

# Guidelines For Pre-Proposal Application

## ERA-NET Plant Genomics 1<sup>st</sup> Call for Proposals



Call Secretariat: NGI/NWO  
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## 1. Introduction

These guidelines explain briefly how to apply for an ERA-PG grant. Evaluation and selection will follow a two stage procedure. In the first stage pre-proposals should be submitted to the Call Secretariat. The Programme Board will meet to consider the pre-proposals and will make a selection to be invited back to the second stage. The second stage will involve submission of a full proposal to the Call Secretariat. These full proposals will be subject to external peer review and scientific ranking by a second meeting of the Programme Board. This will be followed by moderation by Sub Call Panels based on budgetary and strategic considerations, leading to the final ranking list. After evaluation and selection the final funding decisions will be made by the national funding organisations. For detailed guidance about the procedure, eligibility and evaluation criteria applicants should refer to the Call Notice.

All call procedures will be administered by the Call Secretariat, under strict confidentiality. Please contact this Secretariat in case of organisational or administrative problems regarding the submission procedure.

Contact person ERA-PG Call Secretariat:

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## 2. Electronic submission

All proposals should be submitted to the ERA-PG Call Secretariat through the electronic submission system IRIS. Please check the ERA-PG website (<http://www.erapg.org> or <http://www.iris.nwo.nl>) for the latest update of the instructions and read them carefully before starting the submission procedure. **Applications submitted by mail, fax, diskette or E-mail will not be processed!**

**Note: before getting access to IRIS you will be asked to create your own registered account. After registration of username and password you'll be requested to select an organisation from a searchable list. Since the list contains only Dutch organisations you should use the following wildcard name: ERA-PG CRP as acronym and The Hague as city, press the search button, select this organisation, and insert your full contact data under Contact Address.**

The Call Notice and the Application Form can be downloaded from the ERA-PG website (First Call 2006).

After successful submission the main applicant will receive a confirmation of receipt. Assuming all eligibility criteria are met, it will be possible to follow the progress of the procedure using an electronic tracking system. Application status can be checked on-line via a personal login code.

For technical questions regarding the electronic submission system IRIS applicants may contact the IRIS helpdesk. Please read the above instructions before doing so.

The helpdesk should be contacted via e-mail: iris@nwo.nl

It is also possible to telephone the helpdesk, and telephone lines are manned from Monday to Friday (except on public holidays) from 11.00 am till 05.00 pm (CET). The contact number is; +31 (0)900 - 696 4747 (0900 – NWO-IRIS calls cost EUR 0.15 per minute. Note; not all providers support calls to Dutch 0900 numbers, in this case please use email or contact the Call Secretariat or your National Call Coordinator (contact details available on the Call Notice).

### 3. Guidance to the Grant application form

- The proposal should be written in English
- The project description of a pre-proposal should not exceed a maximum of four A 4 pages, margins 2.5 cm, font size Times New Roman 11 point, line spacing 1.5. Other uploaded documents than requested will not be forwarded to the Programme Board.
- Only complete proposals can be processed.

An application consists of **two parts**:

- o An electronically generated **fact sheet** containing an abstract of the proposal and applicant particulars
- o The **research proposal**. The proposal should be submitted as PDF attached to the fact sheet. PDF converter software is available at the IRIS website.

A **Pre-Proposal** should consist of the following: **application fact sheet; applicant details including CVs; a project description (including an estimate of the total requested costs);**

#### I. **Applicant details**

The above mentioned electronically generated fact sheet contains brief particulars of the applicants. In addition to this a CV of each (co)applicant (project leader and team leaders of the participating teams) is required. This should include information on current position, research interests, expertise and the five publications most relevant to the proposal. This should be uploaded as an annex to the proposal. A complete list of all publications in the last three years should be uploaded separately.

A project leader (applicant 1) should be identified for each collaborative proposal (primary contact person for consortium). In addition, a principal investigator should be designated from each of the other collaborative institutions (applicant 2 etc.).

**II. i. A project description** (maximum four A 4 pages, margins 2.5 cm, font size Times New Roman 11 point, line spacing 1.5.)

This should be a short description of the scientific ideas and research hypothesis of the joint project including the duration of the project, an overview of the work programme, shared know-how and distribution of work during the course of the project. The research plan should briefly describe the following:

- **Objectives of the project;** *describe the scientific objectives of the project and show how these objectives aim at significant advance in the established state-of-the-art.*
- **Links to the research themes of the programme;** *demonstrate that the proposal is in compliance with the thematic scope of the call. In case other topics are addressed explain why they are important in view of the strategic ambition of this call*
- **Main research methods employed;** *outline the proposed methods and explain why they are appropriate to the objectives.*
- **Significance and applicability of the research results (plan for use and dissemination of knowledge);** *explain the relevance and timeliness of the research project, in terms of concrete applications (scientific and technological) and in terms of economic and societal impact in the European context. Outline the plan for use and dissemination.*
- **Links with work in researchers lab;** *how the proposed project is embedded within the research currently existing in the consortium laboratories.*
- **Existing national and international co-operation;** *if the research is part of a larger (inter)national collaboration, explain its precise role and how it fits into this wider context.*
- **Added value of the collaboration;** *demonstrate how the project will increase synergy between teams around Europe and enhance quality and competitiveness of plant genomics research over and above other current funding initiatives.*
- **Plan for co-ordination and networking of participants**
- **Plan for researcher training (if applicable);** *how will the project address the training needs of participating scientists.*

**ii. Estimate of costs**

An estimate of total project costs (in €) should be given per partner including the number of person months involved in the project, the total labour costs, total other costs and the percentage of the total. The table should also include the own contribution of the applicants' institutions versus the requested sum.

*This table should provide evidence that the requested means are balanced and justified when compared to the work proposed.*