



INSTRUCTIONS FOR DRAFTING YOUR FULL PROPOSAL

Full Proposals in this call must be submitted electronically, using the electronic submission service accessible from the call page:
https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1104. Use the previous link to access support documentation.
The Full Proposal is to be submitted by the Consortium Coordinator.



INSTRUCTIONS FOR DRAFTING YOUR FULL PROPOSAL

FINAL COMPOSITION OF THE CONSORTIUM

- Partners with both requested funding and own contribution at 0 euros have to be removed from the list. They are defined as collaborators and there is a final section of the document for that purpose;
- Partners considered not eligible in STEP 1 and that do not want to contribute with own funding to the project have to be removed from the list. They can still be considered collaborators or will simply not participate in the project;
- Partners considered not eligible in STEP 1 may wish to work at their own expenses. The level of commitment and own contribution should be reflected in the budget table. Grant Rate % has to be filled in as 0% and the TOTAL COSTS should match the expected own contribution;

The **coordinator must check that all CVs** of the Principal Investigators representing each one of the partners of the consortium have no more than ONE PAGE. CVs with more than one page may be discarded, as the evaluators are only instructed to read one-page CVs.

HOW TO COMPLETE THE FULL PROPOSAL SCIENTIFIC DOCUMENT (conform to the instructions and layout described here)

The Full Proposal Template contains the details of the proposed research and collaborative efforts. At the full proposal stage, applicants will now include the practical arrangements planned to implement them, which will be evaluated by independent experts.

Applicants must structure their proposal following the full proposal template provided in the next pages. Please note that the explanatory notes (in blue) serve to provide a description of what is required in the various sections of the full proposal without being exhaustive.

Applicants must ensure that their full proposals conform to the layout and to the instructions given on this page, and to the instructions provided in the various sections.

The maximum total length of sections 1 to 3 of the Full Proposal is 15 pages.

There is no page limit for the individual sections of the Full Proposal. **Within the 15-page limit**, applicants are therefore free to decide on the length dedicated to each section, and should not be influenced by the length of the explanatory notes given on each section.

Sections 4 and 5 of the Full Proposal have also a specific Page limit, dependant on the consortium size – the page limits are indicated in the template.

The page size is **A4**, and all **margins** (top, bottom, left, and right) should be at least **15 mm** (excluding footers or headers). After the cover page, this document has the correct format and font. Use this as your starting document and delete where appropriate.

Use the same font and style for the whole proposal (Times New Roman, 11 pt, single spacing).

Literature references should be listed in footnotes, font size 9. However, regardless of the format used, all footnotes will count towards the page limit.

Please make sure that the **Full Proposal carries as a header to each page the proposal acronym**. All pages should be numbered in a single series on the footer of the page to prevent errors during handling. It is recommended that the numbering format "**Page X of Y**" is used.

At the end of this document you will find a checklist. Please make sure that the document (and the remaining of your proposal documentation) is in accordance with all of those points.

Proposals not meeting the abovementioned requirements will not be evaluated.

PRACTICAL NOTES:

Please take into consideration that applicants will be evaluated based on three different criteria: Scientific Excellence, Impact and Implementation. The three criteria carry the same weight.

Please remember that it is your responsibility to comply with the page limit and all other formal eligibility requirements.

FULL PROPOSAL – Template Document
(Delete as appropriate)



WATER JOINT PROGRAMMING INITIATIVE
WATER CHALLENGES FOR A CHANGING WORLD
ERA-NET COFUND WATERWORKS 2015

“PROPOSAL FULL TITLE”

“PROPOSAL ACRONYM”

**DO NOT USE THIS PAGE TO INSERT ADDITIONAL
INFORMATION. THIS PAGE IS JUST THE TITLE PAGE.**

Table of Contents

In drafting the full proposal, applicants must follow the structure outlined below. (Delete as appropriate)

START PAGE COUNT

- 1. EXCELLENCE**
- 2. IMPACT**
- 3. IMPLEMENTATION**

STOP PAGE COUNT

- 4. FINANCIAL DETAILS: BUDGET TABLE AND JUSTIFICATION OF BUDGET ITEMS**
- 5. DESCRIPTION OF THE PARTICIPATING RESEARCHERS, LETTERS OF COMMITMENT FROM COLLABORATORS and STAKEHOLDERS, LETTERS OF COMMITMENT OF OWN FUNDING CONTRIBUTIONS**
- 6. CAPACITY OF THE PARTICIPATING ORGANISATIONS**

IMPORTANT:

Applicants must ensure that sections 1 to 3 do not exceed the limit of 15 pages.

DO NOT USE THIS PAGE TO INSERT ADDITIONAL INFORMATION. THIS PAGE IS JUST FOR THE TABLE OF CONTENTS.

(Delete as appropriate)



PROPOSAL ACRONYM – WaterWorks2015 Cofunded Call
(Delete as appropriate and include header on each page)

START PAGE COUNT (delete as appropriate)

1. EXCELLENCE

This section is intended to evaluate the quality, innovative aspects and credibility of the research, including inter/multidisciplinary aspects. The following subtopics should be included:

Introduction

(Provide an introduction of the proposal and/or any other relevant information that you find important before addressing all the sections described below)

State-of-the-art and relation to the work programme

(Indicate the call topic to which the proposal relates, and not only describe the state of the art related to the topic the proposal is based, but also explain how the proposal addresses the specific challenge and scope of that topic, as set out in the Call Announcement)

Objectives and overview of the proposal

(Describe the specific objectives for the proposal, which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project)

Research methodology and approach

(Highlight the type of research methodology and innovation activities proposed)

Originality and innovative aspects of the research (ambition)

(Explain the contribution that the proposal is expected to make to advancements within the proposal field. This includes novel concepts, approaches or methods that will be employed)

Clarity and quality of transfer of knowledge for the development of the consortium partners in light of the proposal objectives

(The text must show how the various partners of the consortium will gain new knowledge from this collaborative effort. It should also be described how the various partners will benefit from previous experience in projects related to the research objectives)

Quality of the consortium partners and collaborative arrangements. Capacity of the consortium to reinforce a position of leadership in the proposed research field

(Information must include the level of experience on the research topic proposed and document the track record of ongoing or recently concluded work, namely participation in projects, publications, patents and other relevant



PROPOSAL ACRONYM – WaterWorks2015 Cofunded Call
(Delete as appropriate and include header on each page)

results. Avoid duplication of information, and check the other sections of this template. It should be clear that all partners will gain the maximum knowledge and skills from this collaborative effort)

2. IMPACT

This section is intended to evaluate the impact of the proposal. The following subtopics should be included:

Impact of the proposal

(Demonstrate how the proposal contributes to the goals of the WaterWorks2015 Cofunded Call. Demonstrate the transnational added-value of the collaboration between consortium partners. Describe mid- and long-term benefits of this collaborative effort. Describe, if applicable, plans for the continued networking and knowledge sharing after the conclusion of the project. Describe the European and/or International dimension of the research methodologies and approaches. Describe the added-value of the consortium to Water RDI. Describe the potential impact of the proposed innovative solutions and/or services on business/industries, improvement of social wellbeing and environment)

Expected outputs

(Indicate the expected outputs throughout the project lifespan, including publications, books, communication, meetings, reports, organisation of events, advanced training, academic achievements from an educational standpoint, software applications, models, prototypes, patents, pilot plants, or others if applicable. Mobility schemes, short-term scientific missions, and training schools should be described, as well as the added-value to students, postdoctoral fellows, or research associates and technicians, if applicable.)

Exploitation and communication activities (measures to maximise impact)

(All applicants should ensure that the results of their proposal are disseminated and exploited, e.g. communicated, transferred into other research/innovation settings or, if appropriate, commercialised. This should include a communication and public engagement strategy of the proposal, dissemination of the research results, exploitation of the results and intellectual property. Outline the strategy for knowledge management and protection. Include measures to provide open access to peer-reviewed scientific publications which might result from the proposal. Include the types of data the proposal is expected to generate and how this will be shared or made accessible. If data cannot be made available, explain why. The knowledge generated should be used whenever possible to advance research, foster innovation and to promote the research results at the general public level. The plan described herein must be included in the Gantt Chart, that will be introduced in Section 3.)

Market knowledge and economic advantages/return of investment

(Estimation of the potential market for the new knowledge/innovative technological solutions/services in Europe and worldwide. Identification of potential international competitors. Describe the economic advantages that will result for the proposal partners, namely return of investment or synergies with other products/services)

3. IMPLEMENTATION

In this section it will be detailed the quality and efficiency of the implementation and project management. The following subtopics should be included:

Overall coherence and effectiveness of the work plan

(Demonstrate the appropriateness of the allocation of tasks and resources. The proposal should be designed in the optimal way to achieve the desired impact. **The following should be described: work packages, in accordance to the scientific content described in section 1, major deliverables, major milestones, and others.** A Gantt Chart should also be included in the text, addressing the work packages, major deliverables, and milestones. These should be numbered to facilitate the construction of the Gantt Chart. A Gantt Chart template is provided in the following page. Because the page format is different, it is suggested that you reserve one page for the Gantt Chart. The schedule should be in terms of number of months elapsed from the start of the project, so between 1 and 36, maximum. Below there is also a suggested table to be used for WP description. You may apply this table format to the major deliverables and milestones for the sake of clarity)

| WP Number | WP Title | Duration (months) | Starting Month | End Month |
|-----------------|----------|-------------------|----------------|-----------|
| WP1 | | | | |
| WP1 Description | | | | |
| WP2 | | | | |
| WP2 Description | | | | |
| WPn | | | | |
| WPn Description | | | | |

Add the appropriate number of rows per work package

Appropriateness of the management structure and procedures, including quality management

(Include the project organisation and management structure, skills and capabilities. Include the description of the decision making structure. Explain why the organisational structure and decision-making mechanisms are appropriate. Describe managerial methods with regards to the complexity of the proposal. Procedures and tools used for communication, and progress monitoring mechanisms put in place. This section should also include the financial management strategy. Check Gantt Chart template for progress monitoring)



PROPOSAL ACRONYM – WaterWorks2015 Cofunded Call
(Delete as appropriate and include header on each page)

Practical Notes:

A **deliverable** is a distinct output of the action, meaningful in terms of the action's overall objectives and may be a report, a document, a technical diagram, a software, etc. Deliverable numbers should be ordered according to delivery dates. Please use the numbering convention. For example, deliverable 4.2 would be the second deliverable from work package 4. **Milestones** are control points in the action that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the action where, for example, the researcher must decide which of several technologies to adopt for further development.

PROPOSAL ACRONYM – WaterWorks2015 Cofunded Call
(Delete as appropriate and include header on each page)

GANTT CHART (Example with work packages, events, dissemination, public engagement activities, deliverables, milestones or others. Delete rows and columns that do not apply).

| Month/ Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Work Package 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work Package 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deliverable | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Milestone | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Progress Monitoring | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mobility Schemes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Risk Management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Practical Note: Please include in the Gantt Chart the label of the Work Package, Deliverable or Milestone, for example, as stated in the Practical Notes related to deliverables and milestones, and to the explanatory notes in Section 3.1. Add as many rows as you find appropriate. Use the rest of this page to include explanatory notes if you find it necessary, for the sake of consistency and clarity.



PROPOSAL ACRONYM – WaterWorks2015 Cofunded Call
(Delete as appropriate and include header on each page)

Risk management

(Risks that might endanger reaching project objectives and the contingency plans to be put in place should risk occur. This should also be reflected in the Gantt Chart timeline)

Potential and commitment of the consortium to realise the project

(Assess and justify the consortium potential to successfully realise the project. Explain why this consortium has the maximum chance of a successful outcome. Explain how committed the institutions are to this project)

END PAGE COUNT

4. FINANCIAL DETAILS: BUDGET TABLE AND JUSTIFICATION OF BUDGET ITEMS

| Partner order according to budget table | Budget (in euros) | Budget Items | Justification |
|--|--------------------------|-------------------------|---------------|
| Partner 1 (Include Initials of Principal Investigator) | TOTAL COSTS | EQUIPMENT | |
| | in euros | STAFF | |
| | REQUESTED FUNDING | SUB-CONTRACTING | |
| | in euros | MISSIONS | |
| | OWN CONTRIBUTION | CONSUMABLES | |
| | in euros | OTHER COSTS | |
| | | OWN CONTRIBUTION | |
| Partner n (Include Initials of Principal Investigator) | TOTAL COSTS | EQUIPMENT | |
| | in euros | STAFF | |
| | REQUESTED FUNDING | SUB-CONTRACTING | |
| | in euros | MISSIONS | |
| | OWN CONTRIBUTION | CONSUMABLES | |
| | in euros | OTHER COSTS | |
| | | OWN CONTRIBUTION | |

There is no maximum length for this section. However, evaluators are instructed to discard any information that is not directly related to the justification of costs. Do not use this section to include information that did not fit in the previous sections.

5. DESCRIPTION OF THE PARTICIPATING RESEARCHERS, LETTERS OF COMMITMENT FROM COLLABORATORS and STAKEHOLDERS, LETTERS OF COMMITMENT OF OWN FUNDING CONTRIBUTIONS

NOTE 1: In the electronic submission platform, each partner will have to submit a one-page CV of the principal investigator. It is mandatory that the principal investigator submits a ONE-PAGE pdf file with his/her CV. In the electronic submission platform there is space dedicated to describe the other team members of each partner. Please check the support documentation available in the Water JPI website at http://www.waterjpi.eu/index.php?option=com_content&view=article&id=440&Itemid=1008.

NOTE 2: All the collaborations (defined as principal investigators or organisations that do not request funds and that do not contribute with own funding to the project) should be described in Sections 1-3 of the Full Proposal. A LETTER OF COMMITMENT is mandatory (a one page document is enough) for each of the collaborators or stakeholders. It should be uploaded as an Annex to the Scientific Document. It is uploaded in the same way as the CVs, for example.

NOTE 3: All the partners that contribute with own funding to the project should submit a letter of commitment. This letter confirms the contribution with own funds to the project. In section 4, there is already a space dedicated to the explanation of the own funding contribution, so this letter should only be focused on the financial aspects.

There is no maximum length for this section. However, evaluators are instructed to discard any information that is not directly related to what is requested. The table should just include the name of the collaborators or stakeholders and to which partners they are associated to.

| Name of Collaborator or Stakeholder | Name of Partner to which the Collaborator/Stakeholder is associated to |
|-------------------------------------|--|
| | |
| | |
| | |
| | |

*Add as many rows as necessary.

6. CAPACITY OF THE CONSORTIUM ORGANISATIONS

In this section, it should be described the profile, level of participation, and commitment of each of the participating organisations in this consortium.

This section has a page limit.

Number of Partners

Page limitation

Consortium with 3 or 4 eligible partners

The table in blue has a one-page limit.

Consortium from 5 to 8 eligible partners

Two page limit but the information for the first 4 partners has to be kept in the first page.

Consortium with 9 or more eligible partners

Three page limit but the information for the first 4 partners has to be kept in the first page. Partner 5 to Partner 8 is inserted in the second page. Partners 9 to 12 will be inserted in the third page. For consortia with more than 12 partners, please accommodate the information freely but under the three-page limit.

| Partner Number (Organisation Name) | | General Description |
|------------------------------------|--|---------------------|
| Partner 1 (Name) | Role and main responsibilities in the project | |
| | Key research facilities, infrastructure, equipment | |
| | Relevant publications and/or research/innovation products | |
| Partner 2 (Name) | Role and main responsibilities in the project | |
| | Key research facilities, infrastructure, equipment | |
| | Relevant publications and/or | |

PROPOSAL ACRONYM – WaterWorks2015 Cofunded Call
 (Delete as appropriate and include header on each page)

| | | |
|------------------|--|--|
| | research/innovation products | |
| Partner 3 (Name) | Role and main responsibilities in the project | |
| | Key research facilities, infrastructure, equipment | |
| | Relevant publications and/or research/innovation products | |
| Partner 4 (Name) | Role and main responsibilities in the project | |
| | Key research facilities, infrastructure, equipment | |
| | Relevant publications and/or research/innovation products | |

***NOTE:** COPY AND PASTE THIS TABLE ON EACH ADDITIONAL PAGE YOU USE, DEPENDING ON THE NUMEBR OF PARTNERS AND ACCORDING TO THE INSTRUCTIONS MENTIONED ABOVE.*

Practical Note: The list of relevant publications, research products or innovation products is provided at the institution level, and not necessarily involving participating investigators. This section is dedicated to the participating organisations and their capabilities. In the previous section and in the one-page CVs attached, you have already described the competencies of the investigators involved.



PROPOSAL ACRONYM – WaterWorks2015 Cofunded Call
(Delete as appropriate and include header on each page)

CHECKLIST (delete this section before generating the final pdf file)

Electronic Submission Platform

Edit **the information contained in the electronic submission platform** (partners participation, budgets).
Consult the guidelines for the electronic submission platform to clarify any doubts.
Make sure you take into account all the instructions and information received in the Evaluation Communication and Reports.
Upload all the documents (Scientific Document, one-page CVs, Letters of Commitment).

SCIENTIFIC DOCUMENT

Read carefully the instructions on Page 2 of this document “How to Complete the Full Proposal Scientific Document”.

Follow the structure of the Full Proposal (Table of Contents, Page 3).

Formatting of the Proposal:

Use the same font and style for the whole proposal (Times New Roman, 11 pt, single spacing)

Literature references should be listed in footnotes, font size 9

Header to each page must include the proposal acronym

All pages should be numbered as "Page X of Y" as a footer

Make sure that your document complies with the page limits set forth:

Sections 1 to 3: 15-page maximum.

Sections 4, 5 and 6: read the instructions provided.