



# JPICH Cultural Heritage, Identities & Perspectives: Responding to Changing Societies Call 2020

## Frequently Asked Questions (FAQs) and Glossary

Please ensure you have read the **JPICH Cultural Heritage, Identities & Perspectives: Responding to Changing Societies (CHIP) Call for Proposals** including the **National Eligibility Requirements (Annex A)** before preparing your application.

**Version 2.0, dated 14 May 2020**

### ***What type of projects can be supported under the CHIP Call?***

This JPICH CHIP Call is to support the development of research-based and/or applied ideas and knowledge, as well as concepts and values on cultural heritage, so to meet societal challenges and contribute to the development and/or reflexivity and resilience of all groups in societies. The call aims to fund excellent collaborative, transnational, interdisciplinary, innovative, fundamental or applied research projects focused on **Cultural Heritage, Identities & Perspectives**.

### ***Which countries are participating in the CHIP Call?***

Bulgaria, Czech Republic, Estonia, France, Greece, Latvia, Lithuania, Norway, Poland, Portugal, Sweden, The Netherlands, the United Kingdom. A list of national contact points – who should be contacted for questions about national eligibility requirements – can be found in the main **JPICH CHIP Call for Proposals**.

Please note: Cyprus is not a participating country in the CHIP Call.

### ***What character/size/duration must a CHIP project have?***

- be collaborative (involve research teams from at least three different CHIP countries);
- may include any type of researcher that is in accordance with the national eligibility requirements for the relevant country, but the type of researcher must be justified;
- have a maximum duration of 3 years (36 months);
- start not later than 1st June 2021;
- must be carried out by a balanced and appropriate consortium, but the distribution of funding across countries may be uneven;

- must include at least one Associated Partner;
- may involve research, researcher training, travel, but must certainly have knowledge transfer/exchange activities and/or knowledge dissemination.

***Can a research team for a particular country consist of one person?***

It depends. You should check the National Eligibility Requirements for your country and if it is not included there, please contact the national contact person before applying.

***Can I submit more than one application?***

Project Leaders submit the application on the part of all partners (Principal Investigators, PIs) of the CHIP Project. The Project Leader (PL) may act as Project Leader only for one proposal to the CHIP Call.

If a researcher applies as a PL in a project, they can only apply as a PI in one other project except for applicants based in Lithuania and Sweden who can only be involved in one proposal).

An applicant may be involved in a maximum of two JPICH CHIP proposals as Principal Investigator (except for applicants based in Lithuania and Sweden who can only be involved in one proposal).

Please carefully read the National Eligibility Requirements and contact your national contact point well before the submission deadline in case of doubt.

***Can there only be one PI per institution for the CHIP Call?***

Yes. There can be only one PI per institution per project which means that you cannot have two PIs from the same institution listed on the same project. Other researchers (senior researchers, post-doctoral researchers) can be part of the PI Project team – please read the National Eligibility Requirements for each country which is included in the JPICH CHIP Call for Proposals.

***Can there only be one PI per country for the CHIP Call?***

There can be one PI per country and subsequently one PI per institution per project. The PI from a country will also be the national contact point in the proposal template. Communication from the Handling Partner or the CHIP Parties may be sent to this contact point, who will be responsible for distributing the information to the other researchers or associated partners in the country.

If appropriate and allowed under national funding regulations, the PI can collaborate and make subcontracts with other institutions from the same country.

***Can there only be two PIs per country if they are from two different institutions for the CHIP Call?***

No. There can be one PI per country and subsequently one PI per institution per project.

***May applicants not eligible to be funded participate in a CHIP project?***

Applicants who are not eligible to be funded by a Party may participate in transnational projects if they are able to secure their own funding. Such non-eligible applicants should state in advance the source of funding for their part in the project. They will be considered as Associate Partners.

***Do I have to have an agreement with my national funding organisation before I can submit a CHIP proposal?***

Please read the National Eligibility Requirements available in the **Annex A** of the **JPICH CHIP Call for Proposals**. You may not have to have agreement but your application must follow your national eligibility rules in addition to the general principles and requirements described in the call. Note that some funding organisations require that applicants must also submit the

proposal to the relevant national funding organisation(s). You are encouraged to contact your respective national funding organisations in order to clarify some points if needed (see contact persons listed in the **JPICH CHIP Call for Proposals**).

***Where should institutional letters of commitment be included?***

In general, national funding agencies require letters of commitment by the PI's institutions before a project can be funded. Please check the relevant national eligibility requirements and contact the national contact point(s) if further information is needed with regard to these letters.

Letters of commitment by APs should be included in the proposal in part E. The commitment letters by PI host institutions should also be included. However, as there is no general requirement in the JPICH CHIP Call for Proposals with respect to institutional letters of commitment, applicants may be asked to submit these letters from host institutions only after the submission deadline by either the relevant national funding body.

***How do I submit a proposal?***

Proposals must be submitted via the JPI Cultural Heritage website, which will re-direct to the online system ISAAC for the actual submission. The link to the online application form is available on the **JPI Cultural Heritage website** (<https://jpi-ch.eu/>). Applicants should follow the proposal structure as indicated in the **JPICH CHIP Call for Proposals**.

To submit a proposal in ISAAC it is necessary to have an ISAAC account. We recommend creating an account at an early stage. Go to [www.isaac.nwo.nl/en](http://www.isaac.nwo.nl/en) to create an account and to log in to ISAAC. Further instructions can be found in the document *JPICH CHIP ISAAC Instructions for Applicants*.

***What if I have problems using the online submission system?***

For technical support, please email the Handling Partner (the Dutch Research Council, NWO) ISAAC helpdesk [isaac.helpdesk@nwo.nl](mailto:isaac.helpdesk@nwo.nl). If you have general questions about a project proposal, please email NWO at [JPI-CH@nwo.nl](mailto:JPI-CH@nwo.nl).

***Is there a specific format that a CHIP proposal should have?***

Yes. A proposal must be written in **English**, should follow the structure and strictly respect the word limit as outlined in the **JPICH CHIP Call for Proposals**, and can only be submitted through the online submission system via the **JPI Cultural Heritage website** (<https://jpi-ch.eu/>).

***Do the word limits include diagrams, pictures, references and footnotes?***

Yes, these should all be included within the word limits.

***What language should I use in the application forms?***

The entire proposal (application form and budget tables) must be written in English.

***What information should I include in the template under PI no. and PI short name?***

The PI no. should correspond to the number given to the team of that PI in the proposal (e.g. PI no. 1, 2, 3 corresponds to team/partner no. 1, 2, 3; the Project Leader must be numbered PI1). The PI short name is the name of the person who is the Project Leader/Principle Investigator.

***What happens if I go over the word limits or forget to attach the Description of Work (and associated information)?***

There will not be sufficient time for the CHIP partners to return applications for amendment or ask for clarification of particular points. If any part of the application is declared ineligible during the eligibility checks, the whole project proposal is likely to be deemed ineligible. Ineligible proposals will be rejected and will not proceed into the evaluation and selection process.

***What does a budget of a CHIP proposal have to include?***

Eligible costs would generally include direct costs such as employment costs (salary costs for PL, PIs, and other Project Members, e.g. PhD students, (senior or postdoc) researchers, etc., administrative personnel, equipment, travel and meeting costs, consumables, dissemination and knowledge transfer costs, and sometimes also indirect costs (or eligible overheads). Please read carefully and follow the JPICH CHIP Call for Proposals which includes the **National Eligibility Requirements (Annex A)**, to verify the eligibility of specific budget items according to the rules of your national funding organisation. In case of doubt, please get in touch with the relevant agency for your country.

**NB: please use the relevant budget tables for proposals as provided on the JPI Cultural Heritage website.**

***Is there a standard calculation for overhead costs?***

No. You should check the National Eligibility Requirements for your country to see what, if any, overhead costs can be charged for your team.

***The guidelines say I have to paste the budget tables (Excel file) also into the application form (pdf). Why?***

The budgets provided in the Excel table are for the CHIP partners to use when checking eligibility of items and for calculating the available budget. The reviewers will only be sent the main application form but will also need to see the budgets, which is why the information in the Excel file needs to be pasted into the main application form.

***Are the maximum amounts given in Annex A per research team and/or per country?***

As a general rule, the budget limits in the table are the maximum national amounts which can be requested by research teams from that country. So if, for example, a research team composed of researchers from several institutions in a project proposal is based in Latvia, they can jointly apply for a total of € 300,000.-. Exceptions and further instructions are detailed in the National Eligibility Requirements.

***Can funding be distributed disproportionately among the project partners?***

The funding among the CHIP project partners can be different. The differences may be due to the different national eligibility rules (e.g. regarding the overheads) but also due to the division of work. It is advisable to think about the research questions first and what can be delivered across the **entire** consortium and then prepare the budget accordingly. Variation in budgets is expected and it may be worth emphasising to all your potential partners that you all need to consider more actively the amount of time being committed.

***What currency should I use when describing the budgets?***

The estimated total budget and requested funding (budget tables B) must be given in Euros only. Budget table A (total and requested budget per PI/national research team) must be provided in Euros. In addition, the relevant funding organization may require to submit budget tables in other currency. This will be detailed in the National Eligibility Requirements.

***How will CHIP proposals be assessed?***

The assessment of proposals will be undertaken by an independent, international assessment panel of which the members will first, individually, conduct a remote written assessment. The members will meet afterwards to discuss and agree the final scores for each proposal, which will determine a ranking list. The CHIP Management Group will ensure the fair and equitable nature of the evaluation and selection process and its compliance with the JPICH CHIP guidelines.

***Who are the CHIP Management Group?***

The CHIP Management Group is the ultimate decision-making body for the JPICH CHIP call. It consists of one representative from each participating organisation in the CHIP Call.

***How long is the selection process?***

Applications must be submitted by **22 September 2020, 14:00 CEST**. The evaluation and

ranking of proposals will occur in the months from October to November 2020 and the funding decisions are expected to be announced in the first half of December 2020. Projects should aim to start from January 2021, but must start within 6 months after the funding decision. The latest starting date is 1 June 2021.

### ***What are the evaluation criteria for proposals?***

All eligible proposals will be evaluated according to three selection **criteria**:

- Research excellence – the quality of the transnational project;
- Potential impact;
- Quality and efficiency of the implementation and the management.

A description of these is provided in the JPICH CHIP Call for Proposals. The threshold is 3 out of 5 for each of these criteria. Only proposals passing the threshold for each of the evaluation criteria and scoring a minimum of 12 out of 15 points in total can be considered eligible for funding.

### ***When are the CHIP projects expected to start and end?***

Projects should aim to start from January 2021, but must start within 6 months after the funding decision. The latest starting date is 1 June 2021. All research teams within a project consortium must agree on a common starting date of the project. The maximum duration of a CHIP project is 36 months.

### ***Finding Researchers to Collaborate With JISC Email List***

In order to help researchers or interested partners to find partners in other countries and organisations, an email group (called [JPICH-CHIP](http://www.jpich-chip.ac.uk)) has been set up so that researchers can subscribe to receive such requests, and to post requests themselves. To use this service, you need to subscribe at the following link: <http://www.jiscmail.ac.uk/JPICH-CHIP>. Once you have subscribed to the service, you can then click on 'post new message' to send a message to all subscribers.

When sending a message please include the following information:

- your contact details;
- what type of researchers/partners you are seeking;
- a short summary of your idea (maximum 200 words).

We ask you use this format because it will make it easier for subscribers to quickly see if a request/post is relevant to them. When responding to a post please use the contact details provided in the post and do not reply to the whole group.

This email group is only being used to support researchers or interested partners to find partners in other countries for the CHIP Call. It will, therefore, be closed shortly after the call deadline on September 22<sup>nd</sup> 2020.

### **Common Questions**

1. Who can subscribe to the JPICH-CHIP email group?  
Anyone interested in the JPICH CHIP Call can join the email group.
2. Who can send messages to the list?  
Anyone who has subscribed to the email group.
3. How can I find the list?  
You can use the link at [www.jiscmail.ac.uk/JPICH-CHIP](http://www.jiscmail.ac.uk/JPICH-CHIP) or you can search on the JISC website at [www.jisc.ac.uk](http://www.jisc.ac.uk).
4. How do I reply to a post?  
Please use the individual's contact details on their post to reply, rather than replying to the whole email group.
5. If someone replies to a message on the email group, who will see it?  
Replies are sent to everyone on the email group so we would ask you use the individual's contact details to reply.

6. Who can view the subscriber names/emails?  
Only the email group owner(s) – in this case AHRC, UK.
7. Can I send messages with attachments/documents via the email group?  
No.

# JPICH Cultural Heritage, Identities & Perspectives

## – Glossary

**Cultural Heritage, Identities & Perspectives Management Group (CHIPMG)** – The CHIPMG is the ultimate decision-making body for the JPICH CHIP call. It consists of one representative from each participating organisation in the CHIP Call.

**Eligibility requirements (criteria)** – Specify under what conditions applicants may submit a project proposal. To be eligible for funding, proposals must meet both the general requirements and the relevant national eligibility requirements.

**Handling Partner** – The Dutch Research Council (NWO) has been commissioned by the JPICH CHIP Partners to act as Handling Partner, managing the call and selection process.

**Independent, International Assessment Panel** – Proposal assessment will be the responsibility of an independent, international assessment panel. The panel will be established once the Call for Proposals is published. The panel is composed of international experts who are chosen on the basis of their expertise and scholarly excellence. The panel members are appointed personally. Their names will be published online as a measure of transparency. To ensure the high standards of integrity in all processes, rigorous “conflict of interest” guidelines will be followed.

The panel will evaluate and rank all eligible proposals based on the application files. As outcome of the review process, the panel produces a ranking list of the projects recommended for funding. The final funding decision lies with the JPICH CHIP Management Group.

**JPICH** – A Joint Programming Initiative (JPI) provides a framework within which Member States and Associated Countries jointly address areas where public research programmes can respond to major societal challenges. The main objective of the JPI “Cultural Heritage and Global Change: a new challenge for Europe” (JPICH) is to address the strong relationships that link cultural heritage, technological innovation and economic development within the dynamic framework of the challenges and competitiveness of an enlarged European Union.

**JHEP** – the JHEP is the coordination action providing the necessary support to develop and implement the JPI. The actions include developing a Strategic Research Agenda, the coordination of joint research activities, extension of the partnership, evaluation and monitoring, and stakeholder engagement.

### **Project roles:**

A **Project Leader (PL)** is responsible for carrying out and managing the project, in addition to their project related research. The PL is a senior researcher with a solid experience of managing collaborative research projects. They will be the contact point for the CHIP Call Handling Agency throughout the application process and is responsible for communication with the other partners in the project. Finally, the PL is responsible for the intellectual agenda and coherence of the project as well any reporting duties.

A **Principal Investigator (PI)** is responsible for leading research activities at their institution. Other researchers (senior researchers, post-doctoral researchers, PhD students) can be part of the PI Project team; please check the relevant national eligibility requirements (Annex A to the Call for Proposals).

**Associate Partner (AP)** – Associate Partners are stakeholders, for example in the cultural, heritage or educational sector, media, or creative industries, who may provide significant added value and valuable insights to the project from the user’s perspective. At least one such partner is to be included in the proposal in an advisory and collaborative capacity to help

explore the knowledge transfer/exchange potential of the proposed research, but should not have a leading role in the research activities. Their participation is not eligible for funding unless stated otherwise in National Eligibility Requirements (see Annex A). No CVs should be submitted for Associate Partners.