



2nd ECO-INNOVERA TRANSNATIONAL CALL FOR PROPOSALS

GUIDELINES FOR APPLICANTS

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On-line Submission

www.eco-innova.eu/submissioncall2

Further information

www.eco-innova.eu/jointcall2

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1. ABOUT ECOINNOVERA & TRANSNATIONAL RESEARCH

Eco-innovation, defined as “all forms of innovation – technological and non-technological, new products and services and new business practices – that create business opportunities and benefit the environment by reducing their impact, or by optimizing the use of resource (including energy use)”, is increasingly considered the key to Europe’s future competitiveness within the framework of sustainable development.

The second joint call of ECO-INNOVERA aims to boost the implementation of eco-innovation in Europe by funding industrially-driven collaborative research and development projects. The project proposals are expected to have the potential to address substantive market opportunities preferably on a timescale of within 3-5 years of the project start.

The second joint call of ECO-INNOVERA focuses on three topics:

Topic 1: System innovation

Topic 2: Sustainable processes and products

Topic 3: Recycling; re-use of waste water.

The call text describes the terms of reference of the call and includes the followings:

- The scope, objectives and topics,
- The governance, schedule, eligibility and evaluation,
- The contact persons.

Call text and Guidelines for Applicants are two complementary documents of the call and should be read carefully before preparing a proposal to 2nd joint call of Eco-Innova.

2. PREPARING AN EFFECTIVE PROPOSAL

2.1 Funding Rules

Funding of the project partners is provided by the national or regional funding organizations according to national/regional regulations. Therefore, each partner in a project must be aware of the funding rules of the corresponding national/regional funding programme. National or regional specifications sheets summarize these limitations.

2.2 Eligibility Requirements and Quality Assessment

Eco-Innova has developed formal criteria that are applied in the eligibility check and evaluation process to select the best projects. These criteria have been agreed on by all participating national or regional funding organisations and are described in the call text. They can be used to check the proposal before submission.

Additionally, each funding organisation has nominated national contact persons who will provide information about specific national or regional regulations and requirements. The national or regional contact persons also make eligibility check based on more specific criteria set up in the national or regional programmes.

It is highly recommended that each partner in the proposal should have confirmation of their eligibility at national or regional level. It is a prerequisite condition for being funded.

2.3 Consortium and Partnership

- Specific requirements concerning the structure of the consortium are detailed in the call text. National or regional specifications can imply other requirements for a country or a region mainly by restricting the kind of organisation or the kind of research they can fund. The information is available from the national/regional specifications sheets.
- The quality of the partnership is essential in particular regarding the respective skills and competencies of the partners in carrying out the project and the transnational added value. A consortium agreement may be required before contracting, in particular dealing with Intellectual Property Rights (IPR). The proposal should explain how it will be efficiently handled if selected.
- The number of partners per collaborative proposal should not exceed 5 from at least 3 or 2 different countries depending on the participation of SMEs (see call text).
- The project coordinator will lead the consortium through the application procedure and is fully responsible for the overall project coordination.

- The project coordinator has to make sure the project complies with the requirements of Eco-Innova and is thus eligible for the call. While all partners should resolve possible queries with their respective national or regional funding organizations, the project coordinator has a responsibility to coordinate these activities in close contact with the Eco-Innova call secretariat and the contact persons of his/her national or regional funding organisation.
- All communication with Eco-Innova concerning the project will be through the project coordinator. Consequently, the project coordinator has to disseminate information provided by Eco-Innova to all consortium partners.
- When building the consortium, the coordinator has to confirm with the consortium partners that they are eligible for support from their respective national or regional funding organisations
- The coordinator will be responsible for reporting to the Joint Call Secretariat (JCS) for funded projects. By submitting a proposal, all applicants acknowledge the obligation for participating in the follow up meetings (kick-off, midterm and final meetings).

2.4 Project Budget and Duration

- Project budgets must convincingly allow the achievement of the project goals and should not exceed national or regional funding limits for each partner (see National/Regional Specification Sheets).
- When preparing the project budget and funding demands, the coordinator must make sure that funding is available for each applicant regarding national/regional specifications and that all costs are clearly calculated and relevant with the work programme. Neither the template for the uploaded pdf document, nor the ESS includes a tool for funding calculation. But such calculation tool can be provided at national or regional level. In general it calculates the funding amount depending on the nature of expenses, on the kind of research work, on the type of organisation.
- The project duration may be up to 36 months.

2.5 Timing of the Call

Date	Milestones
8 January 2013	Opening of the call
8 April 2013, 12:00 (CET)	Deadline for pre-proposals
May 2013	List of pre-proposals invited to apply on step 2 with a full proposal
15 July 2013, 12:00 (CET)	Deadline for full proposals
October 2013	Establishment of the list of projects recommended for funding
January 2014	Funding of the selected projects (expected)

3. APPLICATION PROCEDURE

The application procedure will be carried out in 2 stages with pre-proposals and full proposals. The proposals including all the required supporting documents in annexes must be written in English.

Besides the common application, the national/regional applications exclusive to the applicants from these countries/regions might be required (see national/regional specification sheets).

For additional information and support, please refer to the nominated national or regional contact persons.

3.1 First stage - Pre-proposal

The Pre-proposals (mandatory for all applicants) must be submitted by the coordinators of the consortia using the template available on the Eco-Innova website http://www.eco-innova.eu/second_call and the electronic submission system (ESS) before the deadline.

The pre-proposal is a brief document that addresses the consortium, the role and expertise of each partner, description of the project - including objectives, current state-of-the-art and progress beyond the state-of-the-art, originality and/or innovation of the proposed approach, a short work plan and expected market, environmental and social impacts - and cost calculation.

In addition, the page containing the signatures and stamps of the partners and a confirmation that each project partner has contacted the responsible national/regional contact point should be annexed to the pre-proposal.

The pre-proposals are evaluated according to the following criteria: 1) formal acceptability and eligibility criteria laid down in the call text, 2) national/regional criteria laid down in the national or regional specification sheets that apply exclusively to applicants from these countries or regions.

The JCS will inform the project coordinators about the results of the first assessment, and if available recommendations of the Steering Committee (SC), via e-mail. Only positively evaluated proposals will be invited to submit a full proposal and considered for further evaluation.

The information given in the pre-proposal is binding. Thus, any fundamental changes between the pre and full proposals, e.g. composition of the consortia, objectives of the project, must be communicated to the JCS with detailed justification and will only be allowed by the SC under exceptional circumstances.

3.2. Second stage - Full Proposals

The full proposals must be submitted by the coordinators of the successful pre-proposals using the template available on the Eco-Innova website http://www.eco-innova.eu/second_call and the electronic submission system (ESS) before the deadline.

The full proposal is a more detailed document that contains the consortium, the role and expertise of each partner as well as IPR sharing and added value of the consortium, description of the project - including objectives, current state-of-the-art and progress beyond the state-of-the-art, originality and/or innovation of the proposed approach and market analysis -, work programme covering each work package and a supplementary gantt chart, cost and person month calculation of the project and each partner, results and exploitation. The full proposal should give an overview of the whole project and provide explanations in depth.

In addition, the page containing the signatures and stamps of the partners and a confirmation that each project partner has contacted the responsible national/regional contact point should be annexed to the full proposal.

The full proposals are assessed according to the evaluation criteria laid down in the call text by the external reviewers and then by an international panel of experts, Evaluation Committee (EC), with relevant knowledge in the field. Based on the classification of the proposals established by the EC and the available funding, the SC will suggest which projects to fund. The involved funding agencies/ministries will take the final funding decisions at national or regional level. After a formal decision at national/regional level, projects will be funded through the relevant national/regional programmes. The JCS will inform the project coordinators about the final results and review of the EC via e-mail.

4. ELECTRONIC SUBMISSION SYSTEM (ESS)

The proposals should be submitted via the Electronic Submissions System (ESS) from www.eco-innovera.eu/submissioncall2. No other kind of submission like e-mails or post mails is accepted.

The ESS is used for reviewing and selection of the proposals. But it will not be used for contracting and funding. It is why the ESS includes an upload/download functionality for a pdf document that could be used as a reference for contracting at national or regional level.

The pdf document includes information that cannot be managed by the ESS like signatures of authorised people.

The common information in the uploaded pdf document and in the ESS should be identical. It is possible to use “copy and paste” commands to transfer chapters from the document to some of the ESS boxes.

A submission must be driven by a coordinator who is the authorised person for submitting.

The coordinator will register and obtain a login and in the second step will set a password. The coordinator will invite the other partners directly from the ESS by completing the table “consortium of the project”. The command button is “add a new partner” just below the table. From this table, the coordinator can activate (or delete or edit) each partner. Once activated, the partner will receive an email asking to login and have to set a password.

In case of a wrong email address, no “delivery failure” message will be sent to the coordinator. The coordinator should verify that the partner has received the invitation.

The activated partners have to follow the same procedure for login and set a password. The invited partner should complete and modified if needed all required information.

When clicking on “YES I confirm I am informed about the funding regulations”, the invited partner confirms its eligibility for funding by its national funding organisation participating in the call and its acceptance of the funding scheme. **It is highly recommended to validate this point with the national contact person prior to clicking.**

During the submission phase, coordinator and partners have to save all information added or modified.

The coordinator is responsible for most of the ESS fields and boxes except some specific information that can be given only by the partners.

The submission of a proposal is a way to check if the proposal is completed regarding the ESS mandatory fields. An uncompleted proposal cannot be submitted.

In addition, before the submission, a checklist for proposers will appear in order to make sure the proposal is ready to be submitted. When completed and before the final submission, the coordinator can download a “summary” of the proposal and send it to the partners for validation.

At the closure of the call, only the successfully submitted proposals will be accepted.

ESS Home Page

From the ESS homepage, the coordinator has to register to obtain a login name and set a password allowing opening a submission session.

Submission session welcome screen

The welcome screen is divided in two parts. The main one is a list of instructions for submission. On the side of the screen can be found different buttons concerning:

The summary

The consortium

The description of the project

The work programme of the projects *(only for full proposal)*

The cost calculation

The results and exploitation *(only for full proposal)*

The submission

And finally a logout command.

These buttons open different information spaces similar to different chapters of the proposal submission process, a way to navigate in the ESS allowing a smooth filling of the different fields.

In addition, the welcome screen reminds the call secretariat contact. Just below a button gives access to the call reference documents:

- The call text
- The national specification sheets.

5. FUNDING AND MONITORING

A consortium agreement between the project partners is required for funding after final funding decision. The purpose of the consortium agreement is to clarify the responsibilities of the partners, internal decision processes of the project, management of any change of partners, in agreement with regional/national rules and IPR issues.

Funding contracts are dealt directly between the project partners and their national/regional funding agencies. The progress of each individual contract will be monitored by the respective national or regional agencies.

The progress of the projects will be monitored by JCS according to the following reports submitted by the coordinator on behalf of all partners:

- A first short report (after 6 months)
- A mid-term report
- A final report.

The templates of these reports will be available at the website of Eco-Innova.

The project team will participate to the kick-off, midterm and final meetings organised by Eco-Innova and present their projects.

The follow up of each project is also conducted by each of the national/regional funding organisations involved, according to national/regional regulations and to individual contracts between applicants and their respective agencies.

Any substantial change in an ongoing project must be reported immediately to the involved agencies and JCS. The project partners should be aware that changes might have effects on funding.

6. CONFLICT OF INTEREST

The coordinator, with the agreement of all partners, has the possibility to name (max.) 3 experts with whom a direct conflict of interest exists in order to exclude from the evaluation process of the proposal.