

## SARGASSUM 2 Joint Call

### ANNEX 1: Instructions for Proposals

The proposal must be submitted by the Leading PI<sup>1</sup> (or Leading PI Institute where appropriate) through the electronic proposal system accessible through the submission website (see <https://anr.fr/Sargasses-2>), within the application deadline. Leading or partner PIs of each consortium may also be contacted separately by their national or regional Funding Organizations.

#### General guidance for all applicants:

- Proposal must be submitted in English. PDF documents must be written in Calibri, , at least font size 11, margins (2.0cm side and 1.5cm top and bottom), single line spacing, with page numbering
- The different sections of the application should not exceed the prescribed maximum number of pages / characters. Pages / characters (including spaces) beyond the limit will be removed
- Non-text descriptions such as graphic chart, diagrams, figures, etc., can be presented only in sections 9 (project description) and 10 (management plan).
- Any documents other than those requested as part of the proposal will not be forwarded to the Scientific committee.

#### Details from section 1 to 7 have to be filled out online

##### 1. Project title

Indicate the title of the project.

##### 2. Project acronym (max. 30 characters)

Choose a short acronym for the proposal.

##### 3. Duration

Indicate the anticipated start and end date of the project. The project duration is up to four years.

##### 4. Publishable abstract (max. 2000 characters, incl. spaces; to be suitable for public release)

Provide a summary describing the proposed research program and expected impact in plain language suitable for general audiences. This summary will be published if the proposal is selected.

##### 5. Key words

Give at least three and up to ten keywords that represent the scientific content of your proposal. These will be used to assist in identifying reviewers.

##### 6. Principal investigators (PI) and Lead PI

The Principal Investigator, one per participating institution, is an individual who assembles a team to carry out a project under his/her scientific guidance. The Lead PI (LPI) is the PI that coordinates the project and submits the proposal. A person is allowed to be LPI in one proposal. Each participant can be involved in a maximum of two proposals.

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<sup>1</sup> PI : Principal Investigator

Provide detailed information on the Lead PI and each Partner PI, including institution and contact details. Add as many team member as needed.

Note that Public Laboratory, Research Foundation Organisation, Other Public Entity, Very Small Enterprises, SMEs, Other Enterprises than Very Small Enterprises or SMEs, Other Private Entity, or Association are welcome to participate following national regulations.

Please check the relevant National Guidelines or contact the relevant National Funding Agency for eligibility requirements and any limits on the number of official Partner PIs. Fully self-financed partners who bring their own secured budget are allowed from any country.

Details of personnel who are not listed as a Lead / Partner PI but will work on the project should be provided here. Such personnel might include individuals within the Lead / Partner PIs institution, department, etc. The Lead / Partner PI should check the policies and guidelines of the relevant Research Funding Organisation.

**Details from section 7 to 19 (except sections 14 and 15) will need to be uploaded in the form of a pdf document and will constitute the Scientific and Technical Document. The pdf document cannot exceed 20 pages to be uploaded on the platform. The pdf document for section 14 must be uploaded on the platform in the section “annexes”. For section 15, see details below.**

## **7. Executive summary (max. 2 pages)**

Give an overarching summary of the goals of the research project. Describe the added value to be expected from the international collaboration with reference to the competence and expertise of the team and the complementarities of the consortium. Explain how users have been engaged in the proposal and the potential impact of the research on society, policy, economy, etc. as well as the complementarity to other initiatives.

## **8. Project description (max. 10 pages)**

Describe the research plan of your consortium, including the goals and objectives. Graphics may be included in this section.

### *8.1 State-of-Art*

Give the scientific basis and technical background for your proposal and describe the present state-of-the-art and the references on the feasibility of the proposed processes (complete description of the bibliography carried out, reference of existing processes in other countries). Identify important gaps to be filled in the current knowledge. Include reference to the significance of preliminary studies, describing how the proposed project is embedded within the research currently funded and the techniques and/or processes already tested or developed in the consortium institutes and how it adds value to this broader program.

### *8.2 Research and R&D plan*

Give an overall description of the general approach and methodology chosen to achieve the objectives. Highlight the particular advantages of the methodology and pool of technologies / processes chosen; quantify the expected project result(s).

Break down the research and R&D program into Work Packages (WP) and individual Tasks, showing the interrelationship between the tasks (Workplan, WP structure, time plan, and involvement of participants in each WP...). Explain why there is synergy between different tasks of the project and how this is going to be exploited.

### *8.3 Complementarity of the team (added value of the consortium)*

Describe clearly the contribution and role of each partner to your project. It is expected that unless the

participation is at the level of sub-contracting for specific tasks, individual applicants will be true research and technical partners in the consortia and will contribute significantly to the development of the research and R&D program. Evaluators will be asked to comment on and rate the value added by the involvement of all partners in order to assist the assessment of these projects. All projects must involve providers and users.

Demonstrate how the project will increase synergy between teams across partner countries and how transnational collaboration adds a particular value.

#### 8.4 *Regional collaboration and embedding.*

Describe collaborations with regional (Greater Caribbean Region) scientists, institutions, public or private partners and stakeholders. Indicate clearly how this project will contribute to capacity building and/or regional engagement.

#### 8.5 *Subcontracts*

For all subcontractors with subcontracts > EUR 2,000, please list the basic information, description of the subcontracted activity and offer (if available). Please check the National Guidelines for subcontracting rules.

## 9. Management Plan (max. 4 pages)

Graphics can be included in this section.

### 9.1 *Overall coordination, monitoring and control of the project*

Describe how the overall coordination, monitoring and control of the project will be implemented. Outline the management processes foreseen in the project (decision boards, coordination meetings, etc) and clearly indicate the distribution of tasks among the consortium members. It is recommended that milestones be presented in a detailed diagram (e.g. PERT or Gantt charts) providing the time schedule of the tasks and marking their interrelationships; add when decisions on further approaches will have to be made; indicate a critical path marking those events which directly influence the overall time schedule in case of delays. Explain how information flow and communication will be managed and enhanced within the project (e.g. collaboration and task meetings, exchange of scientists, dissemination of results and engagement with stakeholders).

Please mention the kick-off, mid-term and end-of-term meetings organized by the call secretariat for the funding organisations and how your proposal will interact with these over-arching activities, particularly in terms of timing and individual milestones.

Risk management: Indicate where there are risks of not achieving the objectives and describe potential solutions, if appropriate.

**NOTE for funded proposals: a Consortium Agreement (including Intellectual Property Rights) must be signed among the partners of a research consortium. The consortium agreement must be signed and submitted within six months following the funding decision.** The signatures must to be provided in accordance with the procedures specified by each funding agency.

It is the LPI's responsibility to ensure that this agreement clearly specifies:

- the distribution of the tasks, human and financial resources and deliverables;
- the sharing of the intellectual property rights linked to findings obtained within the framework of the project;
- the project start and end dates;
- the conditions of publication / dissemination of the results;
- the application and transfer of project findings;

- ethical issues.

### 9.2 Open Knowledge plan

Applicants must describe how information generated in the course of the project will be captured, stored and managed. Plans for long-term archiving and meta-description of data should be detailed, as should the communication and access plans. Please check the relevant National Guidelines or contact the relevant National Funding Agency for specific Data Management Plan requirements.

## 10. Impact, engagement and dissemination plan (max. 4 pages)

All proposals shall demonstrate user involvement. Please detail how users will be engaged in the project: who may benefit from or make use of the research and/or R&D program, how they might benefit from and/or make use of the research, and methods for engaging with users and exchanging / disseminating data / knowledge / skills in the most effective and appropriate manner.

Describe how the consortium will deal with the dissemination, publication and management of results generated in the project. Following the open access regulations, the access rights for academic and/or private research purposes to the research results, the delay before research results to be publicly available, strategy of open innovation or open source approaches must be described. Please check the National Guidelines for specific Open Access Requirements.

It is expected that arrangements will be made for timely release of information and resources from publicly funded research projects.

## 11. Funding justification

In this section, a summary of the total funding requested from this call together with that from external sources should be included. Applicants should provide clear evidence of how the funds requested will be used to fulfill the activities of each partner and a clear justification that the requested funds together with any funds / support provided by external sources, are sufficient to achieve the work proposed<sup>1</sup>.

In addition to the summary, some Research Funding Organisations require a detailed budget specification according to national funding rules<sup>2</sup>. For the appropriate forms and any other questions you should contact or refer to the website of your National Contact Point (see the national annexes at <https://anr.fr/Sargasses-2>).

## 12. External Funding from other sources (including current and pending support)

In relation to Section 14 (Funding plan), please indicate if funding / support from these external sources (including in-kind contributions) will be used to augment resources provided through the grant. Please also indicate any additional support that is currently being sought, where the funding decision on that support is independent of this Call.

Provide details of any proposal related to this one, which you or another project partner may have submitted to other funding opportunities, including title, funding source, extent of overlap and expected decision date. Duplication of funding is not allowed for the same (whole or part) research project.

Where funding from external sources is expected / being sought, the relationship between these various funds and the proposed project should be explained (e.g., what role do the funds play in achieving the goals and expected outcomes of the proposed project; what value will these funds add to the proposed project?). Check with your national contact point if further details are necessary.

Letters of Support and commitments letters should be included from these external sources of funding (including providers of in-kind contributions and partners) who are ineligible for this Call, but who are providing a contribution to this proposed project; they should be sent to the Joint Call Secretariat by

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<sup>2</sup> In relation to the 'Travel' requested to attend the mid-term and end-of-term Project Meetings, reviewers and panel members will be advised of the necessarily provisional nature of these requests and to view them accordingly.

email at the same time as the Proposal Form is uploaded.

Letters of Support should be on headed paper and should provide information on the level of funds committed and how firm that commitment is. Where the contribution is in-kind, a monetary value of that contribution alongside details of what the contribution is should also be provided.

### 13. Funding plan

Each Leading and Partner PI should provide details of his / her funding plan. Funding information should be entered in Euros (€). Disbursements set against the different categories of expenditure in the funding plan should be provided according to the standard guidelines for each Leading and Partner PI's relevant Funding Organisation.

It is anticipated that all partners involved in the project, should it be funded, will travel to one mid-term and one end-of-term meeting. A provisional funding request (of up to €2000 per partner per meeting, under 'Travel') should be included in the funding plan and should be within the current financial limits of the funding plan since the Call will support these activities. In addition, funding for one (max. two) person per project attending mid-term meetings should be included in the budget.

Mid-term one and end-of term Project Meetings are likely to be held alongside other major international conferences and the Joint Call Secretariat would welcome suggestions as to which international conferences might be appropriate for this purpose(see section 18). A decision on this will be made by the Funding Organisations.

Final details will be made available by the Joint Call Secretariat, should the proposal be funded. After the funding decision has been taken, individual Funding Organisations may contact Lead and Partner PIs to confirm the exact amount available for 'Travel' to these Project Meetings. PIs ineligible to request fundings should indicate under 'Total costs' (Requested + External) the value of the funding (including all in-kind contributions) that they are committing to the proposal.

Fully self-financed partners who bring their own secured budget are allowed from any country.

#### **Please note the following definitions:**

**Requested funding:** the funds requested from Funding Organisations (i.e. what each Lead / Partner PI is requesting from their Funding Organisation). Not all funding organisations can fund permanent positions and overheads as a flat rate under certain circumstances. Please check with your national contact point before filling out the form.

**External funding / support:** please indicate in section 13 any funding / support you expect to be committed to the proposed project, which is not being requested from the participating Funding Organisations. This includes, for example, institutional or national funding, the value of contributions from partners who are ineligible to request funding from this Call and are therefore providing their own funding/ in-kind contribution, etc.

#### **Total Costs = Requested funding + External funding**

Time dedicated to this project is to be reported as the number of months in a calendar year that will be dedicated to this project. For example, 1 day per week over a year would represent 52 days/365 days or approximately 1.7 months.

### 14. Curriculum Vitae

For each PI, please upload a CV (max. 1 page), including title/position, highest academic qualification, full address (country, city, street, no.), department, area of interest, key achievements that are relevant to the research and R&D proposed, as well as up to 5 recent relevant publications or works.



## 15. Supporting/commitments Letters

Supporting and/or commitments letters from partners not listed in the proposal including stakeholder groups involved in the project may be provided by email to the Call secretariat, before the closing of the submission website.

## 16. Ethical Issues

Projects must follow Horizon Europe rules and guidelines of the EC regarding ethical issues:

[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf)

When applicable, please address ethical and legal issues here (e.g. ethical permits, data protection...). Please specify if the project requires statement by an ethics committee or an animal experimentation permit or equivalent statement or permits. Please check the National Guidelines for specific requirements.

## 17. Nagoya's protocol Issues.

The Access and Benefit-Sharing (ABS) mechanism aims at organizing the relationship between a user and provider of genetic resources and associated traditional knowledge. The Nagoya Protocol lays the foundation for this mechanism. The ABS mechanism should be a tool to foster the conservation and sustainable use of biodiversity, knowledge, research, innovation, economic development as well as preservation of associated traditional knowledge. Please specify if the project requires that statement and check how the funding organisations will manage the Nagoya Protocol.

## 18. Suggested International Conferences

Please provide suggestions for major international conferences, alongside which it would be appropriate to hold mid-term and end-of-term Project Meetings for this Call. They should be located in the Great Caribbean area (including Central America, some American states like Florida, Texas or Louisiana, and South America).

## 19. Declaration of parallel submissions (whole or parts) to other funding programs

Provide details of any proposal related to this one, which you or another project partner have submitted to other funding opportunities, including title, funding source, extent of overlap and expected decision date.

Duplication of funding is not allowed for the same (whole or part) research project. Some Funding Organisations may forbid double applications. Please check national Terms and conditions

## 20. References Cited

Please list the references that were cited in the proposal.

## Details of section 21 will need to be filled online

## 21. Potential reviewers to avoid for direct competition reasons or conflict of interest

List the names (and provide his/her country and affiliation) of potential reviewers who, you think, should not be asked to evaluate the project for reasons of direct competition and

partiality. Also provide the names of significant collaborators that should not be used as reviewers due to conflicts of interest.

When preparing the Proposal it is useful to remember the Selection Criteria on which it will be evaluated – please see the Call for Proposals for details. For questions, contact your National Call Contact Points, as indicated in the national annexes at <https://anr.fr/Sargasses-2>