



Grant agreement N°: 266111

MARTEC
ERA-NET MARitime TEChnologies II

Handbook
of transnational project handling

for

MARTEC II
Call 2013

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1. EXECUTIVE SUMMARY

The vision of the ERA-NET MARTEC action is to support and develop an extensive co-ordination and integration of national, regional and European research programmes and policies in the field of maritime technologies.

The ERA-NET MARTEC II (2011 – 2014) is an EU funded project in the 7th Framework Programme. The MARTEC partnership consists of 17 partners and 13 observers from 25 European countries.

As a contribution to the development of the European Research Area, the objective of MARTEC is to form a sustainable network and partnership of key funding agencies and ministries aiming at deepening the understanding of conditions for management of maritime technology research between the key European countries actively funding RTD in this sector. In co-operation with the European industrial maritime cluster and other stakeholders this network intends to work out a strategy for future maritime technological research funding through trans-national programmes and calls which are coherent with the European research policy and the strengthening of the European Research Area.

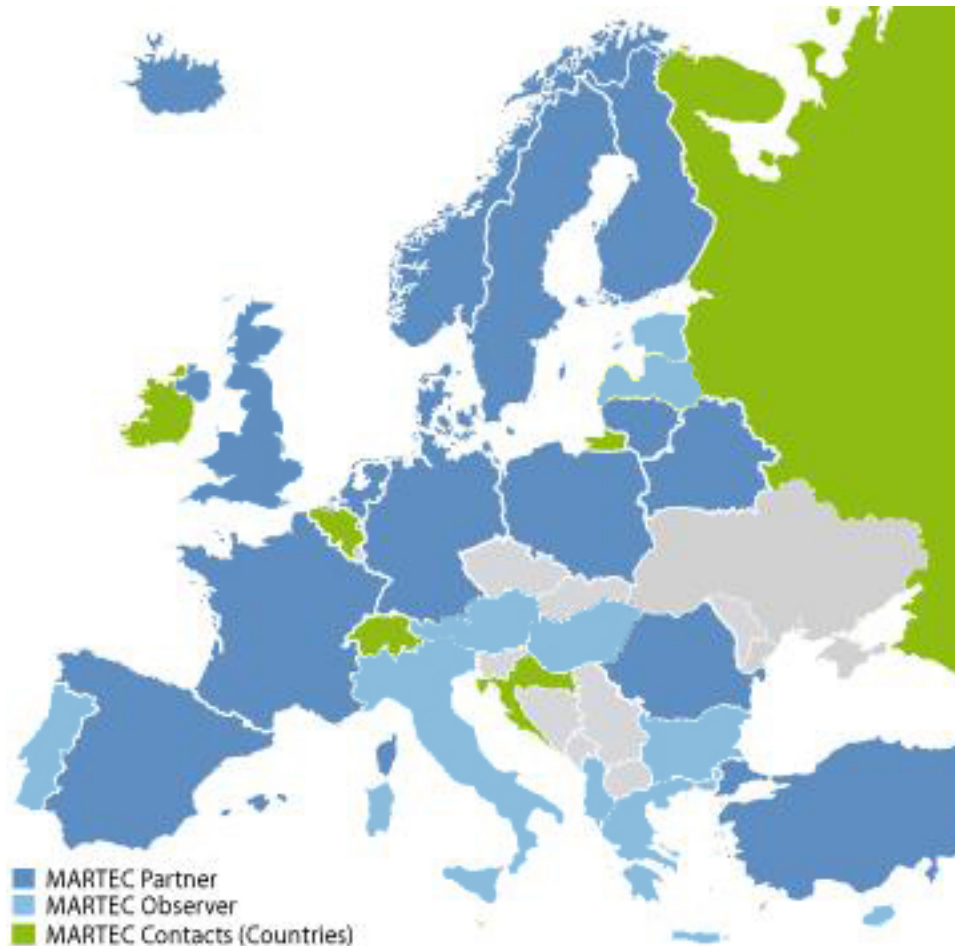
MARTEC will put particular emphasis on the co-ordination of national R&D programmes which are strategically planned to provide funding for projects which contribute to improving the international competitiveness of the European shipping and marine technology industry.

Regularly, MARTEC launch calls for proposals and the main aim of this handbook is to give information to potential participants to guide them through the mechanics of preparing and submitting a proposal.

The handbook will be updated for each call, because the rules, participants and thematic priorities can vary.

2. WHAT IS MARTEC II - ERA NET?

MARTEC II is an ERA-NET Coordination Action and a partnership of 30 European ministries and funding organisations responsible for funding RTD in maritime technologies from 25 countries. All together these countries represent about 95 % of the gross tonnage (GT) of shipbuilding output and more than 95% of maritime industry in Europe, which mean that the network already covers the EU key players in those areas.



Detailed information on partner and observer organisations can be found on:

<http://www.martec-era.net/partner>

<http://www.martec-era.net/observer>

MARTEC Objectives

The MARTEC aims are:

- Reduce duplication of research effort on maritime technologies across Europe
- Identify and respond to gaps in research activities
- Create the necessary critical mass in research in certain areas
- Improve the cost-effectiveness of current research programmes
- Develop common transnational funding standards
- Improve access to research results across Europe
- Contribute to the competitiveness of the European maritime industry
- Promote European cooperation

3. MARTEC CALLS

Among the different activities carried out within the action, MARTEC must emphasize the periodical call for proposals.

Proposals submitted to the calls have to describe planned research activities, information on who will carry them out, and how much they will cost. They must be submitted using a procedure before a strictly-enforced **deadline**.

The proposals are evaluated in order to identify those whose quality is sufficiently high for possible funding. The basis for this **evaluation** is a peer-review carried out by independent experts, along with specific criteria depending on the countries participating in the proposal.

It is very important to keep in mind that the funding of the projects is decentralized, so each country gives funds to their participant entities.

The negotiation and grant agreements are also depending on the countries participating in the proposal.

This handbook contains the essential information to guide you through the mechanics of preparing and submitting a proposal.

4. TRANSNATIONAL CALL 2013

MARTEC will open a transnational call up to **30th April 2013** for collaborative research projects aiming at developing new knowledge, new technology and products, in order to improve European competitiveness or to address major societal needs.

Projects submitted to the call will receive funds from the regional/national programmes which cooperate in the MARTEC ERA-NET project.

Proposals will typically be smaller than proposals submitted to the EU Framework Programme, although no limits are established.

Dates and deadlines

Financial support will be awarded by the national funding organisations for project duration of up to 36 months.

Table: Time Schedule of Call 2013

30 April 2013 (17:00 CET)	Deadline submission of the full proposals
30 June 2013	Evaluation of full proposals by international experts
30 July 2013	Consensus evaluation and ranking
30 November 2013	Common recommendation on funding
From December 2013	Contract negotiations
Early 2014	Start of high ranked projects

All participants accept the rules and agreements made within the framework of the ERA-NET MARTEC initiative. Each joint project is managed by a project coordinator.

A common full-proposal form must be used for the preparation of the proposals which is available at <http://www.martec-era.net/opencall>. The full-proposal form is to be completed in English and requires:

- Project summary
- Project objectives
- State of the art in research and development; own experiences
- Detailed working plan of the whole project
- Exploitation plan
- European added value in carrying the work at European Level
- Necessity for funding and risk
- Planning aids (Gantt-Diagram, Roadmap, Resources)

The common full-proposal form has to be submitted electronically on the MARTEC web server (<http://www.martec-era.net/login>) by the project coordinator at the latest on the **30th April 2013 (17:00 CET)**.

IMPORTANT: Applicants are strongly advised to submit as well information on the proposal submission (national application form) according to their national funding rules. For more details, see the Specific National Regulations or contact the national contacts directly (see National Regulations and Contact Persons (<http://www.martec-era.net/opencall>)).

5. IS YOUR PROJECT IDEA FITTING WITH THE CALL?

The research projects initiated by this call can apply for finance from the following partner institutions of the ERA-NET MARTEC consortium:

The participation of applicants from other countries is allowed, if a national organisation is willing to fund successful national participants.

Countries participating in the call

The following 15 ministries and funding organisations from 14 countries agreed to participate in the call 2013:

Belarus	National Academy of Sciences of Belarus (NASB)
Germany	Federal Ministry of Economics and Technology (BMWV)
Denmark	Danish Maritime Fund (DMF) Danish Agency for Science, Technology and Innovation (DASTI)
Spain	Centre for the Development of Industrial Technology (CDTI)
Sweden	Swedish participation will be decided by early January 2013
Island	Icelandic Maritime Administration (IMA)
Finland	The National Technology Agency of Finland (TEKES)
France	Ministry of Ecology, Sustainable Development and Energy (MEDDE)
Lithuania	Klaipedos Universitetas (KU)
Norway	Research Council of Norway (RCN)

Poland	National Centre for Research and Development (NCBiR)
Romania	The Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI)
Turkey	The Scientific and Technological Research Council of Turkey (TÜBİTAK)
UK	Technology Strategy Board (TSB)

Priority Research Areas

The proposals have to fit in the following areas of maritime technologies.

The following maritime technology areas (blue) will be supported by the participating partner countries. Please have in mind that some areas (marked white in the table) will not be supported by all funding partners.

MARTEC Call Priority Areas	BY	DE	DK	ES	IS	FI	FR	LT	NO	PL	RO	SE	TR	UK
shipbuilding - new ship types, structures, ship design	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
shipbuilding - production process and technology	White	Blue	Blue	Blue	White	Blue	Blue	White	Blue	Blue	Blue	White	Blue	Blue
maritime equipment and services	Blue	Blue	Blue	Blue	Blue	Blue	Blue	White	Blue	Blue	Blue	Blue	Blue	Blue
ship and port operation services	White	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
inland water and intermodal transport	Blue	Blue	Blue	Blue	White	Blue	Blue	White	Blue	Blue	Blue	Blue	Blue	White
offshore industry / offshore technology	White	Blue	Blue	Blue	White	Blue	Blue	White	Blue	Blue	Blue	Blue	Blue	Blue
offshore structures for renewable energy	White	White	Blue	Blue	Blue	Blue	Blue	White	White	White	Blue	White	Blue	Blue
polar technology	Blue	Blue	Blue	Blue	Blue	Blue	Blue	White	Blue	White	White	Blue	Blue	White
fishing/ aquaculture	Blue	White	Blue	Blue	Blue	White	Blue	White	Blue	Blue	Blue	Blue	Blue	White
safety	White	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
security	White	Blue	Blue	Blue	Blue	Blue	Blue	White	White	Blue	White	Blue	Blue	Blue
environmental and climate impact	Blue	Blue	Blue	Blue	Blue	Blue	Blue	White	Blue	Blue	Blue	Blue	Blue	Blue
human elements	White	Blue	Blue	Blue	Blue	Blue	Blue	White	Blue	Blue	White	Blue	Blue	White

- **Shipbuilding**
New ship types, structures, ship design and construction, production processes and technology

- **Maritime equipment and services**
Bridge systems, information and communication technologies, telematic applications, engine and propulsion systems, automation systems, cargo handling and maintenance
- **Ship and port operation**
Vessel traffic services, manoeuvring, cargo handling, waste & ballast water facilities
- **Inland water and intermodal transport**
Shipbuilding, maritime equipment and services, ship and port operation, transport chains, hinterland connections, short sea shipping, traffic management, transport logistics, intermodality interoperability
- **Offshore industry/offshore technology**
New structures, design and construction, production processes and technology, equipment and services, maintenance and decommissioning of offshore structures, offshore operations, underwater process technology, underwater technology, underwater robotics (AUV, ROV)
- **Offshore structures for renewable energy**
Water power (wave, tidal and current energy technology), wind power (wind energy technology, installation technology)
- **Polar technology**
Arctic sea transport, shipbuilding, equipment and services for polar regions, operation of ships, offshore structures
- **Fishing/aquaculture**
Development of platforms and devices, fish farms in open sea, new generation of fish-farms, teledetection, applications for analysis's, information and communication technologies, automation and monitoring

There are also additional topics, which can be included in several priority areas.

- **Safety and security**
Ship safety (collision, grounding, evacuation, fire safety, search and rescue, manoeuvring, cargo handling and lashing, tracking and tracing, first aid), ship and port security (preventive measures against terrorism, piracy)
- **Environmental impact**
Reduction and improvement of the efficiency of fuel and energy consumption, anti fouling, ballast water handling, wash waves, waste management, recycling, monitoring, reduction of emission, prevention of contamination, noise and vibration
- **Human elements**
Training aspects, education, improvement of working conditions, intellectual property rights (IPR)

Funded areas are defined more precisely in the national research programmes.
Please, visit the MARTEC web page for more details (www.martec-era.net/opencall).

Type of projects

The research projects submitted to this call can be both, industrial research or experimental development projects. (For further information about this, please see “community framework for state aid for research and development and innovation 2006/c 323/01 http://europa.eu/legislation_summaries/competition/state_aid/l26078_en.htm)

Project structure

Project consortia consisting of at least two parties from two different participating countries can apply for funding. The consortia may involve as many partners as necessary.

Because national funding rules are applied; some topics or partners may not be eligible (e.g. some programmes fund only industrial but no academic partners).

A consortium agreement between the project partners is required for funding. The purpose of the consortium agreement is to clarify:

- the responsibilities of the partners
- decision processes inside the project
- management of any change of partners
- IPR issues

Beneficiaries

Priority for funding will be given for projects which include at least one independent industrial participant from each involved country. Only projects, which receive funds from at least two countries, will be supported by MARTEC. The type of entity allowed can vary depending of the country. For further information, please see specific national regulations on <http://www.martec-era.net/opencall>

Anyway, the size of the projects should be compatible with the overall objective and manageability of the whole endeavour and can vary from project to project.

Just as a reference: the usual number of partners per proposal in previous calls was 3 to 6 and never more than 10.

In every proposal, one of the entities has to act as coordinator who will be the responsible for submitting the proposal. Industrial leadership is preferred.

Project budget

No limit is defined by MARTEC, only national limits will be applied.

Duration

There is no formal minimum duration, but maximum duration is 36 months.

Grants

Each country funds his participants and the form of reimbursement can vary from country to country. For further information, please contact your national programme manager.

6. DO YOU NEED PARTNERS?

Priority for funding will be given to projects which include at least one independent industrial participant from each involved country.

On MARTEC WEBSITE you have the opportunity to send your own partner offer or partner search. This information will appear on this site as soon as it has been checked by the MARTEC contact call office <http://www.martec-era.net/partnersearch>.

Additionally a Brokerage Event will be organised in Paris (France) for interested organisations/companies to meet each other, to exchange experiences and to build up networks for future projects. For further information and to register, please visit <http://www.martec-era.net/brokerageevent>".

7. APPLICATION AND EVALUATION PROCEDURES

The MARTEC II call is a one stage procedure. Only full proposals will be accepted in this call. A sketch is available at the MARTEC web page.

Proposals submitted via the MARTEC web page will be assessed by an international expert group. The whole procedure includes MARTEC's common transnational procedures and the national procedures (look table below).

Table: Application & Evaluation process

Common Transnational Procedures	National Procedures
<ul style="list-style-type: none">- Call- Deadline- Transnational Evaluation	<ul style="list-style-type: none">- Eligibility Check- Final Decision- Financial Support- Monitoring

7.1 Common transnational regulations

Full-Proposal Form

The full-proposal form has to be completed in English and requires some project information (e.g. project summary, brief project description, state of the art in R&D, technological foreseen, etc.) The full-proposal form can be downloaded from the MARTEC website <http://www.martec-era.net/opencall>.

The full-proposal form has to be uploaded at the latest on the **30th April 2013 (17:00 CET)** by the coordinator (NOTE: coordinators should register on the MARTEC WEBSITE some days before)

Evaluation

Proposals will be evaluated by international experts. These experts may be selected from MARTEC's evaluator database or the EC database. Experts also may be proposed by MARTEC partners and observers. One, who wishes to be an evaluator in MARTEC, may see the procedure and application form at <http://www.martec-era.net/evaluators>.

7.2 National procedures

Project partners have also to apply individually for national funding. National procedures are summarized in the table below:

Table: National procedures for Countries

Country	National evaluation	Further documents	National negotiations	Decision
Belarus	national procedures first	national procedures	follow transnational evaluation results	decision by Nat. Acad. of Science
Denmark	national procedures first	national procedures	negotiations within 1 month after SC meeting possible	different funds and decisions
Finland	national procedures first	national procedures	proposals have to be in line with the Tekes strategy	decision by Tekes
France	national eligibility check	financial statement, legal doc, full prop.	exchange of written information	MEDDE
Germany	national eligibility check	national documents (PtJ) after successful transnational evaluation	exchange of written information between PtJ and applicants, budget control, up to 6 months after SC meeting	written funding decision by BMWi
Iceland	national procedures first	national procedures	negotiations can take up to 3 months after SC meeting	different funds and decisions
Lithuania	national eligibility check	national procedures	follow transnational evaluation results	decision by found agency (MITA, LMT or ministry)
Norway	national eligibility check	national documents to RCN before call deadline	follow transnational evaluation results, no budget negotiations, max. 50%, less than 1 month possible	pre-set funds, decision by RCN

Poland	national eligibility check (before)	legal doc., fin. stat., PL part prop. in PL	follow transnational evaluation results, only financial evaluation of proposal will be made	by NCBiR
Romania	National eligibility check	national procedures	up to 3 months after SC meeting	UEFISCDI
Spain	national evaluation, decision	nat. call priority full appl. forms, legal documents, 2 month before SC meeting latest	written procedures (budget can be reduced)	decision by CDTI
Sweden				
Turkey	simultaneously national evaluation	national procedures (TUBITAK's 1509 programme)	up to 2 month after SC meeting	TUBITAK
UK	eligibility and scope evaluation	discussion on finances and budget agreement	TSB will follow the ranking process	final grant offer letter by TSB

For further information regarding the national procedure, please check <http://www.martec-era.net/opencall> and contact your national programme manager

National Programme Managers

A network of National Programme Managers (NMP) has been established to provide advice and support to organisations which are preparing proposals. Some national programmes may require specific national regulations. You are highly recommended to get in touch with your NPM at an early stage. National programme owners or programme managers are listed below:

Country	Contact Information
Belarus	Dr. Natallia Yankevich (NASB) Email: lab_12@tut.by Phone: +375 293417342
Denmark	Mr. Mogens Schrøder Bech (DMA) Email: MB@dma.dk Phone: +45 39 17 45 01
Germany	Dr. Ralf Fiedler (PtJ) Email: r.fiedler@fz-juelich.de Phone: +49 38 15 19 72 82

Finland	Mrs. Mervi Pitkänen (KTK) Email: mervi.pitkanen@koneteknologiakeskus.fi Phone: +358 405 353066
France	Mr. Patrick Vidal (MEDDE) Email: patrick-l.vidal@equipement.gouv.fr Phone: +33 14 08 11 46 8
Iceland	Mr. Jón Bernódusson (IMA) Email: JonB@sigling.is Phone: +354 560 00 00
Lithuania	Prof. Vytautas Paulauskas (KU) Email: donatasp@takas.lt Phone: +370 685 60884
Norway	Dr. Sigurd Falch (RCN) Email: SF@RCN.NO Phone: +47 22 03 73 02
Poland	Mr. Wojciech Piotrowicz (NCBiR) Email: wojciech.piotrowicz@ncbr.gov.pl Phone: +48 22 39 07 297
Romania	Mr. Mircea Segarceanu (UEFISCDI) Email: mircea.segarceanu@uefiscdi.ro Phone: +40 21 302 38 83
Spain	Mr. Carlos Sánchez Lafuente (INNOVAMAR) Email: csanchez@innovamar.org Phone: +34 91 74 72 11 6
Sweden	Mr. Göran Rudbäck (SMA) Email: goran.rudback@sjofartsverket.se Phone: +46 708 19 12 28
Turkey	Mr. Oğuz Özbay (TÜBİTAK) Email: oguz.ozbay@tubitak.gov.tr Phone: +90 312 468 53 00 – Ext. 4556
UK	Dr. James Clipson (TSB) Email: james.clipson@tsb.gov.uk Phone: +44 1793 442749

8. DECISION

Once the international evaluation has been carried out, MARTEC ERA-NET managers will prepare a ranking list with the recommendations for funding. However, final funding decisions will exclusively be given by the national agencies/funding bodies.

All proposals have to fulfil the following general criteria (exclusion criteria):

- Proposals, which include at least one independent industrial partner from each participating country, will be preferred for funding.
- Only projects which receive funds from at least two countries will be supported.

- The proposal has to be written in English. Applicants from countries which are not involved in the MARTEC II call have to justify their own funding.
- The given deadline for application is met. The form of the project outline and further formal criteria are in line with the priority areas and regulations.

9. FUNDING

Funding contracts will be concluded directly between the project partners and their national funding agencies.

10. START OF THE PROJECTS

A pre-condition for transferring the first funding instalments is the existence of a consortium agreement including Intellectual Property Rights (IPR) related issues.

Because the national funding contracts may not all become effective at the same time:

- Partners may not start project at the same time,
- Partners will not receive the instalments at the same time,
- Proposals will not be reviewed at the same time

MARTEC will help to minimize these gaps. However, you are highly recommended to get in touch with your National Programme Managers at an early stage (before submitting proposal) and to define a "proper/common start date" by considering national evaluation duration (time gap).

11. MONITORING

The applicants involved in the projects submit interim and final reports in accordance with the national funding regulations to their corresponding funding organisations. Reporting is to be controlled by the coordinator of the collaborative project.

Any substantial change in an ongoing project must be reported immediately to the involved agencies.

Funding recipients are expected to establish an internet presentation on their website giving a description of their research project, at the latest 3 months after the start of the project.

After the projects have been concluded, the research results can be presented by the project co-ordinators on the occasion of one of the regular ERA-NET MARTEC II meetings/brokerage events.

The progress of each individual contract will be monitored by the respective national agencies through specific project review processes.

Apart from the national project review, the transnational cooperation aspects will be monitored on MARTEC level, e.g. by a final summary.

12. Latest Information

Latest news and partner search (expression of interest) for the call is available at the MARTEC web page in the submenu "open call" (www.martec-era.net/opencall).

Annex I. MARTEC International Evaluation Criteria

The selection and the decision making procedure on the submitted proposals will take place in three steps:

1. In a first step: the proposals will be assessed according to the before mentioned general criteria and national regulations by national funding organisation.
2. In a second step: proposals will be assessed according to the following evaluation criteria by the independent international experts.
3. In third step: the proposals will be ranked according to the final evaluation and consensus results. Then, MARTEC Steering Committee will recommend funding (or not) within the framework of the available national budgets and rules in Oct./Nov. 2013. The steering committee is constituted by representatives of all national funding organisations participating in the ERA-NET MARTEC II. Keep in mind that, final funding decisions will be given by the national agencies/funding bodies. Projects possibly may start in early 2014.

CRITERIA	SUBCRITERIA	Partial evaluation	CRITERIA EVALUATION	WEIGHTING	Final evaluation (FE)
A Scientific and Technological excellence	A1. Innovation level (progress beyond the state of the art) A2. Quality of the approach, work plan and methodology A3. The extent to which the proposed S&T approach is likely to enable the project to achieve its objectives in research and innovation	A1 A2 A3	$CEA = (A1 + A2 + A3) / 3$	35%	$FE = (CEA * 0.35 + CEB * 0.35 + CEC * 0.3)$
B Potential impact	B1. The extent to which the proposed project is suitably ambitious in terms of its strategic impact on reinforcing competitiveness or on solving societal or environmental problems at a European level. B2. The extent to which the innovation-related activities and exploitation and/or dissemination plans are adequate to ensure optimal use of the project results. B3. Is the proposal compatible with norms, standards and regulations?	B1 B2 B3	$CEB = (B1 + B2 + B3) / 3$	35%	
C Consortium	NONE	C	$CEC = C$	30%	