# Guideline and Pre-Proposal Application Form

1. **Background**

Under the umbrella of NEURON, the ‚Network of European Funding for Neuroscience Research‘ established under the ERA-NET scheme of the European Commission ([www.neuron-eranet.eu](http://www.neuron-eranet.eu)), a joint transnational call (JTC-2021) is now. The aim of the call is to facilitate multinational, collaborative research projects that will address important questions related to Neurodevelopmental Disorders (see [Call Text](https://www.neuron-eranet.eu/_media/NEURON_JTC_2021.pdf) for further specifications).

1. **Proposal submission**

There will be a **two-stage submission procedure**: pre-proposals and full proposals. Both pre- and full proposals must be written in English and must be submitted to the Joint Call Secretariat (JCS) by the coordinator through the electronic submitting system exclusively (https://ptoutline.eu/app/neuron\_ndd).

**Pre-proposals** must be submitted by the project coordinator before the **9th of March 2021 at 14:00 CET.**

**Full proposals** must be submitted by the project coordinator before **the 30th of June 2021 at 14:00 CET**. Please note that full proposals will only be accepted from applicants explicitly invited for submission by the JCS. A guideline and template for full proposals will be provided to those applicants at a later stage.

Call deadlines are final and will be strictly enforced. The electronic system will not allow submissions after call deadlines! Please take into account that the online data entry may be overloaded by the day of the deadline. It is therefore recommended to upload all the required material well beforehand.

For further information, please contact the NEURON Joint Call Secretariat:

Dr Christina Müller

Project Management Agency (DLR-PT) – Department Health  
[Chr.mueller@dlr.de](mailto:Chr.mueller@dlr.de)  
+49 228 3821 2182

1. **Checklist for the Coordinator:**

***In order to make sure that your proposal will be eligible for this call, please collect the information required to tick all the sections below before starting to complete this application form.***

* **General condition:**

As coordinator and on behalf of the PIs of <acronym> proposal, I give my consent to ERA-NET NEURON to disclose information included in this proposal related to the objective of the project to interested patient organisations in order to promote further collaborations and obtain feedback.

* **The composition of the consortium:**

The project proposal involves at least 3 eligible project partners from at least 3 different countries participating in the call.

The project proposal involves a maximum of 5 research partners (asking for funding as well as participating with own contribution), up to 6 if at least one of the underrepresented countries listed in Call Text is included.

The project proposal does not include more than two partners from the same country participating in the call.

There are not more than two partners who secure their own funding (additionally to the eligible partners). Those will provide a letter of commitment of own budget at full proposal stage.

The coordinator and the majority of partners in the consortium requesting budget are eligible for funding.

* **Eligibility of consortium partners:**

I have made sure that each partner involved in the project proposal has **checked its eligibility** to receive funding by its funding agency (see country-specific information here: https://www.neuron-eranet.eu/\_media/NEURONJTC2021\_All\_national\_regulations.pdf)

**Please also note:**

* Proposals that **do not meet the national eligibility criteria** **and requirements** **may be declined without further review**.
* All fields must be completed using **DIN-A4; font: Arial, 10pt; single-spaced, page limits.** Incomplete proposals, proposals using a different format or exceeding length limitations of any sections will be rejected without further review.
* Once completed the pre-proposal must be converted in a **single PDF document** before being uploaded to the submission website.

In case of inconsistency between the information registered in the electronic submission tool and the information included in the PDF of this application form, the **information registered in the electronic submission tool shall prevail.**

# Pre-Proposal Application Form

**1. Acronym:**

**2. Project Title:**

**3. Project Coordinator:**

|  |  |
| --- | --- |
| Name |  |
| Institution/Department |  |
| Position |  |
| Address |  |
| Country |  |
| Phone + Fax |  |
| Email |  |

**4. Partners:**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Country | Name of the group leader | Institution and full affiliations (e.g. address, phone + fax, e-mail) |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6**[[1]](#footnote-2)\*** |  |  |  |

**5. Total funding applied for:** €

**6. Have you applied to other funding schemes or ERA-NETs with a similar proposal?**

yes / no

If yes, please specify:

**7. Summary of the project** (max. 5+1 pages): *Description of the working programme including the objectives, the rationale, the methodology highlighting the novelty, originality and feasibility as well as the added value of the collaboration (five pages maximum). An appendix with diagrams, figures, list of references etc. may be provided (one page maximum).*

**8. Brief CV for each group leader** *(only one CV per group, max. 1 page each):* *including*

* *a list of up to five relevant publications within the last five years which demonstrates the competence to carry out the project,*
* *the description of patents, and*
* *the ongoing projects related to the present topic,* *indicating funding sources and possible overlaps with the pre-proposal.*

*The year of the doctoral dissertation (or equivalent) has to be clearly stated in the CV.*

**NOTE:** Further annexes are not allowed. Any annex will be removed before further considering the pre-proposal for peer review.

**Electronic proposal submission is mandatory (http://www.neuron-eranet.eu). It is absolutely mandatory to meet the deadline for submission and carefully follow the format of the pre-proposal structure (DIN-A4; font: Arial, 10pt; page limits). Proposals not meeting the formal criteria will be rejected.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ERA-NET NEURON Call 2021** | | | | | |  | | |  | | |  | |  | |  |
|  | Pre-proposal: Budget plan of the project | | | | | |  | | |  | | |  | |  | |  |
|  | Project Acronym: | | | | | | | | | | | | | |  | |  |
|  |  | Coordinator | | Partner 2 | | Partner 3 | | Partner 4 | | | Partner 5 | | | Partner 6**\*** | |  | |
|  | **Name (group leader)** |  | |  | |  | |  | | |  | | |  | |  | |
|  | **Institution** |  | |  | |  | |  | | |  | | |  | |  | |
|  | **Country** |  | |  | |  | |  | | |  | | |  | |  | |
|  | **Funding organisation** |  | |  | |  | |  | | |  | | |  | |  | |
|  | **PROJECT COSTS (€)** |  | |  | |  | |  | | |  | | |  | | **Total** | |
|  | **Personnel €** |  | |  | |  | |  | | |  | | |  | |  | |
|  | **Consumables €** |  | |  | |  | |  | | |  | | |  | |  | |
|  | **Equipment €** |  | |  | |  | |  | | |  | | |  | |  | |
|  | **Travel €1** |  | |  | |  | |  | | |  | | |  | |  | |
|  | **Other direct costs €2** |  | |  | |  | |  | | |  | | |  | |  | |
|  | **Overheads €3** |  | |  | |  | |  | | |  | | |  | |  | |
|  | **Total budget €4** |  | |  | |  | |  | | |  | | |  | |  | |
|  | **Requested budget €5** |  | |  | |  | |  | | |  | | |  | |  | |
|  |  |  |  | |  | | | |  | | |  | | |  | |  |
|  | **We strongly recommend checking the national call texts and consulting with the national/regional contact points (see next page).** | **1 When planning the travel costs, please take into account that coordinators and PIs shall present the projects at a midterm symposium taking place during a NEURON conference (cf. call text).**  **2 e.g. subcontracting, provisions, licensing fees; may not be eligible costs in all countries (will be handled according national regulations)**  **3 Overhead costs: funding according to national regulations**  4 **Those countries whose currency is different than €, shall include their national currency in brackets**  **5 PIs from countries using full cost model shall give here the proportion of their total budget requested from the funding organization; in case a research group participates by own contribution they should indicate “0”** | | | | | | | | | | | | | | | |

**Check with National Contact Points** (to be completed by the coordinator[[2]](#footnote-3))

I have contacted all the consortium partners listed below and referred them to their national/regional contact points (as listed in the NEURON Call Text) to consult on the national eligibility rules and funding regulations of the respective funding organization.

Project Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The partners below have checked their national/regional regulations:

Partner 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner 6: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **\*The total number of research groups in a consortium is limited to five. Only consortia including partners from Latvia, Hungary, Romania, Turkey and/or Slovakia may increase the total number of partners to six. For further regulations concerning the composition of the consortia please refer to the call text.** [↑](#footnote-ref-2)
2. Please collect signatures by all partners involved. Digital signatures are sufficient. [↑](#footnote-ref-3)