

CALL FOR PROPOSALS GUIDELINES FOR APPLICANTS 2019

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

18th December 2019

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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 webbased Online Submission Tool for preparing, uploading and submitting a pre-proposal or a fullproposal.

This document supplements the 2019 Joint Call Announcement (please see "Call Documents" at <u>HTTPS://ICTAGRIFOOD.EU/NODE/40178</u>). 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 06th 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 (<u>https://ictagrifood.eu/</u>).

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



VISION

STORY

Overall goal: Strengthening European research on digitisation in the agri-food system and organizing international research calls to pool... Since already 2009, the ERA-NET ICT-AGRI is supporting the development and implementation of new technologies for a competitive,... IMPACT ICT-AGRI-FOOD will contribute to the expected specific impacts described in the ERA-NET Cofund

Call on 'ICT-enabled agri-food systems...

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 <u>personal profile</u>. 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.

| 2019 JOINT CALL | CREATE GROUP |
|-----------------------|--|
| Introduction | |
| Funders and contacts | Title * |
| Important dates | |
| Call documents | summary * |
| Public consortia | |
| Create new consortium | |
| • My consortia | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | In case of a public group, this text is displayed to all users. |
| | Group visibility * |
| | Private |
| | Public groups are visible for other users, Private groups are hidden for other users |
| | Call identifier |
| | Call for transnational, collaborative, inter-/transdisciplinary research projects on ICT-enabled |
| | Select the relevant call to begin the creation of an application. |
| | SAVE PREVIEW |
| | |

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 proposal⁴ 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:

| ICOL FOOD | About | Call | Matching tool | Related information |
|--|-------|--|----------------|---------------------|
| НОМЕ | | APPLICA • Home | ATION | |
| Call: ICT-AGRI-FOOD 2019 Joint Call | | • Mana | ge partners | |
| Application ID: | | • Edit a | pplication | |
| Coordinator: | | • Uploa | ad DOW | |
| This proposal is Private Edit group page | | Subm View | it application | |
| Note: Additional information about the application will apear once the coordinator has created project-info file through the "edit application" page. | l the | 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.

| | | | | | | About | Call | Matching tool | Related information |
|--|-------------------|---------------------|---------------------------|------------|----------------------|-------|---|--|---------------------|
| MANAGE | PART | NERS | user on this website | | | | APPLIC/ | ATION | |
| Enter some letters in the suggestions Select user by rea | of the part | ner's real name int | o the autocomplete | text field | l and click on the r | name | Edit a Uploa Subm | pplication ad DOW it application | |
| ADD USER Name | State | Roles | Member | since | Request messag | e | ViewClose | application workspace | |
| Operations - Se | Active elect - | project coord | inator 4 min a EXECUTE | go | | | | | |

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



| Group: My Co | nsotia | | | | Manage partners |
|--------------|---------------------|--------------|--------------|----------------|-------------------------------------|
| Member | Role | Project-info | Partner-info | Partner-budget | Edit application |
| | project coordinator | Create | Create | Create | 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

| Homes & Add content | |
|--|---------|
| | |
| ine or me project (max, zuo charactes inci, 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 XXYYZ) | |
| | |
| Topics * | |
| 4-bitimer (Lalid)State ∧ | |
| v | |
| Select at least two of the three themes by holding down the Ctrl key | |
| Show may be | |
| | weights |
| KEYWORDS * | weights |
| xerwords • • • • • • • • • • • • • • • • • • • | weights |
| * * * | weights |
| KEYWORDS* + - - - | weights |
| KEYWEBD5 * + - < | weights |
| CEVARED: + - - - - - - - - | weights |
| CMARDS* + - + - + - + - + - + - + - + - | weights |

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 💿 |
|--|
| New Million and |
| Nome a Add contests. |
| In 'Partner' please enter the name of the participating organisation/company |
| Partner * |
| |
| Armen |
| r.com |
| Acronym for identillying this partner |
| |
| Role and responsibilities * |
| |
| |
| |
| |
| Content limited to 1500 characters, remaining: 1500 |
| Role and responsibilities of the project partner (except Coordinator) |
| Description * |
| |
| |
| |
| |
| |
| |
| |
| 4 |
| Content limited to 1000 characters, remaining: 1000 |
| Short description about current position or each partner and his/her collaborators in the project, helds of expertise and other relevant experience. Description of ongoing projects related to the present topic indicating project name, funding source and amount, and potential overlag or link with the current proposal (i'n) proposal (i'n) |
| |
| 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

| reate 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 | | | |
| coordinator and particles are companies/organisations, nor persons. | | | |
| Title * Partner budget | | | |
| BUDGET | | | |
| Funding agency * Please select | | | |
| 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 <u>Call Documents</u>) 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".

| CULACED | | About Call Matching tool Relate | ed information |
|---|--------------------|--|----------------|
| UPLOAD DOW (DE | SCRIPTION OF WORK) | APPLICATION Home Manage partners | |
| Browse No file selected. Allowed file type: pdf. Important: If you upload a file or remov | UPLOAD | Edit application Upload DOW Submit application | |
| SAVE | | View applicationClose 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: **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.

Key documents

DOW.Pre-proposal.docx Annex B Data Management Plan.docx DOW.Full-proposal.docx