

# Expanding the European Research Area in Molecular Plant Sciences

*2<sup>nd</sup> Call for Proposals (2014)*

## Guidelines for Application Pre-proposals



January 2014

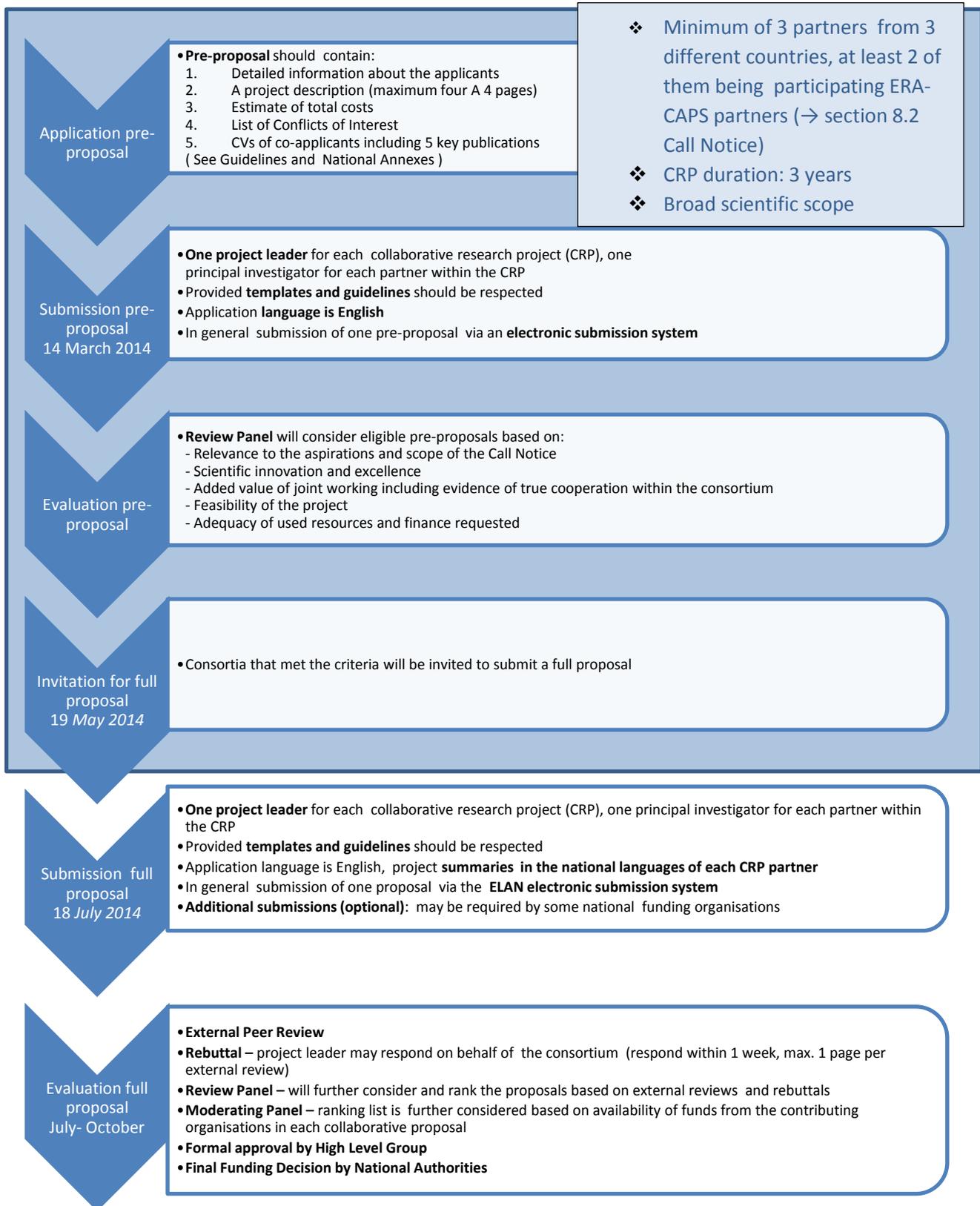
## **1. Introduction**

These guidelines briefly explain how to apply for an ERA-CAPS grant. There is a two stage procedure for joint application and accordingly, the proposal evaluation and selection will also follow a two stage procedure.

At the first stage eligible **pre-proposals** will be subject to selection by a Review Panel based on the criteria that are published in the Call Notice. Selected consortia will be invited back for full proposal.

At the second stage the **full proposals** will be subject to external peer review and the project leader will have the opportunity to comment on the external expert opinions (rebuttal step). A Review Panel will rank the proposals based on the peer review assessment. This ranked list will then be further considered by a Moderating Panel (comprising funding agency representatives) taking into account budgetary issues, leading to the final ranking list. After a formal approval of the ERA-CAPS High Level Group the list is forwarded to the national funding bodies, which will make the final funding decisions regarding their national applicants.

The course of the application and evaluation procedure of the second ERA-CAPS call “**Expanding the European Research Area in Molecular Plant Sciences**” and its timeline is illustrated in Figure 1.



## Grant award letters (early 2015)

Figure 1: General workflow application- and evaluation-procedure of second ERA-CAPS call

For detailed guidance about the procedure, eligibility and evaluation criteria of this second ERA-CAPS call, applicants should refer to the corresponding Call Notice and National Annexes provided on the ERA-CAPS website: <http://www.eracaps.org/joint-calls/era-caps-calls>.

All call procedures will be administered by the **Call Secretariat**, under strict confidentiality. Please contact the Secretariat with any questions regarding the organisation or administration of this call.

#### **ERA-CAPS Call Secretariat:**

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## **2. Proposal design and submission**

#### **General issues:**

- Applicants should take note of individual regulations mentioned in the *National Annexes*, and should contact their National Call Coordinator for any queries related to these Annexes.
- Applicants should strictly follow the detailed instructions available in these '*Guidelines for Application*'. All proposals should be submitted to the ERA-CAPS Call secretariat through an electronic submission system.
- Templates for Application form, CV, Conflict of Interest list can be downloaded from the ERA-CAPS website (Second Call 2014).
- After successful submission the main applicant will receive a confirmation of receipt. In case your application will be declared ineligible you will receive feedback from respectively the Call Secretariat/National Call Coordinator.
- All applications must be written in English.
- A project leader (applicant 1) should be identified for each collaborative research project, who is the primary contact person for the consortium. In addition, a principal investigator (PI) should be designated from each of the other collaborative institutions (named 'partner' in the *Application Form*) of the CRP (applicants 2, 3 etc.).
- **Incomplete proposals as well as applications submitted by mail, fax, CD-ROM or E-mail will not be processed.**

### Submission procedure:

The **proposal** must be submitted to the electronic proposal submission system at: [pre-proposal submission](#)

Once the link has been clicked the applicant is requested to fill out an on-line sheet. There is a partial redundancy with the application form to enable the Call Secretariat to quickly process the applications for eligibility check and evaluation. The proposal documents must be provided as explained in the guidance below.

**The closing date for submission of proposals is Friday, 14 March, 2014 – 12:00 CET.**

### 3. Guidance for the Application Form and enclosures

The *Application Form* is the template containing the main part of the scientific proposal. When writing the **proposal**, please follow the guidelines outlined for each item/ section in the *Application Form* template.

The **Pre-proposal** should address the following five items:

#### **1. Detailed information about all applicants**

The above mentioned on-line sheet contains all particulars of the applicants. These should be derived from the application form. 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.).

#### **2. A project description (maximum **four A 4 pages**)**

with margins of minimal 2.5 cm with minimum font size of Times New Roman 11 point or equivalent, with a line spacing of 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 items:

- **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 preferred in view of the objectives.*

- **significance and applicability of the research results;** *explain the relevance and urgency of the research programme proposed, in terms of concrete applications (scientific and technological) and in terms of economic and societal impact.*
- **added value of the collaboration;** *demonstrate why the project will increase synergy between teams around Europe and more globally, and enhance quality and competitiveness of molecular plant science research compared to national funded projects*

### **3. Estimate of total costs**

An estimate of total project costs (in €) should be given per partner including the number of full time equivalents involved in the project, the total personal costs requested from ERA-CAPS, total other costs (= all direct project costs except personnel costs (travel costs, overhead, equipment, consumables, etc.)) requested from ERA-CAPS and the percentage of the total.

Own contribution is defined as estimate of the institute's own investment in the project and the investment of applicants who cannot be funded by ERA-CAPS.

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

### **4. CVs of the co-applicants (please use available template)**

A CV of each (co)applicant (one page per person) is required. This should include full contact details, current position, research interests, expertise and the five most relevant publications.

### **5. List of people with whom co-applicants have a Conflict of Interest according to the ERA-CAPS Code of Conduct on CoIs. (please use available template without changing the formatting)**

The Call Secretariat would like to anticipate on the referees that need to be recruited, in case your application will be selected for full proposal. To avoid conflicts of interest when selecting the referees, you are requested to upload an up-to-date list for each PI and Co-PI, naming all researchers with whom you have closely collaborated within the last four years (in general collaborations leading to joint publications, be it published, submitted and/or planned ones). Please note that this information will not be forwarded to external reviewers or panel members.

The list may also contain suggestions for referees that could be used for reviewing your proposal (will not be forwarded to external reviewers). Please list names of up to four referees with appropriate expertise who are not conflicted with your proposal and who may be used to evaluate your project. Referees will be chosen at the discretion of the Call Secretariat and the Call Coordination Team.

Suggestions for referees that you would prefer not to be used for reviewing your proposal (will not be forwarded to external reviewers) can be listed as well. Please list names of referees that should be avoided for the assessment of your proposal and give a brief justification.

*Annex 1a to the Call Notice of ERA-CAPS 2<sup>nd</sup> Call (2014)  
Guidelines for Application Pre-proposals*



*When uploading the documents please use the following document names:*

*'Pre-proposal\_<your CRP Acronym>\_ERA-CAPS.PDF'*

*'CV\_<your CRP Acronym>\_ERA-CAPS.PDF'*

*'COI\_<your CRP Acronym>\_ERA-CAPS.PDF'*