European ERA4CS Joint Call for Transnational Collaborative Research Projects 2016

Topic B - Researching and Advancing Climate Service Development by Institutional integration

Instructions for Proposals 2016

The Proposal must be submitted by the Leading Principal Investigator (LPI) (or the Leading PI's Institute, where appropriate, in accordance with requirements in the Research Performing Organisation Annexes) through the electronic proposal system, by the application deadline. Leading and Partner PIs of each consortium should also contact their Research Performing Organizations, as appropriate, for detailed guidance on how to submit one copy of the Proposal through their own systems if needed.

General guidance for all applicants:

- the proposal must be written in English
- PDF documents must be written in Times New Roman, Arial or similar, at least font size 11, margins (2.0cm side and 1.5cm top and bottom), single line spacing, pages numbering
- the different sections of the application should not exceed the prescribed maximum number of characters. Pages / Characters (including spaces) beyond the limit will not be included in the system
- non-text descriptions such as **graphic chart, diagrams, figures, etc., can be presented only in the two sections, 9 (Project description) and 10 (Management Plan)** and should be uploaded into the system in a PDF format;
- any documents other than those requested as part of the proposal **will not be taken into consideration in the eligibility check and the evaluation processes.**
- Consortium or budget changes between the two steps must be justified by RPO recommendations.

PROPOSAL FORM:

1. **Project title**

   Indicate the title of the Project.

2. **Project acronym** (Max. 30 characters)

   Choose a short acronym for your proposal.

3. **Sub-topic(s)**

   Projects should address one or more of the following topics:

   1. Development of new methods and tools

   2. Impacts studies and models

   3. Localization of Climate Information and Uncertainties Evaluation

4. **Duration**

   Indicate the duration of the project (in months) and foreseen start date. Projects must last 3 years.

5. **Publishable abstract (Maximum 2000 characters; including spaces; to be suitable for public release)**

   Provide a summary describing the proposed research project and expected impact in plain language suitable for general audience.

   This summary will be published if the proposal is selected.

6. **Key words**

   Give at least three and up to ten keywords that represent the scientific content of your proposal.

7. **Principal investigators**

   A person is not allowed to be LPI in several proposals.
   The Principal Investigator, <u>one per participating institution</u>, is an individual who assembles a team to carry out a project under his/her scientific guidance. The lead PI (LPI) is the PI that coordinates the project.
   Provide detailed information on each Leading and Partner PI, including institution and contact details.
   Please check the relevant Research Performing Organisation Annex for eligibility requirements and any limits on the number of official Partner PIs.

Details of personnel who are not listed as a Leading / Partner PI but will work on the project should be provided here (including what their role is in the consortium and what proportion of their time will be given over to this role). Such personnel might include those to be sub-contracted (if eligibility rules of your RPO allow this) or other individuals within the Leading / Partner PIs institution, department, etc. The Leading / Partner PI should check the policies and guidelines of the relevant Research Performing Organization.

8.   Executive summary (Maximum 2 pages)

Give an overarching summary of the goals of the research project, with particular reference to the scientific quality of the consortium and of the proposed research, and the innovativeness of the approach. Describe the added value to be expected from the international collaboration with reference to the competence and expertise of the team and the complementarities of the consortium.

Details should be articulated clearly, particularly with regard to the following points related to the "Excellence" criteria:

• Fit to objectives and chosen topic of the call text

• (Scientific) quality and innovativeness, contribution to knowledge, originality, cutting-edge way of performing research

• Added value of European trans-national co-operation

9.   Project description (Maximum 11 pages)

Describe the research plan of your consortium, including the goals and objectives, in no more than 11 pages. Graphics can be included in this section.

Details should be articulated clearly, particularly with regard to the following points related to the "Excellence" criteria:

• Fit to objectives and chosen topic of the call text

• (Scientific) quality and innovativeness, contribution to knowledge, originality, cutting-edge of performing research

• Added value of European trans-national co-operation

9.1 *State-of-the-art*

Give the scientific basis for your proposal and describe the present state-of-the-art. Identify important gaps to be filled in the current knowledge. Include reference to the significance of preliminary studies, describing how the proposed project is embedded within the research currently funded in the consortium institutes and how it adds value to this broader program.

9.2 *Research plan*

Give an overall description and the general approach and methodology chosen to achieve the objectives. Highlight the particular advantages of the methodology chosen; quantify the expected project result(s).

Break down the research program into individual tasks, showing the interrelationship between the tasks. Explain why there is synergy between different tasks of the project and how this is going to be exploited.

Remember that proposals will ultimately be assessed by an interdisciplinary panel of reviewers so applications should be prepared in that context. The application should take into account that External reviewers and Expert panel members will have sufficient expertise to cover the breadth of the call topic. However, not all panel members will have specific expertise relevant to all proposals

Added-value – In instances where the proposed work builds on previous activities, describe how this collaborative proposal will complement or build on previous activities as well as the incremental value of the proposed work.

10. Management Plan (Maximum 5 pages)

Graphics can be included in this section.

10.1 *Overall coordination, monitoring and evaluation of the project*

Describe how the overall coordination, monitoring and evaluation of the project will be implemented. Outline the management processes foreseen in the project (decision boards, coordination meetings, etc) and clearly indicate the distribution of tasks among the consortium members. It is recommended that milestones be presented in a detailed diagram (e.g. PERT or Gantt charts) providing the time schedule of the tasks and marking their interrelationships; add when decisions on further approaches will have to be made; indicate a critical path marking those events which directly influence the overall time schedule in case of delays. Explain how information flow and communication will be managed and enhanced within the project (e.g. collaboration and task meetings, exchange of scientists, dissemination of results and engagement with stakeholders).

Please include a brief mention of the mid-term and end-of-term meetings and how your proposal will interact with these over-arching activities, particularly in terms of timing and individual milestones.

Risk management: Indicate where there are risks of not achieving the objectives and describe potential solutions, if appropriate.

NOTE for funded proposals: a Consortium Agreement (including Intellectual Property Rights) <u>must</u> be signed among the partners of a research consortium. The consortium agreement must be signed and submitted prior to the start of the project.
It is the LPI's responsibility to ensure that this agreement clearly specifies:

- the distribution of the tasks, human and financial resources and deliverables
- the sharing of the intellectual property rights linked to findings obtained within the framework of the project
- the project start and end dates
- the conditions of publication / dissemination of the results; and
- the application and transfer of project findings

Details should be articulated clearly, particularly with regard to the following points related to the "Implementation" criteria:

• Competence and expertise of team and complementarities of consortium (e.g. inter-disciplinary / inclusion of all necessary expertise /expertise in managing inter- and transdisciplinary research collaborations, gender balance)

• Appropriateness of the conceptual approach, feasibility of aims and objectives of project, feasibility and suitability of project design and methods

10.2 *Open Knowledge plan*

Applicants should also describe how information generated in the course of the project will be captured, stored and managed (c.f. JPI Climate Guidelines on Open Knowledge). Plans for long-term archiving and meta-description of data should be detailed, as should the communication and access plans.

10.3 Climate-Friendly Research

Furthermore, consortia have to demonstrate how they take into account sustainability principles in research: i.e. consideration of projects' climate footprint and contributions to a climate-friendly research system, e.g. in terms of (virtual) meetings, travels and energy use (c.f. JPI Climate Guidance on climate-friendly climate research).

11. Impact, engagement and dissemination plan (Maximum 5 pages)

Detail how users will be engaged in the project: *who* may benefit from or make use of the research, *how* they might benefit from and/or make use of the research, and *methods* for engaging with users and exchanging / disseminating data/knowledge/skills in the most effective and appropriate manner.

Describe how information generated in the course of the project will be captured, stored and managed. Also explain any plans for longer-term archiving and for the release of data to the wider scientific and user community. The application will be expected to demonstrate the necessary resourcing to achieve these aims.

Describe how the consortium will deal with the dissemination, publication, and, protection of results generated in the project. Notably: the access rights for academic and/or private research purposes to the research results, the delay before research results to be publicly available.

It is expected that arrangements will be made for timely release of information and resources from publicly funded research projects.

Details should be articulated clearly, particularly with regard to the following points related to the "Impact" criteria:

• Envisaged societal impacts (e.g., capacity and community building, networking effects, contributions to societal welfare and well-being, policy related or economic impact)

• Value and transferability for the user community

• Complementarity to other initiatives

• Institutional integration

12.   Budget justification

In this section, a summary of the total contribution requested should be included. Applicants should provide clear evidence of how the funds requested will be used to fulfill the activities of each partner and a clear justification that the requested funds are sufficient to achieve the work proposed[1].

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[1] In relation to the 'Travel Expenses' requested to attend the mid-term and end-of-term Project Meetings, reviewers and panel members will be advised of the necessarily provisional nature of

In addition to the summary, some Research Performing Organizations require a detailed budget specification according to national funding rules. For the appropriate forms and any other questions you should contact or refer to the website of your National Contact Point (see the Research Performing Organisation annexes at www.era4cs.eu).

13. References

Please list the references that were cited in the proposal.

14. Suggested International Conferences

Please provide suggestions for major international conferences, alongside which it would be appropriate to hold mid-term and end-of-term Project Meetings for this Call.

15. Budget plan

Each Leading and Partner PI should provide details of his / her budget plan under the headings in the table. ***Costs information should be entered in Euros (€).*** Disbursements set against the different categories of expenditure in the budget plan should be provided according to the standard guidelines for each Leading and Partner PI's relevant Research Performing Organization.

It is anticipated that all partners involved in the project, should it be funded, will travel to one mid-term and one end-of-term meeting. A **provisional budget request (of up to €2000 per partner per meeting, under 'Travel and subsistence'**) should be included in the budget plan and should be within the current financial limits of the budget plan since the Call will be supporting these activities within its current funding envelope.

These Project Meetings are likely to be held alongside other major international conferences and the Joint Call Secretariat would welcome suggestions as to which international conferences might be the most appropriate (see Section 14). A decision on this will be made at the Research Performing Organizations Meeting.

Final details will be made available by the Joint Call Secretariat, should the proposal be funded. Subsequent to a proposal being awarded funding, individual Research Performing Organizations may contact Leading and Partner PIs to confirm the exact amount available for 'Travel Expenses' to these Project Meetings.

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these requests and to view them accordingly.

Fully self-financed partners who bring their own secured budget are allowed from any country.

Moreover, please note that projects have to comply with H2020 financial rules.

Please note the following definitions:

Total requested budget: the requested budget for the proposal implementation (each Lead / Partner PI will list the total budget per Research Performing Organization).

16. Potential reviewers to avoid for direct competition reasons or conflict of interest

List the names (and provide his/her country and affiliation) of potential reviewers who, you think, should not be asked to evaluate the project for reasons of direct competition and partiality. Also provide the names of significant collaborators that should not be used as reviewers due to conflicts of interest.

17. Curriculum Vitae

For each PI, please upload a CV with up to 5 most recent relevant publications. These should be uploaded as a single PDF file in the annex section.

18. Supporting Letters

Please provide, if desired, letters of support from partners not listed in the proposal including stakeholder groups involved in the project. These should be uploaded as a single PDF file in the annex section.

When preparing the Proposal it is useful to remember the Selection Criteria on which it will be evaluated – please see the Call for Proposals for details.

For questions, contact your RPO Contact Point, as indicated in the Research Performing Organisation annexes at www.era4cs.eu.