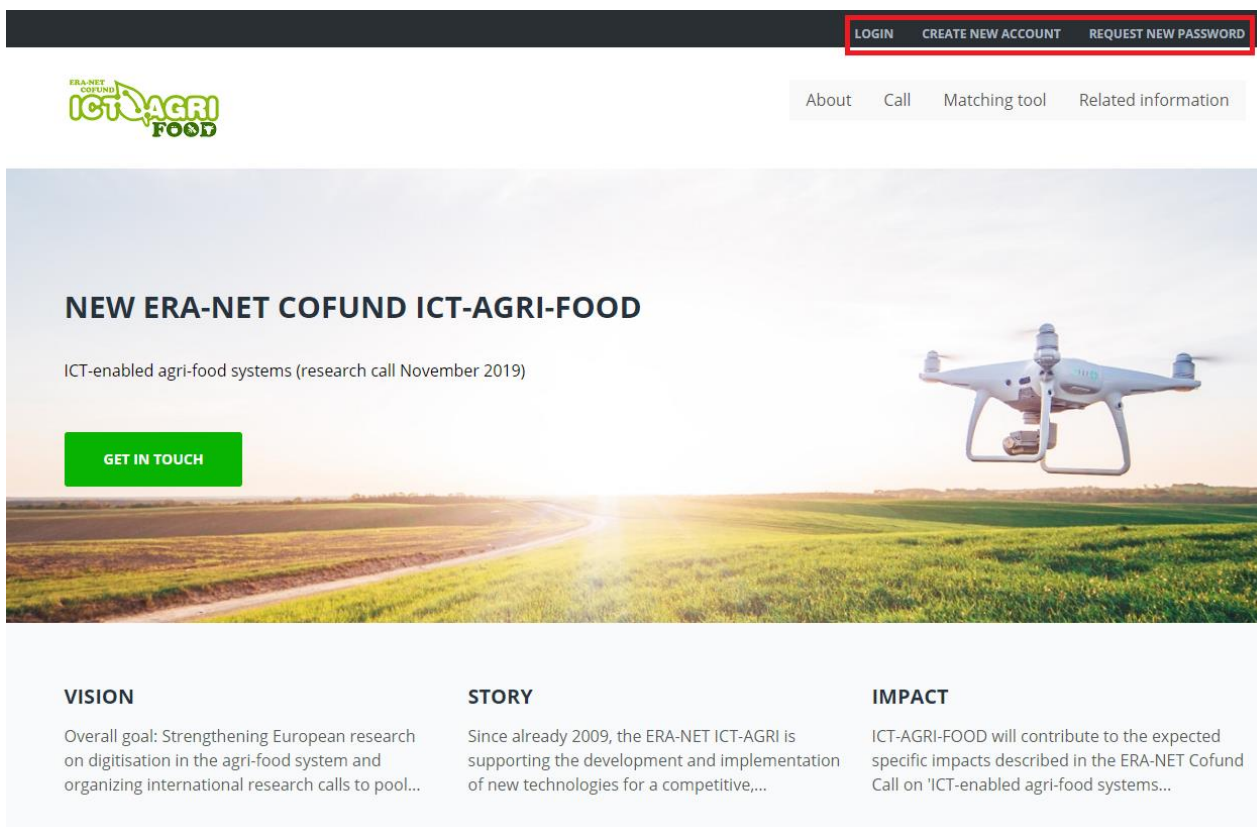
## Preparatory steps

### 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.

The screenshot shows a web interface for creating a new consortium. On the left is a sidebar menu for the '2019 JOINT CALL' with options: Introduction, Funders and contacts, Important dates, Call documents, Public consortia, Create new consortium (highlighted in green), and My consortia. The main area is titled 'CREATE GROUP' and contains the following fields and options:

- Title \***: A text input field.
- Summary \***: A large text area for the group summary.
- Group visibility \***: Radio buttons for 'Public' (selected) and 'Private'. Below this, a note states: 'Public groups are visible for other users, Private groups are hidden for other users'.
- Call identifier**: A dropdown menu with the selected option 'Call for transnational, collaborative, inter-/transdisciplinary research projects on ICT-enabled'. Below the dropdown, a note says: 'Select the relevant call to begin the creation of an application.'
- Buttons**: 'SAVE' and 'PREVIEW' buttons at the bottom.

**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<sup>4</sup> to the call.

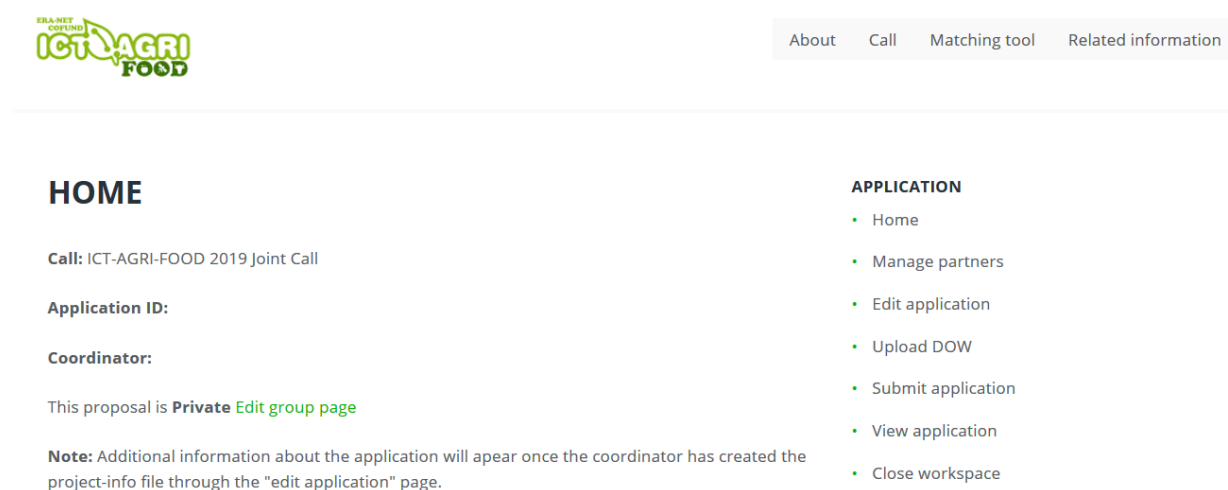
Public / Private can be reset during the elaboration of the proposal. In both proposal types, internal communication and memberships are confidential. Files uploaded to the proposal are secured against unauthorised access

**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:



**ERA-NET COFUND ICT-AGRI FOOD**

About Call Matching tool Related information

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### HOME

**Call:** ICT-AGRI-FOOD 2019 Joint Call

**Application ID:**

**Coordinator:**

This proposal is **Private** [Edit group page](#)

**Note:** Additional information about the application will appear once the coordinator has created the project-info file through the "edit application" page.

### APPLICATION


- Home
- Manage partners
- Edit application
- Upload DOW
- Submit application
- View application
- Close workspace

**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.



AboutCallMatching toolRelated information

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### MANAGE PARTNERS

The partners represented by a person, who is a user on this website.

Enter some letters of the partner's real name into the autocomplete text field and click on the name in the suggestions

Select user by real name

ADD USER

Name	State	Roles	Member since	Request message
	Active	• project coordinator	4 min ago	

Operations

- Select -

EXECUTE

#### APPLICATION


- Home
- Manage partners
- Edit application
- Upload DOW
- Submit application
- View application
- Close workspace

**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



AboutCallMatching toolRelated information

### EDIT APPLICATION

Group: My Consotia

Member	Role	Project-info	Partner-info	Partner-budget
	project coordinator	Create	Create	Create

**APPLICATION**

- Home
- Manage partners
- Edit application
- Upload DOW
- Submit application
- View application
- Close workspace

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

Create Application-project-info

[Home](#) » [Add content](#)

Title of the project (max. 200 characters incl. spaces and punctuation)

**Title \***

**Acronym \***

Project acronym (20 characters)

**Summary \***

Content limited to 1000 characters, remaining: **1000**  
Publishable project summary (1000 characters incl. spaces and punctuation)

**Duration**

Duration of the proposed research (months), expected project start and end (maximum: date XXXYZZ)

**Topics \***

<b>Theme 1, Call 2019</b>  
 <b>Theme 2, Call 2019</b>

Select at least two of the three themes by holding down the Ctrl key

**KEYWORDS \*** [Show row weights](#)

+	<input type="text"/>
+	<input type="text"/>
+	<input type="text"/>
+	<input type="text"/>
+	<input type="text"/>

Enter up to five keywords

**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

Create Application-partner-info

[Home](#) » [Add content](#)

In "Partner" please enter the name of the participating organisation/company

**Partner \***

**Acronym \***

Acronym for identifying this partner

**Role and responsibilities \***

Content limited to 1500 characters, remaining: **1500**  
Role and responsibilities of the project partner (except Coordinator)

**Description \***

Content limited to 1000 characters, remaining: **1000**  
Short description about current position of each partner and his/her collaborators in the project, fields of expertise and other relevant experience. Description of ongoing projects related to the present topic indicating project name, funding source and amount, and potential overlap or link with the current proposal (if any)

**References \***

References (up to 5 per country) relevant to the proposal including links to the articles or abstracts

**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

Create Application-partner-budget

Home
Add content

Main budget rules:

- Partners from a country participating in the 2018 Joint Call can apply for funding from that country
- Partners from any country can fill in an in-kind budget with own funding

Coordinator and partners are companies/organisations, **NOT** persons.

Title
Partner budget

BUDGET

Funding agency
Please select

Select the appropriate funding agency for the budget

COST ITEM	TOTAL	REQUESTED
Person months (Months)	0	0
Person cost (1000 €)	0	0
Travel & subsistence (1000 €)	0	0
Consumables (1000 €)	0	0
Equipment (1000 €)	0	0
Subcontracting (1000 €)	0	0
Other costs (1000 €)	0	0
Indirect costs (1000 €)	0	0

Budget info

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”.

[About](#)
[Call](#)
[Matching tool](#)
[Related information](#)

## UPLOAD DOW (DESCRIPTION OF WORK)

Browse...

No file selected.

UPLOAD

Allowed file type: pdf.

Important: If you upload a file or remove an existing file please remember to save.

SAVE

### APPLICATION

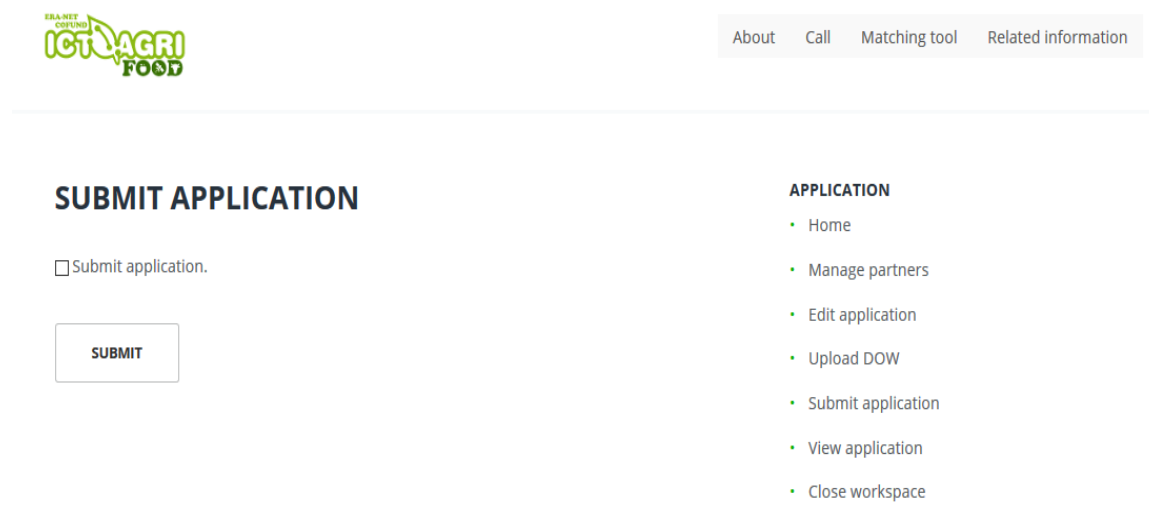
- Home
- Manage partners
- Edit application
- Upload DOW
- Submit application
- View application
- Close workspace

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: **03<sup>rd</sup> 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.



The screenshot shows the 'SUBMIT APPLICATION' page of the ICT AGRI FOOD website. At the top left is the logo for ERA-NET COFUND ICT AGRI FOOD. To the right is a navigation bar with links: 'About', 'Call', 'Matching tool', and 'Related information'. The main content area is divided into two columns. The left column, titled 'SUBMIT APPLICATION', contains a checkbox labeled 'Submit application.' and a 'SUBMIT' button. The right column, titled 'APPLICATION', contains a list of links: 'Home', 'Manage partners', 'Edit application', 'Upload DOW', 'Submit application', 'View application', and 'Close workspace'.

**ERA-NET COFUND ICT AGRI FOOD**

About Call Matching tool Related information

### SUBMIT APPLICATION

☐ Submit application.

SUBMIT

#### APPLICATION

- Home
- Manage partners
- Edit application
- Upload DOW
- Submit application
- View application
- Close workspace

**FIGURE 10 WEBSITE VIEW – SUBMISSION**

## Stage 2

For the 2<sup>nd</sup> 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:

## 2019 JOINT CALL

- Introduction
- Funders and contacts
- Important dates
- Call documents
- **My consortia**
- International Bioeconomy Forum (IBF)

## MY PROPOSALS

Please delete proposals you do not use. Click "Delete group" in the Workspace column

Private proposals in Call for transnational, collaborative, inter-/transdisciplinary research projects on ICT-enabled agri-food systems

**Workspace**  
Delete group

Public proposals in Call for transnational, collaborative, inter-/transdisciplinary research projects on ICT-enabled agri-food systems

You are not a member of any public groups.

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

## FULL PROPOSAL TO BE SUBMITTED

### DOW of pre-proposal



REMOVE

**Full proposal to be submitted. (Please add the DMP and the Letter of the financial commitment if needed)**

Browse... No file selected.

UPLOAD

Allowed file type: ZIP.

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

**Important: If you upload a file or remove an existing file please remember to save.**

SAVE

### APPLICATION

- Home
- Manage partners
- Edit application
- **Full proposal to be submitted**
- Submit application
- View application
- Close workspace

**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:

## SUBMIT APPLICATION

☐ Submit application.

SUBMIT

### APPLICATION

- Home
- Manage partners
- Edit application
- Upload DOW
- Submit application
- View application
- Close workspace

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