Guidelines for Pre-Proposal Submission

Maritime and Marine Technologies for a new Era

23.12.2020

CONTENT

1. Background

The Call Announcement of the MarTERA Call 2021 and its Annexes provide essential information on the call scope and objectives as well as eligibility and evaluation criteria. The present document aims to provide guidance and explanation of technical details for the online submission tool which is used to prepare and submit the pre-proposals for the MarTERA Call 2021.

2. Process Overview

The Call 2021 procedure for proposals is divided into two steps: Step 1 consists of the preparation, submission, eligibility check, evaluation on the national level (applies to some countries, see National Guidelines) and selection of pre-proposals. In Step 2, the selected consortia from Step 1 are invited to prepare and submit a full proposal, which in turn will be checked for eligibility and be evaluated by an International Evaluator Panel. In both cases, all consortium members must prepare one joint proposal. The proposals must be submitted by the project coordinator via the online submission platform https://www.martera.eu/submission/call4.

Pre-Proposal Submission

The pre-proposal consists of different sections, which have to be prepared online. At first, the coordinator has to register on the submission platform. One user can be registered several times on the submission platform with the same email account but different usernames, one for each proposal. In this way, a correct assignment to the pre-proposals is ensured.

After registration, a link will be sent to the respective email account to activate the user.

The coordinator has to fill in, edit and save the electronic forms, add partners to the consortium, upload the project description and submit the pre-proposal. Partners can fill in and edit their own data only.

The coordinator may edit and re-submit the pre-proposal as many times as necessary prior to the submission deadline. Only the latest submitted version will be used in the further process. The **deadline for pre-proposal submission is 2021-03-26 (17:00 CET)**.

After successful submission, the coordinator and all partners of the consortium will receive an automatically generated confirmation of receipt.

Each project coordinator should register on the submission platform in due time. **After the submission deadline, the platform will accept neither modification nor submission of any proposal**. The project coordinator should also not underestimate the effort required to collect the information from all project partners and to fill in the online forms. It is therefore strongly recommended to submit the first version of proposals well before the deadline.

The **information given in the pre-proposal is binding in terms of the core data** (see Call Annoucement) **and the requested funding**. Please keep in mind that **the description of the project will be the basis for eligibility checks and national evaluation procedures in some countries** (see National Guidelines). The project description cannot exceed the character limitations applying in each section (4.000 characters are approximately one A4 page of text).

Up to five figures can be embedded in the pre-proposal text through place markers. The figures can be uploaded as .jpeg, .gif or .png files and should have a maximum size of 600 pixels.

Only the latest uploaded file will be saved. If the project description is not saved and submitted, the respective pre-proposal will be considered ineligible.

If consortium partners are requested to submit separate or different documents towards their national funding organization, the consortium partner(s) concerned shall submit these documents directly to the respective national / regional funding organization and not upload them to the submission platform.

Eligibility Check and Selection of Pre-Proposals

The submitted pre-proposals will be checked against the eligibility criteria as stated in section 4 of the Call Announcement. **Please note: If one partner in a consortium fails to satisfy the general or national/regional eligibility criteria, the entire pre-proposal will be rendered ineligible.**

It lies within the **responsibility of the consortium coordinator** to ensure the **consortium fulfils the call eligibility criteria** and that **all partners in the consortium fulfil the respective national/regional eligibility criteria**. It is therefore essential that the **coordinator is aware of the National Guidelines for each country represented in the consortium**. In case of uncertainties, please contact the National Programme Managers.

In case a pre-proposal is rendered ineligible, the Call Office will inform the coordinator.

Each submitted pre-proposal will be checked for eligibility at the Call Office and at the national level. Some funding agencies conduct a national evaluation procedure for the pre-proposals that involve applicants from the respective countries (see National Guidelines). The final decision on the consortia that are invited to prepare a full proposal (Step 2 of the Call process) will be taken in a Steering Committee Meeting. The Call Office will in turn inform the coordinators on the outcome of the Step 1 procedure.

3. Online Pre-Proposal Submission

In the process of the pre-proposal preparation, different forms have to be filled in on the online Submission Platform. Please note that you can only save your text when you do not exceed the character limitation for each form.
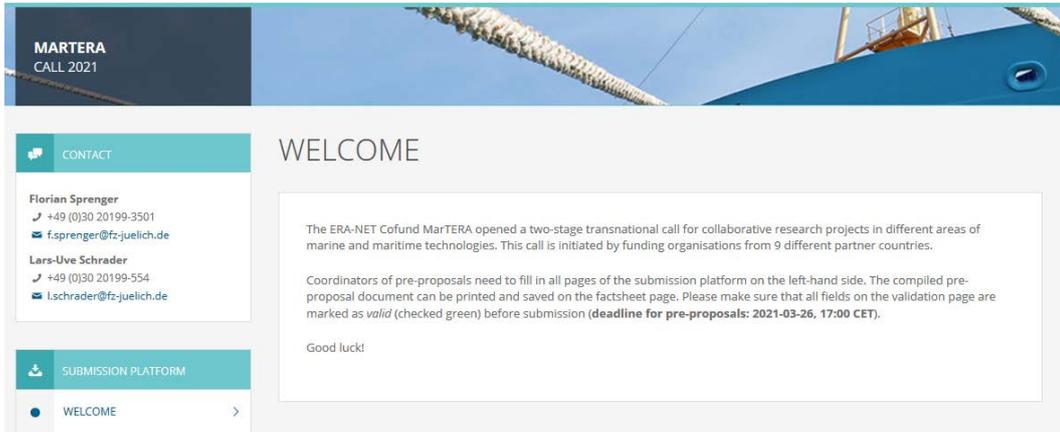
1. **REGISTRATION** : In order to use the online submission platform, the project coordinator has to register via the MarTERA website: https://www.martera.eu/submission/call4
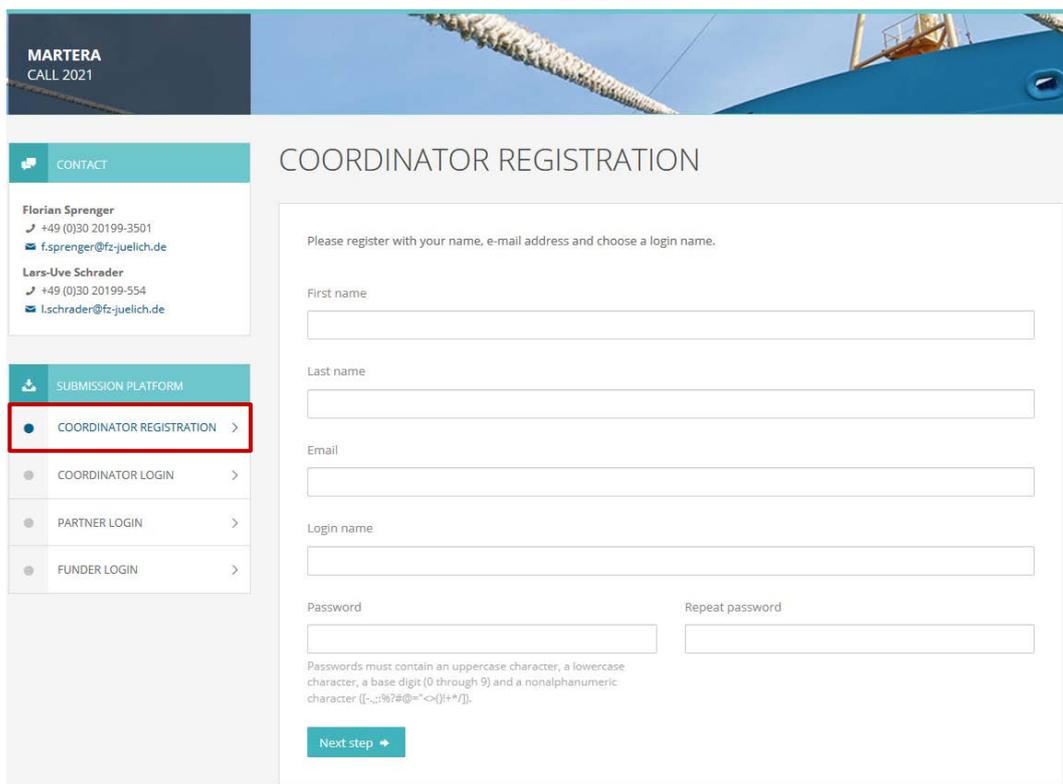
2. **ACCOUNT:** Once an account has been created, coordinators can change their login password in the ACCOUNT section.

3. **COORDINATOR PROFILE** The project coordinator has to fill in further profile details. The information in the fields marked with * are mandatory.

Please note: the project coordinator has to be from a country participating in this call and has to have a funding organisation assigned to him. Please note that the registration will not proceed if one of the mandatory fields is empty. The project coordinator should treat the password confidentially and refrain from giving it to other people, including proposal partners.

4. **PARTNERS** In this section, partners and associated partners can be added to the consortium and the relevant details can be filled in. In case a partner leaves the consortium during the submission process, it is possible to remove this entry from the list by selecting "Remove Partner".

5. **PROJECT DATA In this section,** title, acronym and duration of the proposed project have to be filled in. Each pre-proposal has to address one of the five priority areas of MarTERA and address at least one of the associated subtopics (see Call Announcement and Priority Areas Matrix at www.martera.eu/joint-calls).

6. **KEYWORDS** In this section up to five (5) comma-separated keywords have to be filled in. This will enable an effective expert assignment for the evaluation procedure of the proposal.

7. **PROJECT OBJECTIVES (4.000 *characters* [1])** Please enter a summary of your proposed project, including the general/strategic, scientific/technological and commercial objectives, the relevance to the MarTERA Call scope (including Priority Area and Sub Topic(s)).

8. **STATE OF THE ART (6.000 *characters*)** In this section, the current state of the art in research and development (including alternative solutions, intellectual property protection rights, information search) has to be filled in. , earlier research activities and experience of partners in the proposed field.


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[1] The character limitation includes spaces

9. **WORKPLAN (8.000 *characters*)** In this section, the proposal objectives, methodology, research design, and first work plan details have to be filled in. Please note that although a full workplan description is not required at this stage, the information provided are the basis for evaluation in some countries (see National Guidelines).
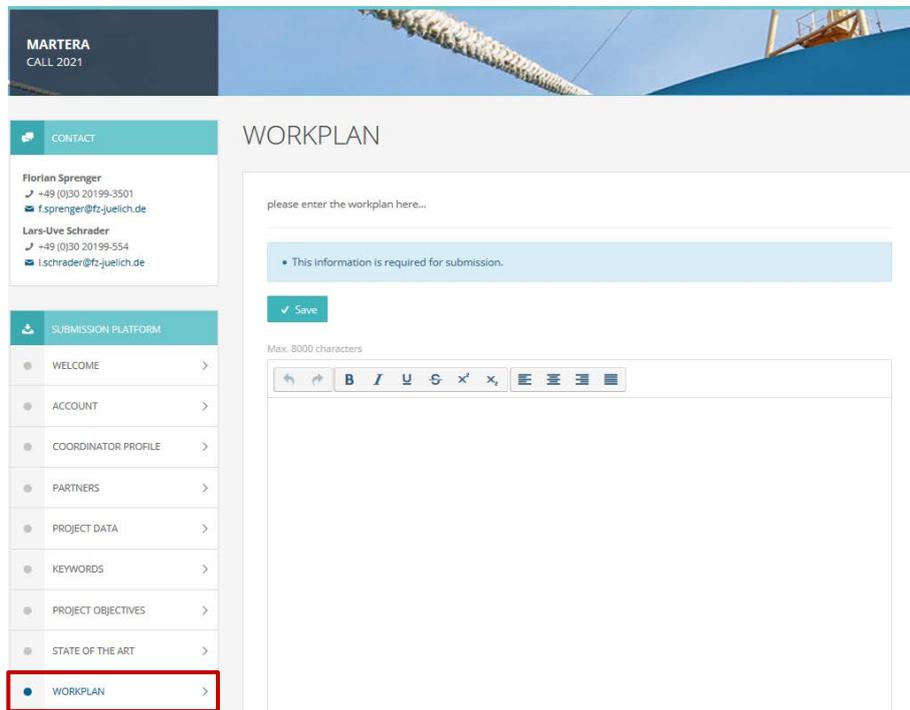
10. **GANTT CHART** A PDF document containing the Gantt chart is required for the submission process. The maximum file size is 2 MB.
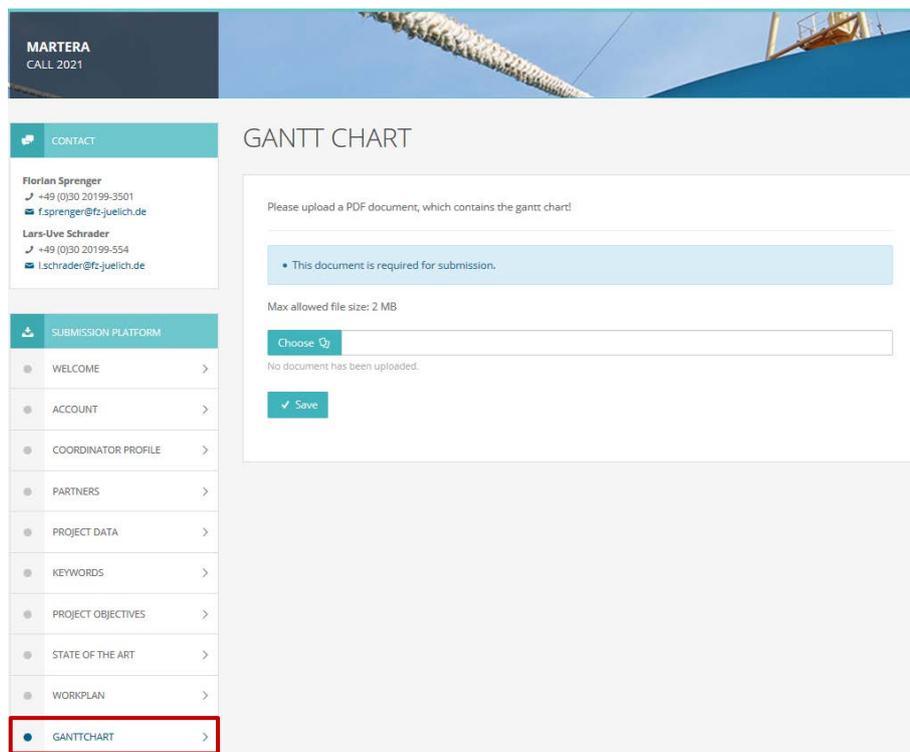
11. **FINANCIAL PLAN** In this section, the budget of the proposed project has to be specified per partner. Costs have to be assigned to the predefined categories and the own contribution has to be specified (note that national/regional regulations apply for funding rates). Some categories of cost may not be eligible by all funding organisations (see National Guidelines). The <u>resulting requested funding is fixed</u> after submission and cannot be changes in Step 2 of the Call process.

12. **FINANCIAL COMMENTS (1.000 *characters*) please enter a brief description per cost category. For** overhead costs, national/regional regulations apply. If you have 'Other' costs, please specify. For personnel costs, please state the required person months.

13. **CONSORTIUM COMPOSITION (16.000 *characters*)** In this section, the background and competences of each partner as well as the necessity for cooperation have to be described.
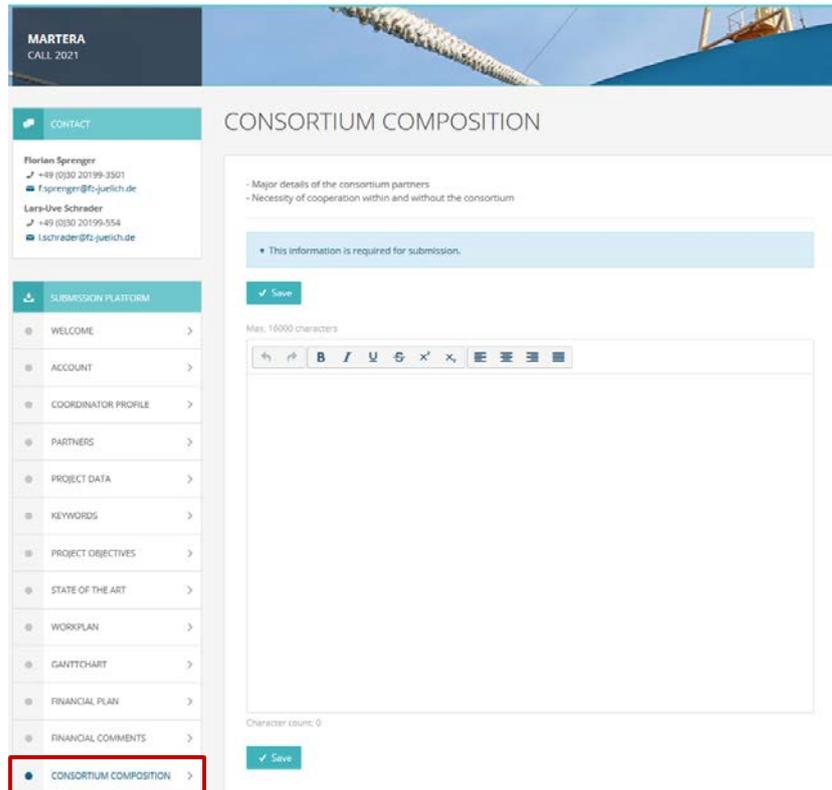
14. **EXPLOITAITION PLAN (3.000 *characters*)** In this section, the economic advantage/expectations and potential impact resulting from the project have to be described. The text should cover the following aspects: commercialisation of results, potential IPR, scientific and/or technical expectations, scientific and economic connectivity, impact for companies (status quo, growth, competitiveness, employment), compatibility with norms, standards and regulation, sustainability including social and environmental impact (employment, quality of life, regional aspects, working conditions).
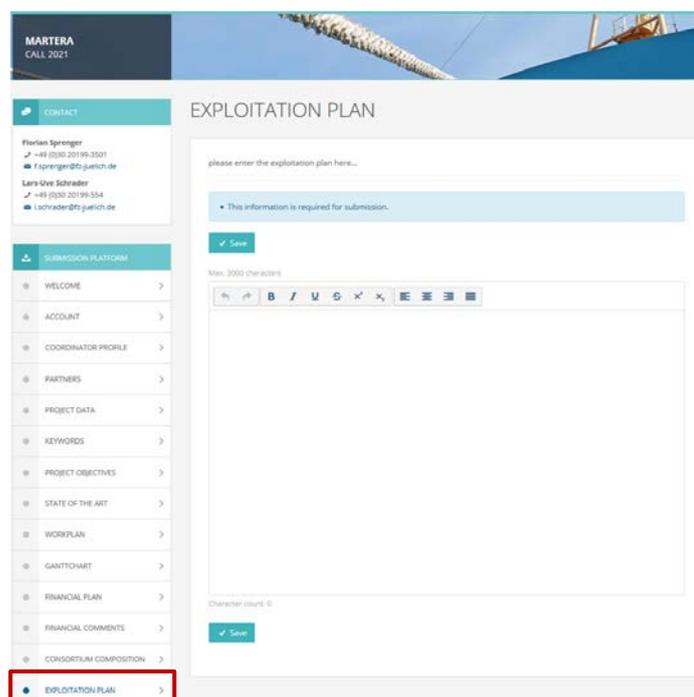
15. **ADDED VALUE (2.000 *characters*)** In this section, the added value in carrying out the work at a transnational (European) level and in solving of societal or environmental problems has to be described.


16. **FUNDING AND RISK (4.000 *characters*)** In this section, the necessity for funding and an the risk (scientific and technological risk) associated to the proposed project have to be explained.

17. **LETTER OF INTENT / COMMITMENT** A Letter of intent / commitment in PDF format is only <u>required for entities that are not applying for funding through MarTERA</u> (e.g. partners from countries that do not participate in the Call, partners that have only in-kind or associated partners). Note that the pre-proposal is not eligible when this document is required but missing. The maximum files size is 5 MB.
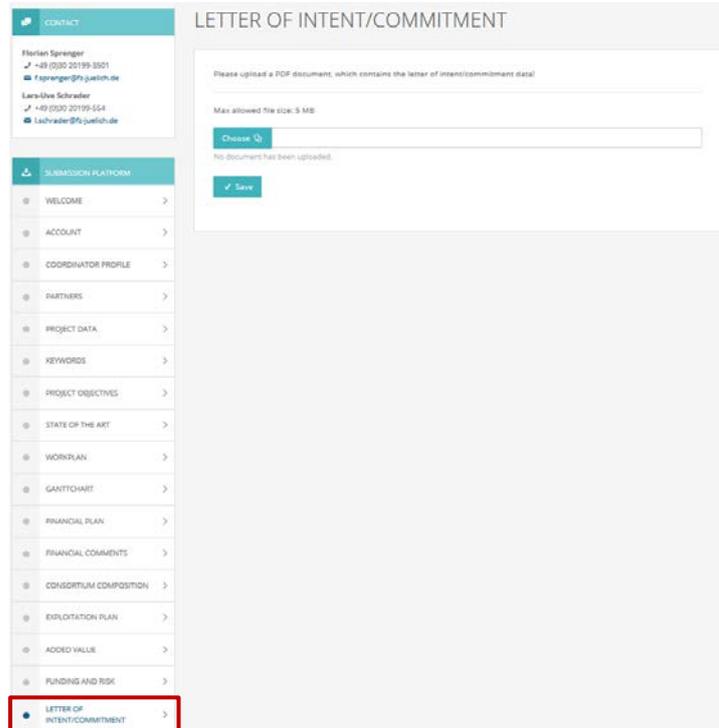

18. **IMAGE UPLOADS.** It is possible to upload up to 5 images, and insert them into the proposal by defining a place marker "[[figureX]]" in the text. By replacing the X with the number of the image you create the link to the image. Permitted formats are jpg, png or gif. The maximum image size is 600px x 600px, the maximum file size is 2 MB.
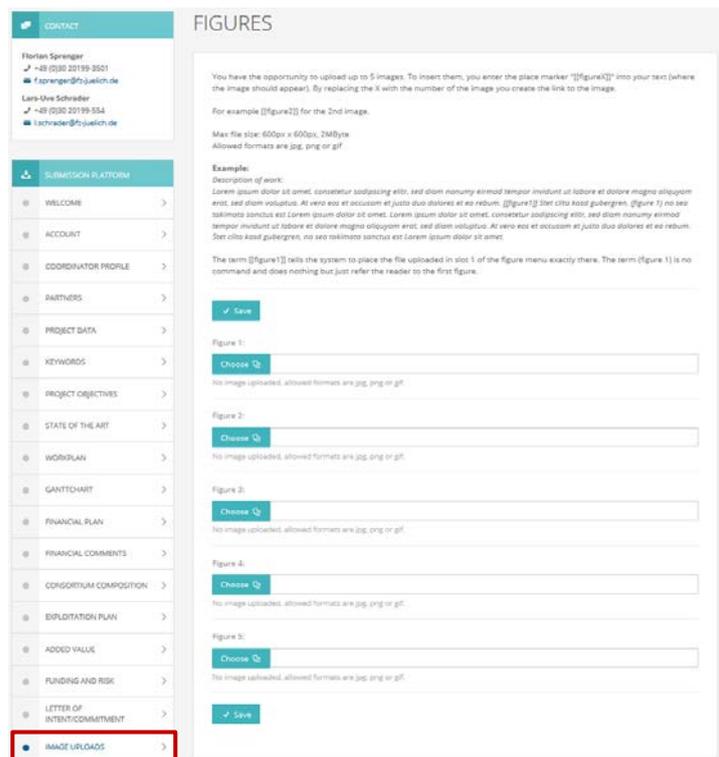
19. **REFERENCES** This field is <u>optional</u>. If there are any relevant references, they can be listed here.
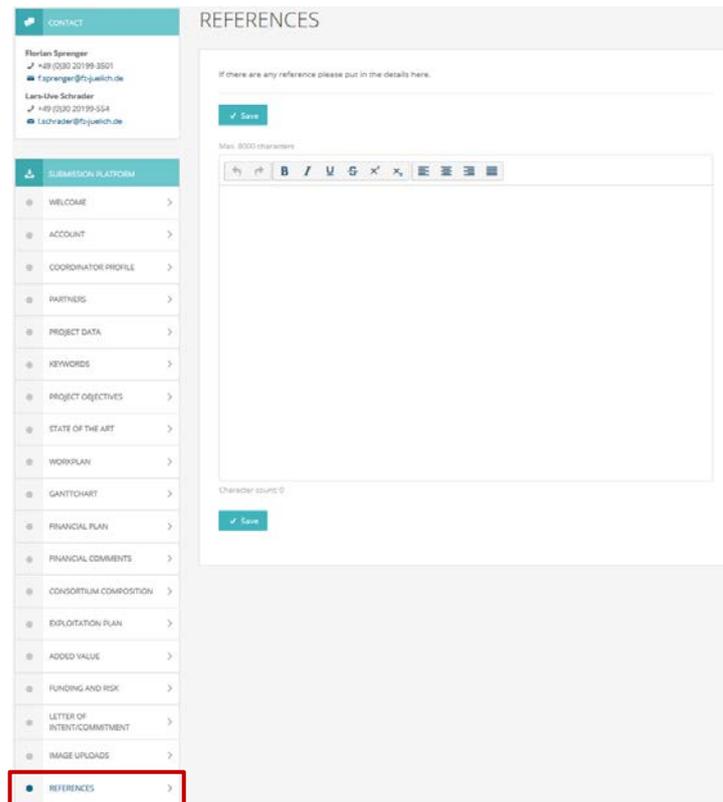
20. **FACTSHEET** This is a PDF created automatically from the input for the proposal. The coordinator and the partners can download the work version (current status) as well as the finalized (submitted) version.
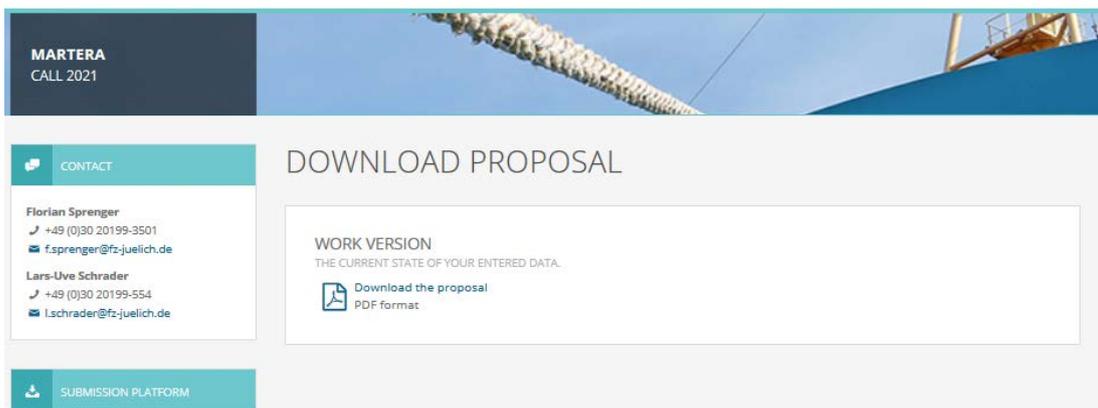
21. **VALIDATION** Once the pre-proposal is ready for submission, validation has to be performed. Red fields indicate missing input, green fields complete input. It is advised to check all input even if all fields are green and the comment says "validation successful, ready to submit" before submitting the pre-proposal.

22. **SUBMIT** After a successful validation, the following declaration has to be confirmed:

The project applicants hereby declare, that to the best of their knowledge the research outlined in this proposal is unique in character and does not duplicate research already funded at national, regional or EU level, within nation, regional, international or EU calls.

As the final step, the coordinator has to confirm that he/she is aware that <u>failure to fulfil this condition will result in withdrawal of the proposal from the application process or withdrawal of funding for approved projects</u>.

The final step is to select the 'Submission' button. Afterwards A SUBMITTED PROPOSAL EXISTS. It is still possible to revise and re-submit a pre-proposal as many times as necessary prior to the **submission deadline 2021-03-26 (17:00 CET)**.