

# Guide for BONUS applicants

## Specific to the BONUS call 2017: Synthesis

**Opening on 9 August 2017**

**Preregistrations by 9 October 2017, 17.00 CEST**

**Submissions of proposals by 9 November 2017, 17.00 CET**

*Please note that this document may be subject to changes. Any changes made are announced on the BONUS website at [www.bonusportal.org](http://www.bonusportal.org).*

### Disclaimer

This guide is aimed at assisting applicants for BONUS projects. It is provided for information purposes only and its contents are not intended to replace consultation of any applicable legal sources or the necessary advice of a legal expert, where appropriate. Neither the BONUS EEIG nor any person acting on its behalf can be held responsible for the use made of these guidance notes.

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## Contents

1.	Getting started.....	3
1.1.	How to use this guide? .....	5
1.2.	What is the best working strategy? .....	5
1.3.	What kind of rules and procedures apply? .....	6
2.	How to build a consortium?.....	7
2.1.	Who can participate in a BONUS project?.....	7
2.2.	How are the BONUS projects and their participants funded? .....	7
2.3.	What are the duties of a project coordinator when preparing the proposal?.....	8
2.4.	What are the coordinator’s and participant’s obligations if the proposal is selected for funding and invited to contract negotiations? .....	9
2.5.	What are the coordinator’s and participants’ obligations if the project is funded? .....	9
3.	How much funding can a project receive? .....	11
4.	Mandatory preregistration .....	13
5.	How to prepare a BONUS project proposal? .....	14
5.1.	What is the overall structure of a BONUS project proposal?.....	14
5.2.	How should the ideas of the project be presented? .....	14
5.3.	Consortium agreement.....	16
6.	How should the data collected in BONUS projects be disseminated? .....	17
7.	How to prepare a project budget? .....	18
7.1.	What are eligible costs?.....	18
7.2.	Main budget lines .....	19
7.3.	Three types of activities in the budget .....	22
7.4.	Which costs are ineligible? .....	23
8.	What should be checked while preparing and submitting a proposal? .....	24
8.1.	Preparing a proposal .....	24
8.2.	Final checks before submission .....	25
8.3.	Following submission.....	25
9.	How to submit the proposal? .....	26
9.1.	Project coordinator’s steps:.....	26
9.2.	Partner’s steps:.....	26
10.	What happens after the proposal is submitted?.....	27
10.1.	How is the proposal eligibility checked? .....	27
10.2.	How is the proposal evaluated? .....	27
10.3.	What is the scoring scale? .....	28
10.4.	How is the decision made about projects to be funded?.....	29
11.	Where to get additional help?.....	30
12.	Glossary .....	31
13.	Annexes .....	36

## 1. Getting started

The BONUS programme is funded jointly by the national funding institutions in the EU member states surrounding the Baltic Sea and the European Union under the Seventh Research Framework Programme (FP7). Funding decisions are made on the basis of a ranked list of proposals submitted and evaluated following calls published by the BONUS European economic interest grouping, referred to as the BONUS EEIG from hereon. The implementation body of the BONUS EEIG is the BONUS Secretariat.

Proposals submitted to the 'BONUS call 2017: Synthesis' must describe the planned activities, provide information on who will carry them out, how much they will cost and the expected impacts. Proposals must be submitted using a special web-based service and must meet strictly enforced deadlines: preregistration by 9 October 2017 and final submission deadline by 9 November 2017. The BONUS Secretariat coordinates the evaluation of all eligible proposals and selection of those proposals that meet the quality standard set for funding. The basis for this is a peer review that is carried out by independent experts. The outcome of the call will be made available in February 2018.

Once the project costs are mutually determined and necessary decisions made by the national funding institutions and the BONUS Steering Committee, the consortia selected for funding will sign a consortium agreement among all the project participants, a grant agreement with the BONUS EEIG and, on the national level, a separate agreement with national funding institutions as required on case by case basis depending on the national contributions and related obligations.<sup>1</sup> Thereafter the project will receive funds via the BONUS EEIG and the relevant national funding institutions. The consortia are expected to be ready to implement their projects from October 2018 onwards.

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<sup>1</sup> According to the Commission Regulation (EC) No 800/2008 national funding may be subject to the notification by the national funding institution to the European Commission (see chapter 2.2).

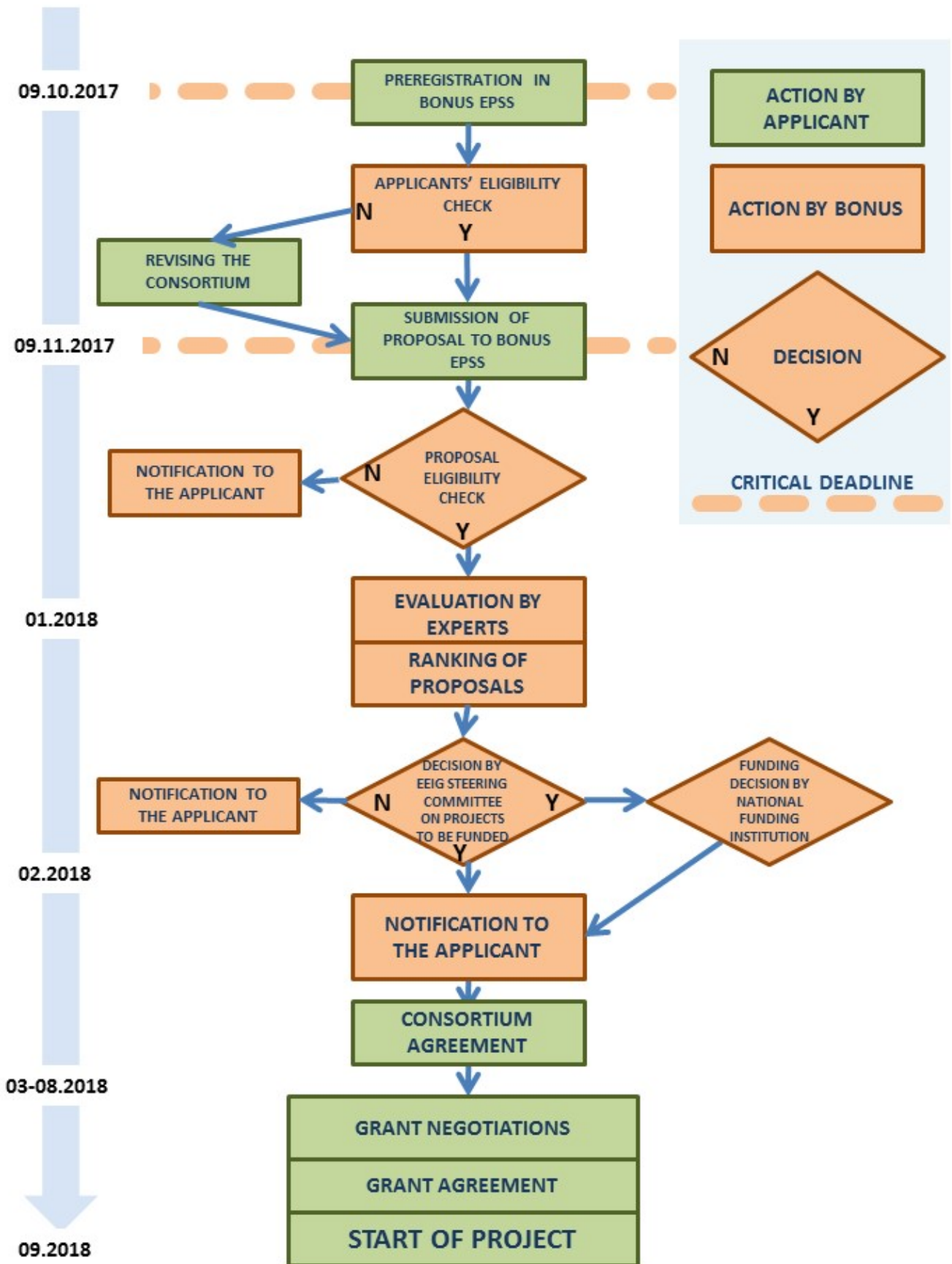


Figure 1: Call process flow chart

## 1.1. How to use this guide?

This guide for applicants<sup>2</sup> refers exclusively to the BONUS call 2017: Synthesis. The guide contains the essential information to help the applicants through the mechanism of preparing and submitting a proposal. Other important guidance documents that support the preparation of a well-considered proposal are listed in chapter 1.3. These documents are available on the BONUS website [www.bonusportal.org](http://www.bonusportal.org).

The project coordinator is the primary contact for the project and is responsible for the proposal as a whole, including the various inputs needed from the consortium.

## 1.2. What is the best working strategy?

The first task is to consider the overall structure of the proposal. Section A contains overall administrative information and the project's description of work which need to be submitted by the coordinator. Section B is composed of a set of electronic forms describing each partner, including the coordinator, as well as participant's declaration that need to be completed by all the partners within the proposed consortium.

It is mandatory for the coordinator to preregister the proposal before 17.00 CEST of 9 October 2017. Preregistration provides outline information on the proposal and the planned consortium. It is strongly recommended to preregister as soon as possible *i.e.* identify the title of the proposal; describe the idea and the participants within the project consortium. The information supplied at the preregistration stage does not influence the evaluation of the actual proposal, but assists the BONUS EEIG in ensuring that the necessary expertise is available for competent and fair evaluation process. Also, preregistration may reveal some eligibility issues in the consortium composition. In such instances, the consortium in question may have a possibility to replace ineligible partners with eligible ones.

Preregistration and submission of the proposal are done using a special web-based service, the BONUS Electronic Programme Support System (EPSS), accessible from [www.bonusportal.org](http://www.bonusportal.org). A session in the BONUS EPSS may be saved and resumed. Even if the preregistration or the proposal has been formally submitted, it is possible to correct any errors discovered by submitting a new version up to the time of the respective deadline. In such instances, the new submission will overwrite the earlier one and the previous version will be disregarded. Until the deadlines all the information uploaded to the BONUS EPSS as parts of the proposal is securely stored on a server to which only the partners of the proposal have access. After the deadlines the preregistration and proposal data are treated as strictly confidential and are accessible only to the coordinator, authorised officers of the BONUS Secretariat, the national funding institutions and expert evaluators who have been verified of having no conflict of interest and who have signed a confidentiality agreement.

The call deadline is imposed strictly so that the BONUS EPSS is closed at 17.00 CET on 9 November 2017. Submission is deemed to have occurred at the moment when the proposal coordinator has completed the submission sequence as described in chapter 10.

Any proposal registered or submitted after the deadline is ineligible and is excluded from the evaluation process. Please note that late submissions will not be accepted in case of an unexpected system overload. Therefore, it is strongly advised that consortia submit their proposals as early as possible and that they do not leave the submission to the last moment. BONUS does not accept any proposal or additional material provided outside the BONUS EPSS (*e.g.* via e-mail, ordinary mail etc.).

It is important to study carefully the participation and funding rules of this call (chapters 2 and 3). Even if the general principles follow the call arrangements stated within the 7<sup>th</sup> framework programme of the European

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<sup>2</sup> Applicant, including the coordinator, is a legal entity that is listed in the proposal preregistration form and subsequently fills in form B of the project proposal

Union<sup>3</sup>, there are differences due to the inherent characteristics of the BONUS programme. This guide provides checklists that are useful to go through before submitting a proposal.

In case of any uncertainty, call helpdesk is available during the office hours for the entire duration of the call at [helpdesk@bonusportal.org](mailto:helpdesk@bonusportal.org). Queries are welcomed related to general and legal aspects of submissions. Technical questions, including those emerging during the internet session of preregistration or proposal submission by the EPSS can in addition to the general helpdesk be directed to [epss@bonusportal.org](mailto:epss@bonusportal.org). The BONUS national contacts provide support concerning country-specific questions and conditions of participation (chapter 12).

### 1.3. What kind of rules and procedures apply?

In general, the rules and procedures concerning any BONUS project proposal, its evaluation, implementation and management of funds from both national sources and the BONUS EEIG follow the principles of the 7<sup>th</sup> framework programme.

Besides this guide, the rules and procedures are described in more detail in other BONUS guidelines, the model BONUS grant agreement and Decision 862/2010/EU (the 'BONUS Law') which are openly available at [www.bonusportal.org](http://www.bonusportal.org):

- Guide for BONUS proposal evaluators specific to the BONUS call 2017: Synthesis
- Guide for BONUS project participants
- Model BONUS grant agreement
- Decision no 862/2010/EU of the European Parliament and of the Council of 22 September 2010 on the participation of the Union in a Joint Baltic Sea research and development programme (BONUS) undertaken by several Member States.
- BONUS implementation agreement between the BONUS EEIG and the European Commission.

Moreover, a reference is made to respective 7<sup>th</sup> framework programme legal documents:

- 7<sup>th</sup> framework programme  
[http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html#fp7](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#fp7)
- Rules for participation  
[http://ec.europa.eu/research/participants/data/ref/fp7/90749/ecrulesforparticipation\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/fp7/90749/ecrulesforparticipation_en.pdf)

In case of enterprise participation and any organisations undertaking work that may have implications concerning state aid obligations guidance is provided in:

- Community Framework for State Aid for Research and Development and Innovation  
<http://eur-lex.europa.eu/LexUriServ/%20LexUriServ.do?uri=OJ:C:2006:323:0001:0026:en:PDF>
- EU Rules applicable to State Aid [http://ec.europa.eu/competition/state\\_aid/legislation/legislation.html](http://ec.europa.eu/competition/state_aid/legislation/legislation.html)

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<sup>3</sup> Please note that BONUS is funded from the 7<sup>th</sup> EU Research Framework Programme (FP7) and all respective legal documents will be valid until the end of the BONUS programme despite the Horizon 2020 rules being operational since the start of 2014.



## 2. How to build a consortium?

This section outlines in more detail who can participate in BONUS projects, how these projects are funded, what are the duties of the BONUS project coordinators as well as obligations of both project coordinators and participants.

### 2.1. Who can participate in a BONUS project?

The BONUS programme is implemented via multi-partner, transnational projects involving at least three eligible legal entities that are independent of each other, referred to as project participants<sup>4</sup>. The participants must be from three different EU member states or associated countries<sup>5</sup>, of which at least two are BONUS participating states (see below). The legal entity acting as the project coordinator has to be established in one of the BONUS participating states. The project participants can also include legal entities from third countries, the European Commission Joint Research Centre and international organisations<sup>6</sup>. The project participants form a consortium.

BONUS participating states: Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland and Sweden

Non-BONUS EU member states: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, France, Greece, Hungary, Ireland, Italy, Luxemburg, Malta, Netherlands, Portugal, Romania, Slovakia, Slovenia, Spain, United Kingdom

Associated countries: Albania, Bosnia and Herzegovina, Faroe Islands, FYR Macedonia, Iceland, Israel, Liechtenstein, Republic of Moldova, Montenegro, Norway, Serbia, Switzerland and Turkey

Third countries: Any other country not mentioned above

International organisations: intergovernmental organisations, other than the European Community, that have a legal personality under international public law as well as any specialised agency set up by such an international organisation.

### 2.2. How are the BONUS projects and their participants funded?

The BONUS projects are funded through two sources of funding streams:

- national funding institutions to the respective national participants
- the BONUS EEIG funding to project coordinators, who distribute the funding to the participants involved in the particular project.

After the decision has been made of which projects are recommended to be funded by BONUS, national funding institutions may request the respective national participants to submit the project proposal following the national application procedure. In such cases, the applicants concerned are contacted by the respective national funding institution separately.

The BONUS funding differs for different types of legal entities established in different groups of countries. In cases when the BONUS funding less than 100 %, eligible are only such participants who have included a funding commitment statement in the proposal that provides a realistic assurance of having the necessary resources to cover all of their own project costs that are not covered by the requested BONUS funding.

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<sup>4</sup> Participant, referred to as a beneficiary within the BONUS grant agreement, is a legal entity (research institute, university, enterprise or other entity) that is part of a consortium and implements part of the work described in the description of work.

<sup>5</sup> Associated country means a third country which is party to an international agreement with the European Community, under the terms or on the basis of which it makes a financial contribution to whole or part of the 7<sup>th</sup> Framework Programme

<sup>6</sup> BONUS EEIG has an obligation to communicate to the European Commission information on the applicants which are in one of the situations referred to in Article 93(l)(e) of the EU Financial Regulation, where the conduct of the operator concerned was detrimental to the financial interests of the EU.

## Funding of research organisations from:

### **BONUS participating states**

Each participant receives one part of its funding from the respective national funding institution and another part from the BONUS EEIG through the project coordinator. The exact funding rates for different types of participants are shown in a table in chapter 3.

### **European Union's Joint Research Centre**

European Union's Joint Research Centre receives the same share of funds from the BONUS EEIG as the participants from the BONUS participating states.

### **Non-BONUS EU member states, associated countries and international European interest organisations<sup>7</sup>**

Participants from non-BONUS EU member states or associated countries and international European interest organisations have to cover at least 75 % of their funding by their own funding sources, and maximum of 25 % is funded by the BONUS EEIG. The exact funding rates for different types of participants are shown in a table in chapter 3.

**Any third country:** The BONUS projects can include participants from any third country. These project participants have to cover all of their project costs from their own sources. Participants from third countries will sign, mutatis mutandis, the BONUS grant agreement and the consortium agreement even in case they do not receive any funding from the BONUS EEIG. For this reason, the attention of participants from third countries, and their administration or legal department as appropriate, should be drawn and made aware of these conditions already at the proposal stage.

## Funding of other than research organisations:

### **Enterprises**

The BONUS projects can include enterprises as participants. The funding rates differ depending on the size of the enterprise, type of activity and country of establishment (see chapter 3).

### **National public entities and non-government organisations**

The BONUS projects can include participants that are not research organisations, for example project results' end-users and knowledge transferors. These project participants have to cover all of their project costs by themselves.

### **International organisations**

The BONUS project can include international organisations as participants. These project participants, except international European interest organisations (see chapter 3) have to cover all of their project costs by themselves.

The correct status of the different participant types will be validated by the BONUS EEIG during the negotiations concerning evaluated applications that are recommended for support.

All participants sign the consortium agreement and the BONUS grant agreement even if they do not receive any funding from the BONUS EEIG. For this reason the attention of participants and their administration or legal department as appropriate, should be drawn and made aware of these conditions already at the proposal stage.

## 2.3. What are the duties of a project coordinator when preparing the proposal?

The project coordinator is the legal entity which has an overall responsibility over the respective BONUS project. This includes the project management tasks towards other participants and towards the BONUS Secretariat.

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<sup>7</sup> International European interest organisation is an international organisation, the majority of whose members are EU Member States or associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe



In the proposal stage the project coordinator

- coordinates the preparation of the project proposal and is the point of contact concerning the proposal
- verifies whether partners identified in the description of work are eligible and fulfill the necessary capacities and formalities to perform the activities described in the description of work
- preregisters the project proposal by 9 October 2017 in the BONUS EPSS (see chapter 4 of this guide)
- initiates the submission of the proposal, invites other partners to submit their information and completes the proposal submission by 9 November 2017 in the BONUS EPSS (see chapter 9 of this guide).

## **2.4. What are the coordinator's and participant's obligations if the proposal is selected for funding and invited to contract negotiations?**

If the BONUS Steering Committee has selected the proposal for funding, the coordinator will be contacted and invited to the grant agreement negotiations.

In the negotiation stage the project coordinator

- coordinates the preparation and signing of the Consortium Agreement and informs the BONUS EEIG upon the completion of the process
- negotiates the description of work modifications with the BONUS EEIG
- coordinates the budget negotiations
- submits the final budget, the description of work and the schedule of deliverables into the BONUS EPSS.

In the negotiation stage the project participant

- provides the proposal documents to the respective national funding institution (NFI) when requested
- negotiates budget and concludes a national grant agreement if required
- inserts the budget which has been approved by the respective national funding institution into the BONUS EPSS for the coordinator's action.

## **2.5. What are the coordinator's and participants' obligations if the project is funded?**

If the project is funded the coordinator

- coordinates the implementation of the project work according to the project's description of work
- is responsible for the everyday management of the project and tasks established in the description of work and/or decided during the project implementation by the consortium
- ensures that an efficient communications action plan is in place from the start of the project within the consortium, with the BONUS programme, the results' end-users, other stakeholders and general public
- monitors project participants' compliance with their obligations
- reports regularly to the project participants and to the BONUS Secretariat about the progress of the project in accordance with the reporting requirements set by BONUS
- is responsible for managing, distributing and reporting about the funds received from the BONUS EEIG including collecting the financial reports from the participants who have received funding and submitting these to the BONUS Secretariat.

Please note that a legal entity can be coordinator of the project only if the outcome of the assessment of the financial viability check is at least "good" in accordance with the *"FP7 Rules to ensure consistent verification of the existence and legal status of participants, as well as their operational and financial capacities"*<sup>8</sup>. Applicants are advised to use the FP7 financial viability check tool available at

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<sup>8</sup> Commission Decision 2012/838/EU, 18 December 2012

[http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html#fp7](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#fp7) under *Rules on legal and financial verification for FP7*. Given the considerable amount of administrative work necessary in coordinating a project, appropriate resources and competences need noting in the project budget and staff allocations.

Each partner has to appoint a person in its staff as the 'person in charge'<sup>9</sup> as well as the 'other contact person'. The person in charge is responsible for implementation of the scientific and/or technological work described in the description of work. The other contact person can be the person dealing with all administrative and financial issues between the participant, relevant national funding institution and the project coordinator who is the primary contact with the BONUS EEIG.

### **Scientific and/or technological reporting**

Scientific and/or technological reporting of each project follows the schedule of deliverables which is an integral part of project's description of work. This identifies the deliverables (including the periodic and final reports), timing of their submission, the responsible work package, type of deliverables, and their publicity level. Deliverables are reported through the BONUS EPSS in accordance with the procedures and models set therein. All participants, irrespective of receiving funding from BONUS or not, are obliged to comply the scientific and/or technological reporting according to the schedule of deliverables. Guidance on scientific and/or technological reporting is provided in the guide for BONUS project participants.

### **Financial reporting**

Each project participant is managing its share of the budget according to the principles of sound financial management, economy, efficiency and effectiveness. The incurred expenditure is certified in line with the 7<sup>th</sup> EU Research Programme's rules and regulations. Certified financial reports are submitted to the project coordinator who submits all the financial reports to the BONUS Secretariat at the same time. The reporting deadlines will be laid down in the BONUS grant agreement.

The financial report includes information on the incurred expenditure and justification for it. Each installment of the matching BONUS EEIG funds will be paid once the national funding has been received by the respective national participants. Participants who do not receive funding from BONUS do not need to submit financial reports to the BONUS Secretariat.

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<sup>9</sup> 'Person in charge' is the scientist or team leader who is in charge of the project in each research institute, university, enterprise or other entity.

### 3. How much funding can a project receive?

Financing of different types of participants by BONUS (both from the BONUS EEIG and national contributions from the BONUS participating states) is presented in table below.

Foreseen upper funding limits		
Participants established in the BONUS participating states or the EU's Joint Research Center		
Participant type	BONUS funding (Total contribution from participating states and the BONUS EEIG)	Participant's own funding
Research organisations <sup>10</sup> , secondary and higher education establishments undertaking research <sup>11</sup> .	Max 100% JRC will receive only the BONUS EEIG funding	- National part should be covered by JRC itself
<u>Small enterprises</u> <sup>12</sup> Industrial or fundamental research <sup>11</sup> Experimental development <sup>11</sup>	Max 70 % Max 45 %	At least 30 % At least 55 %
<u>Medium-sized enterprises (ME)</u> <sup>12</sup> Industrial or fundamental research Experimental development	Max 60 % Max 35 %	At least 40 % At least 65 %
<u>Large enterprises (LE)</u> <sup>12</sup> Industrial or fundamental research Experimental development	Max 50 % Max 25 %	At least 50 % At least 75 %

<sup>10</sup> **Research organization**, as defined in the Article 2(7) of the Regulation (EC) no 1906/2006, means a legal entity established as a non-profit organisation, which carries out research or technological development as one of its main objectives

<sup>11</sup> Research categories as defined within the "Community Framework for State Aid for Research and Development and Innovation":

**Fundamental research:** Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any direct practical application or use in view;

**Industrial research:** Planned research or critical investigation aimed at the acquisition of new knowledge or skills for developing new products, processes or services or bringing about a significant improvement in existing products, processes or services;

**Experimental development:** The acquiring, combining, shaping and using of existing scientific, technological, business and other relevant knowledge and skills for the purpose of producing plans and arrangements or designs for new, altered or improved products, processes or services (including the creation of a commercially usable prototype or pilot projects under certain conditions).

<sup>12</sup> A **small enterprise** is defined as an enterprise which employs fewer than 50 persons and whose annual turnover or annual balance sheet total does not exceed EUR 10 million.

A **medium-sized enterprise** is an enterprise which employs fewer than 250 persons and which have either an annual turnover not exceeding EUR 50 million, or an annual balance sheet total not exceeding EUR 43 million.

A **large enterprise** should be an enterprise which cannot be qualified as an SME according the criteria established in the EU Recommendation

<b>Participants from non-participating EU member states, from associated countries and international European interest organisations<sup>13</sup>.</b>		
	BONUS funding (only the BONUS EEIG funding)	Own funding
Research organisations, secondary and higher education establishments undertaking research and international European interest organisations.	Max 25 %	At least 75 %
<u>Enterprises</u>		
Industrial and fundamental research	Max 12,50%	At least 87,5 %
Experimental development	Max 6,25%	At least 93,75 %

Funding rates may be reduced to comply with any consequent funding limitations due to EU's state aid rules.

<sup>13</sup> **International European interest organisation** is an international organisation, the majority of whose members are EU Member States or associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe

#### 4. Mandatory preregistration

Each consortium planning to submit a proposal has to preregister to the BONUS EPSS one month before the closing of the call, at the latest. The deadline for preregistration is 9 October 2017, 17.00 CEST. Preregistration information includes the title and acronym of the project, short preliminary abstract and a brief description of the partners.

Preregistration should be done by the project coordinator through following steps:

1. Go to the BONUS website [www.bonusportal.org](http://www.bonusportal.org) containing all the relevant tools and information on the BONUS call 2017: Synthesis
2. Access the BONUS EPSS to register, if you are not registered user yet and log in
3. Fill in the fields requesting the following information:
  - Project title: – *submission in the final format*
  - Project acronym: – *submission in the final format*
  - Short preliminary abstract: – *can be modified until the final submission of the proposal*
  - Topic addressed: - *any change made to the topic addressed between the preregistration and the deadline for submission of proposals needs to be notified by email to the call helpdesk.*
  - Brief description of the partners: – *any changes made to the consortium composition between the preregistration and the deadline for submission of proposals need to be notified by email to the call helpdesk*
4. Submit the preregistration
5. A receipt notification will be sent to the coordinator after submission of the preregistration.

## 5. How to prepare a BONUS project proposal?

### 5.1. What is the overall structure of a BONUS project proposal?

All BONUS call proposals are submitted exclusively by using the BONUS EPSS accessible from the BONUS call 2017: Synthesis webpage [www.bonusportal.org](http://www.bonusportal.org). A proposal consists of two sections:

**Section A** is submitted by the project coordinator and consists of two parts:

- Part one is an electronic Form for administrative information including the total budget
- Part two is the description of work submitted as a PDF file

**Section B** is submitted by each partner including the project coordinator. Each submission is composed of at least two parts:

- Part one is an electronic Form for partner-specific information. It contains administrative information about the legal entity involved including the *Curriculum Vitae* of the person in charge, members of the team and the partner's budget
- Part two is the partner's declaration to be submitted as a PDF file (template in Annex 2)
- Part three is a letter(s) of funding commitment for partners that apply for less than 100% of their eligible costs from BONUS (Annex 3a and 3b).

If the person in charge is involved in several proposals, he/she may fill in different *Curriculum Vitae* information or related publications/products for each proposal.

### 5.2. How should the ideas of the project be presented?

The project description of work (DoW) is the key document of each proposal applying funding from BONUS. It serves as the most important source of information in the evaluation of the proposal quality and selection for funding.

Recommended composition of a BONUS project description of work:

- 1) Cover page as shown in Annex 4;  
*The cover page includes the project title, acronym, names and persons in charge of the coordinator and other partners, and the topic selected for the proposal.*
- 2) Table of content (please make sure to use the table of contents facility to create a clickable list for easy navigation)

#### **Scientific excellence**

- 3) Concept, objectives and expected outcome of the project (indicative 2 pages);  
*Give a summary of the concept, objectives and expected outcomes of the project.*
- 4) State of the art and methods (indicative 2 pages);  
*Describe what has been achieved in this research field so far, and justify its need); describe the main methodological approaches that will be applied in your study.*
- 5) Relevance to the thematic content of the call, contribution in producing expected outcomes specified for the topic addressed (indicative 0.5 pages);  
*Identify which one of the call topics is the proposal addressing. Describe how the project is producing the expected outcomes specified for the topic addressed.*



- 6) List of work packages (indicative 0.5 page);  
*List the work packages as a table in Annex 5a. Project management and dissemination should constitute separate work packages.*
- 7) Detailed description of work divided into work packages and tasks indicating responsibilities of each applicant, as well as time schedules for each task (indicative 5 pages);  
*Give an overall description of each work package and a description of each task and its time schedule. A template is provided as Annex 5b.*
- 8) Gantt chart or similar to show the timing of different work packages and tasks (indicative 1 page);  
*See examples e.g. in [http://en.wikipedia.org/wiki/Gantt\\_chart](http://en.wikipedia.org/wiki/Gantt_chart)*
- 9) Schedule of deliverables (indicative 1 page);  
*List of deliverables to be produced identifying the title, responsible work package, time of delivery, level of publicity and type/nature of each deliverable (e.g. report, database, model etc.). Final report is mandatory entry to the schedule of deliverables. A template is provided as Annex 5c.*
- 10) Milestones (indicative 0.5 page);  
*List such control points where decisions are needed with regard to the next stage of the project. A template is as Annex 5d.*
- 11) Partners (indicative 2 page)  
*Give a list of partners, persons in charge, other key personnel and their roles in the projects. Describe their previous experiences and how the different discipline brought together complement each other to reach the outcomes of the topic addressed.*

### **Quality and efficiency of the implementation**

- 12) Management of the project (indicative 0.5 page);  
*Describe the project's management structure and decision making processes. Describe how the principle of gender equity is implemented in the proposal.*
- 13) Overall budget and possible additional sources of financing (indicative 1 page);  
*Give project's budget with breakdown of resources into work packages, divided into main budget lines/cost categories items and between partners in a table and/or graphical presentation (recommended templates for budget presentation are provided as Annex 6 tables, f and g). Please note that budget information and graph presenting cost distribution into main budget lines is given in the BONUS EPSS also. See also chapter 8 for more detailed guidelines for budget preparation.*
- 14) Summary of staff efforts (indicative 0.5 page);  
*Indicate in a table the number of person months over the whole duration of the project, for each work package and for each partner. A template for the table is provided as Annex 5e.*
- 15) Support activities (indicative 0.25 page);  
*BONUS projects may include various research support activities such as stakeholder events (seminars, workshops, customer surveys, sessions with opinion leaders etc.), as well as clustering activities with other BONUS projects, describe if your project plans to organise such activities and include the respective costs in the project budget.*
- 16) Subcontracting (indicative 0.25 page);  
*Describe if any of the project task will be implemented by a third party through a subcontract arrangement. Give a justification why the subcontract(s) is/are needed and the arrangements for selection.*

17) Possible risks and their management (indicative 0.5 page);

*Describe what kind of risk factors may be involved in the projects' implementation and how these situations are planned to be managed.*

### ***The expected impact of the project***

18) Impact from the project on enhancing the effectiveness of the relevant policies and sustainability of the Baltic Sea ecosystem services (indicative 2 pages);

*Describe how your project results are going to support the Baltic Sea relevant policies. The landscape of relevant policies is discussed in Chapter 2 of the BONUS strategic research agenda, update 2014 (BONUS Publication No. 14) and in more detail in Policy framework analysis in the fields relevant to the BONUS programme (BONUS Publication No. 13). Provide reasoning of how the results will be used.*

19) Stakeholder engagement plan (indicative 2 pages)

*Indicate the primary end-users of the projects' results and how they are involved. What kind of activity (-ies) and measures will be undertaken to ensure engagement of these stakeholders and implementation of the project results? Describe your knowledge exchange mechanism with the results' end-users taking into account timing aspect in relation to e.g. revisions of relevant policies.*

20) Measures for the dissemination of project results (indicative 1 page);

*Describe the plan of communicating your project's results to scientific community, stakeholders and general public.*

21) Reference list.

Annex 1. Ethical issues;

*Ethical issues may arise from using test animals or collecting private information from human populations. Please, describe if any ethical issues may arise during the project's implementation. A standard check list for potential ethical issues is provided in Annex 6.*

The text font size cannot be smaller than 11 pt, page margins cannot be smaller than 1.27 cm. Single line spacing is allowed. Font size in tables can be 9 pt except in the proposal parts 6, 7, 9, 10 and 14.

The recommended length of the different sections in the description of work is indicative, however, the total length of the proposal parts 3 - 20 must not exceed 22 pages. All pages beyond this limit are discarded and therefore will not be forwarded to the evaluators. The checklist for ethical issues is added to the proposal as annex. No other annexes are allowed.

### **5.3. Consortium agreement**

If the proposal is selected for funding, the participants have to compile and sign a consortium agreement to show how various issues that may arise during the project are planned to be handled. The consortium agreement has to be signed by all participants before the grant agreement can be signed and the funding mobilised.

Drafting of and agreeing on a consortium agreement may be a lengthy process where views and legal aspects originating from different national practices and regulations have to be reconciled. Therefore, it is advised to familiarise oneself with the check list of the consortium agreement, which is provided in the Annex 1 of this guide.

## **6. How should the data collected in BONUS projects be disseminated?**

Data generated in BONUS project shall be made available to the scientific community with as few restrictions as possible. This includes storing the original data in publicly accessible data bases such as EMODnet, SeaDataNet, Pangea, ICES data portals and publishing the research results as much as possible in 'Open Access' literature. Existing standards for data collection and management shall be used.

If the project is expected to produce data that are not relevant to any of the common, publicly accessible databases, the corresponding data sets must be identified in the description of work as DB-type deliverables and their contextual information (metadata) submitted to BONUS EEIG as a part of scientific/technical reporting. The submitted metadata will be open on the public BONUS portal site within 45 days after the delivery.

Please familiarise yourself with the BONUS EEIG data policy statement and BONUS metadata collection at [www.bonusportal.org](http://www.bonusportal.org).

## 7. How to prepare a project budget?

Only the real costs required for the implementation should be indicated in the planned budget for the project. The project budget should reflect as realistically as possible the planned activities (description of work) and targeted objectives and deliverables. For each partner a separate budget should be planned and prepared. The total project budget is a sum of individual partner' budgets.

The budgets and resources of any self-funded partners (e.g. from a third country) or international organisations should be included in the project proposal, also in the event of the financial contribution being managed and obtained directly by the partner outside the project. These financial contributions can be on top of the maximum allowed BONUS funding specified in the call fact sheet.

### 7.1. What are eligible costs?

Project costs have to be actually incurred due to the project implementation, in order to be considered as eligible costs.

There are general conditions for the eligibility that have to be followed and to be taken into account already in the project budget planning phase.

The eligible costs must be used for the sole purpose of achieving the project goals and the expected results, in a manner which is consistent with the principles of economy, efficiency and effectiveness. The principle of economy refers to minimising the costs of resources used for an activity (input) while also ensuring appropriate quality and efficiency. Effectiveness measures the extent to which objectives have been achieved and the relationship between the intended and the actual impact of an activity. Cost effectiveness refers to the relationship between project costs and outcomes, expressed as costs per unit of the outcome achieved.

The costs must be essential for the performance of the project and such that would not incur should the project not take place. The partner must be able to justify the resources requested for the achievement of the project results. Costs must be reasonable and comply with the principles of sound financial management, with the objectives of the project and with the formal aspects of the reporting of the expenditure.

The eligible costs must be actual (real), foreseen to incur by the partner and during the project duration. The exceptions from this rule include costs incurred in relation to final reports and reports corresponding to the last period, certificates on the financial reports when requested concerning the last period, and any final reviews if applicable that may incur up to 60 days after the end of the project or the date of termination, whichever comes first.

The eligible costs must be determined according to the usual accounting and management principles and practices of the partner in identifiable and verifiable way.

The eligible costs must be recorded in the accounts of the partner and, in case of any contribution from third parties, recorded in the accounts of the third parties.

The eligible costs must be indicated in the estimated overall budget annexed to the grant agreement between the project coordinator and the BONUS EEIG.

The eligible costs are in accordance with rules of the 7<sup>th</sup> Framework Programme. The exceptions are that

- non-recoverable VAT is considered eligible
- the flat rate for the overhead is restricted to 20 % of the direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the beneficiary.

The project costs should be budgeted and reported in the following three domains:

- main budget lines: personnel, other direct costs, subcontracting, indirect costs
- activities: research and technological development activities, other activities, management activities
- time: one reporting period with 18 months.

## 7.2. Main budget lines

### 1) Personnel

Under this budget line the costs of the personnel assigned to the project must be included. Such persons must:

- be directly hired by the partner in accordance with its national legislation. Any staff hired with BONUS funding shall be in an employment relationship following the relevant collective agreements, other regulations and standard employment conditions valid for the other employees hired by the same beneficiary. In general, the beneficiaries shall follow the code of conduct for the recruitment of researchers <http://ec.europa.eu/euraxess/index.cfm/rights/codeOfConduct>, when hiring staff for research positions.
- work under the sole technical supervision and responsibility of the partner
- be remunerated in accordance with the normal practices of the partner. Costs related to parental leave for persons who are directly carrying out the project are eligible costs, in proportion to the time dedicated to the project, provided that these are mandatory under the national law in question.

Personnel costs should cover the total remuneration: salaries plus social security charges (holiday pay, pension contribution, health insurance etc.) and other statutory costs included in the remuneration. Only the costs of the actual hours worked by persons directly carrying out work under the project can be included. Working time is the total number of hours, excluding holidays, personal time, sick leave, training (if not project related), or other allowances.

Where it is a common practice of the partner to consider certain types of personnel (such as administrative or support personnel) as indirect costs, the costs of this personnel cannot be included as direct eligible costs, but only as indirect costs in accordance with normal accounting practices.

### 2) Other direct costs

Under the other direct costs the following cost categories can be budgeted:

#### ***Travel and meetings***

As a general rule, actual travel and related subsistence costs and meeting costs relating to the project are eligible costs providing they comply with the partner's common practices and national rules and are adequately recorded.

Travel costs occur for the work in the project or for activities related to it (e.g. presentation of a paper explaining the results of the project in a conference). Travel costs related to a conference where no specific project-related issues are performed or presented by the partner cannot be included. Travel costs should be limited to the necessity of the project: any extension of travel for other professional or private reasons is not allowed. Any conference presentation or related published paper must acknowledge the support of BONUS, the EU and the national funding institutions involved.

Meeting costs comprise of organisational costs like room rent, catering etc. Adequate recording refers to having at least the lists of participants, meeting programmes, event, and conference agendas archived properly to justify the incurred expenditure.

#### ***Support activities***

The costs for support activities must be those budgeted, described and justified in the description of work in a way that demonstrates the relation and relevance to the project. Costs for support activities may include fees of external experts, costs for space, material, consumables as well as travel, food and accommodation for researchers attending a training course.

### ***Equipment***

Only equipment purchased for the purposes of carrying out an activity of the project can be included in the budget as direct cost. In order to be considered eligible, a cost must be determined according to the partner's common accounting practice and each partner must apply its usual depreciation system for durable equipment.

It is expected that the partner calculates depreciation on the durable equipment that it purchases. Depreciation cannot be spread over a period exceeding the useful life of the equipment. Partners should be aware that by budgeting the full price of an asset in one single year may be considered an excessive and therefore ineligible cost.

Only the portion of the equipment used for the project may be included in the budget. The amount of use (percentage used and time) must be auditable. If the equipment is used for other projects and/or for other activities, part of the equipment cost has to be allocated to these other projects and/or activities.

The planned equipment has to be detailed in the proposal with the justification for its use and costs specified separately for each individual equipment.

### ***Dissemination***

Costs related to publishing the project results and to dissemination and promotion activities should be budgeted under this cost category. Also costs for printing and publishing synthesis publications are eligible dissemination costs.

Examples of acceptable dissemination costs are designing and printing of project dissemination material (brochures, posters etc.), convening an end-user consultation/information sharing event, organising public engagement activities and developing products to enhance and ensure a dialogue with end-users throughout the project cycle.

Sufficient resources for the dissemination of project results should be included in the budget. Any produced dissemination material must acknowledge the support of BONUS, the EU and the national funding institutions involved.

### ***Other direct costs***

All eligible direct costs relevant to the project implementation that cannot be included under any of the above mentioned cost categories belong under this cost category. Examples of other direct costs are costs of consumables, laboratories, conference fees detailed and justified in the description of work etc. These costs have to be directly generated by the project and would not incur should the project not be implemented.

## **3) Subcontracting**

The need for a subcontract must be detailed and justified in the description of work. A subcontractor is a type of a third party i.e. a legal entity that has entered into an agreement on business conditions without a direct supervision of the project participant and without a relationship of subordination. The subcontractor is neither a partner nor a signatory to the grant agreement or the consortium agreement. Subcontracting between project partners is not allowed.

Costs related to the use of infrastructure required to implement the project are budgeted under subcontracting if they are not provided as in kind, free of charge contribution to the project or under direct costs (personnel and/or other direct costs).



The infrastructure costs that can be budgeted have to be relevant and necessary for the project implementation and they need to be justified in the application form.

The subcontractor is defined by certain characteristics:

- The agreement is based on 'business conditions'; this means that the subcontractor charges a price, which usually includes a profit for the subcontractor. This makes it different from other third parties' contributions where the third party charges only for the costs of the activity
- The subcontractor works without the direct supervision of the project participant and is not hierarchically subordinate to the partner (unlike an employee)
- The subcontractor carries out parts of the work itself, whereas other third parties (with some exceptions) only make available their resources to a project participant t usually on the basis of a previous agreement and in order to support a project participant by providing resources
- The subcontractor's motivation is pecuniary, not the research work itself. It is a third party whose interest in the project is only the profit that the commercial transaction will bring. A subcontractor is paid in full for its contribution made to a project by the project participant with whom it has a subcontract. It is very important to have a clause in the subcontract which transfers the intellectual property rights related to the work of subcontractor to the respective project participant
- The responsibility for the work subcontracted lies fully with the project participant. The work that a subcontractor carries out under the project belongs to the project participant in the BONUS grant agreement. A subcontractor has no rights or obligations vis-à-vis the BONUS EEIG or the other project participants, as it is a third party. However, the project participant must ensure that the subcontractor can be audited by the BONUS EEIG, the European Commission, the Court of Auditors and European Anti-Fraud Office (OLAF) during the implementation of the work or up to five years from the end of the date of the project.

The need for a subcontract must be detailed and justified in the description of work. Any subcontract, the costs of which are to be claimed as an eligible cost, must be awarded to the bid offering best value for money (best price-quality ratio), transparency and equal treatment. Public entities must follow the procurement principles established by their national authorities and private legal entities the rules that they usually apply for the selection of procurement contracts. Subcontracts concluded on the basis of framework contracts entered into force between a project participant and a subcontractor, prior to the beginning of the project in accordance with the project participant's usual management principles may also be accepted.

Subcontracting may concern only certain parts of the project, as the implementation of the project lies with the participants. Therefore, the subcontracted parts should in principle not be 'core' parts of the project work. Core project research tasks should not be subcontracted.

If certificates for financial reports are required by the BONUS grant agreement (in line with the 7<sup>th</sup> framework programme rules), the costs for these certificates belong under this budget line.

Further information on the eligibility of the subcontracting can be found in the [http://ec.europa.eu/research/participants/data/ref/fp7/89556/Financial\\_Guidelines\\_2013\\_clean\\_version\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/fp7/89556/Financial_Guidelines_2013_clean_version_en.pdf) and article II.7 "Subcontracting" of the BONUS grant agreement.

#### **4) Indirect costs**

Indirect costs are all those eligible costs that cannot be identified by the partner as being directly attributed to the project but can, nevertheless, be identified and justified as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible direct costs. Indirect costs shall represent a fair apportionment of the overall overheads of the organisation.

Compared to the 7<sup>th</sup> framework programme, a different overhead rate is applied in BONUS. The partner can include a flat rate of 20% as indirect costs. The base of the calculation is the total direct eligible cost of the partner, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which will not be used on the premises of the partner.

Example: Calculation of the indirect costs:

Personnel	35 000
Subcontracting (including non-recoverable VAT)	5 000
Travel costs (including non-recoverable VAT)	5 000
Equipment (including non-recoverable VAT)	10 000
<b>TOTAL OF DIRECT COST</b>	<b>55 000</b>

Calculation of indirect costs:

$55,000 - 5,000$  (subcontracting) =  $50,000 * 20\% = 10,000$ .

This means that EUR 10,000 can be charged as indirect costs on top of the direct eligible costs.

Further information on the eligibility of the costs can be found in the Guide to Financial Issues related to FP7 indirect actions

([http://ec.europa.eu/research/participants/data/ref/fp7/89556/Financial\\_Guidelines\\_2013\\_clean\\_version\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/fp7/89556/Financial_Guidelines_2013_clean_version_en.pdf)) and in the Eligibility of taxes and charges related to personnel - FP6 and FP7 ([http://ec.europa.eu/research/participants/data/ref/fp7/89550/Eligibility-taxes-chargesv3\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/fp7/89550/Eligibility-taxes-chargesv3_en.pdf)).

### 7.3. Three types of activities in the budget<sup>14</sup>

#### 1) Research and technological development activities

Research and technological development (RTD) activities are activities directly aimed at creating new knowledge, new technology and products, including scientific coordination.

#### 2) Other activities

Activities, which are not covered by the RTD activities but will be executed during project implementation, are considered as other activities. Scientific coordination of the project cannot be charged under "other activities". Costs related to project meetings (kick-off, periodic, final) should be charged under RTD activities since they are deemed to address scientific/research aspects of the project.

Examples of the activities belonging to the other activities:

- dissemination activities (for example the establishing of a website, the presentation of the project during conferences or workshops, travel costs related to the presentations, the drafting of a scientific publication including, if applicable, the payment of a fee for its publication)
- networking activities (for example the organisation of a specific meeting in order to network with other projects in the same field)
- coordination activities (only coordination outside of the project, for example the organisation of a meeting or travel for coordination purposes with other projects in the same fields)
- studies on the socio-economic impact (for example the assessment of the expected socio-economic impact of the foreground or analysis of the factors that would influence their use)
- reporting on gender issues

<sup>14</sup> There is a separate table for each type of activity in the budget forms in the BONUS EPSS

- promotion of the exploitation of the project's foreground (*for example feasibility studies for creation of spin-offs or take-up activities regarding the assessment, trial and validation of promising, but not yet established technologies and solutions*).

### 3) Management activities

Costs related to the management of the consortium activities are eligible costs, including the following costs:

- maintenance of the consortium agreement
- overall legal, ethical, financial and administrative management including, for each of the partners, the obtaining of the certificates on the financial report and costs related to financial audits and technical reviews
- any other management activities foreseen by the approved proposal, except the coordination of research and technological development activities.

#### 7.4. Which costs are ineligible?

The following costs shall be considered as ineligible and may not be included in the project budget:

- a) recoverable VAT
- b) duties
- c) interest owed
- d) provisions for possible future losses or charges
- e) exchange losses, cost related to return on capital
- f) costs declared or incurred, or reimbursed in respect of another project of the union or of Euratom or of a member or associated country or any other costs that are reimbursed and could cause double funding.

## 8. What should be checked while preparing and submitting a proposal?

Of importance for the consortium in general, but in particular for the coordinator:

### 8.1. Preparing a proposal

**Is it clear how the BONUS EPSS works?** *Allow enough time to familiarise yourself with the system.*

**Has the preregistration been done by the deadline of 9 October 2017?**

**Have you noted the opportunity to submit the first version of your proposal well in advance of the deadline** (at least several days before), and then, if necessary, to correct and improve it by resubmission which will overwrite the previous version?

**Does the planned work fit with the call for proposals?** *Check that proposed work does indeed address the topic open in this call. Consult the call fact sheet of this call*

**Will the project deliver expected outcomes as described under the respective topic in the call fact sheet?** *Check that the proposed project will produce outcomes which match with the expected outcomes listed.*

**Is the proposal eligible?** *The eligibility criteria are formally provided in the call fact sheet and also indicated in chapter 10.1 of this guide. In particular, make sure that you meet the minimum requirements of forming your consortium. Check that you comply with the registration and application deadlines and the budgetary limits. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.*

**Is the proposal complete?** *Proposals must comprise a Section A, containing the project level information including general administrative information, and the description of work; and a Section B containing the partner specific information and declarations. A proposal that does not contain both sections fully completed will be considered ineligible and will not be evaluated.*

**Does the proposal follow the required structure?** *Proposals should be precise, concise and do not exceed the allowed page limits. It is recommended to follow the proposal structure described in chapter 5.2 of this guide, which is designed to correspond to the evaluation criteria which will be applied.*

**Have the chances for success been maximised?** *There will be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points. Put yourself in the place of an expert evaluator; refer to the evaluation criteria given in chapter 10.2 to this guide. Arrange for your draft to be evaluated by experienced colleagues not directly involved; use their advice to improve it before submission.*

**Has the advice and support been fully utilised?** *You are strongly advised to inform your national contact point of your intention to submit a proposal (see address in chapter 11 of this guide). Remember the help desk service at [helpdesk@bonusportal.org](mailto:helpdesk@bonusportal.org).*

## 8.2. Final checks before submission

**Is there an agreement of all partners within the consortium to submit this proposal on their behalf?**

**It is important to check once more the eligibility criteria mentioned in the call! This includes any budget limits. Remember – the information given in Section A is considered definitive. Please note that in the BONUS EPSS the total budget presented in Section A is automatically calculated from individual partner's' budgets in Section B. Any change in participants' budgets will automatically change the total budget. Check that the total requested budget remains equal or below the limit announced in the call fact sheet.**

**Are the partners' declarations signed by the authorised representatives and uploaded to the BONUS EPSS?**

**Is there a funding commitment statement in the proposal confirming that participants who does not request 100% of their eligible costs have the necessary resources to cover their own part of the costs?**

**Is the description of work and declaration in portable document format (PDF), including no material in other formats?**

**Is the filename made up of the letters A to Z, and numbers 0 to 9? You should not use special characters and spaces.**

**Have you checked that the proposal really contains the information you intend to submit, and that they are complete, printable and readable? After the call deadline it will not be possible to replace any of the sections.**

**Have the typing instructions (font size not smaller than 11 point, page margins not smaller than 1.27 cm) and the page limitation for the description of work been followed? All pages beyond the page limit are discarded and therefore will not be forwarded to the evaluators.**

**Has the submission process been completed?**

## 8.3. Following submission

Preregistration information submitted to the BONUS EPSS remains accessible only to the applicants until the preregistration deadline, and the proposal information until the call deadline. It is recommended to check that all material has been successfully uploaded and submitted. The proposal can be revised and resubmitted up to the call deadline. It is important to ensure that the proposal is resubmitted after any such revisions.

## 9. How to submit the proposal?

The call deadline is strictly imposed on 9 November 2017 at 17.00 CET when the BONUS EPSS closes. Submission is deemed to occur at the moment when the coordinator completes the submission sequence described below.

### 9.1. Project coordinator's steps:

1. Log in to the BONUS EPSS using the username and password used in the preregistration phase.
2. Fill in Form A: project info, list of partners and persons in charge. Invitation to log into the BONUS EPSS together with the needed log in details will be sent automatically to the partners.
3. For double security, send manually invitation letters to the partners to login into the BONUS EPSS in order to edit and complement their Form B: organisation and contact information, budget (specified estimated costs), research group, CV of the person in charge.
4. Edit and complete your own Form B: organisation and contact information, budget (specified estimated costs), research group, CV of the person in charge.
5. Create the description of work, convert to a portable document format (PDF), check that no errors occurred during converting and upload the document (as a PDF file only) as an appendix to Section A.
6. Validate the proposal to ensure that basic checks are satisfied.
7. Submit the proposal. Note that the BONUS EPSS allows saving and resuming the session.
8. Log out.

### 9.2. Partner's steps:

1. Receive the invitation letter from the coordinator to register and log in to the BONUS EPSS.
2. Register and log in to access the BONUS EPSS.
3. Edit and complete your Form B: organisation and contact information, budget (specified estimated costs), research group, *Curriculum Vitae* of the person in charge.
4. Fill in the requested information in the participant's declaration (Annex 2). Acquire the signature of the authorised representative of your organisation, scan the document, convert to a portable document format (PDF) and upload the document (as a PDF file only) as an appendix to Section B.
5. If the BONUS funding requested by your organisation is less than 100% of the eligible costs required for its tasks in the project, upload the funding commitment statement (Annex 3a or Annex 3b) confirming that you have the necessary resources to cover your own part of the costs.
6. Validate your Form B to ensure that the basic checks are saved.
7. Submit your Form B.
8. Log out.

No proposal is accepted for activities already completed at the time of submission of the project proposal. All partners within the consortium will receive shortly after submission the receipt notification generated by the BONUS EPSS.



## 10. What happens after the proposal is submitted?

After the proposal has been submitted it will first be checked for eligibility and then evaluated for its scientific and/or technological and relevance merits. The decision whether the project will be funded or not, will be made on the basis of these evaluation steps. All people involved in these procedures have to confirm that they do not have any conflict of interest and undertake to keep all information strictly confidential.

### 10.1. How is the proposal eligibility checked?

As soon as the project proposal deadline has been passed, eligibility screening is performed by the BONUS Secretariat together with the Call Task Force composed of representatives of the national funding institutions. Proposal must fulfill all of the eligibility criteria to be retained for evaluation. The following eligibility criteria apply to all proposals submitted under a call:

- proposal has been preregistered by 9 October 2017, 17.00 CEST
- proposal has been submitted by 9 November 2017, 17.00 CET
- participants are legal entities established in at least three different EU member states or associated countries and at least two of which are BONUS participating states (Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland or Sweden)
- proposal is complete with all required parts including the description of work, all administrative forms and participant's declarations
- partners from enterprises, non-Baltic EU member states, associated countries and third countries or international European interest organisations and any other partners who request less than 100 % of their eligible costs have included a funding commitment statement confirming that the necessary resources to cover their part of the costs exists
- the total requested BONUS contribution both centrally from the BONUS EEIG and from the BONUS participating states does not exceed amount specified in the call fact sheet
- proposal matches the scope of the call, clearly identified as addressing one of the call topic
- a legal entity acting as the project coordinator is established in one of the BONUS participating states.

### 10.2. How is the proposal evaluated?

The proposals submitted to BONUS go through the evaluation based on the pre-announced rules described in the call fact sheet and compliant with the stipulations of the EU 7<sup>th</sup> research framework programme and the BONUS Law<sup>15</sup>. More detailed information concerning evaluation is provided in the guide for BONUS proposal evaluators specific to the BONUS call 2017: Synthesis.

Evaluation of proposals is undertaken independently by an evaluation panel appointed by the BONUS Steering Committee and consisting of internationally recognised scientific and/or technological and policy experts, whose expertise fits to the thematic field of the proposal and its potential impact. In selecting the experts, and setting up the evaluation procedure, the Steering Committee pays particular attention to that there is broad enough expertise and qualifications, including scientific and/or technological and policy expertise, needed to cover the topics of the call, that no conflict of interest arise and that the evaluation procedure follows the principles of excellence, transparency, fairness and impartiality, confidentiality, efficiency and speed as well as ethical considerations.

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<sup>15</sup> Decision no 862/2010/EU of the European Parliament and of the Council of 22 September 2010 on the participation of the Union in a Joint Baltic Sea Research and Development Programme (BONUS) undertaken by several Member States

In the first, remote individual evaluation stage, 3-5 panel members evaluate each project proposal individually following the guide for BONUS proposal evaluators accessible from [www.bonusportal.org](http://www.bonusportal.org).

The experts are invited to review the quality of the submitted proposals based on three core evaluation criteria.

The core evaluation criteria and respective sub-criteria are:

**Scientific excellence** (score 0-5, threshold 4):

- soundness of concept, feasibility of objectives and quality of methodology
- relevance to the addressed call topic and correspondence of planned deliverables to the expected outcomes under the topic
- experience and excellence of applicants as well as consortium as whole
- adequacy of representation and complementarity of different disciplines brought together to address the topic

**Quality and efficiency of the implementation** (score 0-5, threshold 3):

- appropriateness and effectiveness of the management structure and procedures
- quality of implementation plan (balance between partners and countries, time-wise planning of tasks and deliverables)
- efficiency of using resources (personnel, travel, subcontracting and other costs)

**The expected impact of the project** (score 0-5, threshold 4):

- potential impact from the project on enhancing the effectiveness of the relevant policies and sustainability of the Baltic Sea ecosystem services
- quality of the stakeholder engagement plan
- appropriateness of measures for the dissemination of project results

**Total:** 0-15, threshold 12.

### 10.3. What is the scoring scale?

Numerical evaluation of the proposals is made with scores ranging from 0 to 5 as described below. The use of the whole scale is recommended, *i.e.* experts should not hesitate to score below “3 –good” when appropriate. In assessing the scientific excellence, implementation and impact of the proposal as well as in giving the overall score of the proposal both full and half numbers can be used.

- 0 – **The proposal fails to address the criterion** under examination or cannot be judged due to missing or incomplete information.
- 1 – **Poor.** The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
- 2 – **Fair.** While the proposal broadly addresses the criterion, there are significant weaknesses.
- 3 – **Good.** The proposal addresses the criterion well, although improvements would be necessary.
- 4 – **Very good.** The proposal addresses the criterion very well, although certain improvements are still possible.
- 5 – **Excellent.** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

After individual evaluation and scoring, experts are invited to meet and agree within the consensus evaluation report, the consensus scores and total score. The experts also provide consensus comments on each of the three criteria as well as an overall impression about the proposal.

If the number of proposals is high enough requiring formation of more than one consensus panel, nominated representatives of all consensus panels convene for a review meeting after all consensus meetings have been completed. The meeting is chaired by a chairperson appointed by the BONUS Steering Committee. The task is to decide about the final ranking order of the proposals on the basis of the consensus scores given during the consensus meetings. In the case that two or more proposals have got the same total score, the criteria for ranking are applied in the following order:

- (i) Proposals will be prioritised according to the scores they have been awarded for the criterion *scientific and/or technological excellence*.
- (ii) If necessary, any further prioritisation will be based on other appropriate characteristics, to be decided by the panel.

An independent observer will be employed to oversee the fairness and transparency of the evaluation process. The observer will report to the BONUS Steering Committee. In addition, the European Commission will be invited to observe the evaluation process.

#### **10.4. How is the decision made about projects to be funded?**

The final decision about which projects are recommended to be funded is made by the BONUS Steering Committee. In its decision, the Steering Committee follows the ranking list given by the evaluation panel. It will support the selection of projects strictly in priority order following the ranked list based on the total scores.

Each proposal, funded or not, will receive a written evaluation summary report after the decision. This information letter will indicate also the address and instructions on how to submit a request for redress, in case he/she believes that there have been shortcomings in the handling of the respective proposal, and that these shortcomings would jeopardise the outcome of the evaluation process. An internal evaluation review committee (“redress committee”) will examine all such complaints.

Coordinators of the successful proposals will be invited to enter the negotiation phase with the BONUS EEIG and the relevant national funding institutions. The negotiations may include modifications of the project’s description of work and/or budget. Thereafter the national funding institutions will make the decisions which are necessary for mobilising the national funding. Finally, the exact budget of each project will be decided by the BONUS Steering Committee in consultation with representatives of all national institutions.

## 11. Where to get additional help?

A network of national contacts has been established to provide advice and support to organisations which are preparing proposals. It is highly recommended to get in touch with the contact person, especially with respect to country-specific questions:

### Denmark:

Klaus Rosenfeldt Jakobsen  
Innovation Fund Denmark  
Email: [klaus.jakobsen@innofond.dk](mailto:klaus.jakobsen@innofond.dk);  
direct telephone +45 6190 5041

### Estonia:

Toomas Meresso  
Estonian Research Council  
email: [toomas.meresso@etag.ee](mailto:toomas.meresso@etag.ee);  
direct telephone: +372 731 7360

### Finland:

Jaana Lehtimäki  
Academy of Finland  
email: [jaana.lehtimaki@aka.fi](mailto:jaana.lehtimaki@aka.fi) ;  
direct telephone: +358 295 335 060

### Germany:

Ulrich Wolf  
Project Management Jülich, PtJ MGS  
email: [u.wolf@fz-juelich.de](mailto:u.wolf@fz-juelich.de) ;  
direct telephone: +49 381 20356-277

### Latvia:

Ineta Pliksa  
State Education Development Agency  
email: [Ineta.Pliksa@viaa.gov.lv](mailto:Ineta.Pliksa@viaa.gov.lv) ;  
direct telephone: +371 67 785 485

### Lithuania:

Kornelija Janaviciute  
Research Council of Lithuania  
email: [kornelija.janaviciute@lmt.lt](mailto:kornelija.janaviciute@lmt.lt);  
direct telephone: +370 5 210 7396

### Poland:

Hanna Sroczyńska  
National Centre for Research and Development  
email: [hanna.sroczynska@ncbr.gov.pl](mailto:hanna.sroczynska@ncbr.gov.pl);  
direct telephone: +48 22 39 07 198

### Sweden:

Lisa Almesjö  
The Swedish Research Council for Environment,  
Agricultural Sciences and Spatial Planning  
email: [lisa.almesjo@formas.se](mailto:lisa.almesjo@formas.se) ;  
direct telephone: +46 70 385 4053

In addition, the central call helpdesks for general, legal, IPR and electronic submission questions at [helpdesk@bonusportal.org](mailto:helpdesk@bonusportal.org) is at applicant's service during the whole duration of the BONUS call 2017: Synthesis.

### **Finally, good luck!**

The BONUS Secretariat  
Hakaniemenranta 6  
00530 Helsinki  
Finland  
tel: +358 40 040 4011  
helpdesk: [helpdesk@bonusportal.org](mailto:helpdesk@bonusportal.org)

## 12. Glossary

### A

#### Acknowledgement of receipt

Applicants are informed by email shortly after the submission about the proposal having been successfully submitted (but not that it is necessarily eligible). Contact the BONUS EPSS *help desk* ([helpdesk@bonusportal.org](mailto:helpdesk@bonusportal.org)) urgently if you do not receive such an acknowledgement

#### Applicant

Each entity, including coordinator, listed in the proposal preregistration form, who fills in the form B of the project proposal

#### Associated countries

Non-EU countries that are party to an international agreement with the EU, under the terms or on the basis of which it makes a financial contribution to all or part of the 7<sup>th</sup> framework programme. In the context of the BONUS proposal consortia, legal entities from these countries are treated on the same footing as those in the non-Baltic EU Member States. The list of associated countries is given in chapter 2.1 of this guide

### B

#### Baltic Sea system

The geographical area of BONUS. It covers the Baltic Sea waters and all sub-seas including the Kattegat Sea. On the coasts it includes also open land directly influenced by the sea or by proximity to the sea, in particular those habitats that are covered by national or international environment and nature protection programmes

#### Beneficiary

Legal entity participating within the consortium that has signed the BONUS grant agreement who may or not receive a financial contribution from BONUS. Entering into a consortium agreement is a prerequisite of becoming a BONUS beneficiary. BONUS beneficiaries receiving funding should – on case by case basis – sign a grant agreement also with the respective national funding institution. Note that in the case of a non-funded beneficiaries the grant agreement will include a clause providing exemption to certain reporting obligations in particular relating to the use of resources.

#### BONUS EEIG

Dedicated implementation structure established in Helsinki for the implementation of BONUS. Its legal form is a European Economic Interest Grouping (EEIG) and the BONUS Secretariat implements it.

#### BONUS grant agreement

The legal instrument that forms a contract between the beneficiaries and the BONUS EEIG and enables the funding of successful proposals

#### BONUS Law

Decision no 862/2010/EU of the European Parliament and of the Council of 22 September 2010 on the participation of the Union in a Joint Baltic Sea Research and Development Programme (BONUS) undertaken by several Member States. Official Journal 30.9.2010, L 256/1

#### Budget (of project)

A sum of all the eligible costs under the respective types of activity. Compare to the “requested BONUS funding”.

### C

#### Call fact sheet

A concise and brief document that provides all the key data related to a BONUS call, to be issued separately for each call at the time when the call is announced. It includes information on topics it covers, budget, deadline, expected impact etc.

#### Call Task Force

A group of national programme managers appointed by the BONUS EEIG members and other participating funding institutions. It assists the BONUS Secretariat with technical matters concerning processing of the proposals as well as takes care of all local matters in each country/organisation. In particular, the Call Task

Force members assist the call help desk on questions relevant to their national funding institutions, take part in the applicant eligibility check during the proposal preregistration phase, support the Secretariat in proposal eligibility check, moderate the consensus meetings of the evaluation experts, observe the review panel meeting, if necessary mediate the grant negotiations with beneficiaries, facilitate the agreement negotiations between the BONUS EEIG and the providers of research infrastructure. The Call Task Force is chaired by the Executive Director of the BONUS EEIG

#### Consensus meeting

The stage in the proposal evaluation process when experts come together to establish a common view and agree about scores on a particular proposal

#### Consortium

A totality of partners which prepared the application, and if the project is selected, signed the consortium agreement

#### Consortium agreement

An agreement compiled and signed by the BONUS participants to show how various issues that may arise during the project are handled. The consortium agreement has to be signed by all participants before the grant agreements can be concluded and funds can be transferred to the project beneficiaries

#### Coordinator

The coordinator is the organisation coordinating the preparations and execution of a BONUS. The coordinator is responsible for all communications with the BONUS EEIG, he will submit the proposal, negotiate the grant agreement, and inform the BONUS EEIG about the progress of the project through reports. Although the coordinator has many additional responsibilities, he is, legally, equal among the other partners.

## D

#### Deliverable

A deliverable represents a verifiable output of the project. Normally, each work package produces one or more deliverables during its lifetime. Deliverables are often written reports but can also take another form, for example the completion of a prototype etc.

#### Direct costs

Direct costs are all eligible costs that can be attributed directly to the project and are identified by the partner as such, in accordance with its accounting principles and in accordance to the rules of the 7<sup>th</sup> framework programme.

## E

#### EPSS

A web-based service which must be used to submit proposals to BONUS, accessible from the BONUS website at [www.bonusportal.org](http://www.bonusportal.org) and helpdesk service at [epss@bonusportal.org](mailto:epss@bonusportal.org) to assist consortium applicants and participants with queries related to submissions of proposals.

#### Eligibility review

The first step in proposal evaluation process that determines whether the proposals submitted meet the eligibility criteria set for inclusion in the following steps of the evaluation process

#### Eligibility criteria

The minimum conditions that a proposal must fulfill for it is to be retained for evaluation. The eligibility criteria are related to submission before the *deadline*, *minimum participation*, *completeness*, *scope*, *commitments and coordinator*

#### European research area (ERA)

A process launched at the Lisbon European Council in March 2000, aiming at making Europe a place where scientific research, technological development and innovation thrive and address the major challenges of our times. BONUS has developed within the ERA framework

#### Experimental development

The acquiring, combining, shaping and using of existing scientific, technological, business and other relevant knowledge and skills for the purpose of producing plans and arrangements or designs for new,



altered or improved products, processes or services (including the creation of a commercially usable prototype or pilot projects under certain conditions)

## **F**

### Fundamental research

Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any direct practical application or use in view

## **G**

### Grant agreement

See the BONUS grant agreement

## **I**

### Indirect costs

Indirect costs, (sometimes called overheads), are all those eligible costs which cannot be identified by the participant as being directly attributed to the project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project

### Industrial research

Planned research or critical investigation aimed at the acquisition of new knowledge or skills for developing new products, processes or services or bringing about a significant improvement in existing products, processes or services

### Innovation

Innovation generally refers to the creation of better or more effective products, processes, technologies, or ideas that are accepted by markets, governments, and society. Innovation includes effective innovation systems and an entrepreneurial culture and is realised in collaborations with different actors: researchers, enterprises with specialist competence, consultants, financiers etc. Driving the partnership is a common vision of what can be achieved

### International European interest organisation

International European interest organisation is an international organisation, the majority of whose members are EU Member States or associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe

### International organisation

Intergovernmental organisations, other than the European Community, that has a legal personality under international public law as well as any specialised agency set up by such an international organisation

## **J**

### Joint Research Centre (JRC)

The European Commission's Joint Research Centre is a department of the European Commission providing independent scientific and technological support for EU policy-making. It works closely on the development of EU legislation with the relevant Commission services. Knowledge comes from specific application- and issue-oriented research within the seven JRC Institutes

## **L**

### Large enterprise

A large enterprise is an enterprise which cannot be qualified as a micro, small and medium-sized enterprises (SME) according the criteria established in the EU recommendation <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:EN:PDF>

## **M**

### Medium-sized enterprise

An enterprise which employs fewer than 250 persons and which have either an annual turnover not exceeding EUR 50 million, or an annual balance sheet total not exceeding EUR 43 million. MEs are medium sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at [http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index\\_en.htm](http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm)

#### Milestones

Control points where decisions are needed with regard to the next stage of the project

#### N

##### National contact persons

Representatives nominated by the national funding institutions to provide information and advice on BONUS calls, in the national language

##### Non-BONUS EU member state

EU member state that does not participate in BONUS

#### P

##### Participant's declaration

A document stating that all information given in the proposal and in its annexes concerning the participant is full and correct. The declaration is signed by the participant's authorised representative

##### Participating country

EU member state that participates in BONUS: Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland and Sweden

##### Person in charge

Scientist or team leader in each research institute, university, enterprise or other entity and who has the responsibility over his/her task in relation to the applicant and the national funding institution

##### Preregistration

Consortium planning to submit a proposal to BONUS has to preregister to the BONUS Electronic Proposal Submission System one month before the closing of the call. Preregistration information includes the title and acronym of the project, short preliminary abstract and a list of the partners

##### Project participants

Project participants are referred to as beneficiaries within the BONUS grant agreements. Refer to the definition of beneficiary

#### R

##### Research organisation

A legal entity established as a non-profit organisation that carries out research or technological development as one of its main objectives

##### Requested BONUS funding

The requested BONUS contribution determined by applying the relevant funding limits per activity, per participant to the respective project budget entries.

##### RTD

Research and technological development

#### S

##### Small enterprise

An enterprise which employs fewer than 50 persons and whose annual turnover or annual balance sheet total does not exceed EUR 10 million. SEs are micro and small and enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at [http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index\\_en.htm](http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm)

##### SME

'SMEs' are small and medium-sized enterprises. SMEs are defined in Recommendation 2003/361/EC of 6 May 2003 <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:EN:PDF>

#### State aid rules

EU's framework rules that aim at ensuring efficient use of state aid subsidies in order to strengthen the competitiveness of the member states and regions. State aid rules have to be taken into account when a consortium involves enterprises and a project may produce commercially exploitable products. In practice, the rules define the level of BONUS funding for small and medium sized enterprises (SMEs) and large enterprises (LEs)

#### Strategic research agenda (SRA)

The document defining the thematic content of BONUS – strategic objectives and themes - focusing on calls for proposals. The BONUS strategic research agenda 2011-2017, update 2014 has been developed through a broad consultation with key stakeholders, policy-makers, scientific community and programme's results' end-users. It is updated regularly in order to take into account recent scientific and/or technological development and emerging needs arising from the policy development

#### **T**

##### Third country

The term is used in the EU treaties, where it means a country that is not a member of the Union. In the BONUS context, these countries are neither members of the union nor associated countries which make a financial contribution to all or part of the 7<sup>th</sup> framework programme

##### Thresholds

For a proposal to be considered for funding, the evaluation scores for individual criteria must exceed certain thresholds. There is also an overall threshold for the sum of the scores

## 13. Annexes

### Annex 1 Checklist for a BONUS consortium agreement

#### Checklist for a BONUS consortium agreement<sup>16</sup>

##### **PREAMBLE AND DEFINITIONS**

- Identify all the participating parties and their official representatives
- Describe the context of the cooperation, its objectives and scope
- Define the purposes of the consortium agreement (i.e. to specify the relationship among the parties, in particular concerning the organisation of the work between the parties, the management of the BONUS project and the rights and obligations of the parties, liability, intellectual property rights and dispute resolution)
- Define the key legal and technical terminology in order to avoid misunderstanding
- List the annexes

##### **IMPLEMENTATION OF THE BONUS PROJECT**

- Describe the BONUS project in general terms and refer to technical annexes, in particular the description of work for details, including workpackages, allocation of tasks, milestones and planning of the BONUS project
- Define the foreseen achievements in terms of deliverables
- Describe the technical responsibility and contribution (personnel, facilities, equipment, materials, etc.) of each party in the implementation of the BONUS project
- Indicate how much and what kind of assistance parties are obliged to give to each other in order to secure the proper execution of the BONUS project
- Determine reports (financial, technical...) to be submitted and the related timetable

##### **ORGANISATION/MANAGEMENT WITHIN THE PROJECT**

- Define the roles and responsibilities of each party from an administrative, legal, financial and technical point of view. Specify the additional duties of the leading party
- Define the internal organisation of the consortium (e.g. management bodies, committees and/or working groups; communication between the parties, prior notification, etc.)
- Describe the different bodies: role and internal rules (i.e. How are the members appointed? How are decisions taken? How many and when will meetings be organised?)
- Define the procedures set up to monitor the BONUS project from a scientific, technical and financial point of view
- Describe procedures in case of additional tasks or review of the initial workplan
- Determine conditions under which existing parties may withdraw from the BONUS project, or reduce or increase their contribution
- Indicate to which extent subcontracting is possible
- Define conditions under which additional parties may join the BONUS project

##### **FINANCIAL ISSUES**

- Indicate the global budget of the BONUS project and the planned expenditure for each beneficiary
- Define the time schedule for the BONUS EEIG funding distribution by the coordinator to the beneficiaries. The payment schedule of the national payments has to be taken into account especially if the national funding is paid to any of the beneficiaries in several installments
- If the planning is not observed, how and to which extent may the schedule and budget be adjusted?
- Indicate any national requirements (e.g. financial reports)

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<sup>16</sup> Modified on the basis EUROSTARS check list for consortium agreement

### **CONFIDENTIALITY AND PUBLICATIONS**

- Indicate to what extent information disclosed during the BONUS project has to be considered as confidential
- Stipulate which type of documents should be stamped and treated as 'confidential' and the eventual exceptions
- Define to which extent publications of the project results are allowed and under which conditions

### **OWNERSHIP AND PROTECTION OF THE PRE-EXISTING KNOW-HOW AND PROJECT RESULTS**

- Determine which and how pre-existing know-how (protected or not) has to be exchanged for the proper execution of the BONUS project
- Define how the property of the project's results will be allocated between the parties
- Describe how joint ownership will be managed
- Define conditions under which property of pre-existing know-how and project results may be transferred between the parties and towards third parties (notably affiliated entities)
- Indicate how the project's results will be protected (type of protection, duration, etc.)

### **ACCESS RIGHTS TO AND EXPLOITATION OF PRE-EXISTING KNOW-HOW AND PROJECT RESULTS**

- Define the access rights (including financial conditions, if any) to be granted to use the pre-existing know-how and project results (protected or not) during the implementation of the BONUS project
- Define the access rights (including financial conditions, if any) to be granted for exploitation of the project's results
- Determine if and to which extent exclusive license may be granted between the parties and towards third parties
- May sub-licenses be granted?
- Indicate whether access rights to third parties or affiliates are possible
- Indicate how the parties will exploit the project results, i.e. jointly or separately
- Indicate conditions for exploitation by third parties
- Define potential royalties, or least principles for agreeing on potential royalties

### **LIABILITY**

- Indicate to what extent a party causing damages or injury to another party or to goods or persons will be held liable
- Define possible actions and financial penalties in case of damage or injury, including in case of withdrawal, fault or dismissal from the consortium?
- Define actions, solutions, penalties in case of bankruptcy
- Provide for actions and remedies in case of force majeure

### **FINAL CLAUSES**

- Define when the consortium agreement comes into force and ends. Indicate whether part or all of its provisions are concerned
- Provide for a flexible procedure where amendments to the consortium agreement would be required
- Determine the termination clauses and the consequences of the withdrawal of one or more parties, particularly in terms of communication, ownership and exploitation of the project's results
- Define the working and governing language
- Provide for a governing law of the consortium agreement
- Decide and organise which are the dispute resolution methods in case of internal conflict: competent court or alternative dispute resolution systems, like mediation, conciliation or arbitration

## Annex 2 Project participant's declaration

<b>Proposal title</b>		
<b>Proposal acronym</b>		
<b>Participating organisation</b>		
When submitting the above mentioned project proposal to the BONUS call 2017: Synthesis I herewith declare that all information given in it and in its annexes are correct and include all the necessary information required in the handling of the proposals by BONUS.		
<b>Name of authorized representative of the participant</b>		
<b>Position in organisation</b>		
<b>Place and date</b>		
<b>Signature</b>		
	<b>Email</b>	<b>Phone</b>

## Annex 3a Letter of commitment for legal entities from EU member states, associated countries and international European interest organisations requesting less than 100% BONUS funding

[NAME OF THE ORGANISATION]  
Organisation's address

TO BE ATTACHED TO BONUS PROJECT PROPOSAL

*Location, date*

### Letter of commitment

Legal entities from the Member States and associated countries requesting less than 100% of BONUS funding, may receive this funding provided that the remaining funding is guaranteed. Also, international European interest organisations can receive funding from the BONUS projects provided that the necessary own funding is guaranteed.

Therefore, [NAME OF THE ORGANISATION] commits itself to contribute for the execution of the BONUS project [PROJECT NAME] a total amount of EUR<sup>17</sup> [AMOUNT<sup>18</sup>] or an annual amount<sup>19</sup> of EUR [AMOUNT] for the period [PERIOD IN YEARS]. [NAME OF THE ORGANISATION] is represented in the project by [NAME OF THE PERSON IN CHARGE].

Yours sincerely,  
(Signature)<sup>20</sup>  
(name)  
(position)

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<sup>17</sup> For countries using other currency than euro, please indicate the amount (annual or total) in your own currency and also the equivalent in euro using the ECB exchange rate applicable at the time of commitment. Please indicate the exchange rate used.

<sup>18</sup> Please indicate a fixed amount or a minimum amount.

<sup>19</sup> If the committed amount is expressed only annually, please indicate the period of time concerned

<sup>20</sup> The commitment letter should be signed by an authorised representative of the organisation ( e.g. Chairman, General Director)



## Annex 3b Letter of commitment for legal entities from third countries

[ NAME OF THE ORGANISATION ]

Organisation's address

TO BE ATTACHED TO A BONUS PROJECT PROPOSAL

*Location, date*

### Letter of commitment

According to clause 3.2. of the Annex 1 of the Decision N° 862/2010/EU on the participation of the Union in a Joint Baltic Sea Research and Development Programme (BONUS), any consortium submitting a proposal for a BONUS project may include participants from a third country provided that it can realistically ensure that it has the necessary resources to fully cover the costs for its participation.

Therefore, [NAME OF THE ORGANISATION] commits itself to contribute to the execution of the BONUS project [PROJECT TITLE] a total amount of EUR<sup>21</sup> [AMOUNT<sup>22</sup>] or an annual amount<sup>23</sup> of EUR [AMOUNT] for the period [PERIOD IN YEARS ]. [NAME OF THE ORGANISATION] is represented in the project by [NAME OF THE PERSON IN CHARGE].

Yours sincerely,

*(Signature)*<sup>24</sup>

*( name )*

*( position )*

---

<sup>21</sup> For countries using other currency than euro, please indicate the amount (annual or total) in your own currency and also the equivalent in euro using the ECB exchange rate applicable at the time of commitment. Please indicate the exchange rate used.

<sup>22</sup> Please indicate a fixed amount or a minimum amount.

<sup>23</sup> If the committed amount is expressed only annually, please indicate the period of time concerned

<sup>24</sup> The commitment letter should be signed by an authorised representative of the organisation ( e.g. Chairman, General Director)

## Annex 4 Cover page

# BONUS call 2017: Synthesis

Project acronym:

Project full title:

Project coordinator:

Project partners:

Topic addressed:

## Annex 5 Templates of tables

Table 5a: Work package list

Work package No <sup>25</sup>	Work package title	Type of activity <sup>26</sup>	Lead partner No	Lead partner abbreviation	Person months <sup>27</sup>	Start month <sup>28</sup>	End month
		TOTAL					

<sup>25</sup> Work package number: WP 1 – WP n.

<sup>26</sup> Please indicate one activity type per work package:  
RTD = Research and technological development MGT = Management of the consortium; OTHER = Other specific activities, including any activities to prepare for the dissemination and/or exploitation of project results, and coordination activities.

<sup>27</sup> The total number of person-months allocated to each work package.

<sup>28</sup> Measured in months from the project start date (month 1).

**Table 5b: Work package description**

For each work package:

<b>Work package number</b>		<b>Start month (or starting event):</b>						
<b>Work package title</b>								
<b>Activity type<sup>29</sup></b>								
<b>Partner number</b>								
<b>Partner abbreviation</b>								
<b>Person months per partner:</b>								

**Objectives**

**Description of work** (possibly broken down into tasks), and role of partners

**Deliverables** (brief description and month of delivery)

<sup>29</sup> Please indicate one activity type per work package:

RTD = Research and technological development; MGT = Management of the consortium; OTHER = Other specific activities, including any activities to prepare for the dissemination and/or exploitation of project results, and coordination activities.

**Table 5c: Schedule of deliverables**

Del. no. <sup>30</sup>	Deliverable name	WP no.	Nature <sup>31</sup>	Dissemination level <sup>32</sup>	Delivery month <sup>33</sup>

<sup>30</sup> Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4. Each periodic progress report and final report must be denoted as a separate deliverable.

<sup>31</sup> Please indicate the nature of the deliverable using one of the following codes:

**RE** = Report,                      **SP** = Scientific publication;                      **PP** = Popular publication;  
**DB** = Database or dataset; **MO** = Model;    **PT** = Prototype,  
**DE** = Demonstrator,              **TE** = Training or educational event or material (including web-based);  
**ER** = Event report (except training or education);                                      **OT** = Other

<sup>32</sup> Please indicate the dissemination level using one of the following codes:

PU – Public;  
PP – Restricted to other programme participants (including the BONUS Secretariat and the persons authorised by the BONUS Secretariat)  
RE – Restricted to group specified by the consortium (including the BONUS Secretariat and the persons authorised by the BONUS Secretariat)  
CO – Confidential, only for members of the consortium (including the BONUS Secretariat and, by request, the persons authorised by the BONUS Secretariat).

<sup>33</sup> Measured in months from the project start date (month 1).

**Table 5d: List of milestones**

Milestones are control points when decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, should its successful attainment is required for the next phase of work. Another example would be a point when the consortium must decide upon which of several technologies it adopts for further development.

<b>Milestone number</b>	<b>Milestone name</b>	<b>Work package(s) involved</b>	<b>Expected date <sup>34</sup></b>	<b>Means of verification <sup>35</sup></b>

<sup>34</sup> Measured in months from the project start date (month 1).

<sup>35</sup> Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running flawlessly; software released and validated by a user group; field survey complete and data quality validated.

**Table 5e: Summary of staff effort**

*A summary of the staff effort is useful for the evaluators. Please indicate in the table the number of person months over the whole duration of the planned work, for each work package, for each partner. Identify the work package leader for each work package by indicating the relevant person month figure in bold.*

<b>Partner no./abbreviation</b>	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>...</b>	<b>Total person months</b>
Partner 1 abbreviation					
...					
...					
...					
<b>Total</b>					



**Table 5f Budget breakdown by WPs/tasks and cost categories**

WP	Task	Personnel	Other direct costs					Sub-contracting	Total
			Travel and meetings	Support activities	Equipment	Dissemination	Other direct costs		
WP1	1.1								
	1.2								
	1.3								
WP2									
Total without overheads									
Indirect costs									
Total									

**Table 5g Budget breakdown by WPs and participants**

Partner	WP1	WP2	WP3	...	WPn	Total	Total incl indirect costs
Coordinator							
Participant 2							
Participant 3							
SUM							

## Annex 6 List of potential ethical issues

### LIST OF POTENTIAL ETHICAL ISSUES:

(Note: Research involving activities marked with an asterisk \* in the left column in the table below will be referred to Ethics Review automatically)

<b>Research on Human Embryo/ Foetus</b>		<b>YES</b>	<b>Page</b>
*	Does the proposed research involve human embryos?		
*	Does the proposed research involve human foetal tissues/ cells?		
*	Does the proposed research involve human embryonic stem cells (hESCs)?		
*	Does the proposed research on human embryonic stem cells involve cells in culture?		
*	Does the proposed research on human embryonic stem cells involve the derivation of cells from embryos?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

<b>Research on Humans</b>		<b>YES</b>	<b>Page</b>
*	Does the proposed research involve children?		
*	Does the proposed research involve patients?		
*	Does the proposed research involve persons not able to give consent?		
*	Does the proposed research involve adult healthy volunteers?		
	Does the proposed research involve Human genetic material?		
	Does the proposed research involve Human biological samples?		
	Does the proposed research involve Human data collection?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

<b>Privacy</b>		<b>YES</b>	<b>Page</b>
	Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
	Does the proposed research involve tracking the location or observation of people?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

<b>Research on Animals</b>		<b>YES</b>	<b>Page</b>
	Does the proposed research involve research on animals?		
	Are those animals transgenic small laboratory animals?		
	Are those animals transgenic farm animals?		
*	Are those animals non-human primates?		
	Are those animals cloned farm animals?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		