



# Guidelines Pre-Proposal Submission

---

## AquaticPollutants 2020 Joint Transnational Call

Joint call for pre-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](mailto:ptj-aquapollut.call@fz-juelich.de)

17.02.2020



Version: 2020/02/24



## CONTENT

1. Background .....	1
2. Call Process overview .....	1
3. Pre-proposal submission .....	3

### 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 briefly explain some technical issues related to the pre-proposal submission.**

### 2. Call Process overview

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

#### Submission of a pre-proposal

The pre-proposal consists of different parts, which have to be filled in online:

First, the Consortium Coordinator has to register in the submission tool. Generally, each user can register several times in the submission tool with the same e-mail account, but different usernames are needed for each pre-proposal. In this way, a correct assignment to proposals is ensured in the submission tool. However, please note the eligibility criteria that a coordinator can only participate in one pre-proposal (i.e. if the principal investigator is the Consortium Coordinator of a pre-proposal, he/she cannot participate in any other pre-proposal, neither as a Consortium Coordinator nor as a partner).

After registration, a link will be sent to the registered e-mail account to activate the registration.

The Consortium Coordinator can enter, edit and save the electronic forms, add partners to the consortium, upload the project description, and submit the pre-proposal. Partners can enter and edit their own data only.

In addition, the coordinator may edit and resubmit the pre-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 CEST on 16 April 2020**.

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

Each Consortium Coordinator should make sure to register early enough. **After the deadline, the website will accept neither modification nor submission of any pre-proposal.** The Consortium Coordinator should also 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 pre-proposals well before the deadline.

Applicants should note that information on the core data (e.g. funding requested or institutions) cannot be changed in full proposals, unless explicitly requested by evaluators, a funding organisation or the Call Steering Committee. Please keep in mind that the project description and subsequent chapters should allow experts to evaluate the relevance of your pre-proposal to the call objectives, its excellence, and impact despite the limited space for details.

There are limits in each template by a maximum number of characters (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 pre-proposal is ready for the evaluation as “finalised version”. Only pre-proposals which have been submitted (i.e. are available as “finalised version”) will enter the eligibility check and the evaluation process. A submitted pre-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 out 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 pre-proposal documents towards their national funding organization, these documents shall be directly submitted to the respective national / regional funding organization.

In the coordinator login, i.e. when working on your pre-proposal, there will be an automatic logout after 24 min 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 pre-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 may cause the rejection of the entire proposal without further review.**

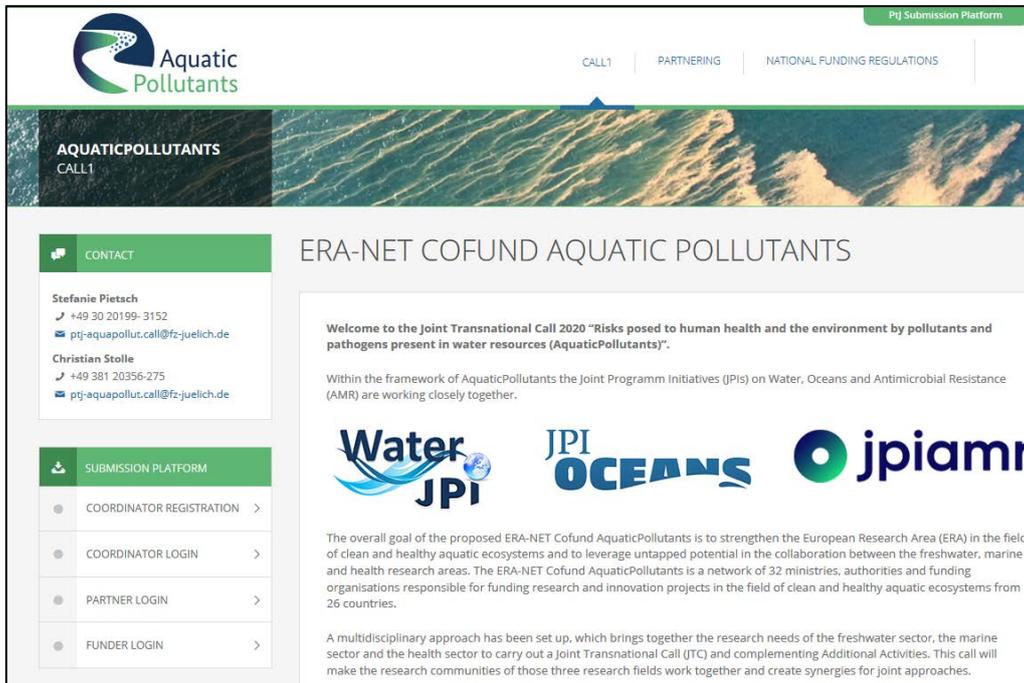
It is the **responsibility of the Consortium Coordinator** to verify that the consortium fulfils the Call eligibility criteria and that all partners fulfil their national/regional eligibility criteria. **In case of uncertainty regarding eligibility criteria, please contact the National Funding Organisations.**

Each pre-proposal will be at least checked for eligibility by the Call Office and at national level. If a pre-proposal is ineligible, the Call Office will inform the coordinator.

After the eligibility check, external evaluators will review all pre-proposals which passed the eligibility check based on two criteria - ‘Excellence’ and ‘Impact’ (see Call Announcement, Table 3). A ranked list of pre-proposals will be produced based on the final scores. A final selection of pre-proposals will be done in a meeting of the Call Steering Committee. Consortium Coordinators will be informed about the outcome by the AquaticPollutants Call Secretariat and, if appropriate, invited to submit a full proposal.

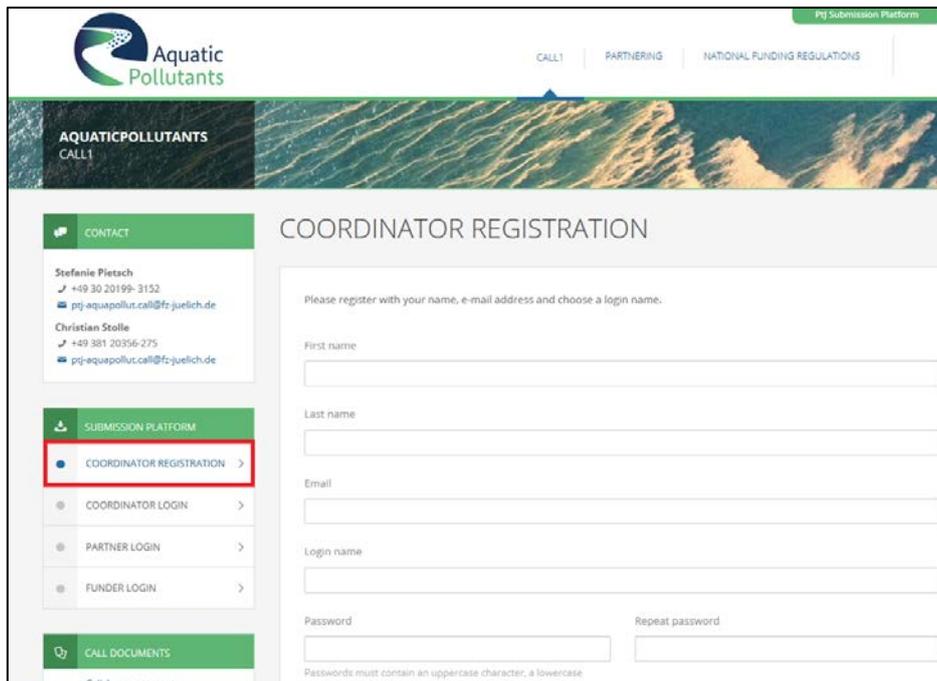
### 3. Pre-proposal submission

The 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.

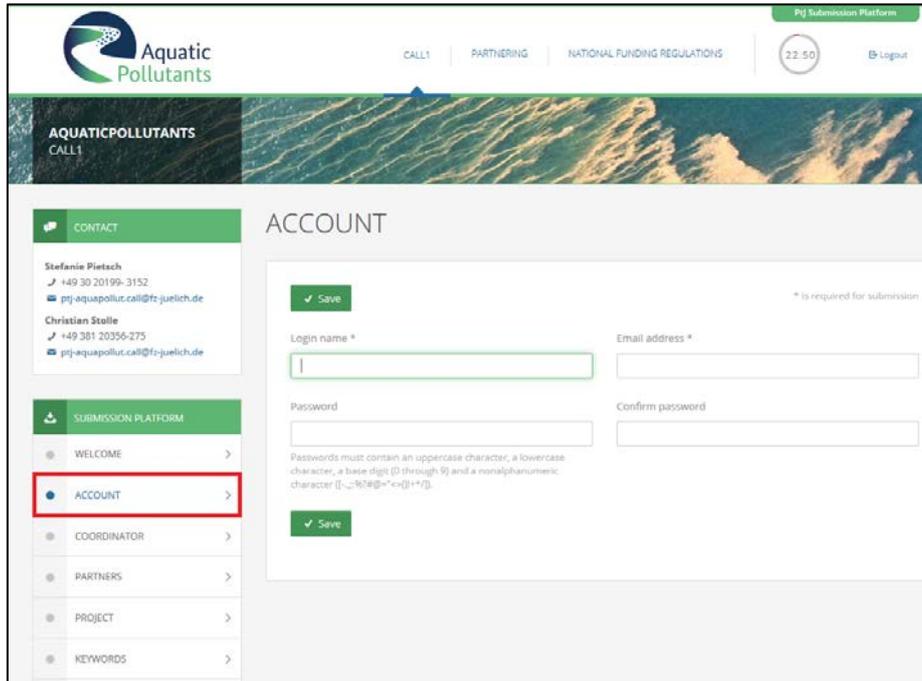


1. **REGISTRATION** - The Consortium Coordinator has to register via the call-homepage:

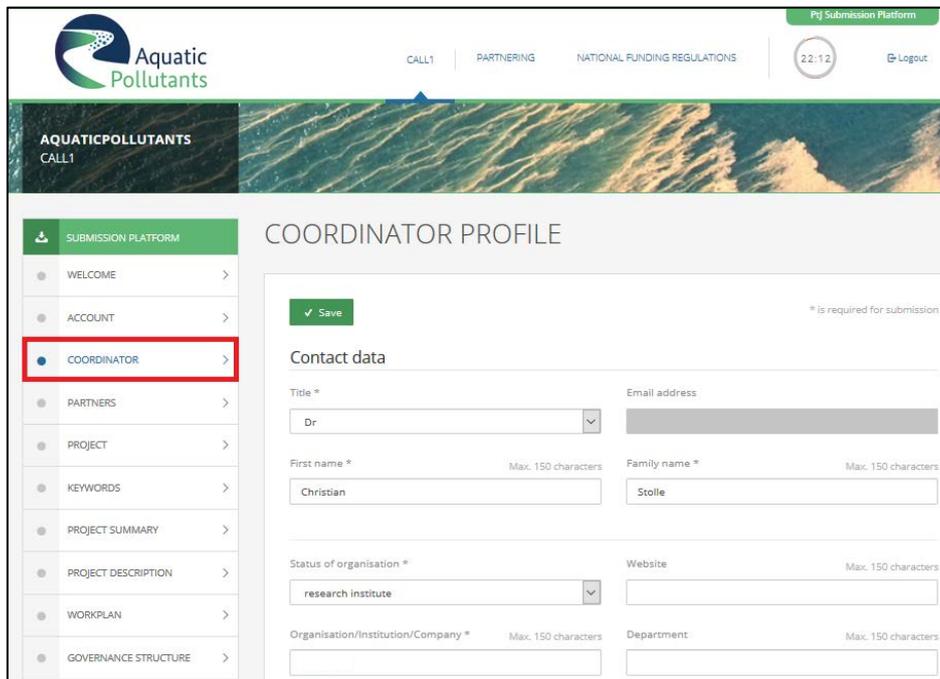
<https://aquaticpollutants.ptj.de/call1>



**2. ACCOUNT** - Consortium Coordinators can change the password in this section.

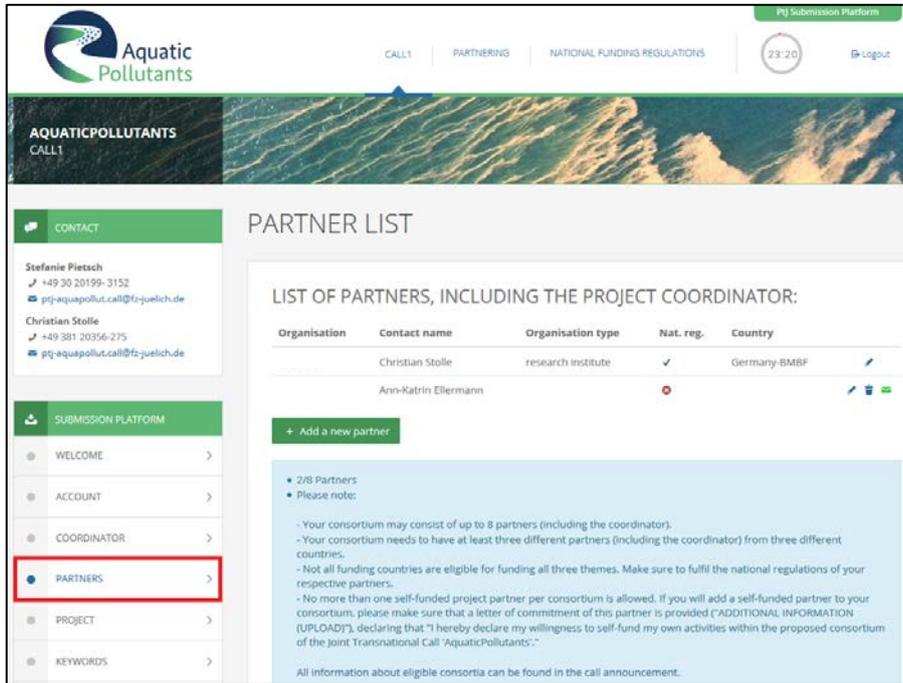


**3. COORDINATOR PROFILE** - The Consortium Coordinator has to fill in the registration form, in which most of the fields are mandatory (e.g. title, name, affiliation, address). Further information about the field entries is provided at the respective fields.



**Please note:** The Consortium Coordinator must be eligible for funding by one of the EU member States or H2020 Associated countries (listed in the Call Announcement, Table 1 in grey). If you are an applicant from Belgium, Italy, Spain, or Sweden please note, that there are at least two funding organisations from these countries. Make sure to identify the correct funding organisation prior submission - e.g. by studying the national regulations or contacting the persons mentioned within. The Consortium Coordinator should treat the password confidentially. He/she should not give the password to other persons, including pre-proposal partners.

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

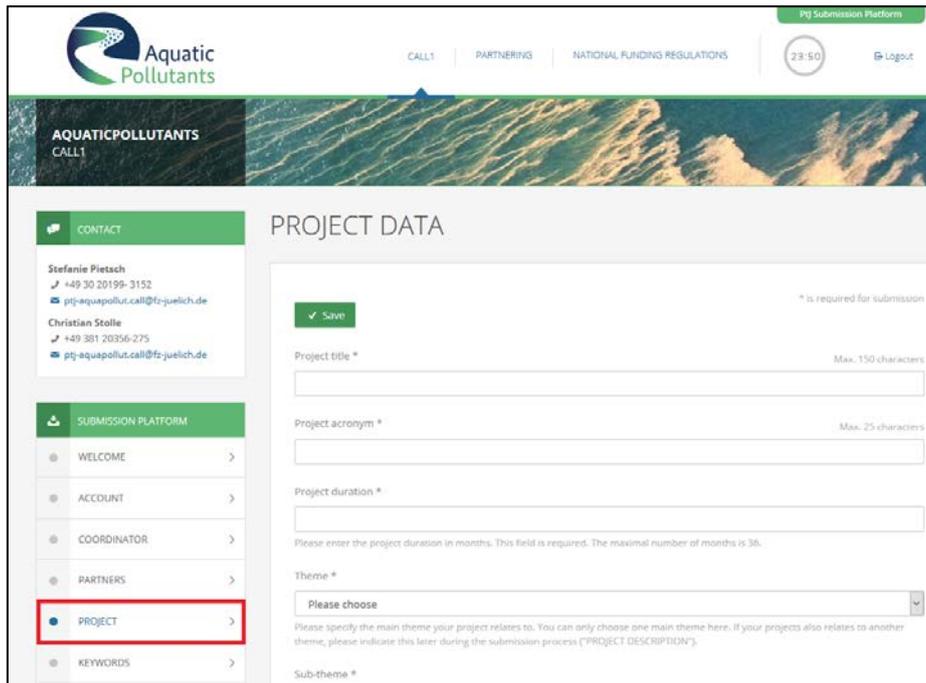


Click on **“Add a new partner”** and enter the registration information needed (name, login name, e-mail address). In case a partner leaves your consortium during the submission process, it is possible to remove this partner from the list by clicking on **“Delete partner”** (garbage bin symbol).

After you have added a new partner, **activate** him/her by pressing the **“activate”** button (letter symbol) in the table. Your partner will receive a notification email including a link guiding to the **“Partner login”**. Your partner has to follow the link, register in the **“Partner login”**, and fill in all information indicated. Once she/he has done so, the updated information will appear in the **“List of partners”**.

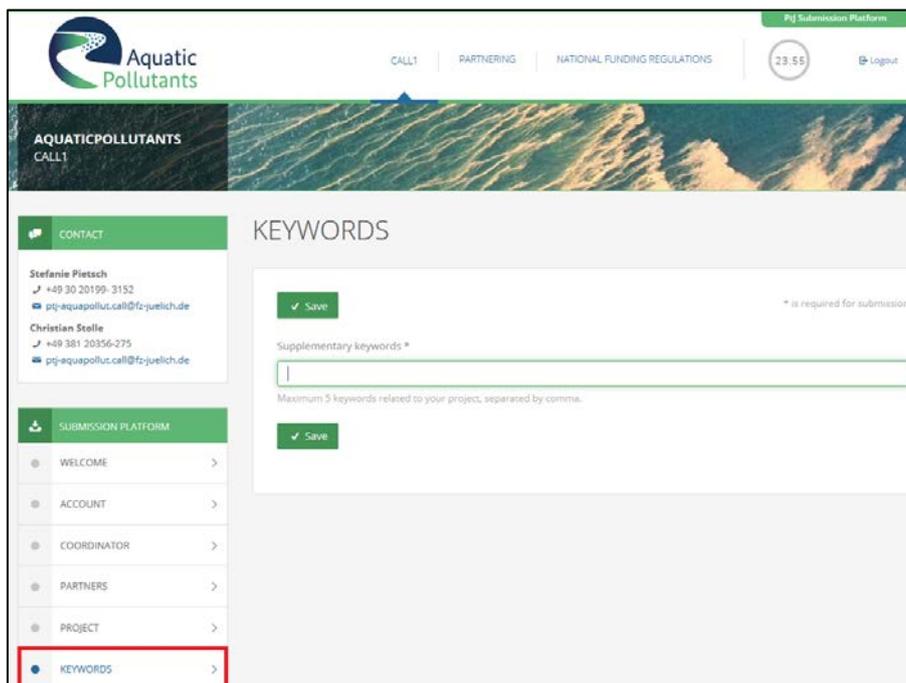
**Please note:** your consortium may consist of **up to 8 partners** (including the coordinator). Your consortium needs to have **at least three different partners** (including the coordinator) from three different countries to be eligible for funding by one of the EU member States or H2020 Associated countries (listed in the Call Announcement, Table 1 in grey). Please note that not all funding organisations 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'."

5. **PROJECT DATA** - Project title, acronym, duration, theme, sub-themes must be filled in/chosen next.

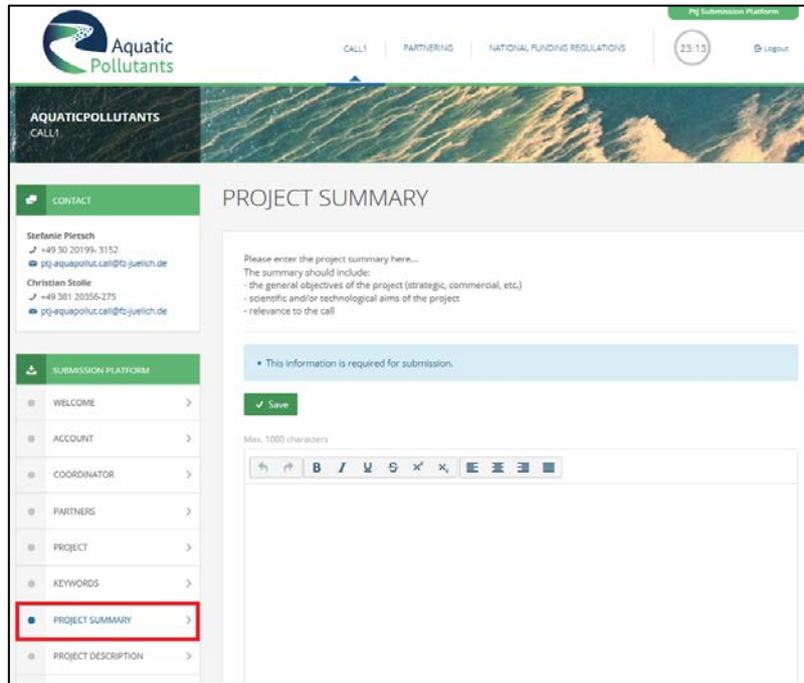


**Please note:** The maximum duration is 36 months. Please specify the main theme your project is related to. You can only choose one main theme here. If your project also relates to another theme, please indicate this later during the submission process ("PROJECT DESCRIPTION"). Within each main theme, you may choose 1 or more sub-themes.

6. **KEYWORDS** - Maximum 5 keywords related to your project, separated by comma, may be entered here. Keywords help effective expert selection to evaluate your pre-proposal.

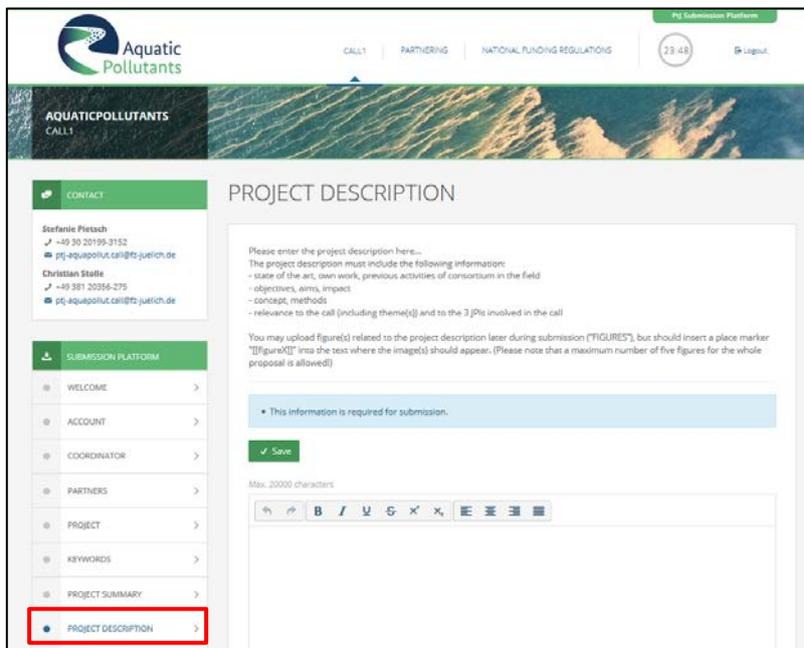


7. **PROJECT SUMMARY (1.000 characters<sup>1</sup>)** - The summary must include the a) general objectives of the project (strategic, commercial, etc.); b) scientific and/or technological aims of the project; c) relevance to the call.



The screenshot shows the 'PROJECT SUMMARY' form in the Aquatic Pollutants submission platform. The left sidebar contains a navigation menu with 'PROJECT SUMMARY' highlighted in red. The main content area includes a 'CONTACT' section with contact information for Stefanie Pietsch and Christian Stolle, a 'SUBMISSION PLATFORM' menu, and the 'PROJECT SUMMARY' form itself. The form has a text area with a character limit of 1000 and a rich text editor toolbar. A blue box indicates that the information is required for submission, and a green 'Save' button is visible.

8. **PROJECT DESCRIPTION (20.000 characters)** - 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.

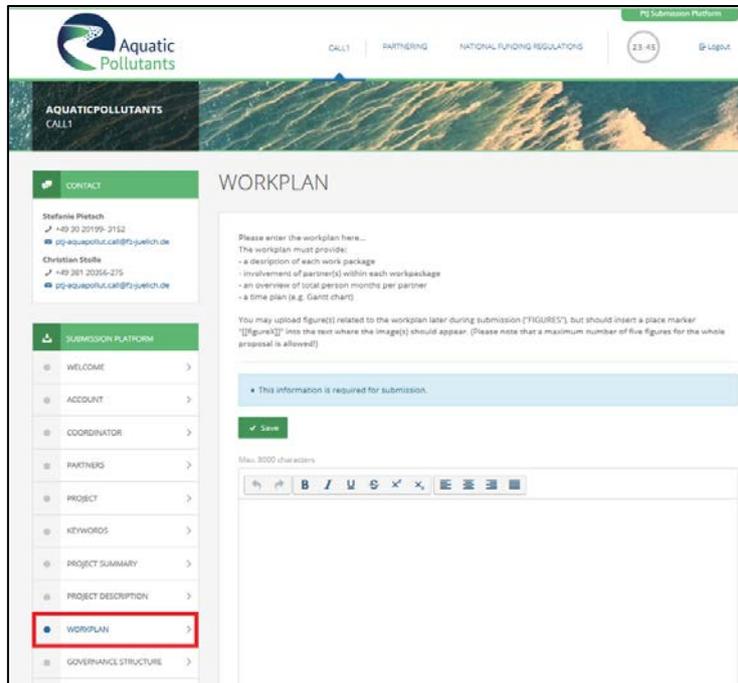


The screenshot shows the 'PROJECT DESCRIPTION' form in the Aquatic Pollutants submission platform. The left sidebar contains a navigation menu with 'PROJECT DESCRIPTION' highlighted in red. The main content area includes a 'CONTACT' section with contact information for Stefanie Pietsch and Christian Stolle, a 'SUBMISSION PLATFORM' menu, and the 'PROJECT DESCRIPTION' form. The form has a text area with a character limit of 20000 and a rich text editor toolbar. A blue box indicates that the information is required for submission, and a green 'Save' button is visible.

**Please note:** You may upload figure(s) related to the project description later during the submission ("FIGURES"), but should insert a place marker "[[figureX]]" here into the text where the image(s) should appear. (Please note that a maximum number of **five figures for the whole pre-proposal** is allowed!)

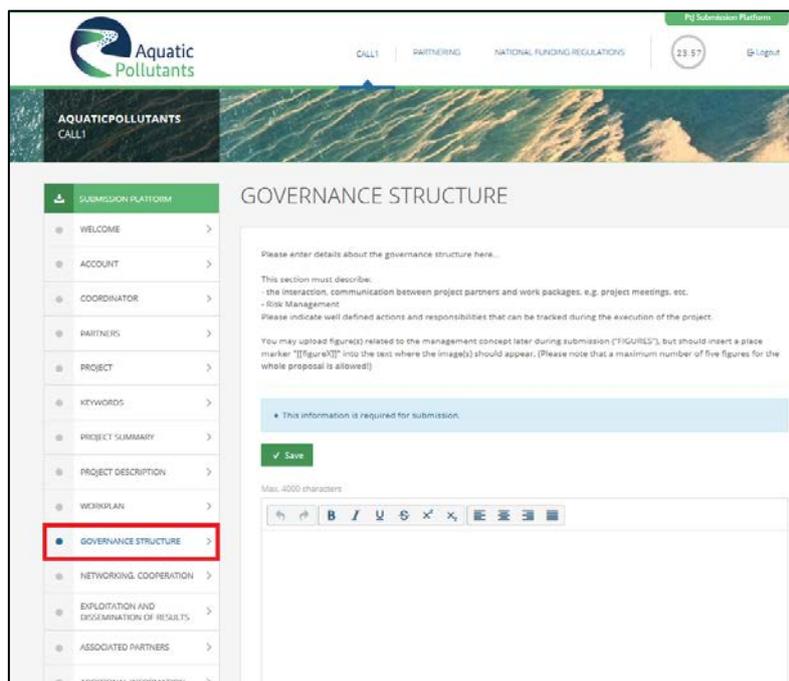
<sup>1</sup> The number of character incl. spaces

9. **WORKPLAN (8.000 characters)** - The workplan must provide a) a description of each work package, b) the involvement of partner(s) within each workpackage, c) an overview of total person months per partner, d) a time plan (e.g. as Gantt chart).



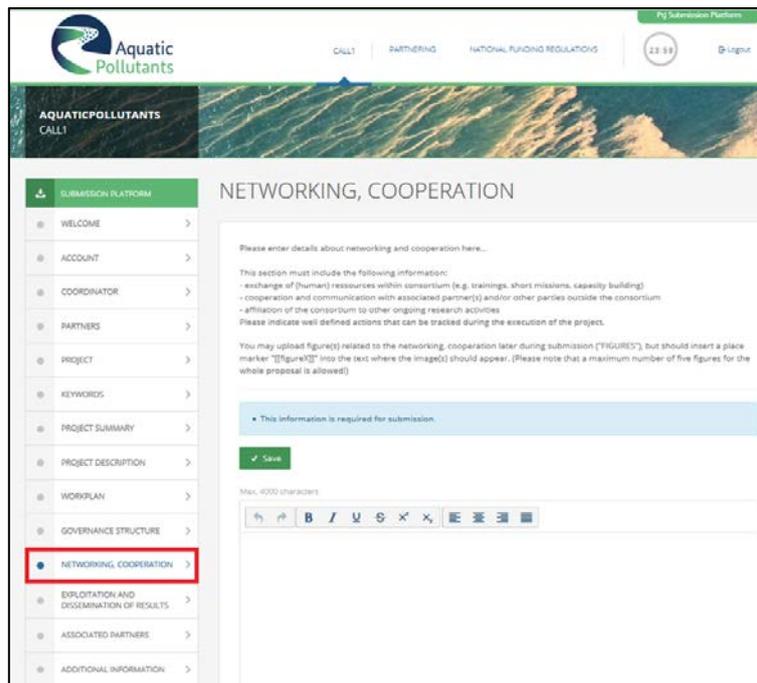
**Please note:** You may upload figure(s) related to the work plan later during the submission ("FIGURES"), but should insert a place marker "[[figureX]]" here into the text where the image(s) should appear. (Please note that a maximum number of **five figures for the whole pre-proposal** is allowed!)

10. **GOVERNANCE STRUCTURE (4.000 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.



**Please note:** You may upload figure(s) related to the governance structure later during submission (“FIGURES”), but should insert a place marker "[[figureX]]" into the text where the image(s) should appear. (Please note that a maximum number of **five figures for the whole pre-proposal** is allowed!)

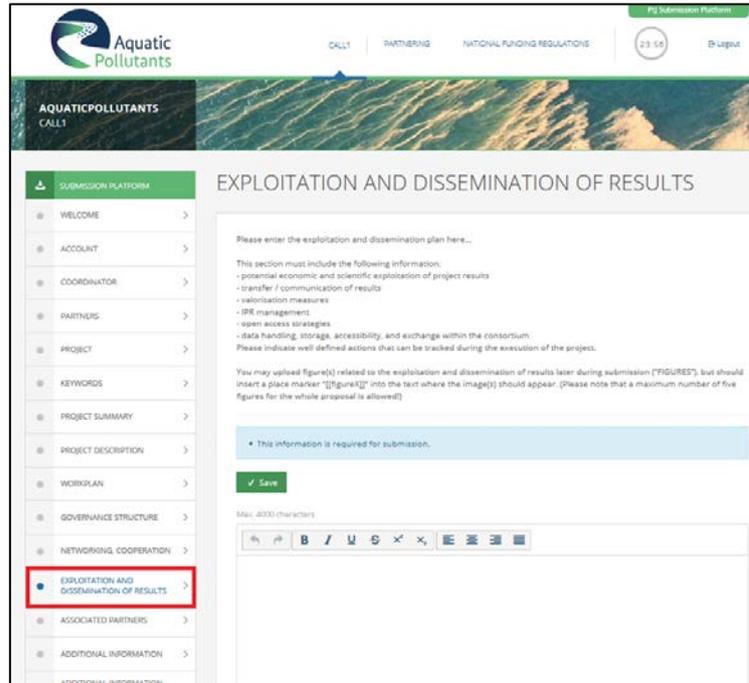
- 11. NETWORKING, COOPERATION (4.000 characters)** - Details about networking and cooperation must include the following information: a) exchange of (human) resources within the consortium (e.g. trainings, short missions, capacity building); b) cooperation and communication with associated partner(s) 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.



**Please note:** You may upload figure(s) related to the networking and cooperation later during submission (“FIGURES”), but should insert a place marker "[[figureX]]" into the text where the image(s) should appear. (Please note that a maximum number of **five figures for the whole pre-proposal** is allowed!)

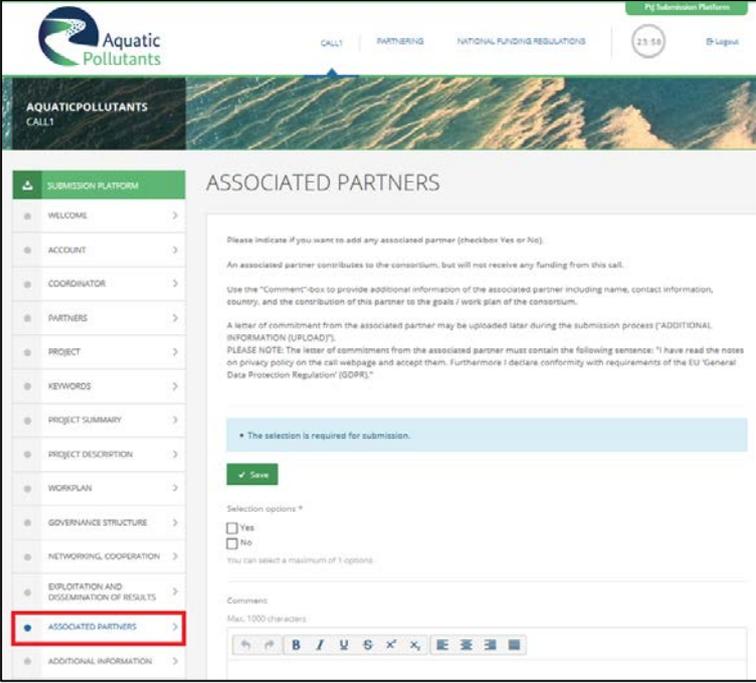
12. **EXPLOTATION AND DISSEMINATION OF RESULTS (4.000 characters)** - The exploitation and dissemination plan must describe: a) the potential economic and scientific exploitation of project results; b) the transfer and communication of results; c) valorisation measures; d) IPR management; e) open access 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.



**Please note:** You may upload figure(s) related to the exploitation and dissemination later during submission ("FIGURES"), but should insert a place marker "[[figureX]]" into the text where the image(s) should appear. (Please note that a maximum number of **five figures for the whole pre-proposal** is allowed!)

13. **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 Aquatic Pollutants submission platform. The page title is 'ASSOCIATED PARTNERS'. Below the title, there is a blue box with the text: '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 commitments 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)".

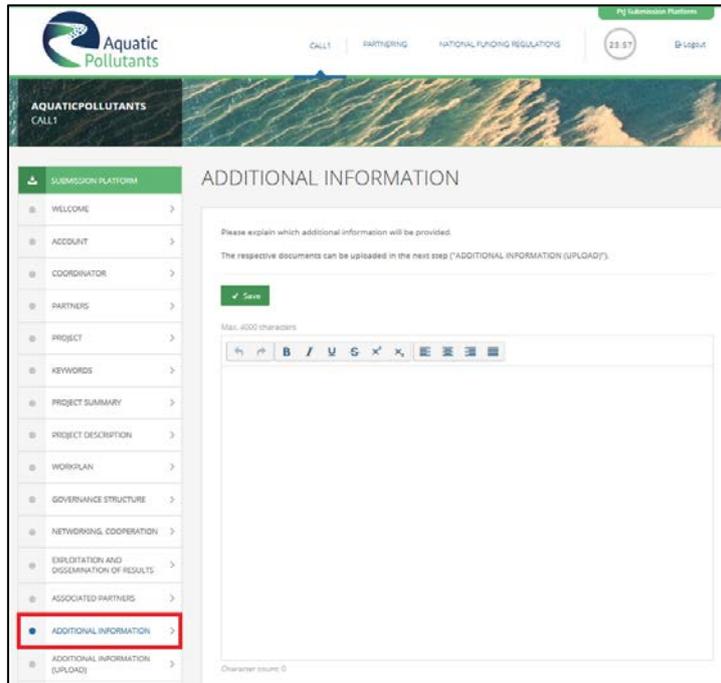
Below this text, there is a blue box with the text: 'The selection is required for submission.' followed by a green 'Save' button.

Underneath, there are two radio buttons for 'Selection options \*': 'Yes' and 'No'. Below these is the text: 'You can select a maximum of 1 options.'

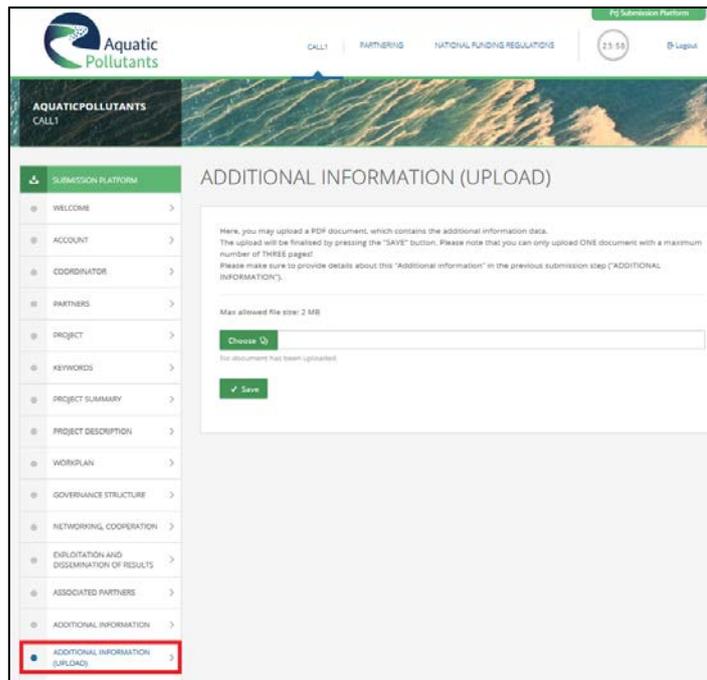
At the bottom, there is a 'Comment' field with a character limit of 'Max. 1000 characters' and a rich text editor toolbar.

**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 may be uploaded later during the submission process ("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)."

14. **ADDITIONAL INFORMATION (4.000 characters)** - Please explain which additional information will be provided. The respective documents can be uploaded in the next step ("ADDITIONAL INFORMATION (UPLOAD)").



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



16. **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€.

**CONTACT**

Stefanie Platsch  
 +49 30 20199-3152  
 prj-aquapollut.call@fz-juelich.de

Christian Stolle  
 +49 381 20356-275  
 prj-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	<input type="text"/>	0	0	0				
Overhead	<input type="text"/>							
Partner Organisation 2	<input type="text"/>	0	0	0				
Overhead	<input type="text"/>							
<b>TOTAL</b>	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	<input type="text"/>	0				
Partner Organisation 2	<input type="text"/>	0				
<b>TOTAL</b>	0	0	0	0	0	0

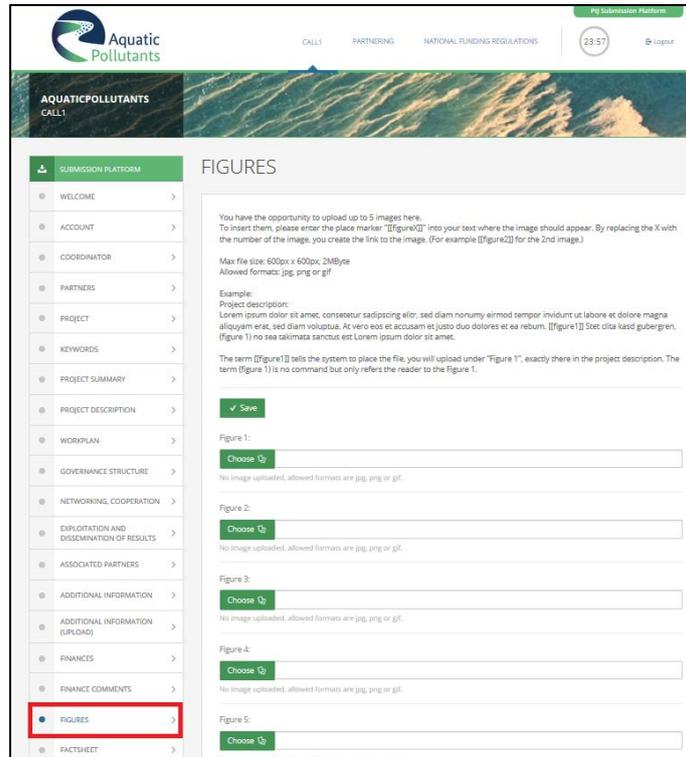
Save

**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").

17. **FINANCE COMMENTS (1.000 characters)** - please enter a brief description regarding your costs. For overhead costs, national regulations may apply. If you have other costs, please specify. Please differentiate between funding requested and own contribution.

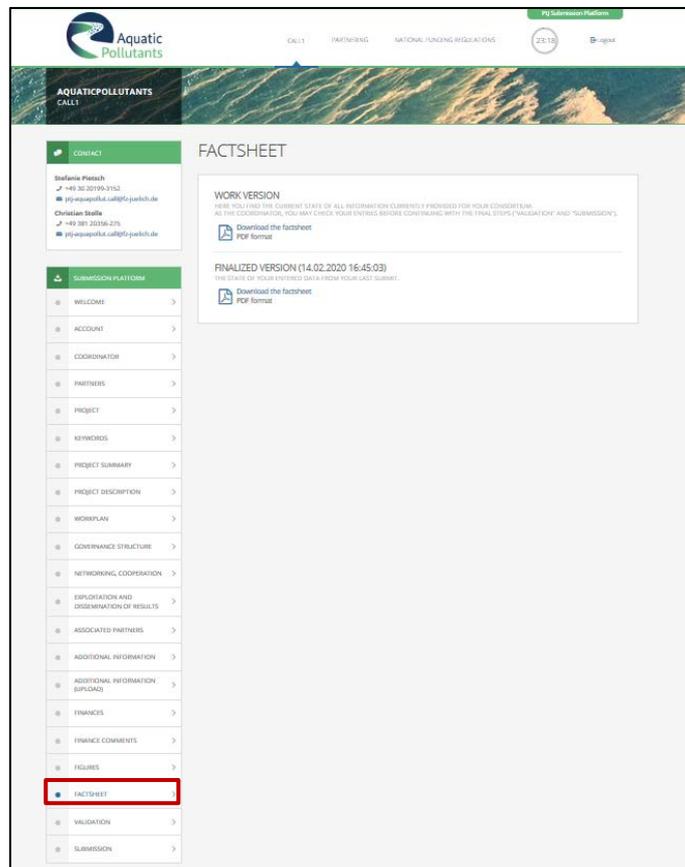
The screenshot displays the 'Aquatic Pollutants' submission platform interface. The top navigation bar includes 'CALL1', 'PARTNERING', 'NATIONAL FUNDING REGULATIONS', a clock showing '22:56', and a 'Logout' button. The main header features the 'Aquatic Pollutants' logo and 'AQUATICPOLLUTANTS CALL1'. A 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 'Save' button and a 'BRIEF DESCRIPTION' section. The instructions state: 'Please enter a brief description of your costs which have been specified during the prior submission step ("FINANCES"). Please differentiate between funding requested and own contribution.' There are tabs for 'Personnel', 'Travel', 'Equipment', 'Subcontracts', and 'Consumables / Other costs'. A text input field is labeled 'Brief Description (max. 500 characters)' and contains the text 'FZ Juelich'. A 'Save' button is located at the bottom of the form.

- 18. 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.

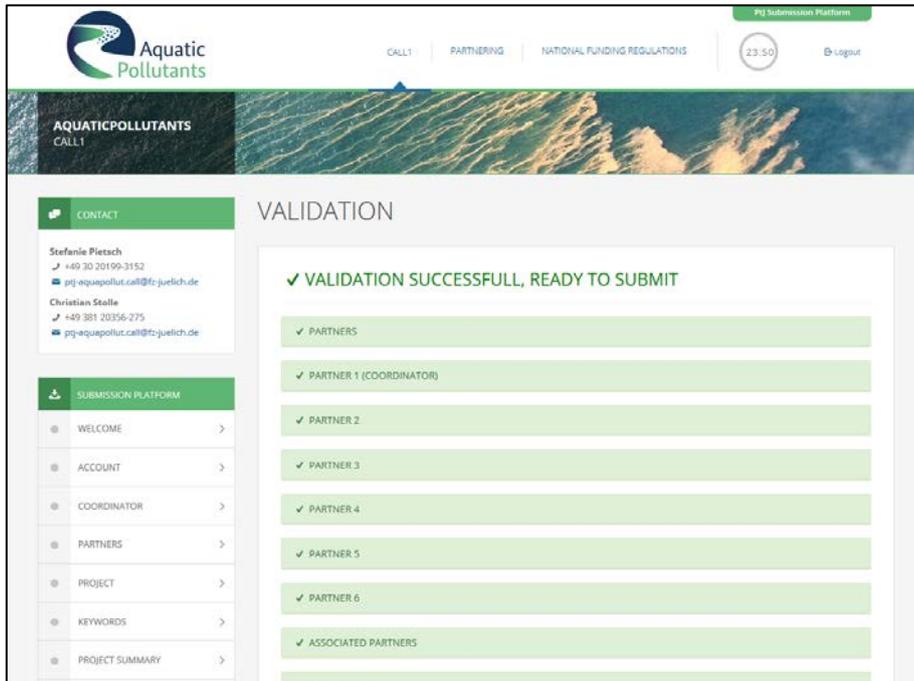


**Please note:** To insert the figures at the correct position in the above mentioned parts of the submission (“project description”, “work plan”, governance structure”, “networking and communication”, “exploitation and dissemination”), please enter a place marker "[[figureX]]" into your text where the 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.

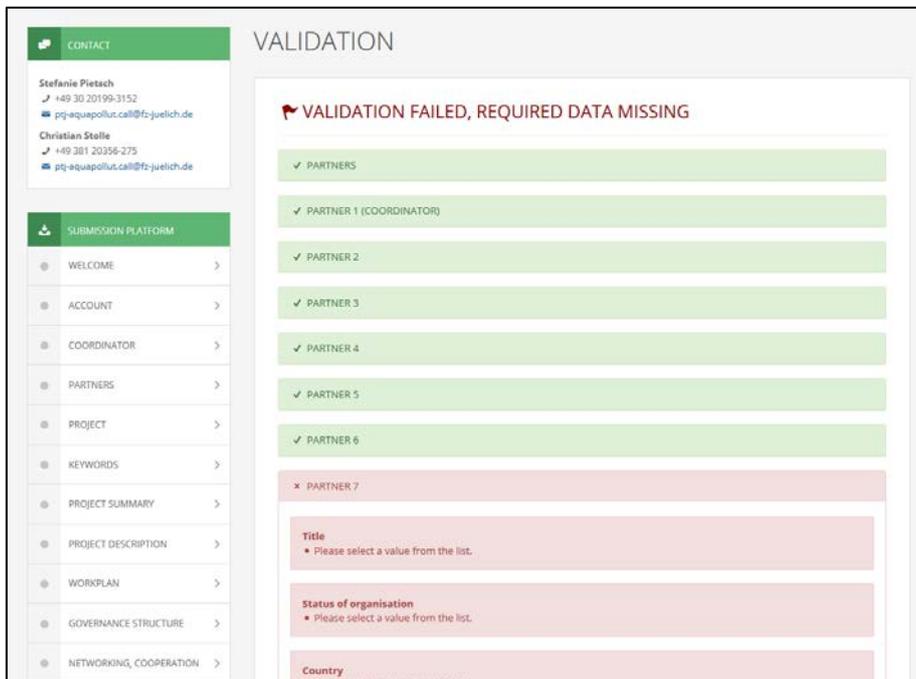
19. **FACTSHEET** - the Consortium Coordinator and the partners can download the “work version” (the current state of your entered and saved data) as well as the “finalized” version (the state of your entered data from your last submit).



20. **VALIDATION** – this step checks, on a technical basis, if all mandatory fields have been completed. The pre-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.



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



**Please note:** Even if validation failed and you cannot submit your pre-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.

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

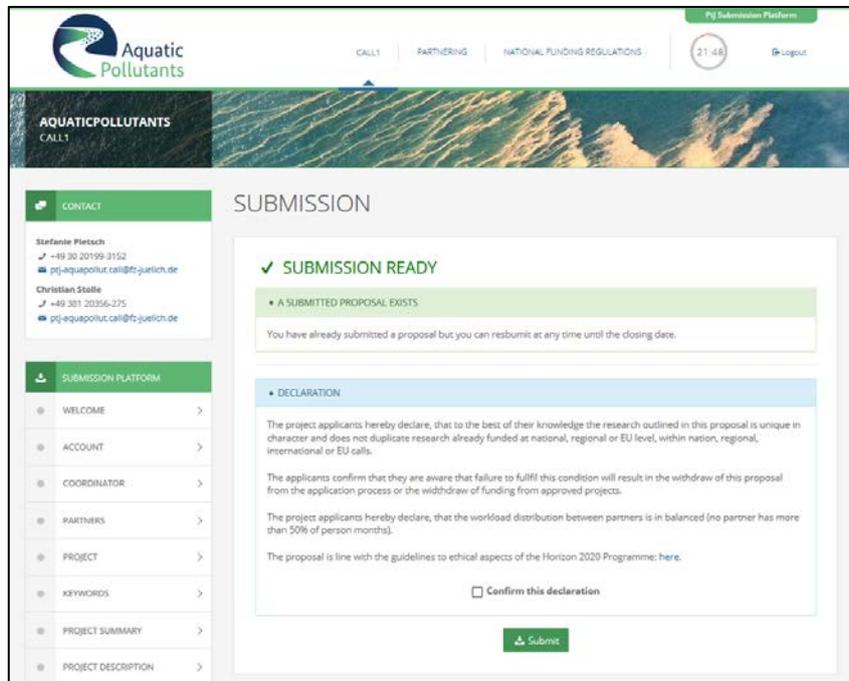
*The project applicants hereby declare, that to the best of their knowledge the research outlined in this proposal is unique in character and does not duplicate research already funded at national, regional or EU level, within nation, regional, international or EU calls.*

*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 project applicants hereby declare that the workload distribution between partners is in balanced (no partner has more than 50% of person months).*

*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 PRE-PROPOSAL EXISTS. **A submitted pre-proposal can be changed and resubmitted any time until the closing date.**



If following text is displayed, your pre-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.

