

The following Guidelines for applicants can be used as a template:

1. INTRODUCTION

- **Description of acronym for the ERA-NET**
- **Objectives of the ERA-NET**
- **Previous activities of the ERA-NET**
- **The objective of the Call**
- **How the Call will be evaluated and managed jointly**

2. SCOPE AND OBJECTIVES

- **Detail the objective of the Call**
- **Consortia requirements**
- **Total available budget and its source**

3. CALL STRUCTURE

- **Table 1. Funding Agencies and Programmes participating in the ERA-NET Call**
- **Country/Region**
- **Participating Funding Agency**
- **Accessible Programmes**
- **Best practice: use of graphic map – click to get a detailed description of the participating funding organizations and their relevant programmes.**
- **Call Process**
- **Figure 1 to illustrate the schematic workflow of this one-stage or two-stage Call**

4. CALL ANNOUNCEMENT

- **Objectives**
- **Topics**
- **Funding rules**
- **Eligible consortium structure**
- **Confidentiality**

Proposals and any information relating to them shall be kept confidential amongst the ERA-NET funding agencies. Proposals shall not be used for any purpose other than the evaluation of the applications, making funding decisions and monitoring of the projects. International experts are required to sign a confidentiality agreement prior to evaluating proposals. Projects submitted to the second evaluation stage will be required to include a publishable summary of their proposal. If the project is offered funding, this information will be published on the ERA-NET website. All other project details are kept strictly confidential.

- **Consortium Agreement**

A Consortium Agreement between the project partners will be required. In order to accelerate the selection and contract offer process, an outline of the Consortium Agreement should be submitted with the Full Proposal. Funds may not be released to the consortium by some funding agencies until a signed Consortium Agreement is available. Models for Consortium Agreements can be obtained from national and regional funding agencies or from the EC IPR Helpdesk:

<http://www.ipr-helpdesk.org>.

- **Project budget**

National/regional programme specific rules apply. Contact your national/regional funding agency

for further information. It is recommended that the budget for each partner does not exceed the typical national/regional limits for the respective partners. The national/regional agencies can provide detailed feedback on possible eligibility criteria.

- **Exchange of personnel**
- **Project duration**
Project duration is limited to a maximum of X years.
- **Time schedule**
 - Call opens [00/00/2009]
 - Cut-off date for Pre-Proposals +2 months (6.00 pm Brussels time)
 - Invitation to submit a Full Proposal +5 months
 - Cut-off date for Proposals +3 months (6.00 pm Brussels time)
 - Selection and funding decisions +3 months
 - Start of project funding

5. SUPPORT FOR PROPOSERS

- **Helpdesk**
The Helpdesk consists of the participating funding agencies. All funding agencies participating in the Call have been informed about the coordinated Call procedures and will provide assistance to project proposers in case of questions.
- **Frequently Asked Questions (FAQ) are listed in the website.**

6. PROCESS OVERVIEW AND SELECTION CRITERIA

- **Pre-Proposal**
The Project Coordinator submits a Pre-Proposal via the on-line submission tool available at the ERA-NET website. A guide to the electronic submission system is available on the website. An email confirming submission of the Pre-Proposal will be issued automatically to the Project Coordinator. The information detailed in the Pre-Proposal may not meet the requirements of all the ERA-NET funding agencies. Thus project partners must contact their local funding agency to identify any additional national/regional requirements.
- **National/Regional Evaluation**
The national/regional agencies make their own evaluation of the respective funding applications, based on the role and activities of the national/regional partners viewed in perspective of the overall transnational project. As part of the eligibility assessment it is necessary for all the individual national/regional evaluation criteria to have been fulfilled for any given project.
- **Eligibility criteria for Pre-Proposals**
For the eligibility assessment of Pre-Proposals the following criteria will apply:
 - Compatibility with the scope of the Call
 - Eligibility of the consortium
 - Relevance to national/regional programmes and strategy
 - Added value through transnational cooperation
 - Is the project clearly described [aims, work programme, outcomes]
 - Clear, realistic and defined plan for the exploitation and dissemination of results

Based on the outcome of the Pre-Proposal evaluation, selected projects will be invited to submit Full Proposals.

- **Full Proposal**
The Project coordinator submits a Full Proposal via the on-line electronic submission tool. A submission receipt will be issued automatically to the Project Coordinator.
- **Common Evaluation**
The Full Proposal is evaluated by international experts in accordance with the requirements of the Commission.

- **Evaluation criteria for Full Proposals**

- Scientific and/or Technical Excellence Threshold (3/5)
- Quality and efficiency of the implementation and the management Threshold (3/5)
- Potential Impact Threshold (3/5)
- Overall Threshold (9/15)

- **Funding Decisions**

Eligible projects (i.e. those over the threshold) will be ranked in order of overall score. The ERA-NET will prioritise the funding of each project based on its position on the ranking list. The number of projects that will receive funding will be subject to the availability of funds.

7. FUNDING

- **Contract**

Funding contracts are dealt with directly between the project partners and their national/regional funding agencies. Each project partner will be responsible for the necessary reporting to their funding agency according to national/regional rules in order to obtain and maintain funding during the lifetime of their portion of the project.

- **Start and Instalments**

A pre-condition before transferring the first funding instalments is the existence of a Consortium Agreement (including IPR) between the project partners. As the funding contracts may, in principle, become effective at different dates, the individual contracts do not need to start, receive funding, or be reviewed at exactly the same time. However, it is recommended that all the partners start (and also finish) the project at the same time.

8. PROJECT MONITORING

Reporting and monitoring mechanisms should be applied to ensure accountability. These are:

- National/regional project monitoring of the project (carried out by the funding agencies in the various countries/regions);
- ERA-NET consortium monitoring.
- National/regional project evaluation

The progress of each individual contract will be monitored through specific project evaluation processes established by the respective national/regional agencies.

- **Project monitoring**

The ERA-NET will monitor the progress of funded projects. Project co-ordinators will be required to provide a short annual report outlining the progress of the project and the milestones/deliverables obtained.

- **Change in active projects**

Actions to be taken in the case of major changes in an active project (e.g. a change in consortium composition, etc.) must be addressed in the Consortium Agreement. Members of the consortium must be aware that any changes in its composition may have an impact on funding. The funding agencies involved must be immediately informed about the changes by the project coordinator.

9. DISSEMINATION

- **Promotion of the ERA-NET Projects**

Project partners are required to refer to the ERA-NET in publications, exhibitions, lectures and press information concerning results of the ERA-NET projects. To demonstrate the added value of transnational cooperation projects, results from the Call shall be disseminated. This process can be

tackled via different channels, e.g.:

- High level conferences with relevant stakeholders to inform widely about the project results;
- Publication of a short outline of funded projects on ERA-NET and national/regional websites;
- Press conferences and workshops.

This information may also be used by the ERA-NET for further dissemination. However, further details of projects are strictly kept confidential. They should only be published with the prior agreement of the project partners.

10. FURTHER INFORMATION

For further information reference the ERA-NET website or contact your national/regional funding agency.

ANNEX 1 – LIST OF ERA-NET CALL DOCUMENTS

- ERA-NET Flyer
- Guidelines
- Frequently asked questions (FAQ)
- Pre-proposal Template
- Pre-Proposal Evaluation Form
- Guide to Electronic Submission System