

# ANNEX II – PROPOSAL FORM

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Applicants (Consortium Coordinators and Partners) are strongly encouraged to first contact their National Contact Points (NCPs) for information about national regulations before preparing and submitting a proposal

## National Contact Points (NCP)

- **Cyprus:** Anna-Maria Christoforou, ([amchristoforou@research.org.cy](mailto:amchristoforou@research.org.cy))
- **Denmark:** Lene Cividanes ([lecd@fi.dk](mailto:lecd@fi.dk)), Charlotte Demuth Pedersen ([chdp@fi.dk](mailto:chdp@fi.dk))
- **Finland:** Harri Hautala ([harri.hautala@aka.fi](mailto:harri.hautala@aka.fi)), Kata-Riina Valosaari ([kata-riina.valosaari@aka.fi](mailto:kata-riina.valosaari@aka.fi))
- **France:** Frederique Martini ([frederique.martini@onema.fr](mailto:frederique.martini@onema.fr))
- **Germany:** Stefanie Pietsch ([s.pietsch@fz-juelich.de](mailto:s.pietsch@fz-juelich.de)), Sabine Sorge ([s.sorge@fz-juelich.de](mailto:s.sorge@fz-juelich.de))
- **Ireland:** Alice Wemaere ([a.wemaere@epa.ie](mailto:a.wemaere@epa.ie))
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- **Norway:** Per Backe-Hansen ([pbh@rcn.no](mailto:pbh@rcn.no))
- **Portugal:** Sónia Mendes da Silva ([sonia.silva@fct.pt](mailto:sonia.silva@fct.pt))
- **Spain:** Cynthia Monescillo ([waterjpi.secretariat@mineco.es](mailto:waterjpi.secretariat@mineco.es)); Rosa Rodríguez Bernabé ([rosar.bernabe@mineco.es](mailto:rosar.bernabe@mineco.es)); Lourdes Armesto ([lourdes.armesto@mineco.es](mailto:lourdes.armesto@mineco.es)) (MINECO); Paloma Velasco ([paloma.velasco@cdti.es](mailto:paloma.velasco@cdti.es)) (CDTI)

Electronic proposal submission is mandatory. It is mandatory to meet the deadline and observe the requested proposal format. Do not add any additional attachments. All items (such as figures, tables excluding funding tables, references) have to be included in the text. Proposals which are not meeting these formal criteria will be rejected. Please, see the instructions for the Academy of Finland's' Online Services ("How to" guide for applicants).

## Instructions on submitting a consortium application

The Coordinator of the Consortium (i.e. Consortium Leader) is selected by the Consortium Partners.

The Consortium Coordinator and all Consortium Partners must submit the proposal *via* the online electronic submission tool:

Step-1. The Coordinator and all Consortium Partners must register online.

Step-2. The Coordinator must create a draft joint Consortium proposal.

Step-3. The Consortium Partners must submit an online application (see "How to" guide for applicants). Partners **MUST** complete:

- Section 1: Personal data
- Section 3: General description
- Section 5: Project Partners (other collaborators than Consortium Partners)
- Section: 6: Mobility; and
- Section 7: Research Infrastructure

- In addition, for technical reasons consortium partners have to add some characters to the sections 2 and 8 because the fields are compulsory elements of the application.

Step-4. The Coordinator **MUST** submit the consortium application. He/She must complete all sections and Appendices<sup>1</sup> of the Proposal Form. This includes:

- Section 1: Personal data
- Section 2: Consortium Partners: Consortium Partners with contact details (once those have register on the online application system), public description of the Consortium
- Section 3: General description
- Section 4: Abstract. The **maximum length of the abstract is 2500 characters.**
- Section 5: Project Partners (other collaborators than Consortium Partners)
- Section: 6: Mobility; and
- Section 7: Research Infrastructure
- Section 8: Public description
- Section 9: Appendices

**Please note: In Proposal Form some fields are requested in Finnish or in Swedish, please copy the corresponding text from the English version.**

## Appendices to consortium application by Coordinator

- Appendix 1: Curriculum Vitae. The online system links the Coordinators own curriculum vitae automatically to the application. The curricula vitae for the Consortium Partners are appended to the application as normal appendices. **The maximum length of a curriculum vitae is 2 pages/PI.**
- Appendix 2: Lists of Publications of the Coordinator and of the Partners. **The length of the lists is not limited.** Clearly indicate the ten most important publications (in each list) in terms of the project.
- Appendix 3: Research Plan: The research plan must detail the competence and responsibilities of the partners as well as the added value the Consortium is expected to generate. **The maximum length of the Research Plan is 15 pages.**
- Appendix 4: Project management and funding tables. The Consortium research plan must include a cost estimate (budget and funding plan) for the Consortium, detailed for each subproject.
- Appendix 5: Statement by an ethics committee or the Committee on Animal Experimentation (if relevant)
- Appendix 6: Consortium commitments

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<sup>1</sup> Including Appendix 1 and 2: ***CV's and publication lists of all Consortium Partners. The Coordinator must submit these appendices on behalf of the other Consortium Partners.***

## How to draft a consortium application online

The Coordinator creates a draft joint Consortium proposal by logging in to the Academy's online services and selecting the call in question (*New application*) under *Open calls* **Water JPI Pilot Call**.

First select the language of the application and then *Application of Consortium Leader*.

Enter the name and acronym of the consortium and the system will create a numeric code for the Consortium.

Under *Consortium Partners*, enter the other partners of the consortium. Please note that the Coordinator can enter the consortium parties on his or her application only after the partners have registered on the Academy's online services. When the Coordinator starts writing the name of the Consortium Partner on the online application, the system will give a list of persons with the same name who have already signed up in the online services. If the name of the Consortium Partner is not on the list, he or she must first register on the Academy's online services.

After this, the Coordinator sends the Consortium Partners a message with the Consortium code and the research council to which the Consortium Partners address their applications.

After receiving the Consortium code, the Consortium Partners can start drafting their applications in the online services by selecting *Application of other consortium partner* under the call in question and by entering the Consortium code they have been sent.

All appendices of the Consortium application are appended to the main application of the Coordinator.

The Coordinator will receive a message once the Consortium Partners have submitted their applications in the online services.

**The deadline is non-negotiable.** The application of the whole Consortium can be processed only if all the documentation has been submitted by the deadline. The composition of a Consortium cannot be changed after the deadline.

**PROPOSAL FORM MODEL (will be filled in the AKA's online services)**

**1. PERSONAL DATA**

<b>I. Personal data (all Partners)</b>			
<b>Surname</b>		<b>First name</b>	
<b>Sex</b>		<b>Nationality</b>	
<b>Personal identity code (when nationality in Finland)</b>		<b>Date of birth</b>	
<b>Present position</b>			
<b>Telephone</b>		<b>Mobile phone</b>	
<b>Organization details</b>			
<b>Organization</b>			
<b>Department</b>			
<b>Postal address</b>			
<b>Postcode and post office</b>			
<b>Country</b>			
<b>Degrees</b>			
<b>Awarding institution</b>		<b>Degree</b>	
<b>Field</b>		<b>Date of degree</b>	
<b>Additional info</b>			
<b>Professorships</b>			
<b>Awarding institution</b>		<b>Degree</b>	

<b>Field</b>		<b>Date of degree</b>	
<b>Additional info</b>			

## 2. CONSORTIUM PARTNERS (*only Coordinator*)

<b>2. Consortium Partners: Add principal investigator of consortium sub-project</b>	
<b>Name</b>	
<b>Email</b>	
<b>Organization</b>	
<b>Country</b>	
After filling the information of Consortium Partners press: Send message to consortium partners	

## 3. GENERAL DESCRIPTION

<b>3. General description</b>	
<b>Site of research</b>	<i>Institution or organization (You don't have to fill the Business ID)</i>
<b>Department</b>	
<b>Website of site of research</b>	
<b>Name of research project</b>	
<b>Fields of research</b>	<i>max. five most relevant</i>
<b>Keywords in English</b>	

#### 4. ABSTRACT

##### 4. Abstract

*(max. 2500 characters)*

*Coordinator submits the joint abstract of the consortium.*

*Consortium partners have to add some characters to this section for technical reasons.*

*The abstract provides an overview of the Consortium Partners (names and organizations), the scientific content and costs of the project. The applicant should indicate from which funding organization they are applying for funding.*

#### 5. PROJECT PARTNERS

##### 5. Specify the project collaborators and their role in the project

*Specify those national and international collaborators who are not funded by the project.*

#### 6. MOBILITY

##### 6. Specify the mobility in the project

*Specify the national and international mobility of the people funded by the project.*

*Describe here the national (between organizations, research institutes or business companies) and international mobility of research staff. The minimum duration is 0.5 month.*

## 7. RESEARCH INFRASTRUCTURE

### 7. Use of Infrastructures

*Is the research project affiliated with a national or international research infrastructure, i.e. does it make use of the equipment, resources or databases the infrastructure provides?*

## 8. PUBLIC DESCRIPTION

### 8. Public description in English

*Coordinator submits the joint public description of the consortium.  
Consortium partners have to add some characters to this section for technical reasons.  
Write a short public description of the project for dissemination purposes.*

## 9. APPENDICES (only Coordinator)

### 9. Appendices

*Mandatory appendices include:*

- Appendix 1:** Curriculum Vitae
- Appendix 2:** List of publications
- Appendix 3:** Research plan
- Appendix 4:** Management and Funding Tables
- Appendix 5:** Statement of ethics committee or committee on animal experimentation
- Appendix 6:** Consortia commitment form and signatures

## Appendix 1: Curriculum Vitae (max 2 pages/Partner)

**CV's of all consortium partners. Coordinator submits on behalf of other Consortium Partners.**

### CURRICULUM VITAE

1. Family name:

2. First name:

3. Date of birth:

4. Nationality:

5. Place of residence:

6. Education (most recent first):

Institution (date from - to) Degree(s) or Diploma(s) obtained

7. Language Skills: Indicate competence on a scale of 1 to 5 (1 excellent - 5 basic)

Language	Reading	Speaking	Writing
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8. Membership of professional bodies:

9. Other skills (e.g. Computer literacy, etc.):

10. Present position:

11. Years within the organization:

12. Key qualifications/skills (relevant to the assignment):

13. Specific experience in the region (most recent first)

Country	Date from - Date to
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14. Professional experience record (most recent experience)

Date from - Date to	Location	Company and contact (name and contact details)
Position	Description	

15. Other relevant information (e.g. Publications, Patents, Other education, Seminars, lectures attended, Scholarships received)



## Appendix 2: List of publications

**Lists of publications of all consortium partners. Coordinator submits on behalf of other Consortium Partners.**

*Clearly indicate the ten most important publications in terms of the research plan.*

## Appendix 3: Research plan

*Maximum 15 pages without the Project Management Tables (Appendices 4.).*

*Please, suggest names of experts that could review the application.*

### **1. Background**

- Significance of the research nationally and internationally based on actual EU Water policies
- How the research project links to on-going research activities on EU level and in member states
- State of the art and progress beyond state of the art

### **2. Objectives**

- Research objectives
- Novelty of approach
- Justifications for how the proposed research ties in with the call and its objectives

### **3. Research methods and material, ethical issues**

- Research materials and methods,
- Handling of intellectual property rights: explain IPR sharing (e.g. any barriers to sharing materials or results), both within and outside the research consortium.
- Ethical issues (e.g. ethical governance procedures, informed consent, anonymity of subjects) and research permits or information on pending permit applications

### **4. Project Management**

- Timetable for the research (4.1 GANTT Chart)
- Summary tables per work package with name of WP leader, the title, partners involved, objectives, description of work and expected outcomes (4.2 Table Work packages)
- List of deliverables and milestones (4.3 Table Deliverables and milestones)
- Summary of the resource planning (4.4a: Resource planning table & 4.4b: Resource Description)

## **5. Project Implementation**

- Merits of research team members
- Organizations and any tangible support they offer the project, including available equipment
- Description of model region/research site and implementation of research
- Engagement of stakeholders (e.g. end-users, local authorities, administration, industry, associations, civil society organizations) form of cooperation, description of how the project will benefit from the cooperation.

## **6. Expected impacts, results and possible risks**

- Expected scientific results and societal impact of the research
- Expected policy relevance of the research
- Expected European added value provided by transnational cooperation for reaching the project goals
- Potential for scientific breakthroughs and for increasing the renewal of science and research,
- Applicability and feasibility of the research results (in case of fundamental research) and /or transferability of research results (in case of applied research)
- Possible application of results by stakeholders and/or EU policy
- Risk management: identification of risks, mitigation measures
- Communication and dissemination strategy

## **7. References**

- Research plan references

**Appendix 4: GANTT chart, Work Packages, Deliverables and milestones and Resource planning**

**4.1 GANTT chart**

Prepare the Gantt chart of the project including the start and finish date of each work package.

<b>WORK PACKAGE</b>		<b>Year 1</b> (Months 1-12)					<b>Year 2</b> (Months 13-24)					<b>Year 3</b> (Months 25-36)				
<b>Number</b>	<b>Title</b>	<b>1</b>	<b>2</b>	<b>...</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>...</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>...</b>	<b>35</b>	<b>36</b>
		<input type="checkbox"/>	<input type="checkbox"/>	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...	<input type="checkbox"/>	<input type="checkbox"/>
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#### 4.2 Work Packages

Prepare one form for each work package (up to 1 page for each) including the title, partners involved, objectives, description of work and expected outcomes.

<b>Work Package Number</b>	
<b>Work Package Title</b>	
<b>Partners Involved</b>	
<b>Objectives</b>	
<b>Description of Work</b>	
<b>Expected Outcomes</b>	

#### 4.3 Deliverables and milestones

Prepare a table including the deliverables and milestones of the project

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#### 4.4 a) Resource planning table

A summary of the resource planning is useful for the evaluators. In the table below, please indicate:

- The number of person months over the whole duration of the planned work, for each work package, for each partner. Identify the work package leader for each WP by showing the relevant person-month figure in bold.
- The estimated costs of implementing the project, for each cost category, for each partner. Give a short justification for sub-contracting and any other major costs (e.g. equipment) per each partner.
- Funding will be granted according to national regulations. Partners should consult with the call national contacts points (NCPs) and ensure that they comply with their National Funding Rules.

Partner no./ name	Funding period: start and end dates	Person months/ work package						Estimated costs of implementing the project (in €)					
		WPn	WPn	WPn	WPn	WPn	<b>Total</b>	Personnel (incl. overheads used in national project funding) <sup>2</sup>	Travel	Sub-contracting <sup>3</sup>	Other (equipment, materials, prototypes etc.) <sup>4</sup>	<b>Total</b>	

<sup>2</sup> ONLY state the overheads that comply with your national funding rules! If in doubt, contact your national funding organization.





Details of the tasks which will be sub-contracted and, if known, to whom

### **Appendix 5: Statement of ethics committee or committee on animal experimentation**

*Attach when relevant*

### **Appendix 6: Consortia commitment form**

*The Coordinator collects the information and signatures for this form from all the Partners.*

*The included commitments:*

- a. The commitments of Partner organizations*
- b. The ethical commitment*
- c. The Coordinator commitment*



## Statements of Commitment

### The commitments of Partner organizations

Partner organization:

is willing to participate in the **Water JPI pilot call “Emerging water contaminants – anthropogenic pollutants and pathogens”** as a Partner in Consortium “**name**”.

We agree with the process and schedule described in the call announcement version "final version.doc"

There will be an adequate budget available for project funding.

The final funding decisions will be made by the partner organization according to national/regional procedures and regulations.

All information related to the projects will be kept confidential and not used for any other purpose than evaluation of the application, making a funding decision and monitoring of the project.

For this collaborative activity Mr./Mrs

will be our contact person;

contact data:

Legally authorised representative:

Name

Function

Date

Signature

### The ethical commitment

List of ethical issues:

### **Research on Human Embryo/ Foetus**

Does the proposed research involve human embryos?

Does the proposed research involve human foetal tissues/ cells?

Does the proposed research involve human embryonic stem cells (hESCs)?

Does the proposed research on human embryonic stem cells involve cells in culture?

Does the proposed research on human embryonic stem cells involve the derivation of cells from embryos?

I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL

### **Research on Humans**

Does the proposed research involve children?

Does the proposed research involve patients?

Does the proposed research involve persons not able to give consent?

Does the proposed research involve adult healthy volunteers?

Does the proposed research involve Human genetic material?

Does the proposed research involve Human biological samples?

Does the proposed research involve Human data collection?

I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL

### **Privacy**

Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?

Does the proposed research involve tracking the location or observation of people?

I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL

### **Research on Animals**

Does the proposed research involve research on animals?

Are those animals transgenic small laboratory animals?

Are those animals transgenic farm animals?

Are those animals non-human primates?

Are those animals cloned farm animals?

I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL

### **The Coordinators Commitment**

#### **ORGANIZATION**

**Name:** \_\_\_\_\_

As \_\_\_\_\_ legal \_\_\_\_\_ representative \_\_\_\_\_ of \_\_\_\_\_ the Organization \_\_\_\_\_ (name of the Organization), I hereby declare that this unit, to which is affiliated the Coordinator of the proposal mentioned above, \_\_\_\_\_ (Coordinator's name), accepts the scientific leadership of the project and ensure the necessary conditions for the proper execution of the project.

Name : \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Signature with print/seal: \_\_\_\_\_

*Please insert as many copies of the above table as there are Partners in the Consortium.*