

2018 Joint Call Guidelines for full proposals

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Purpose of this document

The purpose of this document is to provide an overview of the online preparation and submission of proposals.

How to register for the call

- The first condition is to be registered as a user in this website.

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

- The second condition is to fill in your [personal profile](#). Here you can inform about the organisation or company you are belonging to. In the profile's CV you can inform about your professional expertise and interests. Take care to include words you would like to be found by, when other people are searching.

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

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

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

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

How to make proposals

- **Create a consortium**

An proposal is started when a registered user in the ICT-AGRI website creates a user group (a closed room in the website securing confidentiality).

This user becomes automatically project coordinator and can thereafter assign other registered users to the group and to the proposal consortium. The consortium members are thus persons assumed to represent organisations or companies joining the proposal.

Information about the consortium is taken automatically from the user accounts and profiles of the users in the consortium.

You can set the consortium either as public (by any visitor on the website) or private (confined to group members).

If you are at an early stage of proposal development, where you have an idea for a project application but want to find either partners to work with or experts to advise you, then you would create a Public Proposal. Here you would go to Create a New Proposal and type in the name and outline in the open text your idea and whether you are looking for partners or experts to advise. You can also upload documents if wished. You can set the visibility to Public or Private by clicking the appropriate button.

Once you have identified project partners or found an expert you can then switch the proposal visibility to Private to work on the development of an application to the call.

Alternatively, if you already have developed a project consortium, you can set your User Group visibility to Private from the outset to work on the application in confidence with your project partners.

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

N.B: The proposal have also the confidentiality of the consortium created.

- **Working on Your proposal/application**

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

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

1. Manage partners

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

The project coordinator must provide project information and is responsible for submitting the application. The project coordinator selects users a representatives of project partners. The coordinator can edit all partner information and partner budgets.

The project coordinator can delegate editing rights to a project editor.

2. Edit application

a) Project info

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

- Project title
- Project acronym
- Publishable Summary
- Duration (months), expected project start and end (maximum: date XXYYZZ)
- Topics
- Keywords
- Attachment (Upload Annex E: Data management plan)
- 3 experts (by name) not to evaluate the proposal due to a specific Conflict of Interest

b) Partner info

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

The template contains the following fields:

- Role in project
- Organisation information
- Experience

c) Partner budget

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

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

- Selection of the appropriate Funding agency from a drop down box showing Funding Agencies from the partner's country
- total funding requested by each project partner, funding organisation (where applicable)
- Fill in budget figures for given cost items within 3 categories (Applied research; Development; Innovation) as made available by the Funding agency. Budget figures include total budget and requested budget.
- short explanation for each budget item
- Upload Annex B: Template for the Letter of Financial Commitment, if required.

3. Upload DOW (Description of work / Societal & Ethical Aspects)

The "Description of work (DOW) / Societal and Ethical Aspects" template is a MS Word document (in the call documents) to be filled in and uploaded as a pdf file to the submission system by the coordinator.

When uploading the DOW, remember to press "Save".

4. Submit application (Submission of full proposals)

The coordinator is required to submit the proposal before the submission deadline. Only submitted proposals will be considered for selection.

The coordinator will receive an email confirmation of the submission and of a possible un-submission.

