



INSTRUCTIONS FOR DRAFTING YOUR PRE-PROPOSAL

Pre-Proposals in this call must be submitted electronically, using the electronic submission service accessible from the call page. The Pre-Proposal is submitted by the Consortium Coordinator.

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How to complete the Fact Sheet (Part A)

The Fact Sheet (Part A) is filled in on-line. To accomplish this, all applicants need to register in the system (Consortia Coordinators (CC) and Principal Investigators (PIs) of each Consortium Partners). You will be asked for relevant information that will be used in the eligibility check, evaluation and further processing of your proposal. The Fact Sheet (Part A) constitutes an integral part of your pre-proposal. Details of the work you intend to carry out will be described in Part B.

Section 1: Project Coordinator

In this section the CCs can edit their personal contact data and confirm awareness of the national/regional funding rules. Please note that failure to confirm knowledge of these rules, identified in the National Annexes, will prevent the submission the proposal.

Section 2: Partners

In the partners section the CCs can add the project partner's organisations and notify the respective contacts to enter the system and fill their profiles. CCs can, afterwards, amend partner's accounts and edit the contact information of the project partners.

Section 3: Basic Project Data

In this section, CCs can edit the basic data of their proposals.

Section 4: Research Team

Here, CCs must declare if any members of their Consortium are also involved in other proposal submitted (or in planning) within the framework of this call.

Section 5: Publishable Abstract

In this section the CCs must submit a publishable abstract of the proposed project.

Section 6: Keywords

Here the CCs have to enter at least 5 keywords or keyword phrases describing the content of the proposal.

Section 7: Budget Details

In this section it is necessary to submit the budget details of the proposal, including the requested funding and a short description regarding the costs.

Section 8: Upload Proposal

Here the CCs upload the Part B of their proposal in pdf format. The Part B is created using the pre-proposal template structure provided below.

Section 9: Summary

This section displays all data entered by the applicants via this online submission system. A pdf file containing all the submitted data can be downloaded here as well.

Section 10: Submit

PROPOSAL ACRONYM – WaterWorks2014 Cofunded Call
(Delete as appropriate and include header on each page)

When all mandatory fields have been filled in and the Part B has been uploaded, the CCs can submit their proposals here. Please note that you can resubmit your proposal multiple times. Each time that it is resubmitted, the previous version will be overwritten, providing that changes have been made.

In the electronic submission system, the applicant chooses the area to which her/his proposal best fits. This should be considered as the first descriptor of the proposal. Additional descriptors will be used, namely keywords and a brief publishable abstract.

The applicants must enter the duration of their project, the overall total costs and overall requested funding. A first draft of the costs will be detailed in one Table, which will include the individual contribution from each partner. The Total Costs of each partner correspond to the sum of Requested Funding and Own Contribution.

Finally, information on each Partner organisation is provided by the CCs and PIs, including a brief description of tasks and a list of high-impact recent publications. Additionally, applicants may upload a one page CV in pdf format.

Fact Sheet Form (Part A)

Instructions:

- Section to be filled on-line.
- Comply with the given limits for each field.
- Visualise the screenshots available in the following pages for help and guidance



Coordinator/Partner Login

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Call Office

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(Foundation for Science and Technology)
Ministério da Educação e Ciência
Av. D. Carlos I, 126 - 7º
1249-074 Lisboa
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Fax: +351 213957284
E-Mail: ww2014@fct.pt

Contact persons:

Germana Santos
phone: +351 21 391 1569
Rui Munhá
phone: +351 21 391 1543



Fundação para a Ciência e a Tecnologia
MINISTÉRIO DA EDUCAÇÃO E CIÊNCIA

Login

Deadline for submission of Pre-Proposals:
4th of May 2015 at 17h00 CEST

Login Name:

Password:

If you have lost or forgotten your password, please click here.

[Submission System Home](#)

Welcome

[Coordinator](#)

[Partners](#)

[Basic Project Data](#)

[Research Team](#)

[Publishable Abstract](#)

[Keywords](#)

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[Upload Proposal](#)

[Summary](#)

[Submit](#)



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Welcome to the Electronic Submission System for the WaterWorks2014 Call.

Thank you for your interest in the WaterWorks2014 call.

Please note that the submission deadline for pre-proposals is 4th of May 2015 at 17h00 CEST.

Consortium Coordinator

In this section, you can edit your personal contact data and confirm that you are aware of the national/regional funding rules.

Partners

In the partners section you can add or amend partner accounts and edit the contact information of your project partners.

Basic Project Data

In this section, you can edit the basic data of your project.

Research Team

Here you must declare if any members of your consortium are also involved in any other proposal submitted (or in planning) within the framework of this call.

Publishable Abstract

In this section you must submit a publishable abstract of your project.

Keywords

Here you have to enter at least 5 keywords or keyword phrases describing the contents of the proposal.

Budget Details

In this section it is necessary to submit the budget details of your proposal, including the requested funding and a short description regarding your costs.

Upload Pre-Proposal

Here you upload your pre-proposal which you have created by using the pre-proposal template (see [call documents on the WaterWorks website](#)).

Summary

The summary shows all data which you have entered via this online submission system. A pdf file containing all the submitted data can be downloaded here as well.

Submit

When all mandatory fields have been filled in and the proposal has been uploaded, please submit your proposal here.

Please note that you can resubmit your proposal multiple times. Each time it is resubmitted, the previous version will be overwritten, providing that changes have been made.

Welcome

Coordinator

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Basic Project Data

Research Team

Publishable Abstract

Keywords

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Call documents
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phone: +351 21 391 1569
Rui Munhá
phone: +351 21 391 1543



Title

Mr.

Coordinator First Name

Please enter your first name. This field is mandatory. The maximum length of your input is 255 characters.

Markus

Coordinator Last Name

Please enter your last name. This field is mandatory. The maximum length of your input is 255 characters.

Mustermann

Login Name

Please enter your login (account) name. This field is mandatory. The maximum length of your input is 255 characters; only characters and numbers are allowed.

markusmustermann

Status of Organisation

Please select the status of your organisation.

non-profit organisation

Name of Organisation/Institution/Company

Please enter the name of your organisation/institution/company. This field is mandatory. The maximum length of your input is 255 characters.

Example GmbH

Department

Please enter the name of the department you work in. This field is optional. The maximum length of your input is 255 characters.

Development

Street, No.

This field is mandatory. The maximum length of your input is 255 characters.

Examplestreet

Zip/Postal Code

This field is mandatory. The maximum length of your input is 255 characters.

12345

Town/City

This field is mandatory. The maximum length of your input is 255 characters.

New Town

Post Box (if applicable)

This field is optional. The maximum length of your input is 255 characters.

Country:

Please choose the country you live in.

Germany

E-Mail Address:

Please enter your e-mail address. This field is mandatory. The maximum length of your input is 255 characters.

xyz@example.com

Phone Number:

Please enter your phone number including the international dialling code for your country. This field is mandatory. The maximum length of your input is 255 characters.

1234-213

Mobile Phone Number

Please enter your mobile phone number including the international dialling code for your country. This field is optional. The maximum length of your input is 255 characters.

Fax Number

Please enter your fax number. This field is optional. The maximum length of your input is 255 characters.

Short Biography

Please describe in a few words your current position, fields of expertise and other relevant experience. This field is mandatory. The maximum length of your input is 500 characters.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Task(s)

Please describe in a few words the task(s) which you will undertake in the proposed project. This field is mandatory. The maximum length of your input is 500 characters.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Curriculum Vitae

Additionally, you may also upload your Curriculum Vitae if you wish (max. 1 page, max. 5MB, PDF File format).

Browse... No file selected.

You haven't uploaded a CV yet.

References

List your's most relevant publications regarding the call topics.

Author(s)	Title	Journal	Volume	Year	Page
1					
2					
3					
4					
5					

 I confirm that I am aware of my country's national funding regulations.

(see Guidelines for Applicants)

Set new password (optional)

Password:

Confirm Password:

Save present status of editing

- Welcome
- Coordinator
- Partners
- Basic Project Data
- Research Team
- Publishable Abstract
- Keywords
- Budget Details
- Upload Proposal
- Summary
- Submit



Call documents
(link opens in new window)

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Contact persons:

Germana Santos
phone: +351 21 391 1569
Rui Munhá
phone: +351 21 391 1543



List of Partners, including the Project Coordinator:

#	Organisation	Contact Name	Organisation Type	
1	fsdf	Greulich	non-profit organisation	edit
2	Orga	Partner	private enterprise	edit delete remind
3	FCT	santos	non-profit organisation	edit delete remind
4	FCT	munha	non-profit organisation	edit delete remind
5	FCT 2	fm	non-profit organisation	edit delete remind

[ADD NEW PARTNER](#)

Important

1. Add Partner
2. Complete the minimum required fields of the partner and save the data
3. Click "activate" (this will send an email to the partner)

Use the "remind" button to send another automatic email as a reminder.

Each consortium must be comprised by a minimum of three partners that must be eligible to be funded by three different participating countries (see the Call Announcement for the list of participant countries).

[Welcome](#)[Coordinator](#)[Partners](#)[Basic Project Data](#)[Research Team](#)[Publishable Abstract](#)[Keywords](#)[Budget Details](#)[Upload Proposal](#)[Summary](#)[Submit](#)

Call documents
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Project title

Please enter the project title. This field is mandatory. The maximum length of your input is 250 characters.

Project acronym

Please enter the project acronym. This field is mandatory. The maximum length of your input is 20 characters.

Project duration

Please enter the project duration (in months). This field is mandatory. The project duration is between 24 and 36 months.

Topic

Please specify which topic most suitably describes your proposal.

- 1 Research and Innovation for Developing Technical Solutions and Services for Water Treatment, Reuse, Recycling and Desalination
- 2 Research and Innovation for Developing Technical Solutions and Services for Water Resources Management
- 3 Research and Innovation for Developing Technical Solutions and Services to Mitigate Impacts of Extreme Events (Floods and Droughts) at Catchment Scale.

Ethical issues

Please specify if the project requires a statement by an ethics committee or an animal experimentation permit or equivalent statements or permits.

- yes
- no

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Publishable Abstract

The maximum length of your input is 4000 characters.

Rich text editor toolbar with icons for Bold, Italic, Underline, ABC, Bulleted List, Numbered List, Indent Left, Indent Right, Decrease Indent, Increase Indent, Paragraph, Font Size, Cut, Copy, Paste, Undo, and Redo.

Path: p

save present status of editing

[Welcome](#)[Coordinator](#)[Partners](#)[Basic Project Data](#)[Research Team](#)[Publishable Abstract](#)[Keywords](#)[Budget Details](#)[Upload Proposal](#)[Summary](#)[Submit](#)

Proposal Keywords

A minimum of 5 keywords describing the contents of the proposal are required. Please separate each keyword (or keyword phrase) by a semi-colon (;).



Call documents
(link opens in new window)

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Welcome

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phone: +351 21 391 1543



Requested Funding

Please enter all values as integers (whole numbers, 0-9) in EUR.

Organisation Name	Requested Funding				Requested Funding	Own Contribution	Total Costs
	Personnel	Subcontracting	Equipment	Other direct costs			
fsdf	100	200	300	400	1100	123	1223
Overheads	10	20	30	40			
Orga	1	2	3	4	36	4	40
Overheads	5	6	7	8			
FCT	100	200	300	400	1000	28	1028
Overheads	0	0	0	0			
FCT	0	0	0	0	0	0	0
Overheads	0	0	0	0			
FCT 2	0	0	0	0	0	0	0
Overheads	0	0	0	0			
TOTAL	216	428	640	852	2136	155	2291

Brief Description

Please enter a brief description regarding your costs:

Personnel	Subcontracting	Equipment	Other D.C.	Funding Requested From																									
<p>Personnel Costs Description</p> <p>Brief Description (max. 1000 characters)</p> <table border="1"> <tbody> <tr> <td>fsdf</td> <td colspan="4">p</td> </tr> <tr> <td>Orga</td> <td colspan="4"></td> </tr> <tr> <td>FCT</td> <td colspan="4"></td> </tr> <tr> <td>FCT</td> <td colspan="4"></td> </tr> <tr> <td>FCT 2</td> <td colspan="4"></td> </tr> </tbody> </table>					fsdf	p				Orga					FCT					FCT					FCT 2				
fsdf	p																												
Orga																													
FCT																													
FCT																													
FCT 2																													

IMPORTANT: Consortium Coordinator and Consortium Partners should clearly state the name of the Funding Partner Organisation, and the respective country, they are requesting funds from. The list of Funding Partner Organisations can be consulted in the Call Announcement and Guideline for Applicants. This does not apply for Consortium Partners participating at their own expense.

Save present status of editing

Welcome

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Publishable Abstract

Keywords

Budget Details

Upload Proposal

Summary

Submit

Upload Proposal Form

Please upload your proposal file in pdf format here. 10 MByte maximum file size.
Only proposal created with the full proposal template (see call documents) will be accepted

No file selected.

You have not yet uploaded your proposal.



Call documents
(link opens in new window)

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22:52

Water Works 2014 ERA-NET Cofund

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Download your pre-proposal's Fact Sheet
PDF Format

Your pre-proposal update has not been submitted yet!
To submit your pre-proposal please continue at "Submit" (see navigation).
Please note that you can only submit if all requirements are met.
You can check this at the "Submit" page.
You can submit multiple times.



Call documents
(link opens in new window)

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A proposal has not been submitted yet!



Unable to submit your proposal
at the moment, because not all requirements are met.

List of errors:

- Project Coordinator
 - Town/City: Field is required
 - Telephone Number: Field is required
- Project Data
 - Research Team: Field is required
 - Publishable summary: Field is required
- Project Partners
 - Partner 2, Street: Field is required
 - Partner 2, Zip/Postal Code: Field is required
 - Partner 2, Town/City: Field is required
 - Partner 2, Telephone Number: Field is required
 - Partner 2 has not yet confirmed the knowledge of the national/regional funding regulations.
 - Partner 3, Street: Field is required
 - Partner 3, Zip/Postal Code: Field is required
 - Partner 3, Town/City: Field is required
 - Partner 3, Telephone Number: Field is required
 - Partner 3, Tasks: Field is required
 - Partner 3, Short Biography: Field is required
 - Partner 3 has not yet confirmed the knowledge of the national/regional funding regulations.
 - Partner 4, Street: Field is required
 - Partner 4, Zip/Postal Code: Field is required
 - Partner 4, Town/City: Field is required
 - Partner 4, Telephone Number: Field is required
 - Partner 4, Tasks: Field is required
 - Partner 4, Short Biography: Field is required
 - Partner 4 has not yet confirmed the knowledge of the national/regional funding regulations.
 - Partner 5, Street: Field is required
 - Partner 5, Zip/Postal Code: Field is required
 - Partner 5, Town/City: Field is required
 - Partner 5, Telephone Number: Field is required
 - Partner 5, Tasks: Field is required
 - Partner 5, Short Biography: Field is required
 - Partner 5 has not yet confirmed the knowledge of the national/regional funding regulations.
- Proposal File
 - Proposal file in PDF format has not yet been uploaded.

How to complete Part B

Part B of the proposal contains the details of the proposed research and collaborative efforts. At the pre-proposal stage, the practical arrangements planned to implement them will not be evaluated by the independent experts. We would advise you to address each of the award criteria as outlined in the following sections. Please note that the explanatory notes below serve to explain the evaluation criteria without being exhaustive.

Applicants must structure their proposal according to the headings indicated in the Part B pre-proposal template below.

Applicants must ensure that their pre-proposals conform to the layout and to the instructions given on this page. The **maximum total length of sections 1 to 3 of Part B of the proposal is 5 pages**. Taken into consideration that the overall document will have one page for the cover and one page for the table of contents, the overall page count must be 7 at maximum.

There is no page limit per each section of Part B. **Within the five-page limit**, applicants are therefore free to decide on the length dedicated to each section.

Please remember that it is your responsibility to comply with the page limit and all other formal eligibility criteria. Proposals not meeting all these criteria will be declined without further review.

The page size is **A4**, and all **margins** (top, bottom, left, right) should be at least **15 mm** (not including any footers or headers). **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 **Part B of your 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.

Part B – Template Document
(Delete as appropriate)

WATER JOINT PROGRAMMING INITIATIVE
WATER CHALLENGES FOR A CHANGING WORLD
WATERWORKS 2014 COFUNDED CALL

“PROPOSAL FULL TITLE”

“PROPOSAL ACRONYM”

Table of Contents

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

START PAGE COUNT

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

STOP PAGE COUNT

IMPORTANT:

Applicants must ensure that sections 1-3 do not exceed the limit of 5 pages

START PAGE COUNT

1. PROJECT SUMMARY

Please provide a short summary of the proposal, which can be the same as the publishable abstract, built around the research/innovation project.

2. 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**
- **State-of-the-art**
- **Objectives and overview of the action**
- **Work package description (including research methodology and approach, highlighting the type of research and innovation activities proposed)**
- **Originality and innovative aspects of the research (explain the contribution that the project is expected to make to advancements, including novel concepts, approaches or methods employed)**

3. IMPACT (topics to be included are described below):

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

- **Expected Outcomes and impact of the research**
- **Exploitation (All applicants should ensure that the results of their project are disseminated and exploited, e.g. communicated, transferred into other research/innovation settings or, if appropriate, commercialised).**
- **Added-value of the partnership to Water RDI**

END PAGE COUNT