**DOCUMENT 3: Full Proposal application form**

*This template is an indicative model of full proposal application form. All proposals have to be submitted online via the electronic proposal submission system (EPSS). The format of the full proposal application form will be modified to fit the EPSS.*

**FULL PROPOSAL APPLICATION FORM**

Call for transnational research projects on “Biodiversity and Climate Change”

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

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

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

*\* Please note that the maximum duration is 3 years.*

**General guidance for all applicants:**

* the proposal must be written in English;
* the different sections of the application should not exceed the prescribed maximum space;
* any documents other than those requested as part of the proposal **will not be forwarded** to External Reviewers or EvC Members.

**I.A. Administrative details**

*NB: This part will have to be filled in directly in the EPSS.*

*You will have to provide in this section information on the coordinator and Partners involved, time to be dedicated per Partner to the project and declare if you have submitted this proposal to other funding programmes in parallel.*

***What is a Partner?***

*Note that depending on the Funding Organisation, a “Partner” can be:*

* *a researcher,*
* *an institution,*
* *a laboratory, a department of an institution.*

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

*Please also consult national/regional Funding Organisations’ rules advertised on the BiodivERsA website, 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 the pre-proposal.***

*Please note that no changes of Partners 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 Partner (person). If a* researcher in charge (person) *remains the same but changes the institutions, this won’t be considered as a change, provided the institution fulfils eligibility criteria. Individual cases will be examined..*

*Please note that if a researcher in charge is the same for several Partners within one Project (e.g. case of a scientist affiliated to several laboratories in different countries), it cannot request funding from several Funding Organisations (i.e. it will have to choose one Funding Organisation to which it requests funding) and won’t be counted as two different Partners.*

***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).*

*Please also note that if the utilization of genetic resources or traditional knowledge associated with genetic resources takes place in an EU Member State, users in those states will have to comply with the general due diligence obligation under Art. 4 of Regulation (EU) No 511/2014, as well as the obligation to file due diligence declarations under Art. 7 of Regulation (EU) No 511/2014[[2]](#footnote-2).*

***For funding, there are 3 categories of Partners:***

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

|  |
| --- |
| *Coordinator – Partner 1* |
| *Researcher in charge:* | *ORCID ID:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| Web site |  |
| Research organisation / Company |  |
| Status: Private or public? |  |
| Division / Department / Unit or Laboratory |  |
| 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: |
| Other team members involved in the project |
| Team member 1 : Family name, First name, gender, title, phone, email, ORCID id.Team member 2 : Family name, First name, gender, title, phone, email, ORCID id.Team member N : Family name, First name, gender, title, phone, email, ORCID id. |

|  |
| --- |
| Partner 1a (Subcontracted) |
| *Researcher in charge:* | *ORCID ID:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| Web site |  |
| Research organisation / Company |  |
| Status: Private or public? |  |
| Division / Department / Unit or Laboratory |  |
| Street name and number |  |
| *PO Box* |  | *Postal code* |  | *Cedex* |  |
| *Town* |  | *Country* |  |
| Team members involved in the project (when the Partner is an institution, a laboratory, a department) |
| Team member 1 : Family name, First name, gender, title, phone, emailTeam member 2 : Family name, First name, gender, title, phone, email Team member N : Family name, First name, gender, title, phone, email |

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

|  |
| --- |
| *Partner 2* |
| *Researcher in charge:* | *ORCID ID:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| Web site |  |
| Research organisation / Company |  |
| Status: Private or public? |  |
| Division / Department / Unit or Laboratory |  |
| 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: |
| Other team members involved in the project |
| Team member 1 : Family name, First name, gender, title, phone, email, ORCID id.Team member 2 : Family name, First name, gender, title, phone, email, ORCID id.Team member N : Family name, First name, gender, title, phone, email, ORCID id. |

|  |
| --- |
| Partner 2a (Subcontracted) |
| *Researcher in charge:* | *ORCID ID:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| Web site |  |
| Research organisation / Company |  |
| Status: Private or public? |  |
| Division / Department / Unit or Laboratory |  |
| Street name and number |  |
| *PO Box* |  | *Postal code* |  | *Cedex* |  |
| *Town* |  | *Country* |  |
| Other team members involved in the project |
| Team member 1 : Family name, First name, gender, title, phone, email, ORCID id.Team member 2 : Family name, First name, gender, title, phone, email, ORCID id.Team member N : Family name, First name, gender, title, phone, email, ORCID id. |

*Please insert as many copies of the above table as necessary for other Partners 2b, 2c…*

|  |
| --- |
| *Partner 3* |
| *Researcher in charge:* | *ORCID ID:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| Web site |  |
| Research organisation / Company |  |
| Status: Private or public? |  |
| Division / Department / Unit or Laboratory |  |
| 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: |
| Other team members involved in the project |
| Team member 1 : Family name, First name, gender, title, phone, emailTeam member 2 : Family name, First name, gender, title, phone, emailTeam member N : Family name, First name, gender, title, phone, email |

|  |
| --- |
| *Partner 4* |
| *Researcher in charge :* | *ORCID ID :* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| Web site |  |
| Research organisation / Company |  |
| Status : Private or public ? |  |
| Division / Department / Unit or Laboratory |  |
| 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 : |
| Other team members involved in the project |
| Team member 1 : Family name, First name, gender, title, phone, email, ORCID id.Team member 2 : Family name, First name, gender, title, phone, email, ORCID id.Team member N : Family name, First name, gender, title, phone, email, ORCID id. |

|  |
| --- |
| *Partner N* |
| *Researcher in charge:* | *ORCID ID:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| Web site |  |
| Research organisation / Company |  |
| Status: Private or public? |  |
| Division / Department / Unit or Laboratory |  |
| 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: |
| Other team members involved in the project |
| Team member 1 : Family name, First name, gender, title, phone, email, ORCID id.Team member 2 : Family name, First name, gender, title, phone, email, ORCID id.Team member N : Family name, First name, gender, title, phone, email, ORCID id. |

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

|  |
| --- |
| Self-financed Partner A |
| *Researcher in charge:* | *ORCID ID:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| Web site |  |
| Research organisation / Company |  |
| Status: Private or public? |  |
| Division / Department / Unit or Laboratory |  |
| Street name and number |  |
| *PO Box* |  | *Postal code* |  | *Cedex* |  |
| *Town* |  | *Country* |  |
| Team members involved in the project (when the Partner is an institution, a laboratory, a department) |
| Team member 1 : Family name, First name, gender, title, phone, email, ORCID id.Team member 2 : Family name, First name, gender, title, phone, email, ORCID id.Team member N : Family name, First name, gender, title, phone, email, ORCID id. |

*Please insert as many copies of the above table as necessary for other Partners B, C…*

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

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

*NB: This part will have to be filled in directly in the EPSS.*

|  |  |  |
| --- | --- | --- |
| Partners | Teams | Time to be dedicated to the project in person month |
| Participating Organisation 1NameCountry | Member 1Member 2Member N |  |
| *Participating Organisation 1a**Name**Country* | Member 1Member 2Member N |  |
| Participating Organisation 2NameCountry | Member 1Member 2Member N |  |
| *Participating Organisation 2a**Name**Country* | Member 1Member 2Member N |  |
| Participating Organisation 3NameCountry | Member 1Member 2Member N |  |
| … |  |  |
| Participating Organisation NNameCountry | Member 1Member 2Member N |  |
| *Self-financed Participating Organisation A*Name country | Member 1Member 2Member N |  |

**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 Partner have submitted to other funding opportunities, including title, funding source, extent of overlap and expected decision date.*

*NB: This part will have to be filled in directly in the EPSS.*

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

!! Please note that some Funding Organisations have specific rules on the possibility to apply as applicant in different proposals. Make sure you comply with your Funding Organisations’ rules. !!

**II. Summary of the project**

*(max 3,000 characters including spaces)*

*NB: This part will have to be filled in directly in the EPSS.*

**Theme(s), environment(s) and/or socio-economic sector(s) targeted if relevant, scientific discipline(s) involved and study area(s)/country(ies) covered in the project**

Please indicate the theme addressed by your project, and the type of environment(s) that are studied in your project (please tick the yes/no box – if more than one theme and/or one 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Themes in the joint 2019-2020 BiodivERsA call** | YES | % | NO |
| T1: Consequences of climate change on biodiversity and nature’s contributions to people |  |  |  |
| T2: Climate-biodiversity feedback processes |  |  |  |
| T3: Potential of nature-based solutions for mitigating and adapting to climate change |  |  |  |
| T4: Synergies and trade-offs between policies on biodiversity, climate and other relevant sectors, and the role of agents of change |  |  |  |

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

|  |
| --- |
| **Socio-economic sector(s) studied if relevant***(max 3,500 characters including spaces)* |
|  |

|  |
| --- |
| **Scientific disciplines involved** |
| To be selected from a standardised list (available on the EPSS) |

|  |
| --- |
| **Study areas/countries covered by the project** (please do not indicate here the nationality of the members of the consortium but the areas and countries studied in your proposals (research scope, studied sites, etc.)*(max 3,500 characters including spaces)me* |
|  |

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

*(Use as many lines as needed)*

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

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

1) This estimation should include the estimated total working time of all the team members involved in the project (financed, subcontracted and self-funded Partners, permanent & non-permanent staff, etc.)

|  |
| --- |
| **Deliverables** |
| No.  | Title | Delivery date1) |
| 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…

1. **Scientific publications**

*NB: This part will have to be filled in directly in the EPSS.*

**Selection of top 5 recent scientific publications of the researchers in charge relevant to the application**

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

|  |  |
| --- | --- |
| Partner 1NameCountry | 1.2.3.4.5. |
| *Partner 1.a**(subcontracted)**Name**Country* | 1.2.3.4.5. |
| Partner 2NameCountry | 1.2.3.4.5. |
| Partner 3NameCountry | 1.2.3.4.5. |
| Partner NNameCountry | 1.2.3.4.5. |
| *Self-financed Partner A**Name**Country* | 1.2.3.4.5. |

**Other relevant publications**

Other reference cited in the text *(max 3,500 characters including spaces)*

**III. Description of the project**

*NB: This part will have to be submitted as a single pdf in the EPSS.*

*(In total, the project should be of max. 16 pages, Arial font, 11pts, single spaced, including references if necessary, margins of 1.27 cm*

*Footnotes are allowed, if you respect the above mentioned layout criteria. Hyperlink are not allowed)*

**III.A. Detailed description of the research area and research plan and approach to stakeholder engagement and expected societal and/or policy impact**

*(max. 11 pages, Arial font, 11pts, single spaced, including references if necessary, margins of 1.27 cm)*

*Part IV.A. should include:*

* *A short description of the hypothesis, theories and/or main research questions, and explanation of the novelty of the research planned;*
* *Scientific objectives with detailed account of their relationship to the theme of the call and to ongoing relevant projects. Organise the objectives into a list so that each objective is accurately defined and quantified;*
* *Give a detailed description and the approach and methodology chosen to achieve the objectives. Highlight the particular advantages of the methodology chosen; quantify the expected project result(s);*
* *Break down the research program into individual tasks, showing the interrelationship between the tasks. Explain why there is synergy between different tasks of the project and how this is going to be exploited;*
* *Added-value – In instances where the proposed work builds on previous activities, describe how this collaborative proposal will complement or build on previous activities as well as the incremental value of the proposed work.*
* *Transnational added value of the proposed research (including overseas) and of the transnational collaboration: demonstrate how the project will increase synergy between teams across Partner countries and how transnational collaboration adds a particular value;*
* *Approach to stakeholder engagement and expected societal and/or policy impact, including:*
* *Describe how you plan to engage stakeholders in your project and at which stage of the project; identify the stakeholders to be engaged in your project and end-users of your project results, indicating if you have already contacted them, and describing their interest and/or support to the project.*
* *Describe the relevance of your project for application to policy and/or society, and the importance of the research for solving pressing issues related to biodiversity.*
* *Detail the proposed exploitation of results by, as well as plans for knowledge and/or technology transfer to practitioners, policy makers, and/or other relevant decision-makers*

***NB:***

* + *BiodivERsA produced a stakeholder engagement handbook for researchers to help them to engage with stakeholders all along their research projects. This handbook is accessible online (*[*http://www.biodiversa.org/stakeholderengagement*](http://www.biodiversa.org/stakeholderengagement)*) and we recommend you to use it when designing your project and preparing your proposal.*
	+ *Similarly, BiodivERsA developed a guide for policy relevance of research projects to help researchers understand what is meant by policy and societal relevance and how this is evaluated in proposals. This guide is available online (*[*http://www.biodiversa.org/1543*](http://www.biodiversa.org/1543)*) and we recommend you to use it when designing your project and preparing your proposal.*
	+ *Please note that letters of support are not requested and won’t be considered for the evaluation.*

**III.B. Communication and outreach plan**

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

Describe how the consortium will deal with the transfer, dissemination, publication, and, protection of results generated in the project*.* Specify who will receive information on the project (scientists, non-scientific stakeholders, general public…). Describe what, why, when and how they will receive it. Specify planned project publications and outputs (scientific and other), and their expected exploitation and impact.

**III.C Description of project coordination and management**

*(max. 1,5 pages, Arial font, 11pts, single spaced, margins of 1.27 cm)*

Describe how the overall coordination, monitoring and control of the project will be implemented. Outline the management processes foreseen in the project (decision boards, coordination meetings, etc.) and clearly indicate the distribution of tasks among the consortium members.

It is recommended that milestones be presented in a detailed diagram (e.g. PERT or Gantt charts) providing the time schedule of the tasks and marking their interrelationships; add when decisions on further approaches will have to be made; indicate a critical path marking those events which directly influence the overall time schedule in case of delays. *[Please note that the Pert or Gantt chart can be included in part IV.D. “Time schedule and working programme”]*

Explain how information flow and communication will be managed and enhanced within the project (e.g. collaboration and task meetings, exchange of scientists, dissemination of results and engagement with stakeholders).

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

**III.D. Time schedule and working programme (use a Gantt chart or equivalent)**

*(max. 1 page, Arial font, 11pts, single spaced, margins of 1.27 cm))*

**III.E. Proposed Data Management Approach**

*(max.1 page, Arial font, 11pts, single spaced, margins of 1.27 cm)*

In this section, please address the following questions:

1. What types of datasets and other digital outputs of **long-term value** do you expect the project will produce or reuse?
	* “Long-term” means those data and digital outputs that will or may be of value to others within your research community and/or the wider research, innovation and stakeholder communities.
2. How do you intend to ensure that the data and digital outputs from your project confirm to the present Data policy and the **FAIR principles** (i.e. they should be findable, accessible, interoperable and reusable)?
3. Which **member(s) of your team will be responsible** for developing, implementing, overseeing, and updating the Data and Digital Outputs Management Plan?
4. How do you intend to **manage the data and digital outputs** during the project to ensure their long-term value is protected?
	* For example, where will the data be held during the project, who will have access, and will a specialised data manager be part of the project team?
5. How and by whom will the data and other digital outputs be **managed after the project** **ends** to ensure their long-term accessibility?
	* For example, will the outputs be published with a Persistent Unique and Resolvable Identifier (such as a Digital Object Identifier (DOI), Accession Number, Handle, etc.), and/or be placed in a recognized, trustworthy long-term domain or other repository or data centre. When will this occur? (Further information about repositories include, but are not limited to, the Re3data.org registry of research data repositories, CoreTrustSeal list of certified data repositories, etc.)
6. What **restrictions**, if any, do you anticipate could be placedon how the data and digital outputs can be accessed, mined or reused?
	* The present policy is that the data should be as open as possible to commercial and non-commercial users, though with managed access where appropriate and necessary; for example, if there are sensitive data involving human subjects.
7. How will you ensure that any **data security, privacy, and intellectual property restrictions** associated with datasets and digital outputs will be honoured and preserved in derivative products?
8. What **supporting documentation and other information** (e.g. metadata) do you plan to make publicly accessible to support the longer-term re-use of the data and digital outputs?
9. How have you accounted for the **costs** required to manage the data and digital outputs to ensure long-term accessibility?

**III.F. Links to national and transnational research projects and programmes**

*(max. 1/2 page, Arial font, 11pts, single spaced, margins of 1.27 cm)*

Indicate here links to national and transnational research projects / programmes / networks that are relevant for your project. This should include a description of existing involvement of Partners in on-going projects / programmes / networks, as well as cooperation you plan to develop during your project with national or transnational research projects / programmes / networks

**IV. CVs**

*NB: This part will have to be filled in directly in the EPSS using the CV template below*

*When relevant, please include the CVs of self-financed and sub-contracted Partners.*

*When relevant, please specify in the CVs, the Partners’ capacity to involve stakeholders.*

|  |
| --- |
| **Participation status:** *<Coordinator, PI or WP leader>* |
| **Name**: |
| **Nationality**: |
| **Institution, City, Country**: |
| **E-mail**: |
| **URL / Website of the researcher** (including complete list of publications): |
| **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>… |
| **Awards received / other responsibilities**  |
| **General expertise and its relevance for the project** *(max 1,000 characters including spaces)* |
| **Up to 5 most important publications relevant to the proposal over 2015-2019**<…><…><…><…><…> |

**V. Budget**

*NB: This part will have to be filled in directly in the EPSS.*

**Budget instructions**

**FUNDING RULES:**

**Please note that each Partner 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. At least 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.

**PARTNERS INELIGIBLE FOR FUNDING**

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

* Can be associated in the projects, **as NON-FUNDED PARTNERS, if they can bring a secured budget from a different source of funding *(specify below in the first budget table); (= Self-financed Partners A, B…)***
* **May be subcontracted by other Partners in some cases*****(= Partners 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 **(*Partners 1a, 1b, 2a and Self-financed Partners A, B****):* indicate 0€ in column B and indicate 0% in column “Funding rate” (B/A). **The whole proposal will be ineligible if a Partner 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 Partner and a clear justification that the requested funds are sufficient to achieve the work proposed.

**Table 1: Costs per Partner and requested funding budget**

Please specify the names and countries of each Partner.

*Please note that for each Partner 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 fundable), 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/expensesIncluding subcontracts*(in EURO, incl. of VAT)* | B - Requested funding budgetIncluding subcontracts*(in EURO, incl. of VAT depending on rules) (2)* | C – Requested funding budgetIncluding subcontracts*(in national currency-when other than EURO)* | Funding rate (B/A)% | Explanation on other funding sources (4) |
| Partner 1*(1)*Name / Country |  |  |  | % |  |
| *Partner 1a(3)**(of which subcontracted)* *Name / Country* | Insert subcontract value | 0 € | 0 € | 0% |  |
| *Partner 1b(3)**(of which subcontracted)**Name / Country* | Insert subcontract value | 0 € | 0 € | 0% |  |
| Partner 2 *(1)*Name / Country |  |  |  | % |  |
| *Partner 2a(3)**(of which subcontracted)* *Name / Country* | Insert subcontract value | 0 € | 0 € | 0% |  |
| Partner 3 *(1)*Name / Country |  |  |  | % |  |
| Partner NName / Country |  |  |  | % |  |
| *Self-financed Partner A* | Insert costs  | 0 € | 0 € | 0% |  |
| *Self-financed Partner B* | Insert costs | 0 € | 0 € | 0% |  |
| Total (5) |  |  |  |  |  |

*(1) When relevant, please indicate to which Funding Organisation you are requesting funds.*

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

*(3) For subcontracted Partners (Partners 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 Partner (Partner 1, 2, 3, etc.).*

*(4) 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.*

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

**Table 2a: Breakdown of total costs per Partner per calendar year[[3]](#footnote-3) (in Euro, incl. VAT depending on national rules)**

Please breakdown the costs included in column A & B of Table 1 per year.

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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Year 1 | Year 2 | Year 3 | Total cost | Funding Request |
| Partner 1NameCountry | Salaries | Permanent |  |  |  |  |  |
| Temporary |  |  |  |  |  |
| Fellowships |  |  |  |  |  |
| Total |  |  |  |  |  |
| Travel  |  |  |  |  |  |
| Participation to joint activities of the call |  |  |  | 3,000€(1) | 3,000€(1) |
| Consumables |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Other costs |  |  |  |  |  |
| Overheads |  |  |  |  |  |
| Subcontract (2) |  |  |  |  |  |
| Total |  |  |  |  |  |
| *Partner 1a* (4)*(subcontracted)**Name**Country* | Salaries | Permanent |  |  |  |  | 0 € |
| Temporary |  |  |  |  | 0 € |
| Fellowships |  |  |  |  | 0 € |
| Total |  |  |  |  | 0 € |
| Travel |  |  |  |  | 0 € |
| Consumables |  |  |  |  | 0 € |
| Equipment |  |  |  |  | 0 € |
| Other costs |  |  |  |  | 0 € |
| Overheads |  |  |  |  | 0 € |
| Total  |  |  |  |  | 0 € |
| Partner 2NameCountry | Salaries | Permanent |  |  |  |  |  |
| Temporary |  |  |  |  |  |
| Fellowships |  |  |  |  |  |
| Total |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Consumables |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Other costs |  |  |  |  |  |
| Overheads |  |  |  |  |  |
| Subcontract(2) |  |  |  |  |  |
| Total |  |  |  |  |  |
| *Partner 2a* (4)*(subcontracted)**Name**Country* | Salaries | Permanent |  |  |  |  | 0 € |
| Temporary |  |  |  |  | 0 € |
| Fellowships |  |  |  |  | 0 € |
| Total |  |  |  |  | 0 € |
| Travel |  |  |  |  | 0 € |
| Consumables |  |  |  |  | 0 € |
| Equipment |  |  |  |  | 0 € |
| Other costs |  |  |  |  | 0 € |
| Overheads |  |  |  |  | 0 € |
| Total  |  |  |  |  | 0 € |
| Partner 3NameCountry | Salaries | Permanent |  |  |  |  |  |
| Temporary |  |  |  |  |  |
| Fellowships |  |  |  |  |  |
| Total |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Consumables |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Other costs |  |  |  |  |  |
| Overheads |  |  |  |  |  |
| Subcontract(2) |  |  |  |  |  |
| Total |  |  |  |  |  |
| Partner NNameCountry | Salaries | Permanent |  |  |  |  |  |
| Temporary |  |  |  |  |  |
| Fellowships |  |  |  |  |  |
| Total |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Consumables |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Other costs |  |  |  |  |  |
| Overheads |  |  |  |  |  |
| Subcontract (2) |  |  |  |  |  |
| Total |  |  |  |  |  |
| *Self-financed* (4)*Partner A**Name**Country* | Salaries | Permanent |  |  |  |  | 0 € |
| Temporary |  |  |  |  | 0 € |
| Fellowships |  |  |  |  | 0 € |
| Total |  |  |  |  | 0 € |
| Travel |  |  |  |  | 0 € |
| Consumables |  |  |  |  | 0 € |
| Equipment |  |  |  |  | 0 € |
| Other costs |  |  |  |  | 0 € |
| Overheads |  |  |  |  | 0 € |
| Total  |  |  |  |  | 0 € |
| Total (3) |  |  |  |  |  |  |

(1) This is the recommended amount to participate to the joint activities of the call (kick-off meeting and final conference): please note that you are free to adjust this amount depending on your needs and please make sure that this is in line with your Funding Organisations’ rules.

(2) 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.

(3) 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.).

(4) Subcontracted and self-funded Partner do not need to break-down their costs per year. They however have to indicate the total budget and total requested per cost category (two last columns).

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

Please breakdown the costs included in column A & B of Table 1.

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total of salaries | Travel | Consumables | Equipment | Other costs | Overheads | Subcontract | TOTAL |
| Total amount for the project (1) |  |  |  |  |  |  |  |  |
| Total Funding Request (2) |  |  |  |  |  |  |  |  |

(1) The total amount comprises all the costs related to the project independently of national/regional 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):**

|  |  |
| --- | --- |
| Partner 1NameCountry |  |
| *Partner 1a**(subcontracted)**Name**Country* |  |
| Partner 2NameCountry |  |
| *Partner 2a**(subcontracted)**Name**Country* |  |
| Partner 3NameCountry |  |
| Partner NNameCountry |  |
| *Self-financed Partner A**Name**Country* |  |

**VI. Exclusion of potential reviewers (optional)**

*NB: This part will have to be filled in directly in the EPSS.*

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

***VI.a. Potential competitors***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *First Name* | *Last Name* | *Organisation* | *Country* | *E-mail address* | *Rationale for excluding the reviewer* |
| *1* |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |
| *3* |  |  |  |  |  |  |
| *N* |  |  |  |  |  |  |

*Insert as many lines as needed*

***VI.b. Collaborators with conflict of interest***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *First Name* | *Last Name* | *Organisation* | *Country* | *E-mail address* | *Rationale for excluding the reviewer* |
| *1* |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |
| *3* |  |  |  |  |  |  |
| *N* |  |  |  |  |  |  |

*Insert as many lines as needed*

**VII. Suggestion of potential reviewers (optional)**

*Please indicate up to 4 experts who could review your proposal, including their field expertise. The rules on conflict of interest set forth in Document 7 apply to these suggestions.*

*NB: This part will have to be filled in directly in the EPSS.*

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

*For point VII and VIII: 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.*

**VII. Ethics self-assessment**

*NB: This part will have to be filled in directly in the EPSS.*

|  |  |  |
| --- | --- | --- |
| **1. HUMAN EMBRYOS/FOETUSES** | **Y / N** | **If yes, please detail and indicate how you plan to deal with this ethic issue.**  |
| Does your research involve Human Embryonic Stem Cells (hESCs) ? | Y / N |  |
| Does your research involve the use of human embryos? | Y / N |  |
| Does your research involve the use of human foetal tissues / cells? | Y / N |  |
| **2. HUMANS**  |  |  |
| Does your research involve human participants?  | Y / N |  |
| Does your research involve physical interventions on the study participants?  | Y / N |  |
| **3. HUMAN CELLS / TISSUES**  |  |  |
| Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section 1)? | Y / N |  |
| **4. PERSONAL DATA**  |  |  |
| Does your research involve personal data collection and/or processing?  | Y / N |  |
| Does it involve the collection and/or processing of sensitive personal data (e.g.: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)? | Y / N |  |
| Does it involve processing of genetic information?  | Y / N |  |
| Does it involve tracking or observation of participants?  | Y / N |  |
| Does your research involve further processing of previously collected personal data (secondary use)? | Y / N |  |
| **5. ANIMALS**  |  |  |
| Does your research involve animals?  | Y / N |  |
| **6. THIRD COUNTRIES**  |  |  |
| In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues? | Y / N |  |
| Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?**[[4]](#footnote-4)** | Y / N |  |
| Do you plan to import any material - including personal data - from non-EU countries into the EU? | Y / N |  |
| Do you plan to export any material - including personal data - from the EU to non-EU countries? | Y / N |  |
| In case your research involves low and/or lower middle-income countries, are any benefits-sharing actions planned? | Y / N |  |
| Could the situation in the country put the individuals taking part in the research at risk?  | Y / N |  |
| **7. ENVIRONMENT & HEALTH and SAFETY**  |  |  |
| Does your research involve the use of elements that may cause harm to the environment, to animals or plants? | Y / N |  |
| Does your research deal with endangered fauna and/or flora and/or protected areas?  | Y / N |  |
| Does your research involve the use of elements that may cause harm to humans, including research staff? | Y / N |  |
| **8. DUAL USE**  |  |  |
| Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required? | Y / N |  |
| **9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS**  |  |  |
| Could your research raise concerns regarding the exclusive focus on civil applications?  | Y / N |  |
| **10. MISUSE**  |  |  |
| Does your research have the potential for misuse of research results?  | Y / N |  |
| **11. OTHER ETHICS ISSUES**  |  |  |
| Are there any other ethics issues that should be taken into consideration?  | Y / N |  |

*For more information, please consult the Horizon 2020 Programme Guidance “How to complete your ethics self-assessment*”[[5]](#footnote-5).

**IX. Declaration of changes between pre-proposals and full proposals**

**REMINDER**: the information that was given in the pre-proposals is binding. No changes regarding the proposals’ content will be allowed by the CSC between the pre-proposals and full proposals. Regarding the administrative details, a limited number of changes may be allowed by the FCP and CSC, provided they are in line with the general rules of the call and the rules of the Funding Organisations:

* **Minor change of budget can be allowed by the relevant Funding Organisation**. The Funding Organisation can decide according to its own rules whether it needs a justification for it. If the national Funding Organisation agrees to the budget change, the project coordinator has to inform the Call Secretariat about the change with the Funding Organisation Contact Point (FCP) in copy.
* **No changes of Partners are allowed** between the pre-proposals and full proposal stages, except if explicitly requested by the Funding Organisations or in case of force majeure. In both cases, a detailed justification of the changes will have to be communicated to the Call Secretariat and CSC by the project coordinator as soon as possible. Please note that the following actions are considered as changes: addition, removal or replacement of a Partner. If a researcher in charge (person) remains the same but changes the institutions, this won’t be considered as a change, provided the institution fulfils eligibility criteria. Individual cases will be examined.
* Was there any change made in your proposal between the pre-proposal and full proposal stage?

 YES NO

If yes, please detail the change(s) made and detail the rationales for such change:

* Has the Call Secretariat already been informed about the change?

 YES NO

* Has the Call Secretariat already approved the change?

 YES NO DECISION STILL PENDING

If yes, please indicate the date on which the Call Secretariat was informed and/or the date of approval by the Call Secretariat

**X. Signatures**

1. Each Partner MUST carefully read the documents and – in case of any questions or doubts – contact his national/regional Funding organisation Contact Point (FCP) regarding any original official paperwork required by his national/regional Funding Organisation.

This must be submitted in accordance with Funding Organisations’ rules and in any case as soon as possible. **You will NOT be funded without the fulfilment of requirements of each relevant national/regional Funding Organisation.**

Further information is available on BiodivERsA website ([www.biodiversa.org/2019-call](http://www.biodiversa.org/2019-call))

2. **“Self-financed” Partners 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.

Further information is available on the BiodivERsA website ([www.biodiversa.org/2019-call](http://www.biodiversa.org/2019-call))

3. **Use of data**: the data provided in this full proposal application form will be used for the purpose of the evaluation procedure and for the production of statistics on this call only. Anonymity and confidentiality will be maintained throughout processing of these data for the production of statistics.  Please note that these data will be accessible to Funding agencies participating to the call, including the ones based in non-EU-countries (i.e. Brazil, Israel, Norway, South Africa, Switzerland, Tunisia and Turkey).

 By ticking this box, applicants give their consent for the collection and use of their data, as well as for the transfer of their data to the non-EU countries mentioned above for the purpose of the evaluation procedure and the production of anonymous statistics on the call only.

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 [↑](#footnote-ref-1)
2. Regulation (EU) No 511/2014 of the European Parliament and of the Council of 16 April 2014 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 [↑](#footnote-ref-2)
3. The total duration of projects cannot exceed 36 months and starting dates shall be comprised between 1 December 2020 and 1 April 2021. [↑](#footnote-ref-3)
4. Please note that for access to genetic resources, you must also comply with the Nagoya Protocol on Access and Benefit Sharing and EU Regulation (EU) No 511/2014 which implements this Protocol. You will also 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 . [↑](#footnote-ref-4)
5. <http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf> [↑](#footnote-ref-5)