



# JPI CH Cultural Heritage, Society and Ethics call for proposals 2022

## Frequently Asked Questions (FAQs) and Glossary

Please ensure you have read the JPICH Society and Ethics (JPI CH CHSE) Call for Proposals including the National Eligibility Requirements (Annex A) before preparing your application.

Please note that the JPI CH CHSE documents which this FAQs refers to are available on the [JPI CH CHSE call dedicated webpage](#) on the Heritage Research Hub.

**Please note that this document will be updated regularly in order to report some of the questions received by research applicants and to provide further details on stage 2.**

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## 1. General information

### What type of projects can be supported under the JPI CH CHSE Call?

This JPI CH CHSE Call aims at supporting 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, Society and Ethics**.

What character/size/duration must a **JPI CH CHSE** project have?

- Be collaborative (involve research teams from at least three different JPI CH CHSE countries)<sup>1</sup>;
- May include any researcher meeting the national eligibility requirements of the relevant Funding Organization;
- Have a minimum duration of 24 months (2 years) and a maximum duration of (36 months) 3 years;
- Start not later than 31 May 2023;
- Must be carried out by a balanced and appropriate consortium, although the distribution of funding across countries and partners may be uneven;
- Must include at least one Associated Partner<sup>2</sup>;
- May involve researcher training, travel, and must involve knowledge transfer/exchange and/or knowledge dissemination activities.

### How long does a JPI CH CHSE project last for?

Projects must last for a **minimum period of 24 months** and **not exceed 36 months in duration**. Projects must start within 6 months following the funding decision (expected in November 2022). All research teams within a project consortium must agree on a common starting date of the project. The latest starting date is 31 May 2023.

### What countries are participating in the JPI CH CHSE Call?

Belarus, Belgium, Czech Republic, France, Lithuania, Norway, Romania, Spain, The Netherlands, United Kingdom. A list of national contact points – who should be contacted for questions about national eligibility requirements – can be found in the **JPI CH CHSE Call for Proposals**.

The call secretariat is managed by the Agence Nationale de la Recherche (ANR, France).

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<sup>1</sup> Each proposal must involve at least three eligible Principle Investigators each based in an eligible institution in a different country participating in the call. Please note that the maximum number of national research teams or legal entities to be funded in a transnational project consortium is five – in any combination of three, four or five countries. Each member of a research team requesting funding must be based in an eligible institution and be considered eligible for funding by the Funding Organization which they are soliciting funding from.

<sup>2</sup> See page 8-9.

### **Can there only be one PI per country in any JPI CH CHSE project?**

There can only 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 call secretariat (ANR) or the JPI CH CHSE 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 one PI per institution in any JPI CH CHSE project?**

Yes. There can only be one PI per institution per project which means that two PIs from the same institution cannot participate in the same project. Other researchers can be part of the PI Project team – please read the National Eligibility Requirements for each country which is included in the JPI CH CHSE Call for Proposals.

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

It depends. Applicants should check the National Eligibility Requirements for their own country, and if the information is not explicitly provided, they are invited to contact their national contact person before applying.

### **May applicants based in countries whose Funding Organizations do not participate in the call nevertheless be involved in a JPI CH CHSE project?**

Applicants who are not eligible to be funded by any of the Funding Organizations of the JPI CH CHSE call, e.g. researchers who are not based in any of the countries funding the call, may be involved in a JPI CH CHSE project if they are able to secure their own funding. They will be considered as Cooperation Partners (CPs). CPs must certify, in their letter of commitment submitted at stage 2, the funding for their part in the project and state its source. CPs are not considered in the minimum number of three Principle Investigators mentioned above.

### **Is it necessary to seek formal agreement from the Funding Organization which I am applying for funding from prior to applying?**

Please read the National Eligibility Requirements at Annex A of the JPI CH CHSE Call for Proposals. You may not need to gain formal agreement but your application must rigorously follow your national eligibility rules in addition to the general principles and requirements described in the call. Note that some Funding Organizations require that applicants also submit their proposal directly to them. You are encouraged to contact your respective national Funding Organizations in order to clarify these points if needed (see contact persons listed in the JPI CH CHSE Call for Proposals).

## 2. Submitting an application

### How do I submit a pre-proposal and full proposal?

Both pre-proposals (stage 1) and full proposals (stage 2) must be submitted on the ANR grant management system (SIM). To submit a pre-proposal and proposal, it is necessary to create an account on the SIM, which we recommend doing at an early stage.

To create an account and login, please visit [SIM](#). Further instructions can be found in the **SIM Instructions for Applicants available on the JPI CH CHSE** dedicated webpage.

Please note that templates for the application forms at stage 1 (pre-proposal) and stage 2 (full proposal) are downloadable from the JPI CH CHSE dedicated webpage and must be used by applicants.

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

All application documents must be written in English. Please note however that some Funding Organizations may require for proposals to also be submitted in their national languages.

### Is it compulsory to both submit a pre-proposal and a full proposal?

Yes. The call is structured in two stages:

- Pre-proposal (stage 1) whereby Project Leaders submit a pre-proposal and a letter of commitment from each Principal Investigator involved in the proposed project;
- Full proposal (stage 2) whereby Project Leaders submit a full proposal, a letter of commitment from each Associate Partner (compulsory) and Cooperation Partner (optional), budget tables, financial annexes and any other documentation required by their funding Organization.

Please note that there is no scientific assessment of the pre-proposal at stage 1. **However, applicants who do not submit a pre-proposal at stage 1 will not be considered at stage 2.**

### Can I submit more than one application?

Except for Spanish and Lithuanian researchers who can only apply as Project Leader or Principal Investigator in one single proposal, an applicant may apply as Principal Investigator in a maximum of two JPI CH CHSE proposals, or as Project Leader in one proposal and as Principal Investigator in another. Applicants who do not comply with this rule will see all applications they are involved in rejected immediately. A PI is only allowed to be involved in a second proposal providing the following conditions are met:

- The PI needs to inform their PLs if they are involved in more than one proposal;
- The total number of hours the PI participates in the submitted proposals must not exceed the number of hours they can commit.

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

### **Am I required to submit my JPI CH CHSE project proposal anywhere else than on the ANR grant management system (SIM)?**

Some Funding Organizations require that research applicants also submit their proposal on their own grant management platform. Please refer to your own Funding Organizations' eligibility requirements or contact them directly.

### **Where should institutional letters of commitment be submitted?**

All letters of commitment must be submitted on the ANR's grant management system (SIM), although some Funding Organizations may request that they are also submitted on their own grant management system.

Letters of commitment from the PLs and PIs must be submitted at stage 1 together with the scientific document grouped in a single PDF file.

Letters of commitment from APs – of which there must be at least one involved in any JPI CH CHSE project – and from CPs must be submitted at stage 2 together with the project summary and description of work. Please use the template included in the application form for stage 2.

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

For technical support, please send an email to [jpich-chse-2022@anr.fr](mailto:jpich-chse-2022@anr.fr).

## **3. Pre-proposal submission (stage 1)**

### **Is there a specific format that a JPI CH CHSE pre-proposal must have?**

Yes. A pre-proposal must be written in English, using the application form for stage 1 (pre-proposal) available on the JPI CH CHSE dedicated webpage. It must be submitted on the ANR grant management system (SIM).

### **Does the 4-page limit cover diagrams, pictures, references and footnotes?**

Yes, these should all be included within the 4 A4 pages which applicants are allowed to submit as a pre-proposal.

### **What happens if my proposal exceeds the page limit or if I forget to include the letters of commitment from one or several of the Principal Investigators?**

Any submission is definitive. If any part of the application is incomplete, the whole project proposal is likely to be deemed ineligible. Incomplete proposals will be rejected and will not proceed to stage 2.

### **Should I include financial information in the pre-proposal?**

No. All financial information must be submitted at stage 2. Budget templates will be made available in due course.

## 4. Proposal submission (stage 2)

**Please note that this section will be updated once stage 1 is closed.**

### Can the composition of the consortium change between stage 1 and stage 2?

No. The Project Leader and Principal Investigators who submitted the pre-proposal at stage 1 must be those submitting the full proposal at stage 2.

### Is there a specific format that a JPI CH CHSE full proposal must have?

Yes. A full proposal must be written in English, using the application form template for stage 2 (full proposal), which is available on the [JPI CH CHSE dedicated webpage](#). The application form must include letters of commitment from Associate Partners and Cooperation Partners (if any). Budgetary information must be submitted separately as a single Excel file. It must be submitted on the ANR grant management system (SIM).

### What must the budget of a JPI CH CHSE full proposal, submitted at stage 2, include?

Please provide details of the budget for the project using the relevant JPI CH CHSE budget templates which are provided on the JPI CH website. Additional information, other than that requested on the worksheets in the template will not be taken into account.

The budget table file should include:

- The name and affiliation of the PL and PIs, their e-mail addresses and the funding organizations involved;
- The summary budget (overall, requested and additional funding, including in kind contributions) for the JPI CH CHSE project for the whole duration of the project (**Budget Table B**); to be filled out in Euros only;
- The detailed total budget and requested funding for each PI/research team per year (**Budget Table A**); to be filled out in Euros.

This information should wherever possible be presented in one file. Please note that some countries have specific national budget formats to be used in addition to Budget Table A.

### 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 must include the budget tables (Excel file) into the application form (pdf). Why?

The budgets provided in the Excel table are for the JPI CH CHSE 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. As a result, if a research team composed of researchers from several institutions in a project proposal is based in France, they can jointly apply for a total of € 200,000. Exceptions and further instructions are detailed in the National Eligibility Requirements.

The requested budgets of each research team in a project consortium must be specified in the relevant national budget template. Please specify the total budget requested per research team, the amount of funding requested from the national Funding Organization and the possible additional funding and its source. Note that some funders require the national budget to be provided in their national currency. Also note that some Funding Organizations like ANR request applicants to produce their national budget directly from ANR's grant management system (SIM). Please consult the relevant national eligibility requirements in Annex A for further details.

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

The funding among the JPI CH CHSE 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 project consortium as a whole must fill out the total budget template in Euros, which aggregates the budgets of each of the national research teams. Additional funding must also be specified.

## **5. Selection process**

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

The selection process takes place at stage 2, following the submission of full proposals by applicants by 5 September 2022, and is solely based on the full proposal and associated documents submitted at stage 2. The funding decision is expected to be issued by mid-November to all applicants. Please refer to the JPI CH CHSE timetable for further details on the timeline and selection process.

Please note that applicants who did not submit an eligible pre-proposal by 23 May 2022 will not be considered for funding and will therefore not enter the selection process described in the above paragraph.

### **How will JPI CH CHSE proposals be assessed?**

The assessment of the proposals will be undertaken by an Independent International Assessment Panel (IIAP) with expertise in the relevant scientific disciplines and fields. Each proposal will be assessed remotely and separately by two members of the IIAP. Following



the remote evaluation, the IIAP will meet to discuss and agree on a final score for each proposal. The IIAP will produce a ranking list based on the final score that they agreed upon for each proposal.

The JPI CH CHSE Management Group will make the actual funding decision based on the recommendations and ranking list determined by the IIAP, taking into account the Funding Organizations' available budgets.

The JPI CH CHSE Management Group will ensure the fair and equitable nature of the evaluation and selection process and its compliance with the JPI CH CHSE call and JPI guidelines. The funding recommendations of the IIAP will be subject to approval by the Funding Organizations.

### **What are the evaluation criteria for full proposals at stage 2?**

Eligible full proposals will be assessed against the following, European Commission supported, evaluation criteria:

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

Please note that there will be no scientific assessment of the pre-proposals, which applicants are requested to submit by 23 May 2022 (stage 1).

## JPI CH Cultural Heritage, Society and Ethics (JPI CH CHSE) Glossary

**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.

**Funding Organization** – Organizations which offer funding for JPI CH CHSE projects and whose representatives form the JPI CH CHSE Management Group. Each Funding Organization funds Project Leaders, Principle Investigators, and Associate Partners (if their national eligibility rules allow so) according to their own eligibility rules.

**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 JPI CH CHSE Management Group.

**JPI CH** – 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” (JPI CH) 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.

### **Project roles:**

A **Project Leader (PL)** is responsible for carrying out and managing the project, in addition to his project related research. The PL is a senior researcher with a solid experience of managing collaborative research projects. He will be the contact point for the JPI CH CHSE Funding Organizations 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 his 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, 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 Associated Partner must 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.

**Cooperation Partner (CP)** – are applicants who are not eligible to be funded by any of the Funding Organizations of the JPI CH CHSE call, e.g. researchers who are not based in any of the countries funding the call, but who may be involved in a JPI CH CHSE project if they are able to secure their own funding. CPs must certify, in their letter of commitment submitted at stage 2, the funding for their part in the project and state its source. CPs are not considered in the minimum number of three Principle Investigators in any JPI CH CHSE consortium.