GUIDELINES FOR APPLICANTS

TO THE JOINT TRANSNATIONAL CALL 2015 FOR

“EPIGENOMICS OF COMPLEX DISEASES”

Submission deadline of proposals: 30\textsuperscript{th} of January 2015
at 01 p.m. CET (Paris, Berlin local time)

Link to Call for Proposals webpage and documents
Link to electronic proposal submission system

For further information, contact the joint call secretariat:
Dr. Guillaume Pons (guillaume.pons@agencerecherche.fr)
Tel: + 33 (0)1 73 54 83 32
GUIDELINES FOR APPLICANTS

BACKGROUND ......................................................................................................................................................... 3
PROPOSAL SUBMISSION ......................................................................................................................................... 3
PROPOSAL STRUCTURE ........................................................................................................................................... 4
PROJECT START AND CONSORTIUM AGREEMENT .......................................................................................... 5
ANNEX: National/regional regulations .................................................................................................................... 7
   Canada ................................................................................................................................................................ 7
   Canada / Québec ................................................................................................................................................ 9
   France ............................................................................................................................................................... 10
   Germany ........................................................................................................................................................... 11
BACKGROUND

Four funding organisations have agreed to fund a joint transnational call (JTC 2015) for collaborative research projects on the “Epigenomics of complex diseases”. The participating funding organisations particularly wish to promote interdisciplinary collaboration and to encourage transnational research proposals related to the identification and characterization of epigenomic mechanisms relevant for complex diseases to open new routes for prevention, diagnosis and therapy.

PROPOSAL SUBMISSION

There will be a one-stage submission procedure: one joint proposal document (in English) shall be prepared by the partners of a research consortium, and must be submitted to the electronic submission site by the coordinator.

Research consortia who intend to submit a transnational project proposal should register at the electronic submission site as soon as possible (https://www.pt-it.de/ptoutline/application/EPIG2015). Please complete all sections on the online form and upload the completed proposal form that is provided on (http://www.agence-nationale-recherche.fr/EPIG-2015) in PDF format, without exceeding a total of 40 pages. Registration on the electronic submission site must be completed no later than January 30th, 2015 at 01 p.m. CET (Paris, Berlin local time). Please note that you can start the registration and stop at any moment to come back later. Only when you click on the “Submit” link the registration will be completed.

Please note that a signed paper version of your proposal will not be solicited. However, the electronic proposal needs to be signed by the coordinator (electronic signature or a scan of the paper containing the signature will be accepted).

Please take into account that the online data entry may be overloaded on the days close of the deadline. It is therefore recommended to complete all obligatory data and update the proposal form in advance.
PROPOSAL STRUCTURE

Please note that only the proposals using the proposal template (http://www.agence-nationale-recherche.fr/EPIC-2015) will be considered. The proposal must respect the format (DIN-A4, Arial font, size 10, single-spaced) and the length indicated. Proposals exceeding these limitations will be rejected. Verify that your pdf document does not exceed 10 Megabytes before uploading it.

Proposals must contain the following information:

1. General description of the project proposal
   - Project title (max. 150 characters) and acronym (max. 20 characters);
   - Project duration (in months);
   - Total funding requested (in €; exchange rate 1 € = 1.4 CAD);
   - Names and full affiliations of the project coordinator;
   - Names and full affiliations of the team leaders of other research partners participating in the joint proposal;
   - Short overview of the overall costs of the consortium, project costs for each partner and requested budget (table);
   - Scientific abstract (max. 3,000 characters);
   - Keywords (between three and seven keywords representing the scientific content).

2. Detailed description of the project proposal:
   - Background and current state of the art in the research field (max. 2 pages);
   - Preliminary results of the consortia members (max. 1 page);
   - Short description of the overall scientific concept and workplan (max. 3 pages);
   - Description of the different workpackages, together with respective milestones, deliverables and scientific justification of the financial plan (max. 15 pages);
   - Diagram, chart or Gantt which compiles the work plan, the contribution of the partners to each work package and their interactions (max. 1 page);
   - Description of management of the project, communication between partners (max. ½ page);
   - Information about possible exploitation and communication of project results (max. ½ page);
   - Ethical issues (e.g. informed consent, data protection, use of animals) (max. ½ page).
3. Detailed financial plan of the costs for each partner

- One table per partner.

4. Description of the consortium:

- Brief CVs of the partner’s principal investigators, together with a list of five recent and significant publications (max 1 page per principal investigator);
- Description of ongoing projects of each participating partner related to the present topic, indicating funding sources and possible overlaps with other projects / proposal (max. ½ page per group);
- Description of significant facilities and large equipment available to the consortium (max. ½ page).

Applicants are invited to name potential experts suited for the evaluation of their proposals as well as experts not suited due to conflict of interest.

PLEASE NOTE

Some advice to succeed with your proposal:

- read the call text several times, including the aim of the call and the evaluation criteria;
- make sure that your proposal falls into the scope of the call;
- make sure that your proposal fulfills the eligibility criteria of the joint call;
- make sure that the consortia members have understood the national eligibility criteria and requirements (annex) and that they fulfill these criteria;
- if you have a question, contact the national representative of your respective funding organisation (annex);
- fill in the requested information on the submission website as soon as possible;
- only use the official template and respect the given format and length for the proposal.

PROJECT START AND CONSORTIUM AGREEMENT

Consortium members of projects selected for funding must fix a common project start date (in 2015), which would be the reference date for reports and extensions. This common project start date must appear in the Consortium Agreement (CA).
It will be the responsibility of the research consortium coordinator to draw up a CA suitable to the whole consortium in order to manage a high-quality conductance of the overall project, the delivery of the project deliverables, the intellectual right properties (IPR) and to avoid disputes which might be detrimental to the completion of the project. The signing procedure for the CA will then be a shared responsibility of all partners of the consortium.

The research consortium is strongly encouraged to sign this CA before the official project start date. Upon request, this CA must be made available to the concerned funding organizations. Please, note that a signed CA is mandatory by ANR prior to its first payment of researchers in France.

The purpose of this document will be:

- to underpin the research partners’ collaboration and provide the research partners with mutual assurance on project management structures and procedures, and their rights and obligations towards one another;
- to assure the CSC that the research consortium has a satisfactory decision making capability and is able to work together in a synergistic manner.

The following subjects (as a minimum) should be addressed by the CA:

- purpose of and definitions used in the CA;
- names of organisations involved;
- common start date of the research project;
- organisation and management of the project;
- role and responsibilities of the research consortium coordinator and the research partners: person in charge, their obligations and key tasks, conditions for their change;
- deliverables and milestones;
- resources and funding;
- confidentiality and publishing;
- issues of Intellectual Property Rights;
- decision making within the consortium;
- handling of internal disputes;
- the liabilities of the research partners towards one another (including the handling of default of contract).

Any issues regarding funding are a bilateral matter between each project partner and the relevant funding organization and should be excluded from the consortium agreement.
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<th>Country</th>
<th>CANADA</th>
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| Funding organisation | Canadian Institutes of Health Research (CIHR) |

| National contact | For questions about the objectives of this funding call: **Eric Marcotte, PhD** - eric.marcotte@cihr-irsc.gc.ca  
Associate Director, CIHR-IG and CIHR-INMHA  
Phone: 1-905-467-1822  
For questions about CIHR eligibility requirements: **Melody Sajedi** - melody.sajedi@cihr-irsc.gc.ca  
Team Lead, Program Delivery  
Phone: 613-960-9475 |

| Max./Min. funding awarded to a partner | The maximum amount for the research component performed and supported in Canada, per consortium, is $200,000/year for up to 3 years (i.e., $600,000 total over 3 years). This amount is inclusive of all contributions from Canadian-based funding agencies on this funding opportunity. |

| Eligibility of a partner as a beneficiary institution | Eligibility criteria for all CIHR research funding programs apply. The business office of the institution of an eligible Nominated Principal Applicant generally administers CIHR funds. Refer to the Individual Eligibility Requirements ([http://www.cihr-irsc.gc.ca/e/22630.html#F10](http://www.cihr-irsc.gc.ca/e/22630.html#F10)) regarding the eligibility requirements for individuals and institutions.  
For your application to be eligible:  
1. The Nominated Principal Applicant must be an independent researcher.  
2. The Nominated Principal Applicant must have an academic or research appointment at an eligible institution (See Institutional Eligibility Requirements for eligibility process and associated timelines([http://www.cihr-irsc.gc.ca/e/22630.html#F31](http://www.cihr-irsc.gc.ca/e/22630.html#F31))). |
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<td>Further guidance</td>
<td>Industry may participate as project partner (co-investigators in Canada) but not as consortium coordinator (principal investigator in Canada).</td>
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<td>Country</td>
<td>CANADA / QUÉBEC</td>
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<tr>
<td>Funding organisation</td>
<td>Fonds de Recherche du Québec - Santé (FRQS)</td>
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| National contacts       | Karine Genest, MSc: karine.genest@frq.gouv.qc.ca  
Program Manager  
Phone: 514-873-2114 ext 1275  
Anne-Cécile Desfaits, PhD: annececile.desfaits@frq.gouv.qc.ca  
Director of Programs and Partnerships  
Phone: 514-873-046 |
| Max./Min. funding awarded to a partner | Maximum funding available for one partner is 250K over 3 years.  
*Note: Funds are subject to availability of funds voted annually to FRQS by the National Assembly of Québec and FRQS Board of Directors’ approval* |
| Eligibility of a partner as a beneficiary institution | Quebec applicants must meet the eligibility criteria for FRQS research grants.  
| Eligibility of costs    | • Operational costs (research personnel, consumables, animals)  
• Costs related to scientific and ethical evaluation (clinical research projects)  
• Coordination-related cost (project administration and travel expenses for attending joint meetings)  
• Costs related to knowledge translation  
• Conference attendance (up to 3% per year of the grant amount starting the second year)  
• Translation costs  
*Note: There is NO support for salaries of investigators, training grants, equipment or overheads.*  
<p>| Further guidance        | Industry may participate as project partner (co-investigators in Quebec) but not as consortium coordinator (principal investigator in Quebec). |</p>
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<td><strong>Funding organisation</strong></td>
<td>French National Research Agency (Agence nationale de la recherche – ANR) <a href="http://www.agence-nationale-recherche.fr">http://www.agence-nationale-recherche.fr</a></td>
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| **National contact** | Dr. Guillaume Pons : [guillaume.pons@agencerecherche.fr](mailto:guillaume.pons@agencerecherche.fr) | +33 1 73 54 83 32  
Health & Biology Department  
Agence Nationale de la Recherche – ANR  
50 avenue Daumesnil - 75012 Paris, France |
| **Max./Min. funding awarded to a partner** | The ANR doesn’t have a maximum funding per partner; the amount depends on the scientific need and justification for the budget. However, there is a minimum amount per partner: 15 000 €.  
*Please, note that a copy of the signed consortium agreement established between the consortium partners must be provided to ANR before the first payment of the French researchers involved in the project selected for funding.* |
| **Eligibility of a partner as a beneficiary institution** | Applicants from public research institutes (such as EPST, EPIC, universities) or industries (SMEs in particular) are eligible to apply. At least one French applicant per consortium must be a research organism. If French, the coordinator of the project must belong to a public research organisation.  
For public research organisations, the eligible costs are the marginal costs and the rate of support is 100%. For industries, the eligible costs are the total costs and the maximum rate of support is 45% for SMEs and 30% for non-SME companies. |
| **Eligibility of costs** | Personnel, consumables, subcontracts (if costs<50% eligible costs), equipment and travels.  
Please note that for the calculation of the « overheads » (=frais de gestion), you must apply 4% of the total eligible costs if you belong to a public research organization or 68% of the total personnel costs + 7% of other costs if you belong to another category. |
<p>| <strong>Further guidance</strong> | Please see online the specific annexe document for French research groups <a href="http://www.agence-nationale-recherche.fr/EPIG-2015">http://www.agence-nationale-recherche.fr/EPIG-2015</a> |</p>
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| Funding organisation | German Federal Ministry for Education and Research (BMBF)  
|                | DLR-Project Management Agency (PT-DLR) on behalf of BMBF - [www.gesundheitsforschung-bmbf.de](http://www.gesundheitsforschung-bmbf.de) |
| National contact | DLR-Project Management Agency (PT-DLR) - Health Research -  
|                | Heinrich-Konen-Straße 1  
|                | 53227 Bonn  
|                | Germany  
|                | Dr. Peter Südbeck (+49 228 3821 1216)  
|                | Dr. Roland Bornheim (+49 228 3821 1785) |
| Max./Min. funding awarded to a partner | There is not a maximum or minimum funding per partner. The amount depends on the scientific need and justification for the budget and the availability of funds. |
| Eligibility of a partner as a beneficiary institution | Legal body: university, university hospital, non-university public research institute, industry (note: industry is funded with a maximum of 50-60% of the total project cost or less, depending on the specifics of the project) |
| Eligibility of costs | personnel, consumables, animals, subcontracts, equipment, travels, documentation (according to national regulations) |