



ERA-Net HDHL-INTIMIC

Call for Joint Transnational Research Proposals

“Prevention of unhealthy weight gain and obesity during crucial phases throughout the lifespan (PREPHOBES)”

Guidelines for applicants – Pre-proposal

Submission deadline pre-proposal:

7th of May 2020 at 16:00 CEST

Link to: “[Call text](#)”

Link to: “[Electronic submission system](#)”

For questions/problems related to the electronic submission system,
please contact Andrea Romano:

techsupport@healthydietforhealthylife.eu

For further information, please visit the JPI HDHL website:

<http://www.healthydietforhealthylife.eu/>

or contact the Joint Call Secretariat (JCS):

Flanders Research Institute for Agriculture, Fisheries and Food (ILVO)

Dr. Nikki De Clercq and Dr. Laura Peeters

+32 9 272 30 62 | +32 9 272 30 26

Brusselsesteenweg 370, 9090 Melle, Belgium

E-mail: jpihdhl.calls@ilvo.vlaanderen.be



Table of contents

1. Background.....	2
2. Registration.....	2
3. Proposal submission	2
4. Pre-proposal structure.....	3
5. Eligibility checklist for the coordinator	4
ANNEX: Guideline JPI HDHL Electronic Submission System.....	5



1. BACKGROUND

Under the umbrella of HDHL-INTIMIC, the Joint Programming Initiative “A Healthy Diet for a Healthy Life” launched a transnational call on the “Prevention of unhealthy weight gain and obesity during crucial phases throughout the lifespan (PREPHOBES)”.

The aim of this call is to support transnational, collaborative research projects that address important research questions regarding determinants of healthy behaviours that contribute to overweight and obesity in defined target populations based on certain life stages. Innovative strategies to prevent or reduce overweight and obesity in these defined target populations should be developed, implemented and evaluated. An additional objective is to involve relevant operational stakeholders (e.g. schools, municipalities and local governments, NGO’s).

2. REGISTRATION

Researchers who intend to submit a transnational project proposal (coordinators and partners) must register at the [JPL HDHL Meta Data Base](#) in order to be able to submit a proposal. In addition it is mandatory that they complete their profile information.

3. PROPOSAL SUBMISSION

This call uses a **two-stage submission procedure**: pre-proposals and full proposals. Both pre- and full proposals should be written in English and must be submitted to the JCS by the coordinator through the JPI HDHL electronic submission system. Before submission of the pre-proposal, coordinators and all principal investigators of the consortium should complete their profile on the JPL HDHL Meta Data Base present on the JPI HDHL website.

Pre-proposals must be submitted by the project coordinator before the **7th of May 2020 at 16:00 CEST**. Each partner that requests funding has to fill in a CV and a budgetary table.

Full proposals must be submitted by the project coordinator before the **31st of July 2020 at 16:00 CEST**. Please note that full proposals will only be accepted from applicants explicitly invited by the JCS to submit them. A guideline and template for full proposals will be provided to those applicants at a later stage. In case one or more ‘collaborators’ (see “Call text” paragraph 7.1) will be involved in the project, a statement by the collaborator(s) securing the funding will be required in the full-proposal stage.

Call deadlines are final and will be strictly enforced. The electronic system will not allow submissions after the deadlines! Please take into account that the online data entry may be overloaded by the day of the deadline. It is therefore recommended to upload all the required material well beforehand.

IMPORTANT: Each project partner will be subject to the rules and regulations of its respective national/regional funding agency. Details of the national/regional eligibility criteria and guidelines from individual funding agencies (e.g. additional mandatory national submission) are provided in the Annex of the “Call text”.



4. PRE-PROPOSAL STRUCTURE

One joint pre-proposal document (in English) shall be prepared by the partners of a joint transnational project and must be submitted by the coordinator via the JPI HDHL electronic submission system. Only transnational projects will be funded (the criteria for the composition of a consortium are described in the “Call text”).

Part A: Synopsis (to be completed in the Electronic Submission System, for practical instructions see Annex of this document)

1. Project title and acronym (max. 20 words)
2. Duration of the project (months)
3. Total funding applied for (€)
4. Abstract (max. 350 words)
5. Keywords (max. 10 keywords representing the scientific content)
6. Name and full affiliation of the project coordinator designated by the consortium to act as its representative + CV (details, see Annex)
7. Names and full affiliations of the partners (principal investigators) / collaborators participating in the joint transnational project + CV (details, see Annex)
8. Summary of budget of coordinator and each partner/collaborator including scientific justification of the requested budget.

Part B: Overall budget plan (will be automatically generated in the Electronic Submission System)

Part C: Project description

The template “Pre-proposal template Part C_PREPHOBES” is available on the JPI HDHL website. The completed document has to meet the requirements listed below and must be uploaded as PDF by the coordinator in the Electronic Submission System.

Once converted into PDF document, JPI HDHL title page and instructions excluded: max. 7 pages DIN-A4, Arial 11, single-spaced, margins of 1.27 cm).

Including:

- Background, present state of the art and preliminary results obtained by the consortium members;
- Objectives, rationale, work plan, and methodology (novelty and/or effort to transfer or scale-up already existing knowledge/research, originality and feasibility should be highlighted);
- Defined target group(s) on which will be focused and the benefits/importance;
- Stakeholder involvement, functionality and added value of the operational stakeholder(s) involved in the consortium;
- Potential of the expected results for future policies on lifestyle interventions and public health;
- Added value of the transnational collaboration and multidisciplinary expertise in the consortium;



- Statement on how the FAIR data principles¹ will be applied in the management of the data gathered in the proposed project;

In addition:

Two more pages can be added to the pre-proposal (*optional*):

- a list of references (max. 1 page, for references a font size of 6pt is acceptable)
- a page of diagrams, figures, etc. to support the work plan description, timeline and interconnections of work packages (Gantt chart, PERT or similar) (max. 1 page)

5. ELIGIBILITY CHECKLIST FOR THE COORDINATOR

In order to make sure that your proposal will be eligible for this call, please collect the information required to tick all the sections below before starting to complete this application form. Please consult the “Call text” for further details.

- **General condition:**

- The project proposal addresses the AIM of the call.

- **The composition of the consortium:**

- The project proposal involves at least 3 eligible project partners from at least 3 different countries participating in the call. Please note: Each project partner (i.e. research group participating in the consortium) must be represented by a single principle investigator.

- The project proposal involves a maximum of 6 eligible research partners asking for funding.

- The total number of partners in the consortium, including additional collaborators who are not applying for funding, must not exceed eight.

Please note: Collaborators are researcher(s), national stakeholder or international organisations that are not applying for funding from the participating funding organisations or that are from countries not participating in this call. Collaborators may participate in projects if they clearly demonstrate an added value to the consortium and are able to secure their own funding.

- The coordinator and the majority of partners in the consortium are eligible for funding.

- The project proposal does not include more than two partners from the same country participating in the call.

- The consortium contains at least one stakeholder as partner and/or collaborator.

- **Eligibility of project partners:**

- I have made sure that each project partner involved in the project proposal has checked its eligibility to receive funding by its funding agency (see Annex Call text).

¹ [FAIR PRINCIPLE Document](#)



ANNEX: GUIDELINE JPI HDHL ELECTRONIC SUBMISSION SYSTEM

For any question/problems related to the electronic submission system, please contact Andrea Romano (techsupport@healthydietforhealthylife.eu).

Registration: before the start of the submission process (preferable a couple of weeks before the submission, so all the partners have sufficient time to perform the following actions):

- ⇒ **Step 1:** The project coordinator² should register in the Meta Data Base on the JPI HDHL website and fill out his/her profile information.
- ⇒ **Step 2:** All partners³ and collaborators⁴ within the consortium should register in the Meta Data Base on the JPI HDHL website and fill out their profile information.
- ⇒ **Step 3:** The project coordinator should login on the website of the JPI HDHL and can start the submission process. The project coordinator should fill out all information requested in the pre-proposal template.

Please make sure that you first save inserted information in the Electronic Submission System (ESS) before you continue

PART A: SYNOPSIS

General Information

Project Title (max. 20 words)

Project Acronym (max. 10 characters)

Project Duration (in months)

² Coordinator: researcher/organisation that is in charge of the consortium and the online submission of the proposal

³ Partners: researchers/organisations involved within the consortium from the countries that are partners in the call and that are eligible to their national funding organisations and thus, can request funding

⁴ Collaborators: researchers/organisations involved within the consortium that are not eligible to their national funding organisations or that are not from countries that are partners in the call and thus, cannot request funding



Total requested funding (in euro’s)

Abstract, i.e., aims, work plan, impact of expected results (max. 350 words):

Keywords (max. 10 words):

Please identify max. ten keywords that represent the scientific content of the pre-proposal

Project coordinator

Researcher/organisation that is in charge of the consortium and the online submission of the proposal.

CV project coordinator

Name

[First name, last name]

Title

Function

Name of Institution/Department

Type of entity

Address



“PREPHOBES” Call – Pre-proposal template



Country

[Select country]

Email

Expertise (max. 200 words)

Five relevant publications (max 200 words)

Additional information (e.g. memberships, patents and research grants) (max. 200 words)

Role within the consortium (max. 200 words)

Budgetary table

Position	Requested amount (€)	Own contribution – in cash/in kind (€) (if applicable)	Mandatory: details and justification
Personnel			<i>PMs and position of employment</i>
Consumables			<i>e.g., questionnaires, materials</i>
Equipment			<i>e.g., laboratory devices, IT infrastructure</i>
Travel			<i>Please provide information on expected travel expenses</i>
Other direct costs ¹			<i>e.g., subcontracting, licensing fees</i>
Total direct costs			
Indirect costs (overheads) ²			<i>Brief information on the calculation of overheads</i>
<u>Total requested budget (€)</u>			
<u>Total costs (€)</u>			

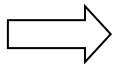
¹: e.g. subcontracting , provisions, licensing fees; may not be eligible costs in all countries (will be handled according to national regulations.)

²: Overhead costs: funding according to national regulations.

If applicable, provide information in-kind contribution (name organisation, explanation of the contribution)

If applicable, provide information in-cash contribution (name organisation, explanation of the contribution)

I have contacted my national contact point/ checked the national regulations in the call text to ensure my eligibility for funding

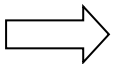


Step 4: The project coordinator should select all partners within the consortium. The partners will appear in the list if they are registered on the website of the JPI HDHL.

Partners

Researchers/organisations involved within the consortium from the countries that are partners in the call and that are eligible to their national funding organisations and thus, can request funding. **For collaborators** (researcher(s), national stakeholder or international organisation(s) that are not applying for funding from the participating funding organisations or that are from countries not participating in this call), **continue to step 6-7.**

No.	Name	Country	Type of entity	Is this partner a stakeholder organisation?
1.	[When selected, name of partner should be filled out automatically]	[Select country]	[Academia, other research institution, clinical or public health institution, SME, industry or other type of stakeholder organisation]	[select Yes or No]
2.				
3.				
4.				
5.				



Step 5: Each partner should logon to the website of the JPI HDHL and validate their partnership. The project coordinator fills out the partner information (only possible after the partner has validated his/her partnership).

Partner CV

Name principal investigator/representative of the organisation

[First name, last name]

Title

Function/position

Institution/Department/Research or stakeholder organisation



“PREPHOBES” Call – Pre-proposal template



Address

Country

Email

Position in the consortium (max. 200 words)

[Please indicate the subproject you will be working in]

Professional background and relevant expertise or background of the stakeholder organisation (max. 200 words)

Five relevant publications (max 200 words) – *Not for stakeholders*

Experience and relevance of the particular stakeholder involvement to the project (max 200 words) – *Only for stakeholders*

“PREPHOBES” Call – Pre-proposal template

Additional information (e.g. memberships, patents and research grants) (max. 200 words)

Budgetary table

Position	Requested amount (€)	Own contribution – in cash/in kind (€) (if applicable)	Mandatory: details and justification
Personnel			<i>PMs and position of employment</i>
Consumables			<i>e.g., questionnaires, materials</i>
Equipment			<i>e.g., laboratory devices, IT infrastructure</i>
Travel			<i>Please provide information on expected travel expenses</i>
Other direct costs ¹			<i>e.g., subcontracting, licensing fees</i>
Total direct costs			
Indirect costs (Overhead) ²			<i>Brief information on the calculation of overheads</i>
<u>Total requested budget (€)</u>			
<u>Total costs (€)</u>			

¹: e.g. subcontracting, provisions, licensing fees; may not be eligible costs in all countries (will be handled according national regulations)

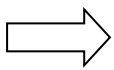
²: Overhead costs: funding according to national regulations



If applicable, provide information in-kind contribution (name organisation, explanation of the contribution)

If applicable, provide information in-cash contribution (name organisation, explanation of the contribution)

I have contacted my national contact point/ checked the national regulations in the call text to ensure my eligibility for funding

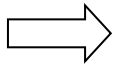


Step 6: The project coordinator should select all collaborators within the consortium. The collaborators will appear in the list if they are registered on the website of the JPI HDHL.

Collaborators

Researchers/organisations involved within the consortium that are not eligible to their national funding organisations or that are not from countries that are partners in the call and thus, cannot request funding.

No.	Name	Country	Type of entity	Is the collaborator a stakeholder organisation?
1.	[When selected, name of collaborator should be filled out automatically]	[Select country]	[Academia, other research institution, clinical or public health institution, SME, industry or other type of stakeholder organisation]	[select Yes or No]
2.				



Step 7: Each collaborator should logon to the website of the JPI HDHL and validate their partnership. The project coordinator fills out the collaborator information (only possible after the collaborator has validated his/her partnership).

Collaborator CV

Name principal investigator/representative of the organisation

[First name, last name]

Title

Function/position

Institution/Department/Research or stakeholder organisation

Address

Country

[Select country]

Email

Position in the consortium (max. 200 words)

[Please indicate the subproject you will be working in]

Professional background and relevant expertise or background of the stakeholder organisation (max. 200 words)



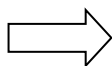
Five relevant publications (max 200 words) – *Not for stakeholders*

Experience and relevance of the particular stakeholder involvement to the project (max 200 words) – *Only for stakeholders*

Additional information (e.g. memberships, patents and research grants) (max. 200 words)

Information on the budget and how it will be secured¹ (max. 200 words)

¹Collaborators will be required to state that funds are secured at full proposal stage.



Step 8: The project coordinator should fill out the rest of the pre-proposal template and when finished press submit.



PART B: TOTAL BUDGETARY TABLE

Total budgetary table and country summary tables

[Automatically filled]

PART C: PROJECT DESCRIPTION

⇒ Step 9: The project coordinator should upload the “Pre-proposal template Part C PREPHOBES” in the ESS.

⇒ Step 10: The project coordinator should check the pre-proposal template, generate a PDF of the submission and press submit.