



Guidelines Full-Proposal Submission

AquaticPollutants 2020 Joint Transnational Call

Joint call for full-proposals under the framework of JPI Waters, Oceans and AMR on

“Risks posed to human health and the environment by pollutants and pathogens present in water resources (AquaticPollutants)”

<https://aquaticpollutants.ptj.de/call1>

Contact: ptj-aquapollut.call@fz-juelich.de

16.10.2020



Version: 2020/10/16



CONTENT

1. Background	1
2. Call Process overview	1
3. Full-proposal submission	4

1. Background

The Call Announcement of the AquaticPollutants 2020 Joint Transnational Call provides the essential information about the evaluation procedure, eligibility and evaluation criteria. The Call Announcement can be downloaded on the call-homepage <https://aquaticpollutants.ptj.de/call1>.

These guidelines provide some technical help for full-proposal submission.

2. Call Process overview

The call process is divided in two steps: Step 1 (pre-proposal) and Step 2 (full proposal). Both steps consist of several steps: submission, eligibility check and evaluation. The Consortium Coordinator is in charge of the full-proposal and must electronically submit the full-proposal via the online submission tool available at <https://aquaticpollutants.ptj.de/call1>.

Submission of a full-proposal

After external evaluation of the pre-proposals and positive decision of the Call Steering Committee, the selected consortia will be invited to submit a full-proposal. **This invitation letter will contain relevant comments from the external reviewers and the funding organisations. These comments and requests have to be considered during full-proposal submission.**

As done for the pre-proposal submission, the different parts of the full-proposal need to be filled in online.

Both, the Consortium Coordinator and the project partners can log in to the submission tool using their login data from the pre-proposal submission.

The Consortium Coordinator can enter, edit and save the electronic forms, upload the relevant additional documents and submit the full-proposal. Partners can enter and edit their own data only.

In addition, the coordinator may edit and resubmit the full-proposal before the submission deadline. In this case, only the latest submitted version will be used for evaluation. Proposals can only be submitted and/or modified prior to **17:00 CET on 23rd November 2020**.

After successful submission, the Consortium Coordinator will receive an automatically generated confirmation of receipt.

After the deadline, the website will accept neither modification nor submission of any full-proposal. The Consortium Coordinator should not underestimate the effort needed to collect the required information from his/her project partners or to fill in the online forms. Therefore, it is strongly recommended to submit the first version of the full-proposal well before the deadline.

The content of the pre-proposal will be automatically available after logging into your account. Some parts will be *read-only*, i.e. no changes are possible any more. Other parts can be modified for full-proposal submission.

Please note, that some information on the core data (i.e. the finance table, addition/deletion of partners, and the profile data such as team members, tasks and affiliation) can be modified only if this has been explicitly requested by evaluators, a funding organisation or the Call Steering Committee in the invitation letter.

Compared to the pre-proposal, following new parts have to be filled in (further details can be found in chapter 3. Full-proposal submission):

- **“Response to Evaluation”**: to explain the changes made according to the needs addressed in the invitation letter
- **“Work Package Modul”**: to replace the `WorkPlan` of the pre-proposal
- **“Ethical Issues”**: to provide information about ethical aspects of proposal and potential permits needed

Please keep in mind that the project description and subsequent chapters should allow experts to evaluate the relevance of your full-proposal to the call objectives, its excellence, impact, and implementation despite the limited space for details.

In many parts, the maximum number of characters per text box has been increased (4000 characters are approximately one A4 page of text). Please use only the formatting in the submission tool - remove all formatting before copying the text in the submission tool.

Up to five figures can be embedded in the text through place markers. The figures should be uploaded as *.jpeg*, *.gif* or *.png* files and should have a maximum size of 600 pixels.

In the beginning, you enter and save your entries in a “work version” (see “Factsheet”). By clicking the “Submit”-button (final step), the full-proposal is ready for the evaluation as “finalised version”. Only full-proposals which have been submitted (i.e. are available as “finalised version”) will enter the eligibility check and the evaluation process. A submitted full-proposal can be changed and resubmitted any time until the closing date. Upon submission deadline, the newest uploaded file (i.e. “finalised version”) will be saved and is the version for evaluation.

The proposal must be filled in online in the submission tool <https://aquaticpollutants.ptj.de/call1>. The structure of the template is illustrated in the next chapter of this guideline.

If consortium partners need to submit separate or different full-proposal documents towards their national funding organization, these documents shall be directly submitted to the respective national / regional funding organization.

After login, there will be an automatic logout after 24 minutes without additional warnings, if you have not pressed the “SAVE” button during this time. The time is displayed in the upper right corner of this webpage. After logout, all non-saved entries / changes will be lost, **so please be sure to save your entries / changes in time!**

Eligibility check of proposals

The full-proposals will be checked for eligibility according to a) the general eligibility criteria (as defined in the Call Announcement) and b) national/regional eligibility criteria. Every country/funding organisation has individual funding conditions and eligibility criteria. Please check all national regulations of the partners involved in your consortium.

Please note: **Proposals, which do not meet the general eligibility criteria, will be declined without further review. Non-eligibility of a partner applying for funding in a proposal will cause the rejection of the entire proposal without further review.**

It is the **responsibility of the Consortium Coordinator** to verify that the consortium fulfils the Call eligibility criteria and that all partners fulfil their national/regional eligibility criteria. **In case of uncertainty regarding eligibility criteria, please contact the National Funding Organisations.**

After the eligibility check, external evaluators will review all full-proposals which passed the eligibility check based on three criteria - 'Excellence', 'Impact', and 'Implementation' (see Call Announcement, Table 3). A ranked list of full-proposals will be produced based on the final scores. A final selection of full-proposals will be done during the Evaluation Panel meeting. Consortium Coordinators will be informed about the outcome by the AquaticPollutants Call Secretariat.

3. Full-proposal submission

The full-proposal consists of different parts, which have to be filled in online. Please note that you can save your text only if it does not contain more characters than pre-defined in the respective text fields within the submission tool.

The screenshot displays the AquaticPollutants website interface. At the top, the logo 'Aquatic Pollutants' is visible on the left, and navigation links 'CALL1', 'PARTNERING', and 'NATIONAL FUNDING REGULATIONS' are on the right. A green banner at the top right reads 'PJ Submission Platform'. Below the banner, a dark blue section on the left contains the text 'AQUATICPOLLUTANTS CALL1'. The main content area is titled 'ERA-NET COFUND AQUATIC POLLUTANTS'. On the left side of this area, there is a 'CONTACT' section with details for Stefanie Pietsch and Christian Stolle, including phone numbers and email addresses. Below this is a 'SUBMISSION PLATFORM' section with links for 'COORDINATOR REGISTRATION', 'COORDINATOR LOGIN', 'PARTNER LOGIN', and 'FUNDER LOGIN'. The right side of the main content area contains a welcome message, a paragraph about the framework, and logos for 'Water JPI', 'JPI OCEANS', and 'jpiamr'. Below the logos, there is a paragraph describing the overall goal of the proposed ERA-NET Cofund AquaticPollutants and a paragraph about the multidisciplinary approach.

Aquatic Pollutants

CALL1 PARTNERING NATIONAL FUNDING REGULATIONS

AQUATICPOLLUTANTS CALL1

ERA-NET COFUND AQUATIC POLLUTANTS

CONTACT

Stefanie Pietsch
+49 30 20199- 3152
ptj-aquapollut.call@fz-juelich.de

Christian Stolle
+49 381 20356-275
ptj-aquapollut.call@fz-juelich.de

SUBMISSION PLATFORM

- COORDINATOR REGISTRATION
- COORDINATOR LOGIN
- PARTNER LOGIN
- FUNDER LOGIN

Welcome to the Joint Transnational Call 2020 "Risks posed to human health and the environment by pollutants and pathogens present in water resources (AquaticPollutants)".

Within the framework of AquaticPollutants the Joint Programm Initiatives (JPIs) on Water, Oceans and Antimicrobial Resistance (AMR) are working closely together.

Water JPI **JPI OCEANS** **jpiamr**

The overall goal of the proposed ERA-NET Cofund AquaticPollutants is to strengthen the European Research Area (ERA) in the field of clean and healthy aquatic ecosystems and to leverage untapped potential in the collaboration between the freshwater, marine and health research areas. The ERA-NET Cofund AquaticPollutants is a network of 32 ministries, authorities and funding organisations responsible for funding research and innovation projects in the field of clean and healthy aquatic ecosystems from 26 countries.

A multidisciplinary approach has been set up, which brings together the research needs of the freshwater sector, the marine sector and the health sector to carry out a Joint Transnational Call (JTC) and complementing Additional Activities. This call will make the research communities of those three research fields work together and create synergies for joint approaches.

- 1. LOGIN and ACCOUNT** - The Consortium Coordinator has to login via the call-homepage:
<https://aquaticpollutants.ptj.de/call1>.

The screenshot shows the 'ACCOUNT' page of the 'Pj Submission Platform'. The left sidebar contains a menu with 'ACCOUNT' highlighted in red. The main content area has a 'Save' button at the top left and a 'Login name *' field. Below it is a 'Password' field with a note: 'Passwords must contain an uppercase character, a lowercase character, a base digit (0 through 9) and a nonalphanumeric character ([-~!@#%^&*~<>+{}]).' To the right is an 'Email address *' field. At the bottom right, there is a 'Logout' button.

- 2. COORDINATOR PROFILE** - *The Consortium Coordinator may change information here only if explicitly requested in the invitation letter*

The screenshot shows the 'COORDINATOR PROFILE' page of the 'Pj Submission Platform'. The left sidebar contains a menu with 'COORDINATOR' highlighted in red. The main content area has a 'Save' button at the top left and a 'Contact data' section. The 'Contact data' section includes fields for 'Title *' (with a dropdown menu showing 'Dr'), 'Email address', 'First name *' (with a 'Max. 150 characters' limit), 'Family name *' (with a 'Max. 150 characters' limit), 'Status of organisation *' (with a dropdown menu showing 'research institute'), 'Website' (with a 'Max. 150 characters' limit), 'Organisation/Institution/Company *' (with a 'Max. 150 characters' limit), and 'Department' (with a 'Max. 150 characters' limit).

Please note: The Consortium Coordinator should treat the password confidentially. He/she should not give the password to other persons, including full--proposal partners.

3. **PARTNERS** - shows the list of partners of your consortium (including the Consortium Coordinator).

You may change information here only if explicitly requested in the invitation letter! If you need to add / remove a partner, please contact the Call Office (ptj-aquapollut.call@fz-juelich.de)

CONTACT

Stefanie Pietsch
+49 30 20199-3152
ptj-aquapollut.call@fz-juelich.de

Christian Stolle
+49 381 20356-275
ptj-aquapollut.call@fz-juelich.de

SUBMISSION PLATFORM

- WELCOME
- ACCOUNT
- COORDINATOR
- PARTNERS**
- PROJECT
- KEYWORDS

PARTNER LIST

LIST OF PARTNERS, INCLUDING THE PROJECT COORDINATOR:

Org.	Contact name	Organisation type	Nat. reg.	Country
FZ Juelich	Christian Stolle	research institute	✓	Germany-BMBF
	Ann-Katrin Ellermann		✗	

[+ Add a new partner](#)

- 2/8 Partners
- Please note:
 - Your consortium may consist of up to 8 partners (including the coordinator).
 - Your consortium needs to have at least three different partners (including the coordinator) from three different countries.
 - Not all funding countries are eligible for funding all three themes. Make sure to fulfil the national regulations of your respective partners.
 - No more than one self-funded project partner per consortium is allowed. If you will add a self-funded partner to your consortium, please make sure that a letter of commitment of this partner is provided ("ADDITIONAL INFORMATION (UPLOAD)"), declaring that "I hereby declare my willingness to self-fund my own activities within the proposed consortium of the Joint Transnational Call 'AquaticPollutants'."

All information about eligible consortia can be found in the call announcement.

4. **PROJECT DATA** – (read only) Project title, acronym, duration, theme, sub-themes.

Please note, that this section is read-only, no modifications are allowed.

CONTACT

Stefanie Pietsch
+49 30 20199-3152
ptj-aquapollut.call@fz-juelich.de

Christian Stolle
+49 381 20356-275
ptj-aquapollut.call@fz-juelich.de

SUBMISSION PLATFORM

- WELCOME
- ACCOUNT
- COORDINATOR
- PARTNERS
- PROJECT**
- KEYWORDS

PROJECT DATA

[Save](#) * is required for submission

Project title * Max. 150 characters

Project acronym * Max. 25 characters

Project duration * Please enter the project duration in months. This field is required. The maximal number of months is 36.

Theme * Please choose

Please specify the main theme your project relates to. You can only choose one main theme here. If your projects also relates to another theme, please indicate this later during the submission process ("PROJECT DESCRIPTION").

Sub-theme *

5. **NEW RESPONSE TO EVALUATION** – This section must include information about how and where the comments / requests (from the external reviewers and the funding organisations - included in the invitation letter) have been addressed during full-proposal submission.

The screenshot shows the 'RESPONSE TO EVALUATION' section of the Aquatic Pollutants submission platform. The left sidebar contains a 'CONTACT' section with contact information for Stefanie Pietsch and Christian Skolle, and a 'SUBMISSION PLATFORM' section with a list of navigation items: WELCOME, ACCOUNT, COORDINATOR, PARTNERS, PROJECT, RESPONSE TO EVALUATION (highlighted), KEYWORDS, PROJECT SUMMARY, PROJECT DESCRIPTION, and WORKPLAN. The main content area has a heading 'RESPONSE TO EVALUATION' and a text input field with a placeholder 'please enter the response to evaluation here...'. Below the input field is a 'Save' button and a character count '0/1000 characters'. A small message states 'This information is required for submission.'

6. **KEYWORDS** - (read only) Maximum 5 keywords related to your project, separated by comma. **Please note, that this section is read-only, no modifications are allowed.**

The screenshot shows the 'KEYWORDS' section of the Aquatic Pollutants submission platform. The left sidebar is identical to the previous screenshot, with 'KEYWORDS' highlighted in the 'SUBMISSION PLATFORM' section. The main content area has a heading 'KEYWORDS' and a 'Save' button. Below the button is a text input field with a placeholder 'Supplementary keywords *'. A note below the input field states 'Maximum 5 keywords related to your project, separated by comma.' and 'Maximum 5 keywords related to your project, separated by comma.'.

7. **PROJECT SUMMARY (1.500 characters¹)** - The summary must include the a) general objectives of the project (strategic, commercial, etc.); b) scientific and/or technological aims of the project; c) relevance to the call. ***In the full-proposal the limit of characters has been increased from 1.000 characters to 1.5000 characters.***

The screenshot shows the 'PROJECT SUMMARY' form on the Aquatic Pollutants submission platform. The left sidebar contains a 'SUBMISSION PLATFORM' menu with options: WELCOME, ACCOUNT, COORDINATOR, PARTNERS, PROJECT, KEYWORDS, **PROJECT SUMMARY** (highlighted with a red box), and PROJECT DESCRIPTION. The main content area is titled 'PROJECT SUMMARY' and includes instructions: 'Please enter the project summary here... The summary should include: - the general objectives of the project (strategic, commercial, etc.) - scientific and/or technological aims of the project - relevance to the call'. A blue box states 'This information is required for submission.' Below this is a 'Save' button and a character count 'Max. 1000 characters'. A rich text editor toolbar is visible at the bottom of the form.

8. **PROJECT DESCRIPTION (20.000 characters¹)** - The project description must include a) state of the art, own work, previous activities of the consortium in the field; b) objectives, aims, impact; c) concept, methods; d) relevance to the call (including theme(s)) and to the 3 JPIs involved in the call.

The screenshot shows the 'PROJECT DESCRIPTION' form on the Aquatic Pollutants submission platform. The left sidebar contains a 'SUBMISSION PLATFORM' menu with options: WELCOME, ACCOUNT, COORDINATOR, PARTNERS, PROJECT, KEYWORDS, PROJECT SUMMARY, and **PROJECT DESCRIPTION** (highlighted with a red box). The main content area is titled 'PROJECT DESCRIPTION' and includes instructions: 'Please enter the project description here... The project description must include the following information: - state of the art, own work, previous activities of consortium in the field - objectives, aims, impact - concept, methods - relevance to the call (including theme(s)) and to the 3 JPIs involved in the call'. A blue box states 'This information is required for submission.' Below this is a 'Save' button and a character count 'Max. 20000 characters'. A rich text editor toolbar is visible at the bottom of the form.

¹ The number of character incl. spaces

9. **WORKPLAN (8.000 characters) - (read only)** This section from the pre-proposal is only for information purpose and read-only. ***It will be not included in the factsheet of the full-proposal.*** For full-proposal submission, you now have to fill in the work package module (see next step).
10. **NEW WORK PACKAGES** – In this section, you need to describe in detail your work plan by creating work packages. Each work package consists of tasks, milestones, and deliverables, which will be added in subsequent steps. You start by clicking on “Add a new work package”. At the end, a Gantt chart will be created automatically.

For each Work package you need to enter the work package number, a title (max. 40 character), the objectives (max. 1,000 characters), and a description (max. 3,000 characters).

In the next step, you can assign tasks, milestones and deliverables to the work package by clicking on the “+” symbol on the right side of the list.

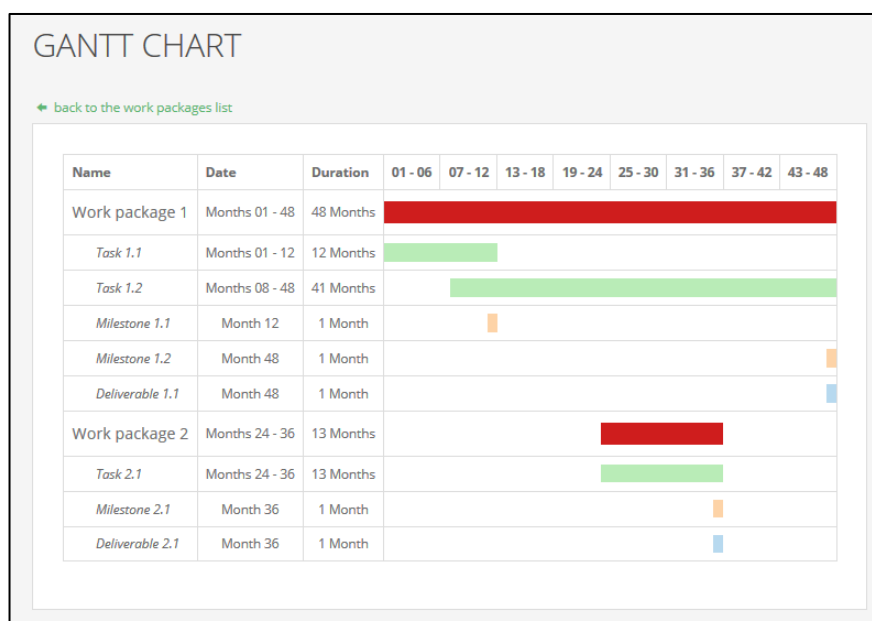
For each task, you need to enter a task number, a title (max. 40 character), and a description (max. 1,500 characters). Moreover, you need to indicate the starting and ending month of this task, as well as the person months of each partner involved. Finally, you need to check the box of which partner will be the responsible team leader.

Please note: The workload distribution within a consortium must be balanced, and no partner should have more than 50% of person months.

Similarly, **for each milestone and deliverable** you need to enter a respective number, a title (max. 40 character), and a description (max. 500 characters). Moreover, you need to indicate in which month the milestone and deliverable will be reached.

The screenshot shows the 'TASK' form in the AquaticPollutants submission platform. The interface includes a header with the logo and navigation links (CALL1, PARTNERING, NATIONAL FUNDING REGULATIONS), a user profile section on the left with contact information for Stefanie Pletsch and Christian Stalle, and a sidebar menu for the submission platform. The main form area is titled 'TASK' and contains fields for 'Task number *' (set to 2), 'Title *' (with a 40-character limit), and 'Description' (with a 1500-character limit and a rich text editor). A 'Save' button is at the top left of the form area.

At the end, you can click on “Show Gantt chart” to look at and check the system-generated Gantt chart. An example is giving below. This Gantt chart will be automatically integrated into the factsheet of your proposal (see “FACTSHEET” further below). Please also check if your work packages are displayed correctly in the factsheet.



- 11. GOVERNANCE STRUCTURE (5.000 characters)** - The governance structure must describe a) the interaction and communication between project partners and work packages, e.g. project meetings, etc.; b) risk management. Please indicate well-defined actions and responsibilities that can be tracked during the execution of the project. *In the full-proposal the limit of characters has been increased from 4.000 characters to 5.000 characters.*

The screenshot shows the 'GOVERNANCE STRUCTURE' form in the Aquatic Pollutants submission platform. The left sidebar lists various sections, with 'GOVERNANCE STRUCTURE' highlighted in red. The main content area contains instructions for describing the governance structure, including details about interaction, communication, and risk management. A 'Save' button is visible at the bottom of the form.

- 12. NETWORKING, COOPERATION (5.000 characters)** - Details about networking and cooperation must include the following information: a) exchange of (human) resources within the consortium (e.g. trainings, short missions, capacity building); b) cooperation and communication with associated partner(s) and/or other parties outside the consortium; c) affiliation of the consortium to other ongoing research activities. Please indicate well defined actions that can be tracked during the execution of the project. *In the full-proposal the limit of characters has been increased from 4.000 characters to 5.000 characters.*

The screenshot shows the 'NETWORKING, COOPERATION' form in the Aquatic Pollutants submission platform. The left sidebar lists various sections, with 'NETWORKING, COOPERATION' highlighted in red. The main content area contains instructions for describing networking and cooperation, including details about resource exchange, communication, and affiliation. A 'Save' button is visible at the bottom of the form.

- 13. EXPLOTATION AND DISSEMINATION OF RESULTS (5.000 characters)** - The exploitation and dissemination plan must describe: a) the potential economic and scientific exploitation of project results; b) the transfer and communication of results; c) valorisation measures; d) IPR management; e) open access strategies; f) data handling, storage, accessibility, and exchange within the consortium. Please indicate well-defined actions that can be tracked during the execution of the project. *In the full-proposal the limit of characters has been increased from 4.000 characters to 5.000 characters.*

The screenshot shows the 'EXPLOTATION AND DISSEMINATION OF RESULTS' section of the Aquatic Pollutants submission platform. The left sidebar contains a menu with items: WELCOME, ACCOUNT, COORDINATOR, PARTNERS, PROJECT, KEYWORDS, PROJECT SUMMARY, PROJECT DESCRIPTION, WORKPLAN, GOVERNANCE STRUCTURE, NETWORKING COORDINATION, EXPLOTATION AND DISSEMINATION OF RESULTS (highlighted with a red box), ASSOCIATED PARTNERS, and ADDITIONAL INFORMATION. The main content area has a heading 'EXPLOTATION AND DISSEMINATION OF RESULTS' and a text input field with a character count of 0/5000. The text area contains instructions: 'Please enter the exploitation and dissemination plan here...', 'This section must include the following information: - potential economic and scientific exploitation of project results - transfer / communication of results - valorisation measures - IPR management - open access strategies - data handling, storage, accessibility, and exchange within the consortium. Please indicate well-defined actions that can be tracked during the execution of the project.', and 'You may upload figure(s) related to the exploitation and dissemination of results later during submission ("FIGURES"), but should insert a place marker "[Figure]" into the text where the image(s) should appear. (Please note that a maximum number of five figures for the whole proposal is allowed)'. There is a 'Save' button and a 'Max. 5000 characters' indicator.

- 14. NEW ETHICAL ISSUES (4.000 characters)** - In this section any information about relevant ethical aspects of the project must be included. If a research permit or a statement by an ethics committee is required for the implementation of the project, applicants should provide information on the permits or permit proposals. Any proposal which seems to contravene fundamental ethical principles will not be selected and may be excluded from the evaluation and selection procedure. Judgment of the significance of ethical issues will be made by using the criteria published by the Commission in its [guidelines for the Horizon 2020 Framework Programme](#).

The screenshot shows the 'ETHICAL ISSUES' section of the Aquatic Pollutants submission platform. The left sidebar contains a menu with items: CONTACT, SUBMISSION PLATFORM, WELCOME, ACCOUNT, COORDINATOR, PARTNERS, PROJECT, RESPONSE TO EVALUATION, KEYWORDS, PROJECT SUMMARY, PROJECT DESCRIPTION, and WORKPLAN. The main content area has a heading 'ETHICAL ISSUES' and a text input field with a character count of 0/4000. The text area contains instructions: 'Please enter the ethical issues here...', 'This information is required for submission.', and 'Max. 4000 characters'. There is a 'Save' button and a 'Character count: 0' indicator.

15. **ASSOCIATED PARTNERS** - Please indicate if you want to add any associated partner (checkbox Yes or No). Use the "Comment"-box to provide information of the associated partner including name, contact information, country, and the contribution of this partner to the goals / work plan of the consortium.

The screenshot shows the 'ASSOCIATED PARTNERS' section of the submission platform. The left sidebar lists various submission steps, with 'ASSOCIATED PARTNERS' highlighted in red. The main content area contains instructions and a form for adding associated partners.

ASSOCIATED PARTNERS

Please indicate if you want to add any associated partner (checkbox Yes or No).

An associated partner contributes to the consortium, but will not receive any funding from this call.

Use the "Comment"-box to provide additional information of the associated partner including name, contact information, country, and the contribution of this partner to the goals / work plan of the consortium.

A letter of commitment from the associated partner may be uploaded later during the submission process ("ADDITIONAL INFORMATION (UPLOAD)").

PLEASE NOTE: The letter of commitment from the associated partner must contain the following sentence: "I have read the notes on privacy policy on the call webpage and accept them. Furthermore I declare conformity with requirements of the EU 'General Data Protection Regulation' (GDPR)."

• The selection is required for submission.

☒ Save

Selection options *

☐ Yes
☐ No

You can select a maximum of 1 options.

Comment

Max. 1000 characters

Please note: An associated partner contributes to the consortium, but **will not receive any funding from this call. A letter of commitment from the associated partner has to be uploaded.**

("ADDITIONAL INFORMATION (UPLOAD)"). The letter of commitment from the associated partner must contain the following sentence: "I have read the notes on privacy policy on the call webpage and accept them. Furthermore I declare conformity with requirements of the EU 'General Data Protection Regulation' (GDPR)."

16. **ADDITIONAL INFORMATION (5.000 characters)** - Please explain which additional information will be provided. The respective documents can be uploaded in the next step ("ADDITIONAL INFORMATION (UPLOAD)"). *In the full-proposal the limit of characters has been increased from 4.000 characters to 5.000 characters.*


The screenshot shows the 'ADDITIONAL INFORMATION' step in the submission platform. The left sidebar lists various submission steps, with 'ADDITIONAL INFORMATION' highlighted in red. The main content area shows a text editor with a 'Save' button and a character count of 0.

17. **ADDITIONAL INFORMATION (UPLOAD)** - Here, you may upload one PDF document, containing the additional information data. Please note that you can only upload **ONE document with a maximum number of EIGHT pages** (max allowed file size: 2 MB!). Please make sure to provide details about this "Additional information" in the previous step.²

The screenshot shows the 'ADDITIONAL INFORMATION (UPLOAD)' step in the submission platform. The left sidebar lists various submission steps, with 'ADDITIONAL INFORMATION (UPLOAD)' highlighted in red. The main content area shows a file upload section with a 'Choose' button and a 'Save' button.

² Sometimes, pdf-scanning of documents or merging several pdf-files into one may cause pdf-files with a signature, not being recognised by the online tool. If you experience problems while uploading the pdf-file, try first to save the pdf-file as new pdf-file again (using the "save as"-function of your pdf-reader). Alternatively, you may try to "print as pdf-file". If this does not help, please contact the Call Office.

- 18. FINANCES** - the finance table is divided into two parts: requested funding (upper table) and own contribution (lower table). Please enter all values (in €, exact numbers without decimals) for you and your project partners. Maximum value per item is 1.000.000€. **Please note, that you may modify the finances only if explicitly requested in your invitation letter!**



CALL 1
PARTNERING
NATIONAL FUNDING REGULATIONS
23:49
Logout

CONTACT

Stefanie Pleitsch
+49 30 20199-3152
pq-aquapollut.call@fz-juelich.de
Christian Stalle
+49 381 20356-275
pq-aquapollut.call@fz-juelich.de

SUBMISSION PLATFORM

WELCOME
ACCOUNT
COORDINATOR
PARTNERS
PROJECT
KEYWORDS
PROJECT SUMMARY
PROJECT DESCRIPTION
WORKPLAN
GOVERNANCE STRUCTURE
NETWORKING, COOPERATION
EXPLOITATION AND DISSEMINATION OF RESULTS
ASSOCIATED PARTNERS
ADDITIONAL INFORMATION
ADDITIONAL INFORMATION (UPLOAD)
FINANCES
FINANCE COMMENTS
FIGURES
FACTSHEET
VALIDATION
SUBMISSION

FINANCES

The finances are required for submission.

Save

REQUESTED FUNDING

- Please enter all values (in €, exact numbers without decimals) for you and your project partners.
- Maximum value per item is 1.00.000€.
- Please note: The columns "Total own contribution" and "Total costs" in the upper table will be automatically calculated and filled when entering values in the table "Own contribution" below.
- More information about your entries can be provided in the next step ("Finance comments").

Organisation name	Personnel	Travel	Equipment	Subcontracts	Consumables / Other costs	Requested Funding	Total Own Contribution	Total Costs
Partner Organisation 1						0	0	0
Overhead								
Partner Organisation 2						0	0	0
Overhead								
TOTAL	0	0	0	0	0	0	0	0

Save

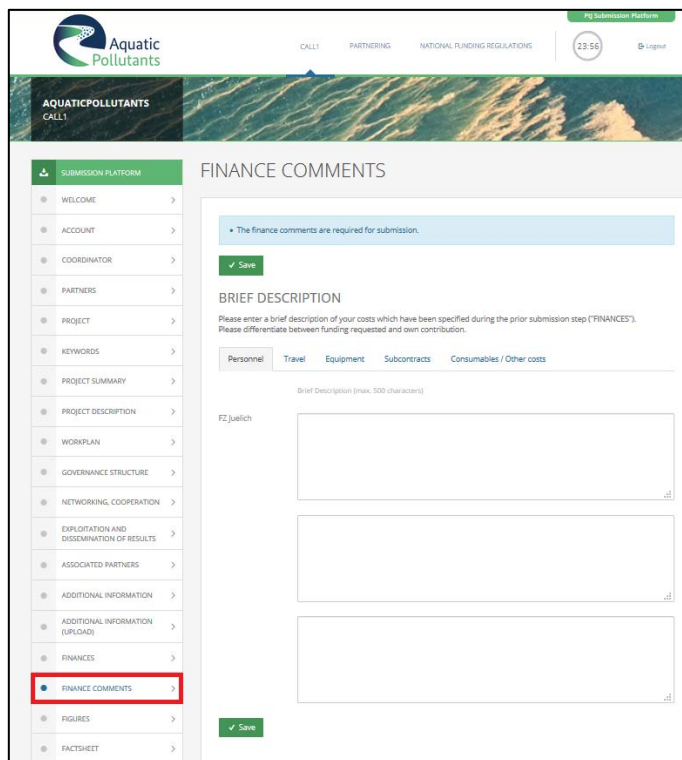
OWN CONTRIBUTION

- Please enter all values (in €, exact numbers without decimals) for you and your project partners.
- Maximum value per item is 1.00.000€.
- Please note: The columns "Total own contribution" and "Total costs" in the upper table will be automatically calculated and filled when entering values in the table "Own contribution" below.
- More information about your entries can be provided in the next step ("Finance comments").

Organisation name	Personnel	Travel	Equipment	Subcontracts	Consumables / Other costs	Total Own Contribution
Partner Organisation 1						0
Partner Organisation 2						0
TOTAL	0	0	0	0	0	0

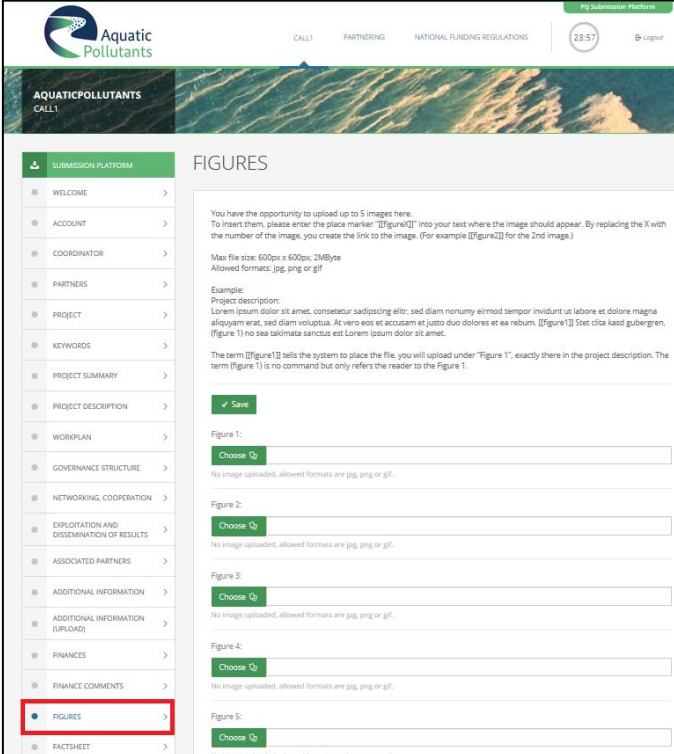
Save

- 19. FINANCE COMMENTS (1.500 characters)** - please enter a brief description regarding your costs for each position (personell, travel, equipment, subcontracts, consumables/others). For overhead costs, national regulations may apply. If you have other costs, please specify. Please differentiate between funding requested and own contribution. *In the full-proposal the limit of characters has been increased from 1.000 characters to 1.500 characters.*



The screenshot displays the 'AquaticPollutants' submission platform interface. The top navigation bar includes 'CALL 1', 'PARTNERING', 'NATIONAL FUNDING REGULATIONS', a clock showing '23:56', and a 'Logout' button. The left sidebar lists various submission steps, with 'FINANCE COMMENTS' highlighted in red. The main content area is titled 'FINANCE COMMENTS' and contains a message: 'The finance comments are required for submission.' Below this is a 'BRIEF DESCRIPTION' section with a 'Save' button. The description area is divided into tabs: 'Personnel', 'Travel', 'Equipment', 'Subcontracts', and 'Consumables / Other costs'. The 'Personnel' tab is active, showing a text input field for 'Brief Description (max. 500 characters)' with the placeholder text 'FZ Juelich'. There are three such input fields stacked vertically. A 'Save' button is located at the bottom right of the form.

20. **FIGURES** - you have the opportunity to upload up to 5 images. Formats allowed are jpg, png or gif; max. file size: 600px x 600px, 2 MB.



Aquatic Pollutants

CALL1 PARTNERING NATIONAL FUNDING REGULATIONS 23:57 Logout

AQUATICPOLLUTANTS CALL1

FIGURES

You have the opportunity to upload up to 5 images here.
To insert them, please enter the place marker "[[figureX]]" into your text where the image should appear. By replacing the X with the number of the image, you create the link to the image. (For example "[[figure2]]" for the 2nd image.)

Max file size: 600px x 600px, 2MByte
Allowed formats: jpg, png or gif

Example:
Project description:
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. [[figure1]] Sed cita kasd gubergren, [[figure1]] no sea takimata sanctus est Lorem ipsum dolor sit amet.

The term [[figure2]] tells the system to place the file, you will upload under "Figure 1", exactly there in the project description. The term [[figure1]] is no command but only refers the reader to the Figure 1.

Figure 1:

No image uploaded, allowed formats are jpg, png or gif.

Figure 2:

No image uploaded, allowed formats are jpg, png or gif.

Figure 3:

No image uploaded, allowed formats are jpg, png or gif.

Figure 4:

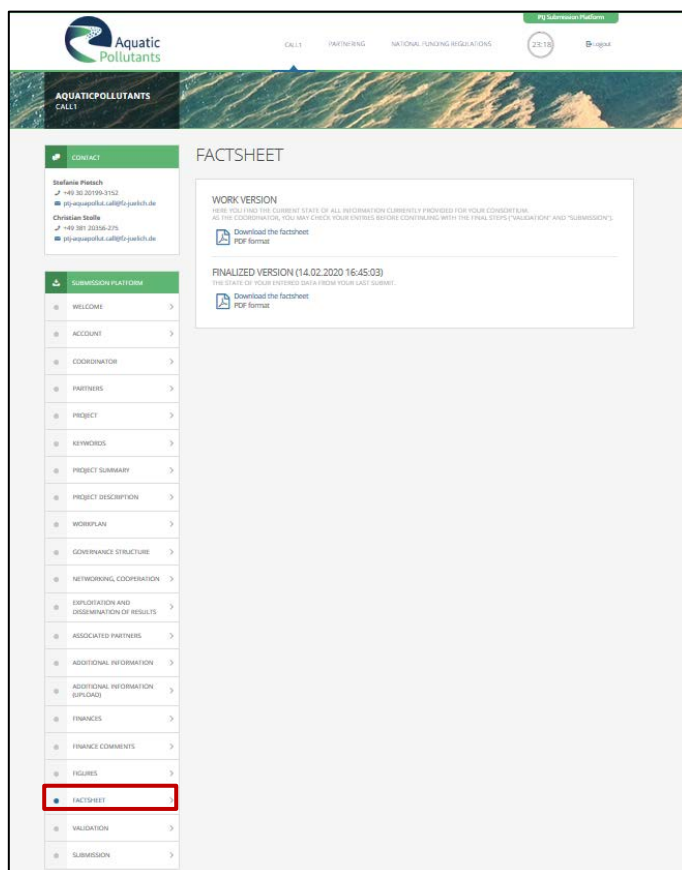
No image uploaded, allowed formats are jpg, png or gif.

Figure 5:

No image uploaded, allowed formats are jpg, png or gif.

Please note: To insert the figures at the correct position in the above mentioned parts of the submission ("project description", "work plan", governance structure", "networking and communication", "exploitation and dissemination"), please enter a place marker "[[figureX]]" into your text where the image should appear. By replacing the X with the number of the image, you create the link to the image (e.g. "[[figure2]]" for the 2nd image). You can check the position of figures in the next step ("Factsheet"). While the term "[[figureX]]" tells the system where to place the file, you can use the term (figure x) to refer the reader to the Figure X.

21. **FACTSHEET** - the Consortium Coordinator and the partners can download the “work version” (the current state of your entered and saved data) as well as the “finalized” version (the state of your entered data from your last submission).



22. **VALIDATION** – this step checks, on a technical basis, if all mandatory fields have been completed. The full-proposal is ready for submission if all fields are labelled green and the comment says “validation successful, ready to submit”. Download the factsheet and carefully check the content of your entries prior final submission.

The screenshot shows the 'VALIDATION' page of the submission platform. The header includes the AquaticPollutants logo, navigation links (CALL 1, PARTNERING, NATIONAL FUNDING REGULATIONS), a clock showing 23:50, and a 'Logout' button. The left sidebar contains a 'CONTACT' section with contact information for Stefanie Pietsch and Christian Stalle, and a 'SUBMISSION PLATFORM' section with a list of menu items: WELCOME, ACCOUNT, COORDINATOR, PARTNERS, PROJECT, KEYWORDS, and PROJECT SUMMARY. The main content area is titled 'VALIDATION' and displays a green checkmark followed by the text 'VALIDATION SUCCESSFULL, READY TO SUBMIT'. Below this, a list of items is shown, each with a green checkmark: PARTNERS, PARTNER 1 (COORDINATOR), PARTNER 2, PARTNER 3, PARTNER 4, PARTNER 5, PARTNER 6, and ASSOCIATED PARTNERS.

If entries are still missing, the validation step will fail and you will not be able to submit your full-proposal. Missing information is highlighted in red as shown below.

The screenshot shows the 'VALIDATION' page of the submission platform. The header and left sidebar are identical to the previous screenshot. The main content area is titled 'VALIDATION' and displays a red flag icon followed by the text 'VALIDATION FAILED, REQUIRED DATA MISSING'. Below this, a list of items is shown. The first seven items (PARTNERS, PARTNER 1 (COORDINATOR), PARTNER 2, PARTNER 3, PARTNER 4, PARTNER 5, PARTNER 6) have green checkmarks. The eighth item, 'PARTNER 7', has a red 'x' icon and is highlighted in red. Below 'PARTNER 7', there are three red boxes indicating missing data: 'Title' (Please select a value from the list.), 'Status of organisation' (Please select a value from the list.), and 'Country' (Please select a value from the list.).

Please note: Even if validation failed and you cannot submit your full-proposal, your data entered so far will be saved in the “WORK”-version of your factsheet (see previous submission step). Only for final submission, you must provide all information necessary.

23. SUBMISSION - you have to confirm the following declarations before final submission:

The project applicants hereby declare, that to the best of their knowledge the research outlined in this proposal is unique in character and does not duplicate research already funded at national, regional or EU level, within nation, regional, international or EU calls.

The applicants confirm that they are aware that failure to fulfil this condition will result in the withdraw of this proposal from the application process or the withdraw of funding from approved projects.

The proposal is line with the guidelines to ethical aspects of the Horizon 2020 Programme.

The final step is to press the “Submit”-button. After that, A SUBMITTED PROPOSAL EXISTS. **A submitted full proposal can be changed and resubmitted any time until the closing date.**

The screenshot shows the 'SUBMISSION' page of the Aquatic Pollutants Submission Platform. The left sidebar contains a 'CONTACT' section with contact information for Stefanie Pletsch and Christian Stalle, and a 'SUBMISSION PLATFORM' section with a list of navigation items: WELCOME, ACCOUNT, COORDINATOR, PARTNERS, PROJECT, KEYWORDS, PROJECT SUMMARY, and PROJECT DESCRIPTION. The main content area is titled 'SUBMISSION' and features a green 'SUBMISSION READY' status with a checkmark. Below this, it states 'A SUBMITTED PROPOSAL EXISTS' and 'You have already submitted a proposal but you can resubmit at any time until the closing date.' There is a 'DECLARATION' section with three paragraphs of text and a 'Confirm this declaration' checkbox. A green 'Submit' button is at the bottom right of the declaration section.

If following text is displayed, your full-proposal is not ready for submission because of missing information. You have to go back to the validation step to see which parts are still incomplete.

The screenshot shows an error message box titled 'UNABLE TO SUBMIT' with a red flag icon. Below the title, it says 'SUBMISSION NOT POSSIBLE'. At the bottom, it provides a message: 'Please click 'Validation' in the left side navigation, to get further information about what is missing for submission.'