

Guidelines For Full Proposal Application

ERA-NET Plant Genomics 1st Call for Proposals



Call Secretariat: NGI/NWO
Laan van Nieuw Oost Indië 300
PO box 93035
2509 AA The Hague
The Netherlands
Phone: +31 (0)70-3440 517/ 781
E-mail: beckers@genomics.nl
URL: <http://www.erapg.org>

May 2006

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 were submitted to the Call Secretariat. The Programme Board met to consider the pre-proposals and recommended 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 the coordinators of the full proposals will have the opportunity to give comments on this external expertise (rebuttal). During the second meeting the Programme Board will group the full proposals based on the peer review assessment. This grouped list will then be considered in a moderation by Sub Call Panels taking into account budgetary and strategic issues, leading to the final ranking list. After evaluation and selection the ERA-PG Network Steering Committee will check the compliance with the agreed procedure and forward the list to the national funding bodies. The national funding organisations will make the final decisions regarding the funding of the research teams from their country. For detailed guidance about the procedure, eligibility and evaluation criteria applicants should refer to the Call Notice of the first ERA-PG call “Structuring Plant Genomic Research in Europe”

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: Paul Beckers (NWO/ NGI), Tel: +31 (0) 70 3440 517/ 781, E-mail: beckers@genomics.nl.

2. Electronic submission

The Call Notice, National Annexes, Application Form and other call documents are published on the ERA-PG website (<http://www.erapg.org>).

All proposals should be submitted to the ERA-PG Call Secretariat through the electronic submission system IRIS. Please download the required documentation from the ERA-PG website and follow the link for submission to <http://www.iris.nwo.nl>. Please check the latest update of the IRIS 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 will 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.

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. The application status can be checked online 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 (updated contact details in the annex of this document and on the website).

The due date of for the full proposals is the 29th of June 2006, 12.00 CET.

3. Guidance to the Grant application form

- The proposal should be written in English
- The project description should not exceed twelve pages A4; the different sections of the proposal should not exceed the prescribed maximum number of A4 pages. It should comply with the following layout: margins minimal 2.5 cm, minimum font size Times New Roman 11 point, line spacing 1.5.
- Other uploaded documents than requested will neither be forwarded to the external referees nor to the ERA-PG Boards.
- Only complete proposals can be processed

A Full Proposal consists of two parts:

- An electronically generated fact sheet containing the project title an abstract of the proposal and applicant particulars;
- The application form. The proposal shall be submitted as PDF attached to the fact sheet. PDF converter software is available at the IRIS website.

In addition, publication lists should be uploaded. Furthermore, suggestions for referees and suggestions for referees that the consortium would prefer not to be asked for reviewing the proposal may be uploaded.

When writing the Full Proposal please follow the guidelines for each item below:

I. Applicant details

The above mentioned electronically generated fact sheet contains brief particulars of the applicants. 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, 3, etc.).

II. Application form

1. Project title

Insert the same project title as on the fact sheet (part I).

2. Project Acronym

Please insert a short name for the project of maximum 25 characters.

3. Composition of the consortium

Please insert only full name and affiliation of the (co)applicants; only team leaders. Full contact details should be inserted to the IRIS electronic submission system.

4. Sub Call

Please tick the box to indicate to which sub call your proposal will be submitted.

5. Themes

Indicate which of the themes are addressed in the proposal. Please assign maximally three themes, using the numbers 1, (2, 3) to indicate the primary (and secondary and tertiary) theme.

6. Keywords

Give at least three keywords that represent the scientific content of your proposal.

7. Composition of the research teams

Give the names and titles of the team members per team. The teams should be limited to those scientists actually needed for performing the project tasks. Describe the background and particular expertise of the teams against the tasks to be performed.

8. Project description (max. twelve A4)

(Margins of 2.5 cm with font size of Times New Roman 11 point, with a line spacing of 1.5.)

8.1. Duration / Intended starting date

What is the duration of the project and when do you intend to start?

Note: a starting date before the 1st of January 2007 may not be realistic in view of the current time table of the assessment procedure.

8.2. Objectives of the project

Describe as precisely as possible the scientific objectives of the project. Whenever possible, quantify the objectives in terms of measurable outcomes. Explain the novel character of the research proposed in view of the ambition of the Call. Show how the objectives of the project aim at significant advance in the established state-of-the-art through extending the current knowledge and/or filling the identified gaps.

8.3. Background

Give the scientific basis for your project and describe the present state-of-the-art concerning the specific research topics of your project. Identify important gaps to be filled in the current knowledge. Describe how the proposed project is embedded within the research currently existing in the consortium laboratories.

8.4. Research plan (Milestones and Deliverables)

Give an overall description and the general approach and methodology chosen to achieve the objectives. Describe how genomics tools are integrated in the approach. Highlight the particular advantages of the methodology chosen; quantify the expected project result(s). Break down the research programme into individual tasks, attributed to the different partners in the consortium, showing the interrelation between the tasks. Explain why there is synergy between different tasks of the project and how this is going to be exploited.

8.5. Complementarity of the teams and transnational added value (max. one A4)

Describe clearly the contribution of each partner to your project. It is expected that unless the academic or industrial involvement is at the level of sub-contracting for specific tasks, public laboratory or industrial companies will be true research partners in the consortia and will contribute significantly to the development of the research programme. Evaluators will be asked to comment and rate the value added by the involvement of all partners in order to assist the assessment of these projects.

Demonstrate how the project will increase synergy between teams around Europe and enhance quality and competitiveness of plant genomics research over and above other currently funded research.

8.6. Plan for use and dissemination of knowledge (max. one A4)

Describe how data generated in the course of the project will be captured, stored and managed. Also explain any plans for longer-term archiving and for the release of data to the wider scientific and user community. The application will be expected to demonstrate the necessary resourcing to achieve these aims.

Describe how the consortium will deal with the dissemination, publication, and, protection of results generated in the project. Notably: the commercial exploitation of the research results, the access rights for academic and/or private research purposes to the research results, the delay before research results to be publicly available.

This will be relevant to applications in both Sub Call A and Sub Call B. It is expected that arrangements will be made for timely release of information and resources from publicly funded research projects.

Note: Applicants are strongly recommended to read and use the IPR conditions which have been established by the ERA-PG Working Group on intellectual property rights, document available on ERA-PG website (ANNEX II of the Call Notice).

8.7. Innovative potential of the expected results for industrial application (where appropriate, max. one A4)

Please indicate if and how the anticipated outcome of the project can be transferred and/or integrated into R&D-activities - or even products - of the private sector.

8.8. Coordination with outside groups (max one A4)

If the proposed activity is part of a national or international collaborative project, describe the relationship of the proposed activity to the overall collaborative project and how the components will be coordinated. If there is national or international activity in the area of the proposed project which the consortia is not directly engaging with, please describe with justification whether and how efforts will be made to integrate with this activity.

8.9. Economic, societal and/or environmental relevance (max. one A4)

Explain the relevance and timeliness of the research programme proposed, in terms of concrete applications (scientific and technological) and in terms of economic, societal and environmental impact in the European context.

8.10. Project management and reporting (max. one and a half A4)

Describe how the overall coordination, monitoring and control of the project will be implemented. Provide if possible a project organisation chart. Indicate the decision schemes foreseen in the project (decision boards, coordination meetings).

If appropriate set up a detailed diagram giving the time schedule of the tasks and mark their interrelations; add milestones where important goals will be reached and/or decisions on further approach 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 enhanced within the project (e.g. collaboration and task meetings, exchange of scientists). Risk management: Indicate where there are risks of not achieving the objectives and fall-back positions, if applicable.

Note that a Consortium Agreement should be signed among the partners of a research consortium prior to the start of the project. This Agreement should include a reporting scheme. ERA-PG will provide the template for the CA in due time to the selected research consortia.

8.11. Legal requirements

Is the proposed research in compliance with the different national legislations and have the required recombinant-DNA permits for experimental work, such as GMO trials been obtained?

8.12. References

List of publications to which references are made in the project description.

9. Breakdown of costs

In this section the summary of requested costs and own contribution related to the project should be inserted. The tables should provide evidence that the requested means are balanced and justified when compared to the work proposed. Please insert in table 9.1 an overview of total requested costs (in €) per partner including the number of person months involved in the project. In table 9.2 you are asked to give an overview of the total own contribution to the project costs. *Explain why the requested costs as well as the own contribution are needed in view of accomplishing the research programme.*

Next to the summary, some funding agencies require a detailed specification according to national funding rules. For the appropriate forms you should contact your National Call Coordinator (contact details at the end) or refer to the website of your National funding organisation. For questions you may contact the National Call Coordinator.

10. Funding from other sources

Please indicate if funding is applied for or retrieved from other funding bodies.

11. CV's of the partners (max. one A4 each)

A CV of each team leader should be included in the application; maximum one A4 per person, including five publications most relevant to the proposal.

Note: the following items 12, 13, and 14 should be uploaded to IRIS as a *separate* file since this will not be forwarded to external reviewers.

12. Suggestions for referees that you would prefer not to be asked for reviewing your proposal

Please list names of referees that should be avoided for the assessment of your proposal and give a brief justification.

13. Suggestions for referees that could be asked for reviewing your proposal

Please list names of up to four referees with appropriate expertise who are not conflicted with your proposal in any way and who may be asked to evaluate your project. Referees will be chosen at the discretion of the Call Secretariat and the Programme Board

14. List of publications

To avoid conflicts of interest when selecting the referees, you are requested to upload an updated complete list of all published, submitted, in press, and planned publications (including co-authors) of the last three years for each applicant.

Annex: National Call Coordinators (dd 18 May 2006)

Belgium

Dr. Monika Sormann
Ministry of Flanders, Science and Innovation
Administration
Boudewijnlaan 30, 1000 Brussels
Tel: +32 2 553 58 64
E-mail: monika.sormann@wim.vlaanderen.be

Denmark

Mr. Per Kolbeck Nielsen
The Secretariat of the Danish Research Council for
Technology and Production, Danish Agency for
Science, Technology and Innovation
Bredgade 40, DK-1260 Copenhagen
Tel: +45 3544 6345
E-mail: pkn@fist.dk

Finland

Dr. Sirpa Huuskonen
Suomen Akatemia (AKA)
PO Box 99, (Vilhonvuorenkatu 6)
FI-00501 Helsinki
Tel: +358 (0)9 7748 8370
E-mail: sirpa.huuskonen@aka.fi

France

Dr. Francis Quétier
Agence Nationale de la Recherche (ANR)
22 rue Monge, F-75005 Paris
Tel: +33 (0) 6 80 99 16 83
E-mail: francis.quetier@gip-anr.fr

Germany

Dr. Katrin Hahlen
Deutsche Forschungsgemeinschaft (DFG)
Kennedyallee 40, D-53175 Bonn
Tel: +49 (0)228 885 28 03
E-mail: Katrin.Hahlen@dfg.de

Dr. Rainer Büschges
Projektträger Jülich, Forschungszentrum Jülich
Leo-Brandt-Strasse, D-52428 Jülich
Tel: +49 (0) 2461 61 87 82
E-mail: r.bueschges@fz-juelich.de

Italy

Mr. Mauro Massulli
Ministero dell'Istruzione, dell'Università e della
Ricerca (MIUR), D.G.S.S.I.R.S.T - Ufficio III
P.le Kennedy, 20, 00144 Rome
Tel.: + 39 06 58497961
E-Mail: mauro.massulli@miur.it

The Netherlands

Dr. Christine Bunthof
Netherlands Genomics Initiative (NGI)
PO Box 93035 (Laan van Nieuw Oost Indië 300),
NL - 2509 AA Den Haag
Tel: +31 (0) 317 477189
E-mail: bunthof@genomics.nl

Norway

Dr. Päivi Teivainen-Lædre
Norges forskningsråd (RCN)
PO Box 2700, (St. Hanshaugen), N-0131 Oslo
Tel: +47 22 03 72 06
E-mail: patl@rcn.no

Portugal

Mrs. Luisa Henriques
FCT- Fundação para a Ciência e a Tecnologia Av. D.
Carlos I, 126 - 2, 1249-074 Lisboa
Tel: +351 21 392 44 54
E-mail: lh@fct.mctes.pt

Spain

Dr. Julio Barbas
Ministerio de Educación y Ciencia (MEC)
Paseo de la Castellana 160, 28071 Madrid
Tel: +34 91 34 94 586
E-mail: julio.barbas@mec.es

UK

Dr. Sophie Laurie
Biotechnology and Biological Sciences Research
Council (BBSRC)
Polaris House, North Star Avenue, SN2 1UH Swindon
Tel: +44 1793 41 33 40
E-mail: sophie.laurie@bbsrc.ac.uk