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**ACTION B: INDICAITVE FULL PROPOSAL APPLICATION FORM**

*This template is an indicative model of the form to fill in and submit online through the electronic proposal submission system EPSS.*

*All registrations have to be submitted online via the EPSS. The format of the registration form will be modified to fit the EPSS- of the call.*

**FULL PROPOSAL APPLICATION FORM**

Call for trans-national synthesis research projects on ‘Effects of biodiversity status and changes on animal, human and plant health’

|  |  |
| --- | --- |
| ***Project title*** |  |
| ***Short name / Acronym*** |  |

|  |
| --- |
| **Keywords:** |

|  |  |
| --- | --- |
| **Duration of the project\*:** | **DD/MM/YYYY - DD/MM/YYYY** |

*\* Please note that the project duration should be 2 to max. 3 years.*

|  |
| --- |
| **Overall budget requested by the working group (in €): xxxx** |

**I. Administrative details**

*You will have to provide in this section information on the coordinator and Group members involved, as well as the requested budget per Group member.*

***What is a Group member?***

*Note that depending on the country, a “Group member” can be:*

* *a researcher,*
* *a representative from an institution acting as a stakeholder (e.g. a major data provider for the project),*

***Please make sure to respect the eligibility rules of the call.***

*Please also consult national/regional funding organisations’ rules advertised on the BiodivERsA websites, which are compulsory****. Applicants are strongly advised to contact their corresponding Funding Organisations (list available on the BiodivERsA website) and to confirm their eligibility with their funding organisations before submitting their proposal.***

*Please note that no changes of Group member will be allowed between pre-proposal and full proposal stage, except if explicitly requested by the Funding Organisations. Please note that the following actions are considered as changes: addition, removal or replacement of a Group member (person). If a Group member remains the same (person) but changes of institutions, this won’t be considered as a change.*

***ACCESS AND BENEFIT SHARING***

*Please note that if you plan to use genetic resources and traditional knowledge associated with genetic resources in your project, you will have to ascertain towards the competent authorities and focal point that these used genetic resources and traditional knowledge associated with genetic resources have been accessed in accordance with applicable access and benefit-sharing legislation or regulatory requirements, and that benefits are fairly and equitably shared upon mutually agreed terms, in accordance with any applicable legislation or regulatory requirements[[1]](#footnote-1).*

***For funding, there are 3 categories of Group member:***

1. *Group members from countries (and organisations)* ***eligible*** *for direct funding (designated Partners 1, 2… N)*
2. *Group members from countries (and organisations) ineligible for direct funding, but subcontracted by a Group member 1, 2…N (designated Group members 1a, 2a… Na) (e.g. Group member 1a is subcontracted by Group member 1)*
3. *Fully self-financed Group members from any country who bring their own secured budget. (designated Group member A, B)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Coordinator – Group member 1** | | | | | | |
| *Family name* |  | | | *First name* |  | |
| *Title* |  | | | *Gender* |  | |
| *Phone* |  | | | *E-mail* |  | |
| Web site |  | | | | | |
| ORCID id. |  | | | | | |
| Research institute / Company | | |  | | | |
| Status: Private or public? | | |  | | | |
| Division / Department | | |  | | | |
| Street name and number | | |  | | | |
| *PO Box* | |  | *Postal code* |  | *Cedex* |  |
| *Town* | |  | | *Country* |  | |
| Employment status information | | | | on permanent position | | |
| on fixed-term position | | |
| If on fixed term position | | |
| Duration of contract: | | |
| Funding body: | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Group member 1a (Subcontracted)* | | | | | | |
| *Family name* |  | | | *First name* |  | |
| *Title* |  | | | *Gender* |  | |
| *Phone* |  | | | *E-mail* |  | |
| Web site |  | | | | | |
| ORCID Id. |  | | | | | |
| Research institute / Company | | |  | | | |
| Status: Private or public? | | |  | | | |
| Division / Department | | |  | | | |
| Street name and number | | |  | | | |
| *PO Box* | |  | *Postal code* |  | *Cedex* |  |
| *Town* | |  | | *Country* |  | |

*Please insert as many copies of the above table as necessary for other Group members 1b, 1c*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Post doc - Group member 2**1) | | | | | | |
| *Family name* |  | | | *First name* |  | |
| *Title* |  | | | *Gender* |  | |
| *Phone* |  | | | *E-mail* |  | |
| Web site |  | | | | | |
| ORCID id. |  | | | | | |
| Research institute / Company | | | *(should be that of the Group member 1)* | | | |
| Status: Private or public? | | |  | | | |
| Division / Department | | |  | | | |
| Street name and number | | |  | | | |
| *PO Box* | |  | *Postal code* |  | *Cedex* |  |
| *Town* | |  | | *Country* |  | |
| Employment status information | | | | on permanent position | | |
| on fixed-term position | | |
| If on fixed term position | | |
| Duration of contract: | | |
| Funding body: | | |

1) All proposals have to include funding demand for at least one post-doc (2-year long position). The post-doc should be attached to the organisation of the Coordinator.

NB: it is possible, if relevant and allowed by the Funding Organisations’ rules, to include funding demand for another post-doc. Post doc always have to be attached to another Group member.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group member 3** | | | | | |
| *Family name* |  | | *First name* |  | |
| *Title* |  | | *Gender* |  | |
| *Phone* |  | | *E-mail* |  | |
| Web site |  | | | | |
| ORCID id. |  | | | | |
| Research institute / Company | |  | | | |
| Status: Private or public? | |  | | | |
| Division / Department | |  | | | |
| Street name and number | |  | | | |
| *PO Box* |  | *Postal code* |  | *Cedex* |  |
| *Town* |  | | *Country* |  | |
| Employment status information | | | on permanent position | | |
| on fixed-term position | | |
| If on fixed term position | | |
| Duration of contract: | | |
| Funding body: | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group member 4** | | | | | |
| *Family name* |  | | *First name* |  | |
| *Title* |  | | *Gender* |  | |
| *Phone* |  | | *E-mail* |  | |
| Web site |  | | | | |
| ORCID id. |  | | | | |
| Research institute / Company | |  | | | |
| Status: Private or public? | |  | | | |
| Division / Department | |  | | | |
| Street name and number | |  | | | |
| *PO Box* |  | *Postal code* |  | *Cedex* |  |
| *Town* |  | | *Country* |  | |
| Employment status information | | | on permanent position | | |
| on fixed-term position | | |
| If on fixed term position | | |
| Duration of contract: | | |
| Funding body: | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group member 5** | | | | | |
| *Family name* |  | | *First name* |  | |
| *Title* |  | | *Gender* |  | |
| *Phone* |  | | *E-mail* |  | |
| Web site |  | | | | |
| ORCID id. |  | | | | |
| Research institute / Company | |  | | | |
| Status: Private or public? | |  | | | |
| Division / Department | |  | | | |
| Street name and number | |  | | | |
| *PO Box* |  | *Postal code* |  | *Cedex* |  |
| *Town* |  | | *Country* |  | |
| Employment status information | | | on permanent position | | |
| on fixed-term position | | |
| If on fixed term position | | |
| Duration of contract: | | |
| Funding body: | | |

*Please insert as many copies of the above table as necessary for other applicants*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Self-financed Group member A*** | | | | | | |
| *Family name* |  | | | *First name* |  | |
| *Title* |  | | | *Gender* |  | |
| *Phone* |  | | | *E-mail* |  | |
| Web site |  | | | | | |
| ORCID Id. |  | | | | | |
| Research institute / Company | | |  | | | |
| Status: Private or public? | | |  | | | |
| Division / Department | | |  | | | |
| Street name and number | | |  | | | |
| *PO Box* | |  | *Postal code* |  | *Cedex* |  |
| *Town* | |  | | *Country* |  | |

**I.B: Time to be dedicated to the project per Group member**

*In the following table, please specify the names and countries of each Group member.*

|  |  |
| --- | --- |
| **Group members** | **Time to be dedicated to the project**  **(Nb of person month)** |
| **Group member 1: Coordinator**  Name  Country |  |
| *Group member 1a*  *Name*  *Country* |  |
|  |  |
| **Group member 2: Post doc**  Name  Country |  |
| *Group member 2a*  *Name*  *Country* |  |
| **Group member 3**  Name  Country |  |
| **Group member 4**  Name  Country |  |
| **Group member 5**  Name  Country |  |
| **…** |  |
| ***Self-financed Group member organisation A***  Name  Country |  |

**I.C: Declaration of parallel submissions of this proposal (whole or parts) to other funding programmes or to the same programme**

*Provide details of any proposal related to this one, which you or another project Group member have submitted to other funding opportunities, including title, funding source, extent of overlap or complementarity, and expected decision date.*

**! Duplication of funding is not allowed for the same (whole or part) research project !**

**II. Project Summary**

*(Max. 1 page, Arial font, 11pts, single spaced)*

*Please provide a concise and comprehensive summary covering the main objectives, activities (synthesis activities should be clearly presented), and expected contributions of the proposed research)*

**III. Theme(s) and environment(s) targeted, scientific discipline(s) involved and area(s) covered in the project**

*Please indicate which themes in the call your proposal relates to and the type of environment(s) that are studied in your project (please tick the yes/no box. If more than one theme / type of ecosystem is addressed in your project, please use the percentage box), and list the socio-economic sectors, the scientific disciplines involved and the study areas/countries covered by the project.*

*Important note: projects addressing Theme 1 should also address Theme 2 and/or Theme 3. This should be also taken into account by projects relevant for Theme 4.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Themes in the joint BiodivERsA call** | YES | % | NO |
| T1: Relationship between biological diversity and animal, human and/or plant health: effects and underlying mechanisms |  |  |  |
| T2: Understanding and predicting the integrated effects of global change factors on biodiversity-related health issues |  |  |  |
| T3: Valuing/qualifying biodiversity benefits to animal, human and plant health, and promoting health-friendly biodiversity status as well as biodiversity-based health status |  |  |  |
| T4: Focus on biodiversity-health relations in European overseas |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Environment(s) studied if relevant** | **YES** | **%** | **NO** |
| 1. Terrestrial |  |  |  |
| 2. Inland water |  |  |  |
| 3. Coastal |  |  |  |
| 4. Marine |  |  |  |
| 5. Other: … [to be specified] |  |  |  |

|  |
| --- |
| **Scientific disciplines involved** |
| To be chosen from a standardised list |

|  |
| --- |
| **Study areas/countries covered by the project** *(please do not indicate here the nationality of the members of the working group, but the areas and biogeographical areas considered in your proposals (research scope, studied sites, etc.)* |
|  |

|  |  |  |
| --- | --- | --- |
| **Work packages (WP) -** *Title only, detailed descriptions should be included in the project description section* | | |
| No. of WP | Responsible Group member | Title |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| N |  |  |

*(Use as many lines as needed)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Estimated working time (in person/month) per work package** | | | | | | | | |
| No. of WP | Group member 1 | Group member 1a | Group member 2 | Group member 3 | Group member 4 | Group member 5 | Group member N | Self-financed Group member A |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| N |  |  |  |  |  |  |  |  |

*(Expand this table [rows, columns] as required)*

*This estimation should include the estimated total working time of all the Group members for the project (financed, subcontracted and self-funded, including the post doc.).*

|  |  |  |
| --- | --- | --- |
| **Deliverables** | | |
| No. | Title | Delivery date 1) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| N |  |  |

*(Use as many lines as needed)*

*1) Indicate month number from the start of the project, e.g. month 12, month 24…*

|  |  |  |
| --- | --- | --- |
| **Milestones** | | |
| No. | Title | Date 1) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| N |  |  |

*(Use as many lines as needed)*

*1) Indicate month number from the start of the project, e.g. month 12, month 24…*

|  |  |
| --- | --- |
| **Duration of the project:** | DD/MM/YYYY - DD/MM/YYYY |
| **Proposed data release date**  Date you expect to submit data set(s) to synthesis centres (if relevant) | DD/MM/YYYY |

**IV. Description of the project**

*The project description should be written in English. The body of the proposal should be written with a maximum of 3500 words in total and follow the format below:*

1. **Context and objectives, including state of the art and theoretical context:**

*Please describe the problem statement of what is to be done, why it is important, and working hypotheses. Explain briefly and precisely the state of the art in the field (i.e. research statement and justification) and its direct relationship to the proposed working group*

1. **Aims and scope of the working group**

*Please describe in particular how the working group will foster theoretical and synthetic thinking and hence contribute to advancing the field of biodiversity research. What kind of synergies do you expect from bringing together researchers of different backgrounds, disciplines, or scientific expertise (possibly also stakeholders), and which disciplines and target groups does your working group integrate? What is the synthetic aspect in your project?*

1. **Transnational added value of the project and working group**

*Demonstrate how the project will increase synergies between group members across different countries and how European collaboration adds a particular value to the project.*

1. **Proposed activities and work plan:**

* *Please give a precise and comprehensible account of the steps planned (i) before, (ii) during and (iii) after the meetings.*
* *Give a timetable of the meetings planned during your project. Please note however that if you are selected for funding; the exact dates of meetings will be defined in interaction with the synthesis centres that will host your project.*
* *Aside from the timetable of activities, provide a description of the methods and quantitative tools (theoretical frameworks, models, algorithms etc.) that you plan to use. What methods/tools are already available? What methods/tools need to be developed? Why are these methods/tools appropriate?*

1. **Data management plan (for projects involving data compilation and analyses)**

*If data and/or data integration are crucial to achieving your project goals, please provide information about:*

1. *which dataset(s) the project relies upon? For each dataset, please provide: Name, owner (indicate whether (s)he is a working group participant), access rights, format (e.g. excel, csv, txt), type (qualitative, quantitative), and size. If data(bases) will be used, the sources of the data and their availability need to be indicated (as a proof of the latter, documents can be added as an appendix to the proposal).*
2. *how much time you estimate will be required for data integration prior to the meeting(s), at the meeting(s) or after*
3. *Policy for further access and use of data after the end of the project;*
4. *Storage and management solutions;*
5. *Who will be involved in and responsible for the implementation of the data management plan*

*Please note that you will have to fill in and attach as an annex to your proposal the model data management plan of Annex B-7.*

1. **Anticipated academic results and outcomes**
2. **Societal and policy relevance of the synthesis research; and expected outcomes for non-academic stakeholders**
3. **Dissemination plan, including knowledge transfer plan**

* *Detail what you plan to do with regard to the exploitation of results, knowledge transfer to practitioners, policy and decision makers and how you plan to communicate your results.*
* *Working groups are encouraged to include training and dissemination activities through national/European and international initiatives and participation in lectures and/or training, as part of their projects. Allowance for this should be made in the budget proposal.*

1. **Description of the management of the working group**

* *Describe how the overall coordination, monitoring and control of the project will be implemented. Outline the management processes foreseen in the project and clearly indicate the distribution of tasks among the consortium members. It is recommended that milestones be presented in a detailed diagram (e.g. PERT or Gantt charts) providing the time schedule of the tasks and marking their interrelationships; add when decisions on further approaches will have to be made; indicate a critical path marking those events which directly influence the overall time schedule in case of delays. Explain how information flow and communication will be managed and enhanced within the project.*
* *Detail the support planned for the management of the post doc and the role of the post doc*
* *Risk management: Indicate where there are risks of not achieving the objectives and describe potential solutions, if appropriate.*

**ADDITIONAL INFORMATION** *(NOT INCLUDED IN THE 3500 WORD LIMIT)*

1. **Literature cited**
2. **List of synthesis services needed**

[Select from the predefined list – see Annex B-4]

*Indicate the list of synthesis services needed (from the predefined list) and explain why*

**V. CVs**

*Use the CV template below (maximum one page for each Group member)*

|  |
| --- |
| **Participation status:** *<PI, postdoc or participant>* |
| **Name**: |
| **Nationality**: |
| **Institution, City, Country**: |
| **E-mail**: |
| **URL**: |
| **Professional status**: <Professor, Assistant professor, Associate professor, Senior scientist, Post-Doc, PhD-student, other> |
| **Education**  <Year type of education >  <Year type of education >  … |
| **Academic Positions**  <Year Position>  <Year Position>  … |
| **General expertise and its relevance for the project** |
| **Five most important publications relevant to the proposal**  <…>  <…>  <…>  <…>  <…> |

**VI. Budget**

**Budget instructions**

**FUNDING RULES:**

**Please note that each Group member will be funded by his own national/regional funding organisation.**

Please make sure to comply with the funding organisations’ rules (e.g. subcontracts, overheads, inclusion of VAT…). ***The compliance with national/regional eligibility rules is mandatory. National/regional funding organisations’ rules are advertised on the BiodivERsA website, together with the list of the Funding organisation Contact Points (FCPs), which should be contacted for further help on national/regional eligibility rules.***

**MANDATORY COSTS:**

The funded projects are considered to form part of an international research programme for which activities will be organised, namely a kick-off meeting and a final meeting. The coordinators of funded projects should participate in these joint activities. **The cost for attendance to the kick-off meeting and final meeting must be included in the budgets of the full proposals.** Given the intercontinental collaborations expected under this Call, it is recommended that proposals reserve a total of approximately 3,000 euro for the attendance to these two meetings.

**GROUP MEMBER INELIGIBLE FOR FUNDING**

Group members from countries (and organisations) ineligible for direct funding under this call:

* Can be associated in the projects, **as NON-FUNDED GROUP MEMBER, if they can bring a secured budget from a different source of funding *(specify below in the first budget table); (= Self-financed Group members A, B…)***
* **May be subcontracted by other Group members in some cases*****(= Group members 1a, 1b, 2a…)***. Please, refer to the funding organisations’ rules, as some funding organisations have specific restrictions about subcontracting costs and your proposal will be ineligible if you do not follow national rules**.** The list of Funding organisations’ rules is available on the BiodivERsA website ([www.biodiversa.org](http://www.biodiversa.org))
* **CANNOT REQUEST FUNDING**. In Table 1, please do not request funding for countries ineligible for direct funding **(*Group members 1a, 1b, 2a and Self-financed Group members A, B****):* indicate 0€ in column B and indicate 0% in column “Funding rate” (B/A). **The whole proposal will be ineligible if a Group member from a country not participating in the call requests funding.**

**Budget tables**

Please provide clear evidence of how the funds requested will be used to fulfil the activities of each Group member and a clear justification that the requested funds are sufficient to achieve the work proposed.

**Table 1: Costs per Group member and requested funding budget**

please specify the names and countries of each Group member.

*Please note that for each Group member you are requested to indicate both the total costs of the project and the requested funding budget:*

* *The* ***total costs/expenses (column A)*** *comprise all the costs related to the project independently of national funding rules. You have to indicate here all the costs of the project (including personnel costs of permanent staff not eligible; etc.)*
* ***Requested funding budget******(column B)*** *comprises costs or expenses for personnel (including permanent salaries depending on national/regional funding organisations’ rules), travelling, consumables, overheads (if applicable), subcontracts etc. that you will request to your Funding Organisation. For requested funding budget, the cost calculation has to be based for each Partner on its funding organisations’ rules; for questions, please contact your Funding organisation Contact Point.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Partner | A - Total costs/expenses  Including subcontracts  *(in EURO, incl. of VAT)* | B - Requested funding budget  Including subcontracts  *(in EURO, incl. of VAT depending on rules) (1)* | C – Requested funding budget  Including subcontracts  *(in national currency-when other than EURO)* | Funding rate (B/A)  % | Explanation on other funding sources (3) |
| Group member 1  Name / Country |  |  |  | % |  |
| *Group member 1a(2)*  *(of which subcontracted)*  *Name / Country* | Insert subcontract value | 0 € | 0 € | 0% |  |
| *Group member 1b(2)*  *(of which subcontracted)*  *Name / Country* | Insert subcontract value | 0 € | 0 € | 0% |  |
| Group member 2  Name / Country |  |  |  | % |  |
| *Group member 2a(2)*  *(of which subcontracted)*  *Name / Country* | Insert subcontract value | 0 € | 0 € | 0% |  |
| Group member 3  Name / Country |  |  |  | % |  |
| Group member 4  Name / Country |  |  |  | % |  |
| Group member 5  Name / Country |  |  |  | % |  |
| Group member N  Name / Country |  |  |  | % |  |
| *Self-financed Group member A* | Insert costs | 0 € | 0 € | 0% |  |
| *Self-financed Group member B* | Insert costs | 0 € | 0 € | 0% |  |
| Total (4) |  |  |  |  |  |

*(1) Please make sure that VAT is eligible according to national/regional legal framework and funding organisations’ rules. If not, please do not include VAT.*

*(2) For subcontracted Group members (Group members 1a, 1b, 2a, etc.): indicate in column A (total costs/expenses) the total costs for their activities; please however indicate 0€ in the column B (requested funding budget). The share of their costs for which you will request funding to your Funding Organisation should be included in the column B (requested funding budget) of the subcontracting Group member (Group member 1, 2, 3, etc.).*

*(3) Please indicate here the other sources of funding you have for your project (co-funding, self-funding, etc.) that will cover the costs for which you do not request funding*

*(4) The total for the column A (total costs /expenses) should include the costs of sub-contracted and self-funded Group members (Group members 1a, 1b, 2a, etc.); the total for the column B (requested funding budget) should not include the costs of sub-contracted and self-funded Group members as these Group members do not directly request funding. For subcontracted Group members, when eligible, their budget should be included in the requested budget of the subcontracting Group member (Group member 1, 2, 3, etc.).*

**Table 2a: Breakdown of total costs per Group member per calendar year[[2]](#footnote-2) (in Euro, incl. VAT depending on national rules)**

Applicants have to consult the FCP chart available in the call documents on the BiodivERsA website and should contact their relevant FCP to verify the level of detail required, in particular for the inclusion of VAT and permanent salaries.

Number of weeks of meetings planned in synthesis centres during the project: (select 1 to 6)

*Please note that this number will be used to generate the amount of Subcontract for synthesis services you may request for the whole project.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | **Year 1** | **Year 2** | **Year 3** | **Total cost** | **Funding Request** |
| Group member 1  **Coordinator**  Name  Country | Salaries (1) | |  |  |  |  |  |
| Expenses for working group meetings (2) | Travel expenses |  |  |  |  |  |
| Hotel expenses |  |  |  |  |  |
| Daily expenses |  |  |  |  |  |
| Participation to joint activities of the Call (3) | |  |  |  | 3,000€ | 3,000€ |
| Subcontract for synthesis services (4) | |  |  |  |  |  |
| Other costs (5) | |  |  |  |  |  |
| Overheads | |  |  |  |  |  |
| Subcontract (6) | |  |  |  |  |  |
| Total (7) | |  |  |  |  |  |
| Group member 1a  Name  Country | Salaries (1) | |  |  |  |  |  |
| Expenses for working group meetings (2) | Travel expenses |  |  |  |  |  |
| Hotel expenses |  |  |  |  |  |
| Daily expenses |  |  |  |  |  |
| Subcontract for synthesis services (4) | |  |  |  |  |  |
| Other costs (5) | |  |  |  |  |  |
| Overheads | |  |  |  |  |  |
| Total (7) | |  |  |  |  |  |
| Group member 2  **Post doc (8)**  Name  Country | Salaries (1) | |  |  |  |  |  |
| Expenses for working group meetings (2) | Travel expenses |  |  |  |  |  |
| Hotel expenses |  |  |  |  |  |
| Daily expenses |  |  |  |  |  |
| Subcontract for synthesis services (4) | |  |  |  |  |  |
| Other costs (5) | |  |  |  |  |  |
| Overheads | |  |  |  |  |  |
| Total (7) | |  |  |  |  |  |
| Group member 3  Name  Country | Salaries (1) | |  |  |  |  |  |
| Expenses for working group meetings (2) | Travel expenses |  |  |  |  |  |
| Hotel expenses |  |  |  |  |  |
| Daily expenses |  |  |  |  |  |
| Subcontract for synthesis services (4) | |  |  |  |  |  |
| Other costs (5) | |  |  |  |  |  |
| Overheads | |  |  |  |  |  |
| Subcontract (6) | |  |  |  |  |  |
| Total (7) | |  |  |  |  |  |
| Group member 4  Name  Country | Salaries (1) | |  |  |  |  |  |
| Expenses for working group meetings (2) | Travel expenses |  |  |  |  |  |
| Hotel expenses |  |  |  |  |  |
| Daily expenses |  |  |  |  |  |
| Subcontract for synthesis services (4) | |  |  |  |  |  |
| Other costs (5) | |  |  |  |  |  |
| Overheads | |  |  |  |  |  |
| Subcontract (6) | |  |  |  |  |  |
| Total (7) | |  |  |  |  |  |
| Group member 5  Name  Country | Salaries (1) | |  |  |  |  |  |
| Expenses for working group meetings (2) | Travel expenses |  |  |  |  |  |
| Hotel expenses |  |  |  |  |  |
| Daily expenses |  |  |  |  |  |
| Subcontract for synthesis services (4) | |  |  |  |  |  |
| Other costs (5) | |  |  |  |  |  |
| Overheads | |  |  |  |  |  |
| Subcontract (6) | |  |  |  |  |  |
| Total (7) | |  |  |  |  |  |
| Self-financed group member A  Name  Country | Salaries (1) | |  |  |  |  |  |
| Expenses for working group meetings (2) | Travel expenses |  |  |  |  |  |
| Hotel expenses |  |  |  |  |  |
| Daily expenses |  |  |  |  |  |
| Subcontract for synthesis services (4) | |  |  |  |  |  |
| Other costs (5) | |  |  |  |  |  |
| Overheads | |  |  |  |  |  |
| Total (7) | |  |  |  |  |  |
| … |  | |  |  |  |  |  |
| Total group members  (8) |  | |  |  |  |  |  |

(1) If applicable by funding organisation: For 5 working group meetings of 5 days each, you may plan a total of around 40 working days per group member corresponding to 5x5=25 days of meetings plus 3x5=15 additional full days working on the project in your lab (this does not apply to the post doc)

(2) You can use the following information to compute the costs needed for attending the working group meeting.

* Travel expenses for participants in the EU: 300€ per person on average per meeting; travel expenses for participants outside the EU: 1,300€ per person on average per meeting
* Hotel expenses: 80€ per night per person on average
* Daily expenses: 37€ per person per day on average

(3) This is the recommended amount to participate to the joint activities of the call (kick-off meeting, final conference and post-doc Workshop): please note that you are free to adjust this amount depending on your needs.

(4) Achieving the desired outcomes from analysis and synthesis activity calls for a range of services. Specific infrastructures can provide this type of services allowing the efficient implementation of synthesis research projects. Per project, you may request 30,000 up to 50,000€ for these services, depending on your needs and the activities planned in your project. Please note that these costs will be to be divided equally among group members. These costs will be generated according to the number of days of group meetings in synthesis centres you plan (one week of meeting corresponds to 8,300€). For more information on the type of services you may access in synthesis centres, please consult Annex B-4. You may also contact the Call Secretariat.

(5) Please include here the costs related to dissemination activities, data open access and knowledge transfer, as well as other costs you may have, when relevant and applicable

(6) Indicate here the total budget and requested budget for your subcontracted Partners. For subcontracted Partners, provide further information concerning “subcontract”: name of contract holder, any contract convention established between contract holder and the funding Partner, etc. You can use the section “Explanation and or remarks concerning the proposed budget” to do so.

(7) Applicants have to consult the FCP chart available in the call documents on the BiodivERsA website and should contact their relevant FCP to verify the level of detail required, in particular for the inclusion of VAT and permanent salaries.

(8) Please indicate the total cost of a post-doctoral fellow. Please note that these costs have to be requested to the same Funding Organisations as Partner 1 as the post-doctoral fellow should be attached to the Coordinator. Please note that expenses for a post-doctoral fellow will be covered for 24 months maximum.

(8) indicate here the total budget for Partners 1, 2, 3, etc. and self-funded partners A, B, etc. The budget of subcontracted Partner (1a, 1b, 2a, etc.) should be included in the budget of the subcontracting Partner (Partner 1, 2, 3, etc.)

**Table 2b**: **TOTAL AMOUNT FOR THE PROJECT**

(Do not consider the amounts of subcontracted Group members (1a, 1b, 2a, etc.), as they should already be included in the “subcontract budget” of Group members 1, 2, 3, etc.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total of salaries | Total for working group meetings | Total for joint activities | Subcontract for synthesis services | Other costs | Overheads | TOTAL |
| Total amount for the project (1) |  |  |  |  |  |  |  |
| Total Funding Request (2) |  |  |  |  |  |  |  |

(1) The total amount comprise all the costs related to the project independently of national funding rules. You have to indicate here all the costs of the project (including personnel costs of permanent staff not eligible; etc.)

(2)The funding requestcomprises costs or expenses for which you will request funding to your Funding Organisation. The funding request has to be based for each Partner on its funding organisations’ rules; for questions, please contact your Funding organisation Contact Point.

**Explanation and/or remarks concerning the proposed budget (table 1 and 2):**

|  |  |
| --- | --- |
| Group member 1 (Coordinator)  Name  Country |  |
| *Group member* *1a*  *(subcontracted)*  *Name*  *Country* |  |
| Group member 2 (Post doc)  Name  Country |  |
| *Group member* *2a*  *(subcontracted)*  *Name*  *Country* |  |
| Group member 3  Name  Country |  |
| Group member N  Name  Country |  |
| *Self-financed Group member* *A*  *Name*  *Country* |  |

**VIII. Exclusion of potential reviewers**

*List here potential reviewers who, you think, should not be asked to evaluate the project for reasons of direct competition and partiality. Also provide the names of significant collaborators that should not be used as reviewers due to conflicts of interest.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *First Name* | *Last Name* | *Organisation* | *Country* | *E-mail address* | *Comment* |
| *1* |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |
| *3* |  |  |  |  |  |  |
| *N* |  |  |  |  |  |  |

*Insert as many lines as needed*

**IX. Suggestion of potential reviewers**

*Please indicate up to 4 experts who could review your proposal, including their field expertise. The rules on conflict of interest set forth in Annex 8 apply to these suggestions.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *First Name* | *Last Name* | *Organisation* | *Country* | *E-mail address* | *Field of expertise* |
| *1* |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |
| *3* |  |  |  |  |  |  |
| *4* |  |  |  |  |  |  |

*For point VIII and IX: Please note that these are only suggestions for consideration by the Evaluation Committee (EvC) and Call Steering Committee (CSC). The final attribution of reviewers to proposals is the responsibility of the EvC and CSC.*

**IX. Signatures**

1. Each Group member MUST carefully read the documents and contact his national contact point regarding any original official paperwork required by his national funding agency.

This must be submitted in accordance with national rules and in any case as soon as possible. **You will NOT be funded without the fulfilment of requirements of national funding agency.**

Further information is available on BiodivERsA website ([http://www.biodiversa.org](http://www.eurobiodiversa.org))

2. **“Self-financed” Group members must provide evidence that their organisations will support their activities**. They should send a signed official letter of support from their Head of Department or Financial administrator (as appropriate) to the Call secretariat. This letter must be received electronically (.pdf) by the proposal deadline and in hard copy 7 days later.

Further information is available on the BiodivERsA website ([http://www.biodiversa.org](http://www.eurobiodiversa.org))

1. Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS) to the Convention on Biological Diversity and REGULATION (EU) No 511/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on compliance measures for users from the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization in the Union and related implementing acts. [↑](#footnote-ref-1)
2. The total duration of projects cannot exceed 36 months and starting dates shall be comprised between October 2019 and March 2020. [↑](#footnote-ref-2)