Guidelines for Full Proposal Submission

Maritime and Marine Technologies for a new Era

CALL 2020

02.07.2020

CONTENT

1. Background

The Call Announcement of the MarTERA transnational Call 2020 provides the essential information about the evaluation procedure, eligibility and evaluation criteria. These guidelines briefly explain some technical issues related to the proposal submission.

2. Process overview

The procedure is divided into several steps: submission, eligibility check and selection of full proposals followed by the funding decision. The proposals must be electronically submitted by the project coordinator via the online submission tool available at www.martera.eu.

Submission of a full proposal

The full proposal consists of different parts which have to be filled in online. Only full proposals of invited coordinators will be evaluated in the second stage procedure.

Only the coordinator of an invited proposal can enter, edit and save the electronic forms, upload the changed project description and submit the proposal. Partners can edit their own data only.

In addition, the coordinator may reedit and resubmit the proposal before the submission deadline. In this case, only the latest submitted version will be used for evaluation. Proposals can only be submitted and/or modified prior to **17:00 CET on 11 September 2020.**

After successful submission the coordinator as well as the partners will receive an automatically generated confirmation of receipt.

Each project coordinator should make sure to check the login procedures and further conditions early enough. **After the deadline, the website will neither accept modification nor submission of any proposal.** The project coordinator should also not underestimate the effort needed to collect the required information from their project partners or fill in the online forms. **Therefore it is strongly recommended to submit the first version of proposals well before the deadline.**

The information given in the full proposal is binding in terms of consortium composition and maximum requested budget. The project description presents the scientific part. Please keep in mind that the project description should allow experts to evaluate its relevance to the aim of the call and its excellence despite the limited space for details. The project description cannot exceed the limited characters in each section.

The limits in the template are given and have a maximum number of characters (4,000 characters correspond to approximately one A4 page of text).

Up to 20 figures can be embedded in the text through placeholders. The figures should be uploaded as *.jpeg*, *.gif* or *.png* files and should have a maximum size of 600 by 600 px and 2 MB.

Only the newest uploaded file will be saved. If the project description is not uploaded to the proposal, that particular proposal will be considered ineligible.

The full proposal must be filled out online in the submission tool www.martera.eu. A template is attached.

If consortium partners are requested to submit separate or different proposal documents towards their national funding organization, the consortium partner(s) concerned shall submit these documents directly to the respective national / regional funding organization.

Eligibility check and selection of full proposals

The full proposals will be checked whether they can be considered eligible regarding to eligibility criteria as laid down in the Call Announcement (section 4).

Please note: If one partner of a consortium does not fulfil their national/regional eligibility criteria, the whole consortium will be deemed ineligible.
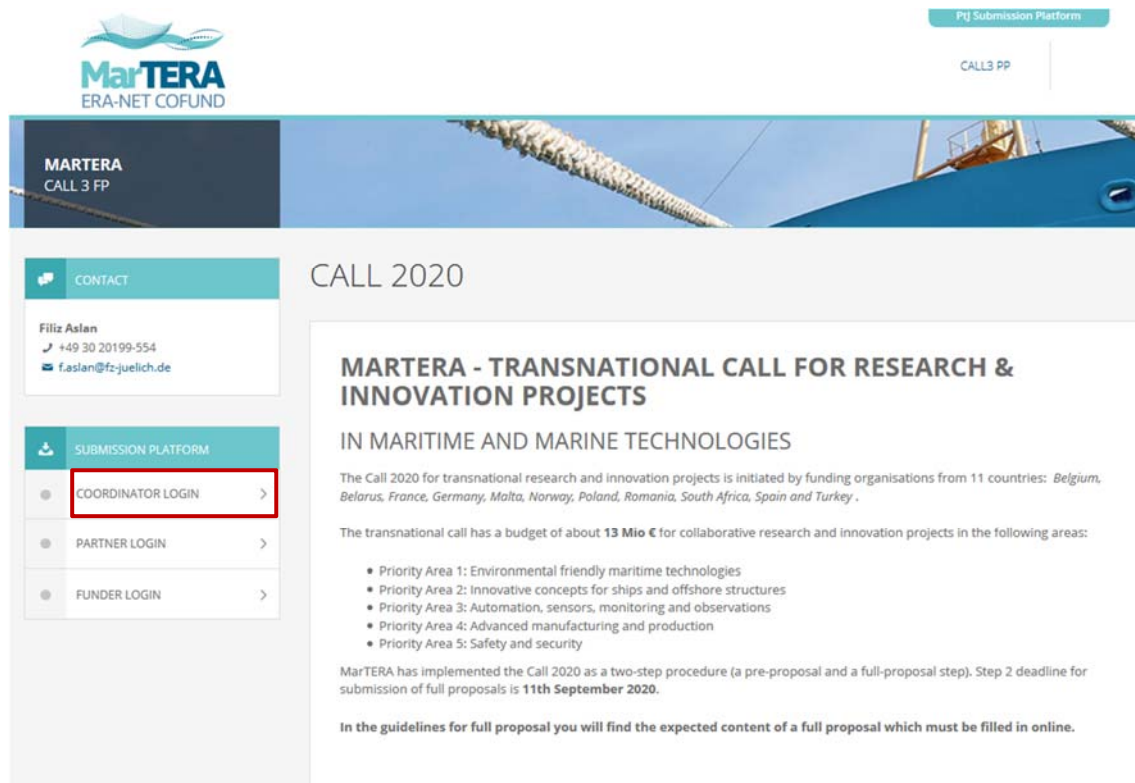
It is the responsibility of the consortium coordinator to verify that the consortium fulfils the MarTERA Call eligibility criteria and that all partners fulfil their national/regional eligibility criteria. In case of uncertainty regarding eligibility criteria, please contact the National Programme Managers.

If a full proposal is ineligible, the Call Office will inform the coordinator.

Each full proposal will be at least checked for eligibility at the Call Office and at national level. A final selection of full proposals will be done in a common meeting. The Call Office will inform the coordinators about the evaluation results of the full proposals.

3. Template full proposal

The full proposal consists of different parts which have to be filled in online. Please note that you can save your text only if it does not contain more characters than pre-defined within the submission tool.

COORDINATOR LOGIN: In order to use the Electronic Submission and Evaluation System, the project coordinator has to login via the MarTERA website: **https://www.martera.eu/submission/call3** with the contact data from the pre-proposal.

In case of forgotten passwords, coordinators will find a link below the password field.

WELCOME

ACCOUNT: Coordinators can change the password in this section.

COORDINATOR PROFILE: The project coordinator can view the registration details on this page. The coordinator data cannot be changed.

PARTNERS: The next section relates to consortium partner details. **Please note that partners must be the same as in the pre-proposal, unless explicitly requested by a funding organisation or the Steering Committee. In case any changes on partners carried out without the permission of the Steering Committee, the project will be declared as non-eligible.**

PARTNER DATA: Email address, Status and name of organisation as well as country cannot be changed in the full proposal stage.

PROJECT DATA: Project title, acronym, duration, priority area and topics <u>cannot</u> be changed in the full proposal stage.
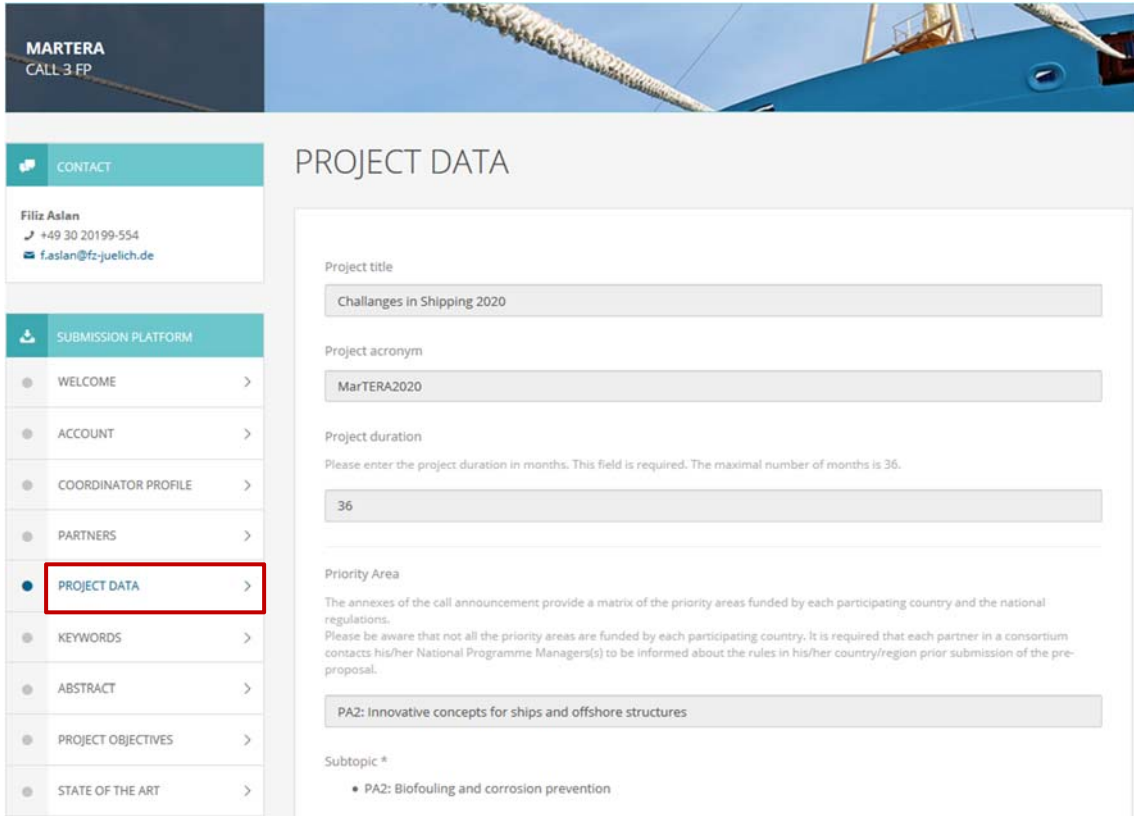
KEYWORDS: Keywords enable effective expert selection to evaluate your proposal and are transferred from step 1 into step 2. Please use a maximum of 5 keywords.
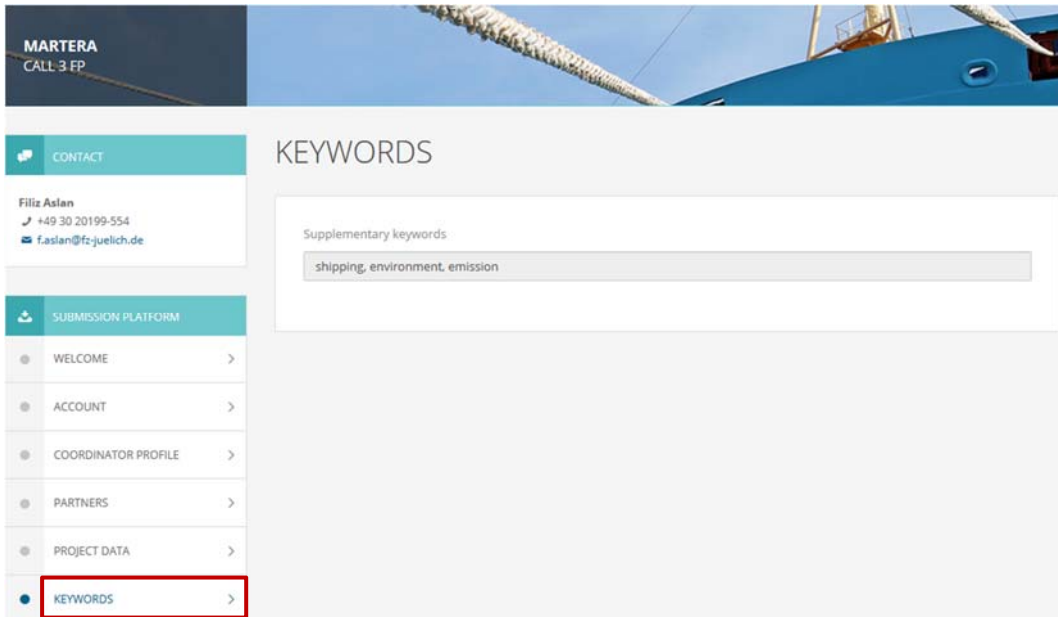
ABSTRACT (2,000 *characters*[1]): A short abstract or summary should describe the proposal for external readers. Please note that the abstract will be published on the MarTERA website if your project is selected for funding.

PROJECT OBJECTIVES (6,000 *characters*): general objectives of the project (strategic, commercial, etc.), scientific and/or technological aims of the project, relevance to the scientific scope of the MarTERA Call (including subtopic);


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[1] The number of character incl. spaces

STATE OF THE ART (16,000 *characters*) in research and development (including alternative solutions, Intellectual property protection rights, information search and own experience in the proposed field.)


WORKPLAN (8,000 *characters*) proposal objectives, methodology and research design details. **The already described WORKPLAN in the pre-proposal is directly transferred to full proposal. The detailed description of each work packages must be carried out in the part WORK PACKAGES.**

WORK PACKAGES please describe in detail your work packages and tasks and add the duration. Enter only essential milestones and deliverables for the work packages by using the "+" symbols. You can extend the list if it is needed. Per task ca. 1,500 characters are available. The online submission tool **automatically generates a Gantt chart**. Person months for work packages and tasks can only be inserted as integers.
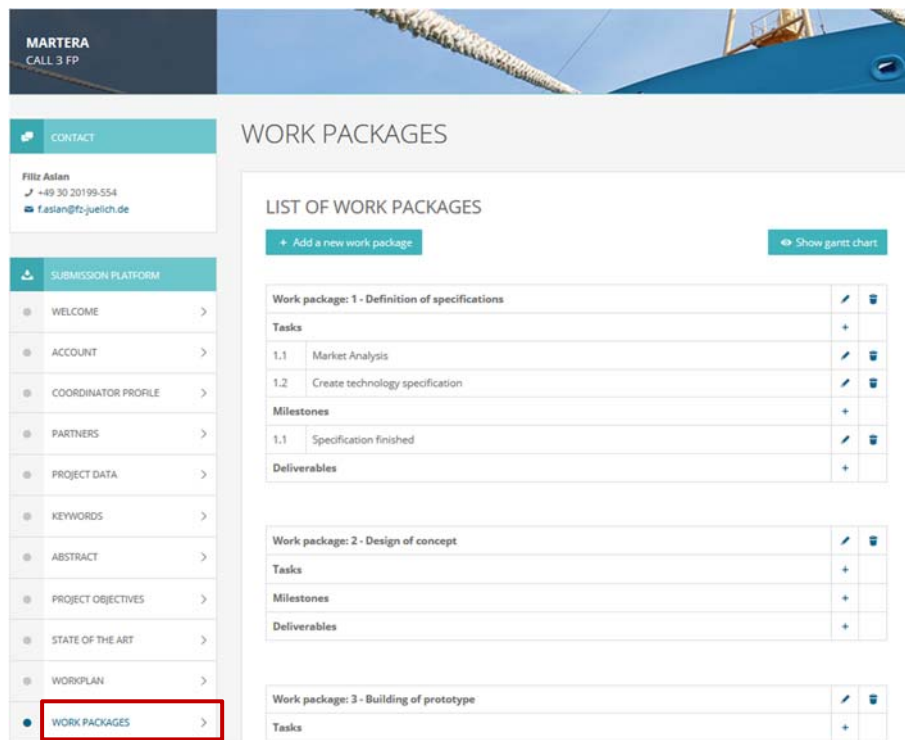
FINANCIAL PLAN was already established within the pre-proposal and the total costs cannot be changed in the full proposal stage. Only the own contribution can be changed. **Please note that the budget of each partner must be the same as in the pre-proposal, unless explicitly requested by a funding organisation or the Steering Committee. In case any changes on budget carried out without the permission of the Steering Committee, the project will be declared as non-eligible.**
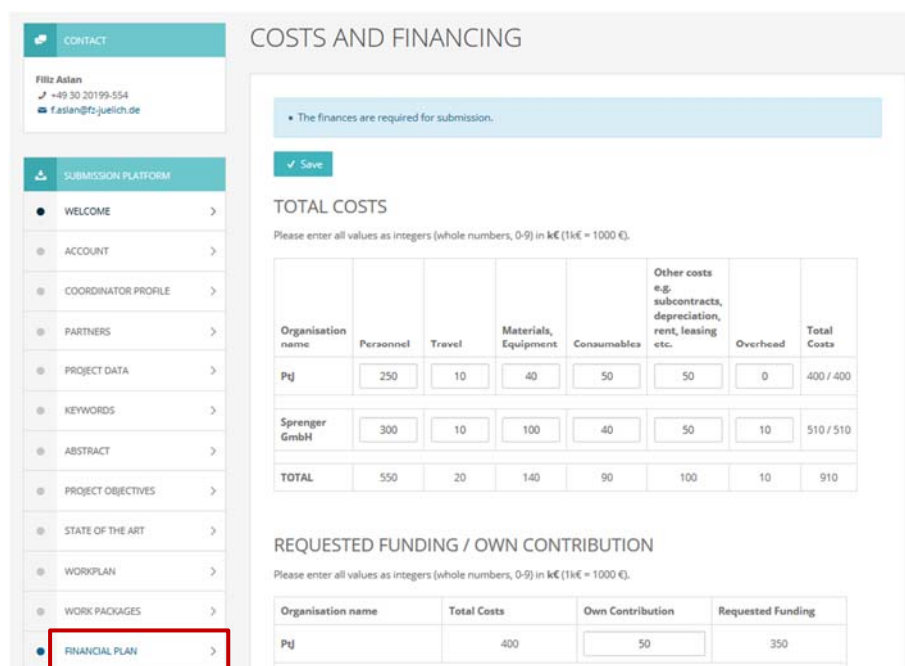
FINANCIAL COMMENTS (**1,000** *characters*)**:** The brief description regarding the costs in the different sections (personal, **number of allocated person months**, travel, materials, equipment, consumables, overhead (overhead costs: national regulations apply) from pre-proposal phase is transferred into step 2. The description can be adopted.

CONSORTIUM COMPOSITION (16,000 *characters*)**:** Please add details of the consortium partners and describe the necessity of cooperation.

EXPLOITAITION PLAN (12,000 *characters*) economic advantage/expectations and potential of the project (commercialisation of results, dissemination plan, potential IPR, etc.), scientific and/or technical expectations, scientific an economic continuation, impact for the 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).

ADDED VALUE (6,000 *characters*): European added value in carrying the work at European level, clear added value in carrying out the work at transnational level, solving of societal or environmental problems.

FUNDING AND RISK (8,000 *characters*): Describe the scientific, technological and economic risks and the necessity for funding.
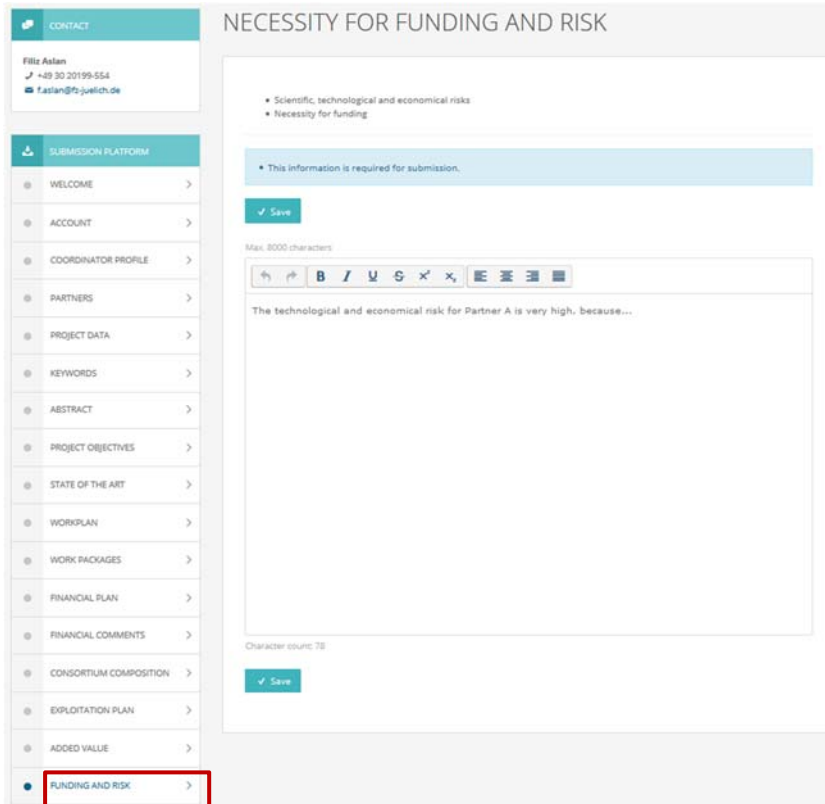
LETTER OF INTENT / COMMITMENT: Only if applicable, pdf documents (max. 5 MB) which were uploaded in the pre-proposal phase are transferred into the full proposal (no need to upload them again).
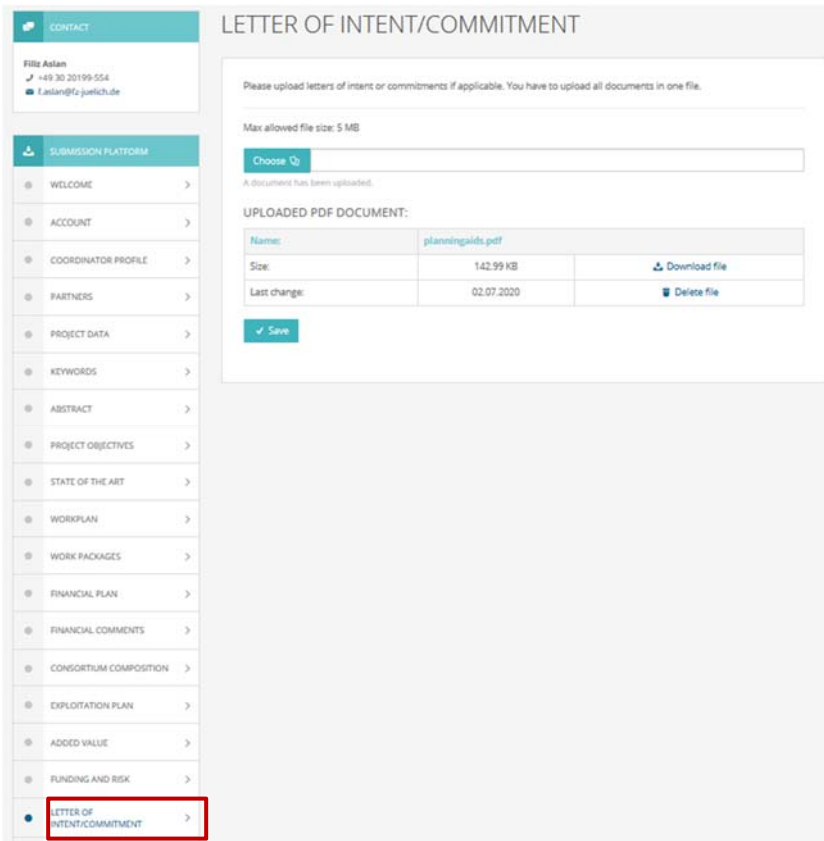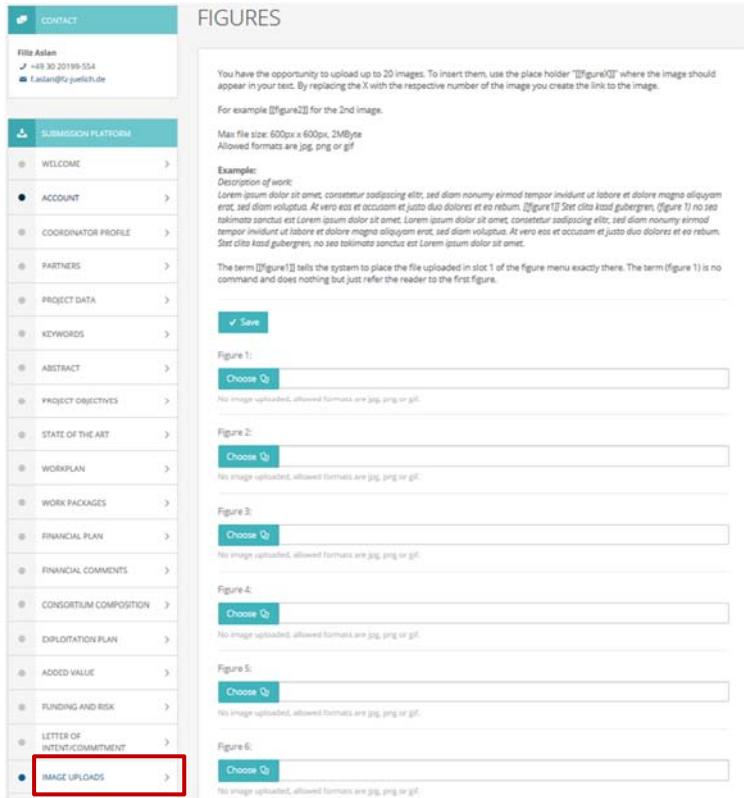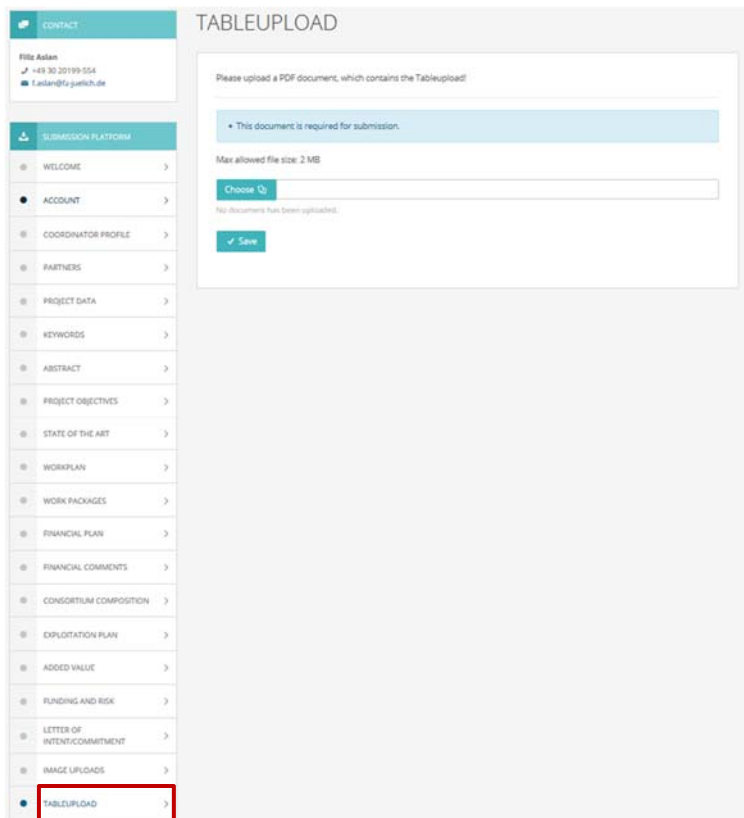
IMAGE UPLOADS: You have the opportunity to upload up to 20 images. To insert them, use the placeholder "[[figureX]]" at the position in your text where the image should appear (replace the "X" with the respective number of the image). Allowed formats are *jpg, png* or *gif*, the max file size: 600 x 600px, 2 MB.

TABLES: You have the opportunity to upload tables in **.pdf** format. In case you have several tables please compile them in one document as only <u>**one document**</u> (max. 5 pages) can be uploaded.

REFERENCES: If there are any reference please put in the details here.

FACTSHEET: The coordinator and the partners can download the work version (the current state of your entered data) as well as the finalized version (the state of your entered data from your last submission).

VALIDATION: The proposal is ready for submission if all fields are green and the comment says "*validation successful, ready to submit*". Please have in mind that this is no guaranty that all pages are filled in properly.
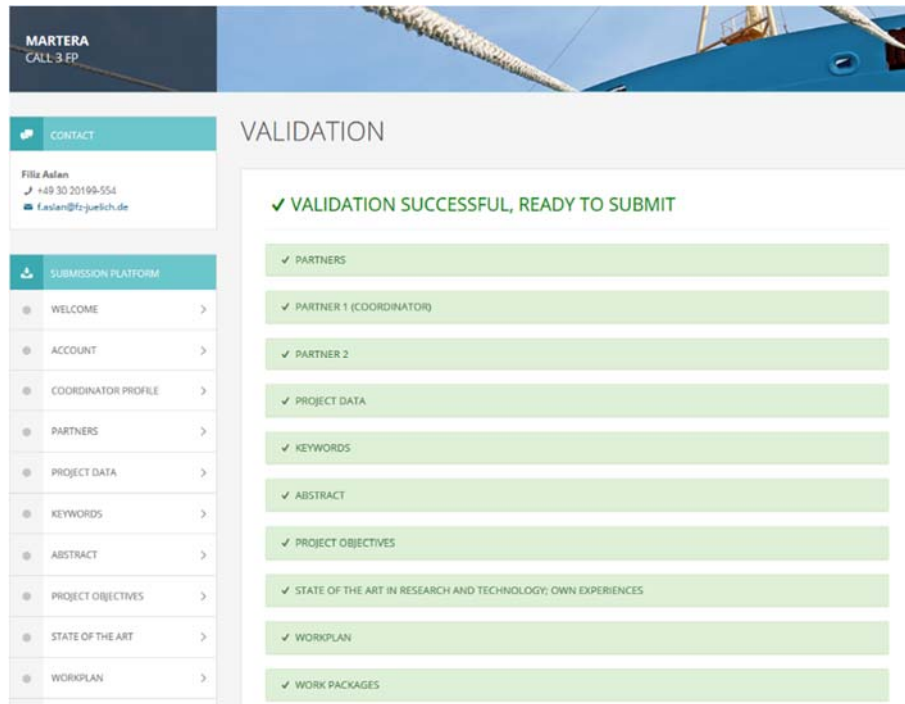
SUBMIT you have to confirm the following declarations after validation:

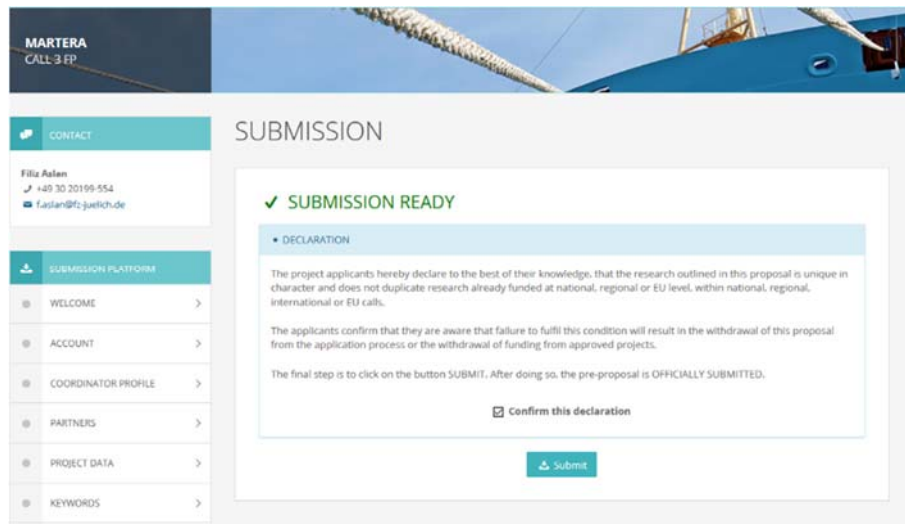*The project applicants hereby declare, that to the best of their knowledge the research outlined in this proposal is unique in character and does not duplicate research already funded at national, regional or EU level, within nation, regional, international or EU calls.*

In a final step the coordinator confirms that they are aware that failure to fulfil this condition will result in withdraw of this proposal from the application process or withdraw of funding from approved projects.

The final step is to enter the submission button. After that A SUBMITTED PROPOSAL EXISTS. You have already submitted a proposal but you can resubmit at any time until the closing date.