Online submission tool
Guide for applicants
Joint call for proposals
Water4All

Version 1.1

5 September 2022

Includes a short guide to the Search for Partner/Project Tool

In collaboration with

INDEX

1. Introduction

This submission tool is a web-based system for the compilation of the applications, containing all the relative information about project, coordinator, partners and team members.

Each proposal will be assigned an alphanumeric code which identify it uniquely, using the format Water4All-2022-xxxx (where xxxx is a progressive number).

- The proposal must be written in English.
- The different sections of the application should not exceed the prescribed maximum space.
- Any documents other than those requested in the proposal will not be taken into consideration and will not be forwarded to the evaluators.
- When applying, keep in mind that the submission system will close at 15:00 CEST of the deadline date established for Step 1. However, the Call Secretariat can only ensure responses to email support requests up to 13:00 CET.

1.1. Use of data

For information: the data provided in this pre-proposal application form will be used to:

- communicate with you about the call and application process;
- allow the funding organisations to perform an eligibility check of the applicants;
- assess the quality of your proposal and consortia by the Evaluators;
- award funding if your application is successful;
- analyse and describe your applicant pool (the name of applicants is anonymised in our analysis);
- collect your feedbacks and improve our communications with potential future applicants in future Joint Calls.

Data will be accessible to Funding Organisations participating in the call, including the ones based in non-EU or non-EEA countries. Protection of personal data and compliance with the EU's General Data Protection Regulation (2016/679) (GDPR) is however ensured.

Data will be also processed in an aggregated way for the production of statistics ensuring anonymity and confidentiality throughout the process.

Retention of personal data shall take an end in accordance with the Online Submission Tool General Data Protection Policy and Water4All Privacy and Data Policy and in any case no later than 5 years after the final approval of the final report by the European Commission.

1.2. Technical support

For any IT problem with the platform, contact CINECA by opening a support request at the link https://mur-internazionali.bandi.cineca.it/supporto/?cmp=62230 (the Support Link is available in each form of the application).

For any problem related to the international call please contact the Call Secretariat (water4all2022_callsecretariat@mur.gov.it).
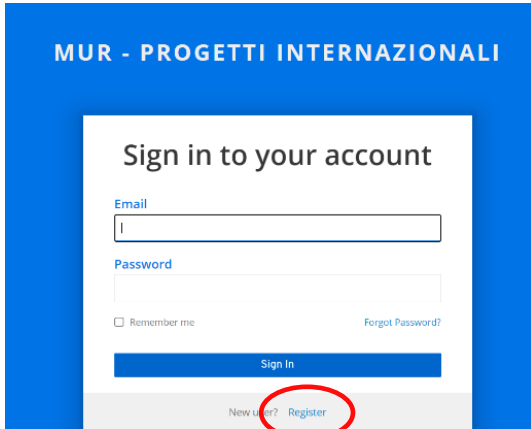
For any problem related to the national funding rules please contact the national contact points (see list in the call text).
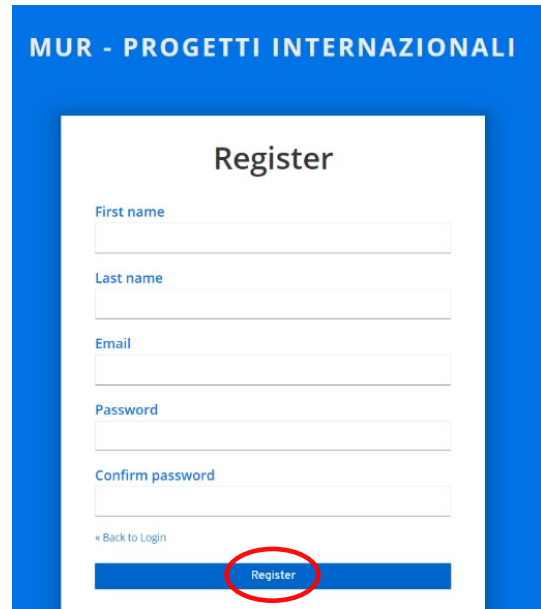
1.3. Access to the system

The web address of the Platform is: https://mur-internazionali.bandi.cineca.it/water4All

It is possible to access to the platform also by clicking on Submission Platform-> Login at
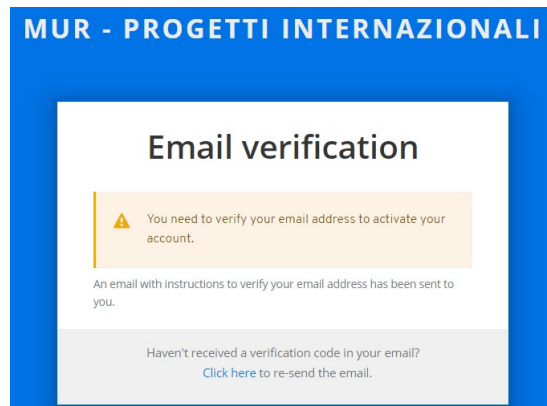https://water4all2022-submission.mur.gov.it/

If you don't have any, you need to create a new account by clicking on "**Register**":

A registration form will be opened: here you must enter your data:

At the end a verification email will be sent to the address that your have inserted during the registration:

The text of the email will be as follows:

Someone has created a MUR - Progetti Internazionali account with this email address. If this was you, click the link below to verify your email address
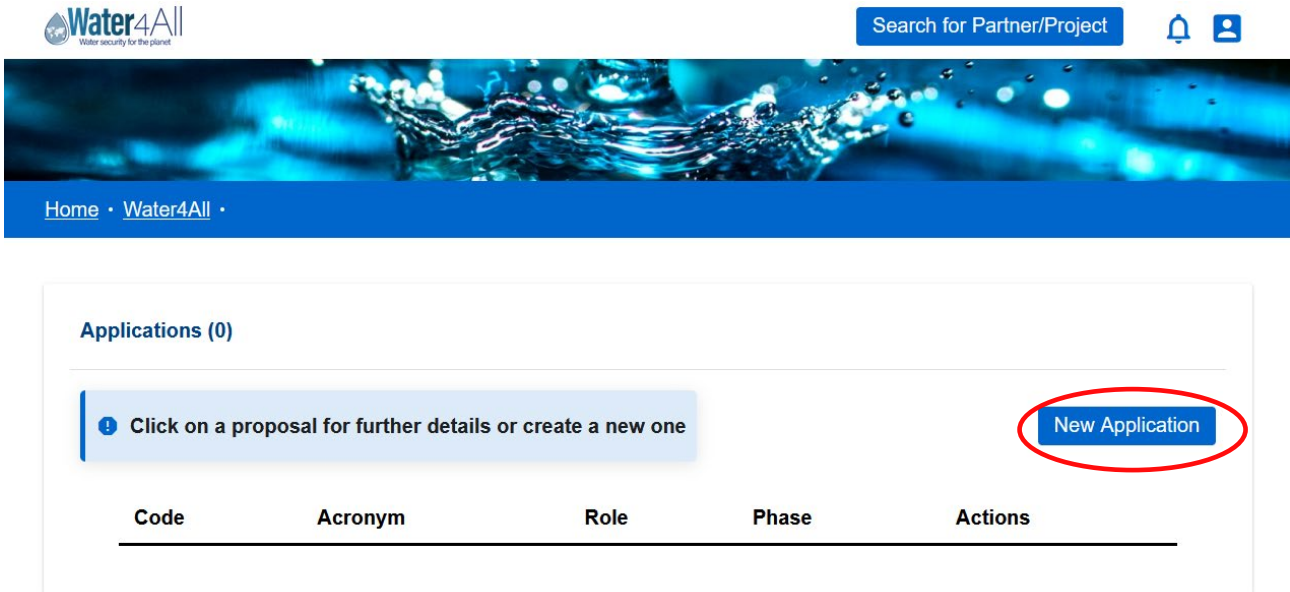
Link to e-mail address verification

This link will expire within 5 minutes.

If you didn't create this account, just ignore this message.

2. How to apply

After the verification of the email you will find "Water4All" homepage, in which you can create a new application by clicking on the blue button "**New Application**":

You will be asked to fill a form with three fields in which insert the title and the acronym of the project, and the short name of the research organisation. Please note that Project acronym and title shall be considered as definitive. After filling them, click on "**Save**":

3. How to manage the application data

After the creation of the project, you will be directed to the **dashboard** from which you can manage all the application data.

The homepage is divided into two sections:

- **Project Data (to be completed only by Coordinator)**
- **Partner Data (to be completed by each partner including the coordinator)**

Each section is divided into various topics that can be modified by clicking on "EDIT", to the right of each one:
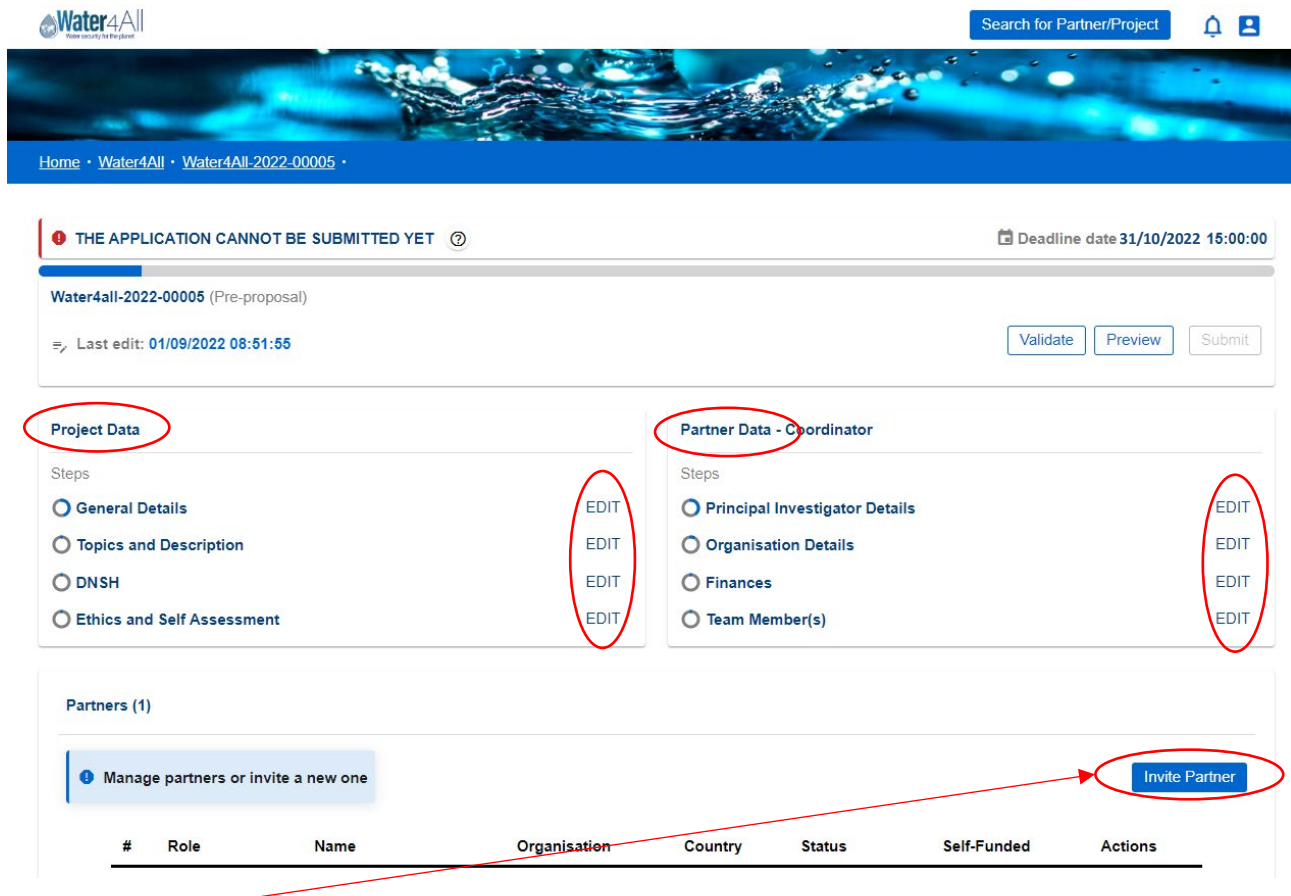
Click on "**Invite Partner**" to add one or more partners (see specific section of this guide).
For details on the Invitation acceptance and procedure, please check section 4.

3.1. Project data

The "Project Data" section is subdivided in 4 points, each of them contains some fields in which you can insert all the required information.

The advancement of the collection of each point is shown by the "circles" to the left of each one (grey: incomplete, blue: complete).

3.1.1. General details

PROJECT DATA

GENERAL DETAILS

TOPICS AND DESCRIPTION

DNSH

ETHICS AND SELF ASSESSMENT

Back To Dashboard

General Details

Project short name/acronym *

Project title*

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.

Project abstract*

Project duration (in months)*
36

Projects shall start in the last quarter of 2023

Start date of the project*

KEYWORDS

Please enter max. 5 keywords describing your project here. Keywords help effective expert selection to evaluate your pre-proposal. To enter a keyword, type it and press enter

Free Keywords*

Please specify at least 1 and maximum 5 keywords that describe the project among those available

Predefined keywords*

Project website

Save

After completing all the fields, click on "**Save**" and then select a new section on the left menu or click on "Back To Dashboard".

3.1.2. Topics and description

PROJECT DATA

GENERAL DETAILS

TOPICS AND DESCRIPTION

DNSH

ETHICS AND SELF ASSESSMENT

Back To Dashboard

Topics and Description

Topics

It is mandatory to fill in all the fields, possibly by inserting "0" if you are not interested in filling them in

Topic 1: Resilience, adaptation and mitigation to hydroclimatic extreme events   **Current Topic Sum: 0%**

Addressing knowledge gaps in our understanding of the causes of water scarcity, drought events, seasonal variability in climate impacts to develop climate change adaptation and mitigation measures.

*

%

Developing and demonstrating innovative (or improved) societally acceptable adaptation and mitigation strategies to cope with hydro-climatic extreme events and their increase in length and duration. This includes floods and droughts, although is not limited to them, adopting a regional and/or a catchment scale wide approach. Both surface and groundwater can be included.

*

%

Improving resilience and adaptation capacity of water infrastructure (e.g. industrial water facilities, urban networks, wastewater treatment facilities, stormwater management systems) to hydroclimatic extreme events.

*

%

Topic 2: Tools for water management - in the context of hydroclimatic extreme events   **Current Topic Sum: 0%**

Developing tools (e.g. multi-risk approach, decision support tools, monetary/non- monetary costs valuation) to support the design and implementation of strategies for adaptation and mitigation to hydro-climatic extreme events, especially floods (including "flash-floods"), heat waves and droughts in a catchment to sea context.

*

%

Generating new methodologies, tools and models for water resources assessment/modelling for water bodies in scarcely monitored /data scarce areas. A combination of physical and digital solutions, and opportunities provided by citizen science should be seized.

*

%

"Smartening the water system" and use of innovative digitalization, including improved/new sensors, models, communications and computing technologies.

*

Topic 3: Improved water governance in the context of hydroclimatic extreme events and international contexts   **Current Topic Sum: 0%**

Undertaking an analysis and developing robust Governance models for the management of water resources in the context of extreme events, is critical in increasing the decision-making capacity of institutions and the involvement of citizens. This should include ways of improving coordination for water managers to increase our capacity to reduce our vulnerability to extreme events, as well as effectively responding to them.

*

%

Addressing and encouraging international cooperation in the field of water, including management of transboundary water resources and contribution to Water Diplomacy.

*

%

Topics Sum

0

Project Description

To fill in the project description you have to use an appropriate template.

You can download it here: Project description template

The project description must include:

a) state of the art, own work, previous activities of the consortium in the field;

b) objectives, aims,

c) relevance to the call (including theme(s));

d) concept, methods;

e) explanation of the novelty of the research planned, in relation to the present state-of-the-art;

f) expected results and how they lead to impact;

g) Transnational added value of the research proposed;

h) workplan;

i) exploitation and dissemination of results including open science practices, sharing and management of research outputs and engagement of citizens, civil society and end users where appropriate.

NB: This part will have to be uploaded as a single pdf on the Online Submission Tool. **Max. 7 pages** – including title and citations – Arial font, 11pts, single spaced, margins of 1.27 cm. Footnotes are allowed, if you respect the above-mentioned layout criteria. Links are not allowed;hyperlinks are allowed only if linked to bibliographic material.

Project description *

No file uploaded	Upload

Save

Topics and Description: Please specify which topic and subtopics are addressed by your proposal. Include also an estimation of percentage of coverage.

Project Description: Please note: it is possible to insert ONE PDF FILE ONLY. To replace the file you can click again on "Upload" and repeat the steps. After completing, click on "Save"

After completing all the fields, click on "**Save**" and then select a new section on the left menu or click on "Back To Dashboard".

3.1.3. DNSH (Do No Significant Harm)

Click Down Arrows to open each section; only one section can be opened at a time.

Section 1 shows the list of the six environmental objectives:

- Climate change mitigation
- Climate change adaptation
- The sustainable use and protection of water and marine resources
- The circular economy, including waste prevention and recycling
- Pollution prevention and control to air, water or land
- The protection and restoration of biodiversity and ecosystems

For each objective the applicant is requested to indicate if further evaluation is required according to the DNSH principle.

If the answer is NO you have to explain why no further evaluation is needed.

If the answer is YES the applicant is requested to declare the measures expected in section 2.

After completing all the fields, click on "**Save**" and then select a new section on the left menu or click on "Back To Dashboard".

3.1.4. Ethics and self assesment

For each Ethics Issue the applicant is requested to self-assess the respect of the ethics principles

Click Down Arrows to open each section; only one section can be opened at a time.

After completing all the fields, click on "**Save**" and then select a new section on the left menu or click on "Back To Dashboard".

3.2. Partner data

There are 2 categories of Partners:

- Partners from countries (and organisations) eligible for direct funding (designated Partners 1, 2… N). Please, consider that there cannot be more than 7 partners, including one self-funded, if present.
- Fully self-financed Partner from any country who bring their own secured budget. The self-funded partner cannot be the project Coordinator. No more than one self-funded project partner per consortium is allowed.

The "Partner Data" section is subdivided into 4 points, each of them contains some fields in which you can insert all the information.

The advancement of the collection of each point is shown by the "circles" to the left of each one (grey: incomplete, blue: complete).

This section can be filled in either by the Partner invited by the coordinator and by the coordinator.

3.2.1. Principal Investigator details

Curriculum Vitae: Upload a brief CV of the Coordinator and of the Principal investigator of each partner (max 2 pages each). Please note: it is possible to upload ONE PDF FILE ONLY. To replace or delete the file you can click again on "Upload".

After completing all the fields, click on "**Save**" and then select a new section on the left menu or click on "Back To Dashboard".

3.2.2. Organization details

PARTNER DATA -
COORDINATOR

PRINCIPAL INVESTIGATOR DETAILS

ORGANISATION DETAILS

FINANCES

TEAM MEMBER

Back To Dashboard

Organisation Details

Legal full name of the research organisation / company*

Short name (acronym) of the research organisation/Company*

Status: Private or Public?*

Small or medium-sized enterprise (SME status)*

Partecipant organisation type*

Participant Identification Code (PIC)

9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes/procurements.
A search tool for organisations and their PICs is available at Partecipant Register PIC

*

Statistical Classification of Economic Activities (NACE)

The NACE code is a Statistical Classification of Economic Activities of the organisation.
You can find further information about NACE at Eurostat website

*

Website*

Registered Office address of the research organisation / company

Street name and number (address)*

Postal Box (Optional)

Postal code*

Cedex (Optional)

Town*

Country*

Division / Department / Unit or Laboratory*

Division / Department / Unit or Laboratory address

Department Street Name and number*

Department postal box (Optional)

Department postal code*

Department CEDEX (Optional)

Department town*

Department country*

Save

After completing all the fields, click on "**Save**" and then select a new section on the left menu or click on "Back To Dashboard".

PIC: 9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes / procurements. If needed, one can apply for a temporary PIC on: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register.

A search tool for organisations and their PICs is available on https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search.

We suggest validating the PICs via the public available Partner Search – Organisation Profile service.

This allows use to fill out some requested data inputs automatically, which is less error-prone and provides much better user experience.

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/apis

NACE: please download the classification (HTML file) from Download NACE index, find your NACE COD in the table and copy it in the application form in the following format: Order-Level-Code-Parent-Description (for example "398934-4-36.00-36.0-Water collection, treatment and supply")

3.2.3. Finances

After completing all the fields, click on "**Save**" and then select a new section on the left menu or click on "Back To Dashboard".

Note that the total effort of the project, and the percentage distribution among the partners, is visible in the preview pdf.

3.2.4. Team member(s)

For each filled line you will have to scroll to the right and press the specific save button.

Press +Add to add a new member".

If "To be determined" is selected no values are asked.

4. Invite Partner

The coordinator can invite one or more partners by turning back to the project dashboard and by clicking on the "**Invite Partner**" button:

To invite a Partner the Coordinator must fill in this form:

The partner receives a mail as follows:

The partner clicks the link in the mail and will be directed to the application home.

In the notification area he will find the invitation.

By clicking on it the partner can accept the invitation

Warning: the Coordinator cannot include partners if they do not accept the invitation, therefore the proposal completion will be impeded

Once accepted, the partner will be able to access his own "Partner Data" section and fill it in.

The newly added partner will be visible in the "**Partners**" section at the bottom of the dashboard:
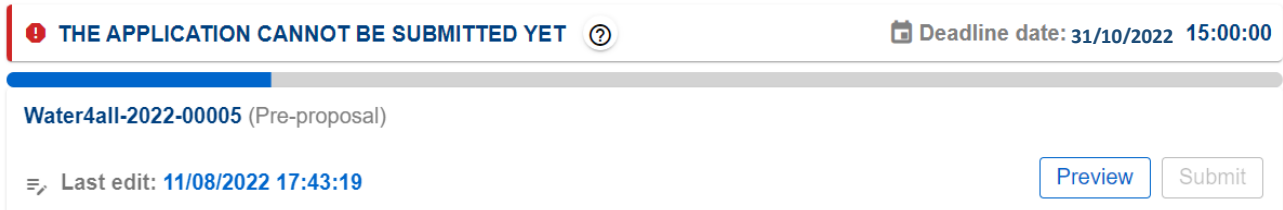
The Coordinator, in his own dashboard, can remove a partner or edit the partner data.

5. Final check and submission

You can check the progress of the proposal compilation at any time from the progress of the blue bar at the top to the dashboard:

In addition, a *PDF* preview of the application is available from the "Preview" button.

At any time, you can check which fields have not been filled in yet, by clicking on the question mark that you find at the top of the dashboard, next to the message "THE APPLICATION CANNOT BE SUBMITTED YET".

When the application is complete and in order, the button "Submit" is enabled. Clicking on "Submit" you submit your application. Nevertheless, you can modify the proposal and resubmit it again at any time before the deadline.

At the deadline, the last submitted proposal will be sent to the Call Secretariat for the evaluation, and it cannot be modified anymore.

By submitting the application, the Coordinator declares that:

• 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 in line with the guidelines to ethical aspects of the Horizon Europe Programme.

6. Search for Partner / Project Tool

This Search Tool is a web-based system to put projects and partners in contact.

6.1. Use of data

For information: the data provided by this tool will be used to:

- allow the coordinator to describe his project to look for a partner
- allow a partner to describe his skills to find a project to join to

Data will be accessible to the Call Secretariat and, if approved, will be accessible to everyone.

The retention of personal data will cease when the call is closed.

6.2. Technical support

For any IT problem with the platform, contact CINECA by opening a support request at the link https://mur-internazionali.bandi.cineca.it/supporto/?cmp=62230.

For any problem related to the international call please contact the Call Secretariat (water4all2022_callsecretariat@mur.gov.it).

6.3. Access to the system

The web address of the Tool is: https://water4all2022-submission.mur.gov.it/Partnering-Offers/
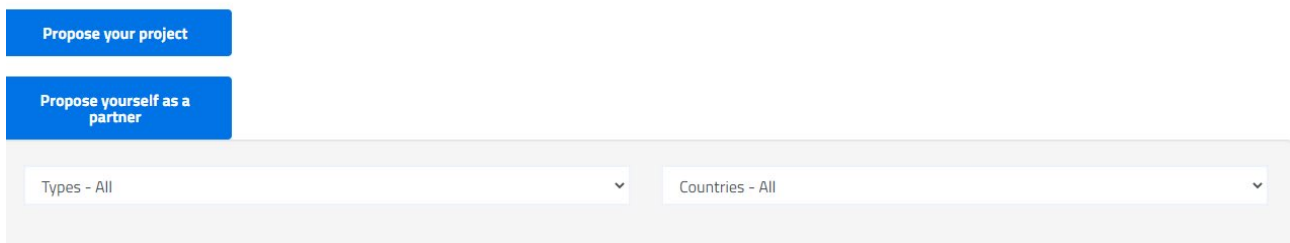
It is possible to access to the Tool also by clicking on Search for Partner / Project at https://water4all2022-submission.mur.gov.it/

No registration is required to use the service.

6.4. How to apply

In this form you can place your proposal by clicking Propose your project or Propose yourself as a partner.

In the same form you can also consult the previously published proposals also applying some filters.

By clicking Propose your project you'll find a form in which to describe your project and the skills of the partner you're looking for.

By clicking Propose yourself as a partner you'll find a form in which to describe your skills and the project you're looking for.

The Call Secretariat validates the proposals and publishes only those deemed adequate.

Publishing may take a few days.