

Document 3: Full proposal application form

This template is an indicative model of full proposal application form. All proposals have to be submitted online via the electronic proposal submission system (EPSS). The format of the full proposal application form will be modified to fit the EPSS.

FULL PROPOSAL APPLICATION FORM

Call for transnational research projects on “Supporting the protection of biodiversity and ecosystems across land and sea”

| | |
|--|--|
| Project title* | |
| Short name / Acronym* (max 20 characters including spaces) | |

* Please note that the project title and acronym should be the same as in the pre-proposal.
NB: This section will be pre-filled with information submitted in the pre-proposals.

| |
|---------------------------------------|
| Keywords: (max 10 keywords) |
|---------------------------------------|

NB: This section will be pre-filled with information submitted in the pre-proposals.

General guidance for all applicants:

- 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 as part of the proposal **will not be forwarded** to External Reviewers or EvC Members. This includes letter(s) of support, which are not expected (except for “Self-financed” Partners who must provide letter of commitment to demonstrate that their organisations will support their activities).

I.A. Administrative details

NB: This part will have to be filled in directly in the EPSS. This section will be pre-filled with information submitted in the pre-proposal.

You will have to provide in this section information on the coordinator and Partners involved, time to be dedicated per Partner to the project and declare if you have submitted this proposal to other funding programmes in parallel and currently under evaluation.

What is a Partner?

Note that depending on the Funding Organisation, a “Partner” can be:

- a researcher,
- an institution,
- a laboratory, a department of an institution.

Please make sure to respect the eligibility rules of the call.

Please also consult Funding Organisations' rules advertised on the Biodiversa website which are compulsory. Applicants are strongly advised to contact their respective Funding Organisations (list available on the Biodiversa website) and to confirm their eligibility with their Funding Organisations before submitting the full proposal.

Please note that the information given in the pre-proposals was binding. No major changes regarding the proposals' content will be allowed by the CSC between the pre-proposals and full proposals. However, applicants still have the possibility to make minor changes to improve their proposals as long as the objectives remain unchanged. The changes made will have to be declared in the full proposal application form. Regarding the administrative details, a limited number of changes may be allowed by the FCP and CSC, provided they are in line with the general rules of the call and the rules of the Funding Organisations:

- ***Minor change of budget*** can be allowed by the relevant Funding Organisation. The FCP can decide according to its own rules whether it needs a justification for it. There is no need to inform the Call Secretariat.

- ***Changes in the consortium composition:***

- No changes of coordinator (person in charge) will be allowed, except in case of force majeure. A request of change of coordinator must be submitted to the Call Secretariat, at least one week before the deadline for submitting full proposals and it will be discussed on a case-by-case basis by the CSC.*

- Changes in the consortium composition are allowed (maximum two changes of Partners), provided approval by the concerned Funding Organisations. Please note that the following actions are considered as changes: addition, removal or replacement of a Partner (incl. subcontracted and self-financed partners). Please note that the maximum number of changes applies to "Partner"; it does not apply to "team member".*

- o *All new Partners have to comply with their respective Funding Organisation's rules. If a new Partner is declared ineligible at step 2, the whole consortium will be declared ineligible and won't be evaluated.*

- o *In case of a removal of a Partner, consortia have to make sure that their consortium still includes the minimum number of requested Partners. If this is not the case, the project will be declared ineligible and won't be evaluated.*

In terms of procedure: The eligibility of new research Partners must be confirmed at least one week before the full proposal submission deadline. Changes must be asked to the FCP, with the Call Secretariat in copy, who needs to check the eligibility of the new Partner and agree with the change, before being implemented into the EPSS.

Please note that the following cases are not considered as one of the maximum two changes but the procedure mentioned above remains the same:

- o *If the change is explicitly requested by a Funding Organisation after the eligibility decision at step 1*

- o *If a researcher in charge (person) remains the same but changes the institutions (within the same country), provided the institution fulfils eligibility criteria of the same funding organisation.*

- o *Similarly, if the institution remains the same but the researcher in charge (person) changes, provided the researcher in charge fulfils eligibility criteria of the same funding organisation.*

ACCESS AND BENEFIT SHARING

Please note that if you plan to use genetic resources and traditional knowledge associated with genetic resources in your project, you will have to ascertain towards the competent authorities and focal point that these used genetic resources and traditional knowledge associated with genetic resources have been accessed in accordance with applicable access and benefit-sharing legislation or regulatory requirements, and that benefits are fairly and equitably shared upon mutually decided terms, in accordance with any applicable legislation or regulatory requirements¹.

Please also note that if the utilisation of genetic resources or traditional knowledge associated with genetic resources takes place in an EU Member State, users in those states will have to comply with the general due diligence obligation under Art. 4 of Regulation (EU) No 511/2014, as well as the obligation to file due diligence declarations under Art. 7 of Regulation (EU) No 511/2014².

For funding, there are 3 categories of Partners:

1. *Partners from countries (and organisations) eligible for direct funding (designated Partners 1, 2... N)*
2. *Sub-contracted partners from countries (and organisations) ineligible for direct funding, but subcontracted by a Partner 1, 2...N (designated Partners 1a, 2a... Na) (e.g. Partner 1a is subcontracted by Partner 1). Subcontracted partners are subject to the terms and conditions of each Funding Organisation and need to comply with their rules. Generally speaking, subcontracting is understood as the externalization of the execution of a (minor) project task that this partner cannot execute.*
3. *Fully self-financed Partners from any country who bring their own secured budget. (designated Partner A, B)*

| | | | |
|---------------------------------|--|--------------------|--|
| <i>Coordinator – Partner 1</i> | | | |
| <i>Researcher in charge:</i> | | <i>ORCID ID:</i> | |
| <i>Family name</i> | | <i>First name</i> | |
| <i>Title</i> | | <i>Gender</i> | |
| <i>Phone</i> | | <i>E-mail</i> | |
| <i>Career Stage³</i> | <i>(Category A: Top grade researcher Category B: Senior researcher Category C: Recognised researcher Category D: First stage researcher)</i> | <i>Nationality</i> | |
| <i>Web site</i> | | | |

¹ Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilisation (ABS) to the Convention on Biological Diversity

² Regulation (EU) No 511/2014 of the European Parliament and of the Council of 16 April 2014 on compliance measures for users from the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilisation in the Union

³ Category A: the single highest grade/post at which research is normally conducted. ♦Example: “director of research”
Category B: Researchers working in positions not as senior as top position (a) but more senior than newly qualified doctoral graduates ♦Example: “senior researcher” or “principal investigator”.

Category C: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. ♦Examples: “researcher”, “investigator” or “post-doctoral fellow”.

Category D: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. ♦Examples: “Ph.D. students” or “junior researchers” (without a Ph.D).

These categories are defined in Frascati manual from OECD <https://www.oecd.org/sti/inno/frascati-manual.htm> (page 249)

| | | | |
|---|---|---|---|
| Legal full name of the research organisation / Company | | Short name (acronym) of the research organisation/Company – if any: | |
| Participant Identification Code (PIC) number of the organisation | | | |
| Status: Private or public? | | Small or Medium-sized Enterprise (SME status): Yes/No | Statistical Classification of Economic Activities (NACE) ⁴ : |
| Division / Department / Unit or Laboratory | | | |
| Street name and number | | | |
| PO Box | | Postal code | Cedex |
| Town | | Country | |
| Employment status information | <input type="checkbox"/> on permanent position | | |
| | <input type="checkbox"/> on fixed-term position | | |
| | If on fixed term position | | |
| | Duration of contract: | | |
| | Funding body: | | |
| Other team members involved in the project* | | | |
| Team member 1: Family name, First name, gender, title, phone, email, ORCID id. Team member 2: Family name, First name, gender, title, phone, email, ORCID id. Team member N: Family name, First name, gender, title, phone, email, ORCID id. | | | |
| *Please include all the teams members to be involved in the project, would they be funded or not by your Funding Organisation. If you do not have yet this information for one team member (e.g. for a postdoc), you can indicate “to be determined”. | | | |

| | | | |
|----------------------------|---|-------------|--|
| Partner 1a (Subcontracted) | | | |
| Researcher in charge: | | ORCID ID: | |
| Family name | | First name | |
| Title | | Gender | |
| Phone | | E-mail | |
| Career Stage ⁵ | (Category A: Top grade researcher Category B: Senior researcher) | Nationality | |

⁴ The NACE code is a Statistical Classification of Economic Activities of the organisation. You can find further information about NACE at Eurostat website <https://ec.europa.eu/eurostat/web/nace-rev2> and the classification can be downloaded at https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_REV2&StrLanguageCode=EN&IntCurrentPage=1&StrLayoutCode=LINEAR#

⁵ Category A: the single highest grade/post at which research is normally conducted. ♦ Example: “director of research”

| | | | | |
|--|---|---|--|---|
| | <i>Category C: Recognised researcher</i> | | | |
| | <i>Category D: First stage researcher</i> | | | |
| Web site | | | | |
| Legal full name of the research organisation / Company | | Short name (acronym) of the research organisation/Company – if any: | | |
| Participant Identification Code (PIC) number of the organisation | | | | |
| Status: Private or public? | | Small or Medium-sized Enterprise (SME status): Yes/No | | Statistical Classification of Economic Activities (NACE) ⁶ : |
| Division / Department / Unit or Laboratory | | | | |
| Street name and number | | | | |
| PO Box | | Postal code | | Cedex |
| Town | | Country | | |
| Team members involved in the project (when the Partner is an institution, a laboratory, a department)* | | | | |
| Team member 1: Family name, First name, gender, title, phone, email | | | | |
| Team member 2: Family name, First name, gender, title, phone, email | | | | |
| Team member N: Family name, First name, gender, title, phone, email | | | | |
| <i>*Please include all the teams members to be involved in the project, would they be funded or not by your Funding Organisation. If you do not have yet this information for one team member (e.g. for a postdoc), you can indicate “to be determined”.</i> | | | | |

Please insert as many copies of the above table as necessary for other Partners 1b, 1c

| | | | |
|------------------------------|--|-------------------|--|
| <i>Partner 2</i> | | | |
| <i>Researcher in charge:</i> | | <i>ORCID ID:</i> | |
| <i>Family name</i> | | <i>First name</i> | |
| <i>Title</i> | | <i>Gender</i> | |

Category B: Researchers working in positions not as senior as top position (a) but more senior than newly qualified doctoral graduates ❖Example: “senior researcher” or “principal investigator”.

Category C: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. ❖Examples: “researcher”, “investigator” or “post-doctoral fellow”.

Category D: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. ❖Examples: “Ph.D. students” or “junior researchers” (without a Ph.D).

These categories are defined in Frascati manual from OECD <https://www.oecd.org/sti/inno/frascati-manual.htm> (page 249)

⁶ The NACE code is a Statistical Classification of Economic Activities of the organisation. You can find further information about NACE at Eurostat website <https://ec.europa.eu/eurostat/web/nace-rev2> and the classification can be downloaded at https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_REV2&StrLanguageCode=EN&IntCurrentPage=1&StrLayoutCode=LINEAR#

| | | | |
|--|--|--|--|
| <i>Phone</i> | | <i>E-mail</i> | |
| <i>Career Stage</i> ⁷ | (<i>Category A: Top grade researcher</i> <i>Category B: Senior researcher</i> <i>Category C: Recognised researcher</i> <i>Category D: First stage researcher</i>) | <i>Nationality</i> | |
| <i>Web site</i> | | | |
| <i>Legal full name of the research organisation / Company</i> | | <i>Short name (acronym) of the research organisation/Company – if any:</i> | |
| <i>Participant Identification Code (PIC) number of the organisation</i> | | | |
| <i>Status: Private or public?</i> | <i>Small or Medium-sized Enterprise (SME status): Yes/No</i> | | <i>Statistical Classification of Economic Activities (NACE)⁸:</i> |
| <i>Division / Department / Unit or Laboratory</i> | | | |
| <i>Street name and number</i> | | | |
| <i>PO Box</i> | <i>Postal code</i> | | <i>Cedex</i> |
| <i>Town</i> | <i>Country</i> | | |
| <i>Employment status information</i> | <input type="checkbox"/> on permanent position | | |
| | <input type="checkbox"/> on fixed-term position | | |
| | If on fixed term position | | |
| | Duration of contract: | | |
| Funding body: | | | |
| <i>Other team members involved in the project*</i> | | | |
| Team member 1: Family name, First name, gender, title, phone, email, ORCID id. Team member 2: Family name, First name, gender, title, phone, email, ORCID id. Team member N: Family name, First name, gender, title, phone, email, ORCID id. | | | |

⁷ Category A: the single highest grade/post at which research is normally conducted. ♦ Example: “director of research”
Category B: Researchers working in positions not as senior as top position (a) but more senior than newly qualified doctoral graduates ♦ Example: “senior researcher” or “principal investigator”.

Category C: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. ♦ Examples: “researcher”, “investigator” or “post-doctoral fellow”.

Category D: Either doctoral students at the ISCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. ♦ Examples: “Ph.D. students” or “junior researchers” (without a Ph.D).

These categories are defined in Frascati manual from OECD <https://www.oecd.org/sti/inno/frascati-manual.htm> (page 249)

⁸ The NACE code is a Statistical Classification of Economic Activities of the organisation. You can find further information about NACE at Eurostat website <https://ec.europa.eu/eurostat/web/nace-rev2> and the classification can be downloaded at https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_REV2&StrLanguageCode=EN&IntCurrentPage=1&StrLayoutCode=LINEAR#

**Please include all the teams members to be involved in the project, would they be funded or not by your Funding Organisation. If you do not have yet this information for one team member (e.g. for a postdoc), you can indicate “to be determined”.*

| | | | | | |
|---|--|--|------------------|---|--|
| Partner 2a (Subcontracted) | | | | | |
| <i>Researcher in charge:</i> | | | <i>ORCID ID:</i> | | |
| <i>Family name</i> | | <i>First name</i> | | | |
| <i>Title</i> | | <i>Gender</i> | | | |
| <i>Phone</i> | | <i>E-mail</i> | | | |
| <i>Career Stage</i> ⁹ | (<i>Category A: Top grade researcher</i> <i>Category B: Senior researcher</i> <i>Category C: Recognised researcher</i> <i>Category D: First stage researcher</i>) | <i>Nationality</i> | | | |
| <i>Web site</i> | | | | | |
| <i>Legal full name of the research organisation / Company</i> | | <i>Short name (acronym) of the research organisation/Company – if any:</i> | | | |
| <i>Participant Identification Code (PIC) number of the organisation</i> | | | | | |
| <i>Status: Private or public?</i> | | <i>Small or Medium-sized Enterprise (SME status): Yes/No</i> | | <i>Statistical Classification of Economic Activities (NACE)¹⁰:</i> | |
| <i>Division / Department / Unit or Laboratory</i> | | | | | |
| <i>Street name and number</i> | | | | | |
| <i>PO Box</i> | | <i>Postal code</i> | | <i>Cedex</i> | |
| <i>Town</i> | | <i>Country</i> | | | |
| <i>Other team members involved in the project*</i> | | | | | |

⁹ Category A: the single highest grade/post at which research is normally conducted. ♦Example: “director of research”
Category B: Researchers working in positions not as senior as top position (a) but more senior than newly qualified doctoral graduates ♦Example: “senior researcher” or “principal investigator”.

Category C: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. ♦Examples: “researcher”, “investigator” or “post-doctoral fellow”.

Category D: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. ♦Examples: “Ph.D. students” or “junior researchers” (without a Ph.D).

These categories are defined in Frascati manual from OECD <https://www.oecd.org/sti/inno/frascati-manual.htm> (page 249)

¹⁰ The NACE code is a Statistical Classification of Economic Activities of the organisation. You can find further information about NACE at Eurostat website <https://ec.europa.eu/eurostat/web/nace-rev2> and the classification can be downloaded at https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_REV2&StrLanguageCode=EN&IntCurrentPage=1&StrLayoutCode=LINEAR#

Team member 1: Family name, First name, gender, title, phone, email, ORCID id.
 Team member 2: Family name, First name, gender, title, phone, email, ORCID id.
 Team member N: Family name, First name, gender, title, phone, email, ORCID id.

**Please include all the teams members to be involved in the project, would they be funded or not by your Funding Organisation. If you do not have yet this information for one team member (e.g. for a postdoc), you can indicate “to be determined”.*

Please insert as many copies of the above table as necessary for other Partners 2b, 2c...

| | | | | | |
|---|--|--|------------------|---|--|
| <i>Partner 3</i> | | | | | |
| <i>Researcher in charge:</i> | | | <i>ORCID ID:</i> | | |
| <i>Family name</i> | | <i>First name</i> | | | |
| <i>Title</i> | | <i>Gender</i> | | | |
| <i>Phone</i> | | <i>E-mail</i> | | | |
| <i>Career Stage¹¹</i> | <i>Category A: Top grade researcher</i> <i>Category B: Senior researcher</i> <i>Category C: Recognised researcher</i> <i>Category D: First stage researcher</i> | <i>Nationality</i> | | | |
| <i>Web site</i> | | | | | |
| <i>Legal full name of the research organisation / Company</i> | | <i>Short name (acronym) of the research organisation/Company – if any:</i> | | | |
| <i>Participant Identification Code (PIC) number of the organisation</i> | | | | | |
| <i>Status: Private or public?</i> | | <i>Small or Medium-sized Enterprise (SME status): Yes/No</i> | | <i>Statistical Classification of Economic Activities (NACE)¹²:</i> | |
| <i>Division / Department / Unit or Laboratory</i> | | | | | |

¹¹ Category A: the single highest grade/post at which research is normally conducted. ♦Example: “director of research”
 Category B: Researchers working in positions not as senior as top position (a) but more senior than newly qualified doctoral graduates ♦Example: “senior researcher” or “principal investigator”.

Category C: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. ♦Examples: “researcher”, “investigator” or “post-doctoral fellow”.

Category D: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. ♦Examples: “Ph.D. students” or “junior researchers” (without a Ph.D).

These categories are defined in Frascati manual from OECD <https://www.oecd.org/sti/inno/frascati-manual.htm> (page 249)

¹² The NACE code is a Statistical Classification of Economic Activities of the organisation. You can find further information about NACE at Eurostat website <https://ec.europa.eu/eurostat/web/nace-rev2> and the classification can be downloaded at https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_REV2&StrLanguageCode=EN&IntCurrentPage=1&StrLayoutCode=LINEAR#

| | | | | |
|---|---|-------------|---------|-------|
| Street name and number | | | | |
| PO Box | | Postal code | | Cedex |
| Town | | | Country | |
| Employment status information | <input type="checkbox"/> on permanent position | | | |
| | <input type="checkbox"/> on fixed-term position | | | |
| | If on fixed term position | | | |
| | Duration of contract: | | | |
| Funding body: | | | | |
| Other team members involved in the project* | | | | |
| Team member 1: Family name, First name, gender, title, phone, email | | | | |
| Team member 2: Family name, First name, gender, title, phone, email | | | | |
| Team member N: Family name, First name, gender, title, phone, email | | | | |
| *Please include all the teams members to be involved in the project, would they be funded or not by your Funding Organisation. If you do not have yet this information for one team member (e.g. for a postdoc), you can indicate "to be determined". | | | | |

| | | | | |
|--|--|---|-----------|--|
| Partner 4 | | | | |
| Researcher in charge: | | | ORCID ID: | |
| Family name | | First name | | |
| Title | | Gender | | |
| Phone | | E-mail | | |
| Career Stage ¹³ | (Category A: Top grade researcher Category B: Senior researcher Category C: Recognised researcher Category D: First stage researcher) | Nationality | | |
| Web site | | | | |
| Legal full name of the research organisation / Company | | Short name (acronym) of the research organisation/Company – if any: | | |
| Participant Identification Code (PIC) number of the organisation | | | | |
| Status: Private or public? | | Small or Medium-sized Enterprise (SME status): Yes/No | | Statistical Classification of Economic |

¹³ Category A: the single highest grade/post at which research is normally conducted. ♦Example: "director of research"
Category B: Researchers working in positions not as senior as top position (a) but more senior than newly qualified doctoral graduates ♦Example: "senior researcher" or "principal investigator".

Category C: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. ♦Examples: "researcher", "investigator" or "post-doctoral fellow".

Category D: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. ♦Examples: "Ph.D. students" or "junior researchers" (without a Ph.D).

These categories are defined in Frascati manual from OECD <https://www.oecd.org/sti/inno/frascati-manual.htm> (page 249)

| | | | | | |
|---|---|-------------|---------|-----------------------------------|--|
| | | | | Activities (NACE) ¹⁴ : | |
| Division / Department / Unit or Laboratory | | | | | |
| Street name and number | | | | | |
| PO Box | | Postal code | | Cedex | |
| Town | | | Country | | |
| Employment status information | <input type="checkbox"/> on permanent position | | | | |
| | <input type="checkbox"/> on fixed-term position | | | | |
| | If on fixed term position | | | | |
| | Duration of contract: | | | | |
| Funding body: | | | | | |
| Other team members involved in the project* | | | | | |
| Team member 1: Family name, First name, gender, title, phone, email, ORCID id. Team member 2: Family name, First name, gender, title, phone, email, ORCID id. Team member N: Family name, First name, gender, title, phone, email, ORCID id. | | | | | |
| *Please include all the teams members to be involved in the project, would they be funded or not by your Funding Organisation. If you do not have yet this information for one team member (e.g. for a postdoc), you can indicate "to be determined". | | | | | |

| | | | | | |
|--|--|------------------|-------------|---|--|
| <i>Partner N</i> | | | | | |
| Researcher in charge: | | | ORCID ID: | | |
| Family name | | | First name | | |
| Title | | | Gender | | |
| Phone | | | E-mail | | |
| Career Stage | (Category A: Top grade researcher Category B: Senior researcher Category C: Recognised researcher Category D: First stage researcher) | | Nationality | | |
| Web site | | | | | |
| Legal full name of the research organisation / Company | | | | Short name (acronym) of the research organisation/Company – if any: | |
| Participant Identification Code (PIC) number of the organisation | | | | | |
| Status: Private or public? | | Small or Medium- | | Statistical Classificati | |

¹⁴ The NACE code is a Statistical Classification of Economic Activities of the organisation. You can find further information about NACE at Eurostat website <https://ec.europa.eu/eurostat/web/nace-rev2> and the classification can be downloaded at https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_REV2&StrLanguageCode=EN&IntCurrentPage=1&StrLayoutCode=LINEAR#

| | | | | | |
|---|---|------------------------------------|---------|--|--|
| | | Enterprise (SME status): Yes/No | | on of Economic Activities (NACE) ¹⁵ : | |
| Division / Department / Unit or Laboratory | | | | | |
| Street name and number | | | | | |
| PO Box | | Postal code | | Cedex | |
| Town | | | Country | | |
| Employment status information | <input type="checkbox"/> on permanent position | | | | |
| | <input type="checkbox"/> on fixed-term position | | | | |
| | If on fixed term position | | | | |
| | Duration of contract: | | | | |
| Funding body: | | | | | |
| Other team members involved in the project* | | | | | |
| Team member 1: Family name, First name, gender, title, phone, email, ORCID id. Team member 2: Family name, First name, gender, title, phone, email, ORCID id. Team member N: Family name, First name, gender, title, phone, email, ORCID id. | | | | | |
| *Please include all the teams members to be involved in the project, would they be funded or not by your Funding Organisation. If you do not have yet this information for one team member (e.g. for a postdoc), you can indicate "to be determined". | | | | | |

Please insert as many copies of the above table as necessary for other applicants

| | | | | | |
|----------------------------|--|--|-------------|--|--|
| Self-financed Partner A | | | | | |
| Researcher in charge: | | | ORCID ID: | | |
| Family name | | | First name | | |
| Title | | | Gender | | |
| Phone | | | E-mail | | |
| Career Stage ¹⁶ | (Category A: Top grade researcher Category B: Senior researcher Category C: Recognised researcher Category D: First stage researcher) | | Nationality | | |

¹⁵ The NACE code is a Statistical Classification of Economic Activities of the organisation. You can find further information about NACE at Eurostat website <https://ec.europa.eu/eurostat/web/nace-rev2> and the classification can be downloaded at https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_REV2&StrLanguageCode=EN&IntCurrentPage=1&StrLayoutCode=LINEAR#

¹⁶ Category A: the single highest grade/post at which research is normally conducted. ♦Example: "director of research"
Category B: Researchers working in positions not as senior as top position (a) but more senior than newly qualified doctoral graduates ♦Example: "senior researcher" or "principal investigator".

Category C: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. ♦Examples: "researcher", "investigator" or "post-doctoral fellow".

Category D: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. ♦Examples: "Ph.D. students" or "junior researchers" (without a Ph.D).

These categories are defined in Frascati manual from OECD <https://www.oecd.org/sti/inno/frascati-manual.htm> (page 249)

| | | | | | |
|--|--|---|---------|--|--|
| Web site | | | | | |
| Legal full name of the research organisation / Company | | Short name (acronym) of the research organisation/Company – if any: | | | |
| Participant Identification Code (PIC) number of the organisation | | | | | |
| Status: Private or public? | | Small or Medium-sized Enterprise (SME status): Yes/No | | Statistical Classification of Economic Activities (NACE) ¹⁷ : | |
| Division / Department / Unit or Laboratory | | | | | |
| Street name and number | | | | | |
| PO Box | | Postal code | | Cedex | |
| Town | | | Country | | |
| Team members involved in the project (when the Partner is an institution, a laboratory, a department)* | | | | | |
| Team member 1: Family name, First name, gender, title, phone, email, ORCID id. Team member 2: Family name, First name, gender, title, phone, email, ORCID id. Team member N: Family name, First name, gender, title, phone, email, ORCID id. <i>*Please include all the teams members to be involved in the project, would they be funded or not by your Funding Organisation. If you do not have yet this information for one team member (e.g. for a postdoc), you can indicate “to be determined”.</i> | | | | | |

Please insert as many copies of the above table as necessary for other Partners B, C...

LB: Time to be dedicated to the project per member

In the following table, please specify the names and countries of each Partner.

NB: This part will have to be filled in directly in the EPSS.

| | | |
|----------|--|--|
| Partners | Team members* <i>*Please include all the team members to be involved in the project</i> | Time to be dedicated to the project in person month (costs associated to the working time spent on the project can be covered either by the money requested in this call or as a |
|----------|--|--|

¹⁷ The NACE code is a Statistical Classification of Economic Activities of the organisation. You can find further information about NACE at Eurostat website <https://ec.europa.eu/eurostat/web/nace-rev2> and the classification can be downloaded at https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_REV2&StrLanguageCode=EN&IntCurrentPage=1&StrLayoutCode=LINEAR#

| | | <i>self-contribution from the institution)</i> |
|--|----------------------------------|--|
| Funding Organisation 1 Name Country | Member 1 Member 2 Member N | |
| <i>Funding Organisation 1a</i> <i>Name</i> <i>Country</i> | Member 1 Member 2 Member N | |
| Funding Organisation 2 Name Country | Member 1 Member 2 Member N | |
| <i>Funding Organisation 2a</i> <i>Name</i> <i>Country</i> | Member 1 Member 2 Member N | |
| Funding Organisation 3 Name Country | Member 1 Member 2 Member N | |
| ... | | |
| Funding Organisation N Name Country | Member 1 Member 2 Member N | |
| <i>Self-financed Funding Organisation A</i> <i>Name</i> <i>country</i> | Member 1 Member 2 Member N | |

I.C: Declaration of parallel submissions of this proposal (whole or parts) to other funding programmes or to the same programme and currently under evaluation:

Provide details of any proposal related to this one, which you or another project Partner have submitted to other funding opportunities, including title, funding source, extent of overlap and expected decision date.

NB: This part will have to be filled in directly in the EPSS.

Duplication of funding is not allowed for the same (whole or part) research project.

!! Please note that some Funding Organisations have specific rules on the possibility to apply as applicant in different proposals. Make sure you comply with your Funding Organisations' rules. **!!**

II. Summary of the project

(max 3,000 characters including spaces)

NB: This part will have to be filled in directly in the EPSS. This section will be pre-filled with information submitted in the pre-proposal.

Please note that this summary could be published online by Biodiversa+ and/or your respective Funding Organisation, should you be selected for funding.

III. Theme(s), environment(s) and/or socio-economic sector(s) targeted if relevant, scientific discipline(s) involved and study area(s)/country(ies) covered in the project

NB: This part will have to be filled in directly in the EPSS. This section will be pre-filled with information submitted in the pre-proposal.

Please indicate the theme addressed by your project, and the type of environment(s) that are studied in your project (please use the percentage box), and list the socio-economic sectors, the scientific disciplines involved and the study areas/countries covered by the project.

| Themes in the joint 2021-2022 Biodiversa+ call | % |
|--|-------------------------|
| T1: Knowledge for identifying priority conservation areas, establishing effective and resilient ecological networks, enhancing species-based protection and preserving genetic diversity | |
| T2: Multiple benefits and costs of biodiversity and ecosystem protection: synergies and trade-offs | |
| T3: Effective management and equitable governance to deliver bold conservation outcomes | |
| TOTAL | <i>(should be 100%)</i> |

| Environment(s) studied if relevant | % |
|---|-------------------------|
| 1. Terrestrial | |
| 2. Inland water including wetlands | |
| 3. Coastal | |
| 4. Marine | |
| 5. Air | |
| TOTAL | <i>(should be 100%)</i> |

| Socio-economic sector(s) studied and policies if relevant |
|---|
| To be selected from a standardised list (available on the EPSS) – multiple choices <ul style="list-style-type: none"> ➤ Agriculture/ forestry/ food/ aquaculture ➤ Biological resources management (including cultivated plants, pollinators, pests, invasive alien species, genetic resources, ...) ➤ Business/private sector ➤ Climate change ➤ Conservation/ protection/restoration/ nature-based solutions/ ecosystems services ➤ Education/communication ➤ Environmental policy and governance ➤ Health/well-being ➤ Infrastructure (including linear infrastructures, green and blue infrastructures, ...) ➤ Non-biological natural resources management (including soil protection, water management, natural renewable resources, ...) ➤ Sustainable development |

- Tourism/ recreation
- Urban planning/spatial planning and management (including landscape and land-use planning and management)
- Other (please specify):

Scientific disciplines involved

Please indicate the scientific disciplines mobilized in your project, depending on the expertise of the members of your consortium

To be selected from a standardised list (available on the EPSS) – multiple choices

Study areas/countries covered by the project (please do not indicate here the nationality of the members of the consortium but the areas and countries studied in your proposals (research scope, studied sites, etc.))
(max 3,500 characters including spaces)

IV. Workpackages, deliverables and milestones

NB: This part will have to be filled in directly in the EPSS.

| Work packages (WP) - Title only, detailed descriptions should be included in the project description section | | |
|---|------------------------|-------|
| No. of WP | Responsible Partner(s) | Title |
| 1 | | |
| 2 | | |
| 3 | | |
| N | | |

(Use as many lines as needed)

| Estimated working time (in person/month) per work package¹⁾ | | | | | | |
|---|-----------|------------|-----------|-----------|-----------|-------------------------|
| No. of WP | Partner 1 | Partner 1a | Partner 2 | Partner 3 | Partner N | Self-financed Partner A |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| N | | | | | | |

(Expand this table [rows, columns] as required)

¹⁾ This estimation should include the estimated total working time of all the team members involved in the project (financed, subcontracted and self-financed Partners, permanent & non-permanent staff, etc.)

| Deliverables | | | |
|---------------------|-------|-----------------------------|-------------|
| No. | Title | Delivery date ¹⁾ | Related WPs |
| | | | |

| | | | |
|---|--|--|--|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| N | | | |

(Use as many lines as needed)

¹⁾ Indicate month number from the start of the project, e.g. month 12, month 24...

| Milestones | | | |
|-------------------|-------|--------------------|-------------|
| No. | Title | Date ¹⁾ | Related WPs |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| N | | | |

(Use as many lines as needed)

¹⁾ Indicate month number from the start of the project, e.g. month 12, month 24...

V. Description of the project

NB: This part will have to be submitted as a single pdf in the EPSS.

(In total, the project should be of max. 16 pages, Arial font, 11pts, single spaced, including references if necessary, margins of 1.27 cm)

Footnotes are allowed, if you respect the above-mentioned layout criteria. Links and hyperlinks are not allowed

V.A. Detailed description of the research area and research plan and approach to stakeholder engagement and expected societal and/or policy impact

(max. 11 pages, Arial font, 11pts, single spaced, including references if necessary, margins of 1.27 cm)

Part II.A. should include:

- *A short description of the hypothesis, theories and/or main research questions, and explanation of the novelty of the research planned;*
- *Scientific objectives with detailed account of their relationship to the theme of the call and to ongoing relevant projects. Organise the objectives into a list so that each objective is accurately defined and quantified;*
- *Give a detailed description and the approach and methodology chosen to achieve the objectives. Highlight the particular advantages of the methodology chosen; quantify the expected project result(s);*
- *Break down the research program into individual tasks, showing the interrelationship between the tasks. Explain why there is synergy between different tasks of the project and how this is going to be exploited;*

- *Added-value – In instances where the proposed work builds on previous activities, describe how this collaborative proposal will complement or build on previous activities as well as the incremental value of the proposed work.*
- *Transnational added value of the proposed research (including overseas) and of the transnational collaboration: demonstrate how the project will increase synergy between teams across Partner countries and how transnational collaboration adds a particular value;*
- *Approach to stakeholder engagement and expected societal and/or policy impact, including:*
 - *Describe the relevance of your project for application to society and/or policy, and the importance of the research for solving pressing issues related to biodiversity.*
 - *Detail the proposed plan for the exploitation of results by end-users, as well as plans for knowledge and/or technology transfer to practitioners, policy makers, and/or other relevant end-users*
 - *Describe how you plan to engage stakeholders directly in your project and at which stage of the project; identify the stakeholders to be engaged in your project, describing their specific interest and/or contributions to the project and the status of their engagement at the proposal development stage.*

NB:

- *Biodiversa produced a stakeholder engagement handbook for researchers to help them to engage with stakeholders all along their research projects. This handbook is accessible online (<http://www.biodiversa.org/stakeholderengagement>) and we recommend you to use it when designing your project and preparing your proposal.*
- *Similarly, Biodiversa developed a guide for policy relevance of research projects to help researchers understand what is meant by policy and societal relevance and how this is evaluated in proposals. This guide is available online (<http://www.biodiversa.org/1543>) and we recommend you to use it when designing your project and preparing your proposal.*

Please note that letters of support are NOT requested and will NOT be considered for the evaluation except for self-funded partners.

V.B. Communication and outreach plan

(max. 1 page, Arial font, 11pts, single spaced)

Describe how the consortium will deal with the transfer, dissemination, publication, and, protection of results generated in the project. Specify who will receive information on the project (scientists, non-scientific stakeholders, general public...). Describe what, why, when and how they will receive it. Specify planned project publications and outputs (scientific and other), and their expected exploitation and impact.

V.C Description of project coordination and management

(max. 1,5 pages, Arial font, 11pts, single spaced, margins of 1.27 cm)

Describe how the overall coordination, monitoring and control of the project will be implemented. Outline the management processes foreseen in the project (decision boards, coordination meetings, etc.) and clearly indicate the distribution of tasks among the consortium members.

It is recommended that milestones be presented in a detailed diagram (e.g. PERT or Gantt charts) providing the time schedule of the tasks and marking their interrelationships; add when decisions

on further approaches will have to be made; indicate a critical path marking those events which directly influence the overall time schedule in case of delays. *[Please note that the Pert or Gantt chart can be included in the part below “Time schedule and working programme”]*

Explain how information flow and communication will be managed and enhanced within the project (e.g. collaboration and task meetings, exchange of scientists, dissemination of results and engagement with stakeholders).

Risk management: Indicate where there are risks of not achieving the objectives and describe potential solutions, if appropriate.

V.D. Time schedule and working programme (use a Gantt chart or equivalent)

(max. 1 page, Arial font, 11pts, single spaced, margins of 1.27 cm)

V.E. Proposed Data Management Approach

(max.1 page, Arial font, 11pts, single spaced, margins of 1.27 cm)

For this section, we recommend you to first consult the Data policy in the Call Documents and the BiodivERsA and Belmont Forum [guidance document on data management, open data, and the production of Data Management Plans](#).

In this section, please address the following questions:

1. What types of datasets and other digital outputs of **long-term value** do you expect the project will produce or reuse?
 - “Long-term” means those data and digital outputs that will or may be of value to others within your research community and/or the wider research, innovation and stakeholder communities.
2. How do you intend to ensure that the data and digital outputs from your project confirm to the present Data policy and the **FAIR principles** (i.e. they should be findable, accessible, interoperable and reusable)?
3. Which **member(s) of your team will be responsible** for developing, implementing, overseeing, and updating the Data and Digital Outputs Management Plan?
4. How do you intend to **manage the data and digital outputs** during the project to ensure their long-term value is protected?
 - For example, where will the data be held during the project, who will have access, and will a specialised data manager be part of the project team?
5. How and by whom will the data and other digital outputs be **managed after the project ends** to ensure their long-term accessibility?
 - For example, will the outputs be published with a Persistent Unique and Resolvable Identifier (such as a Digital Object Identifier (DOI), Accession Number, Handle, etc.), and/or be placed in a recognised, trustworthy long-term domain or other repository or data centre. When will this occur? (Further information about repositories include, but are not limited to, the Re3data.org registry of research data repositories, CoreTrustSeal list of certified data repositories, etc.)

6. What **restrictions**, if any, do you anticipate could be placed on how the data and digital outputs can be accessed, mined or reused?
 - The present policy is that the data should be as open as possible to commercial and non-commercial users, though with managed access where appropriate and necessary; for example, if there are sensitive data involving human subjects.
7. How will you ensure that any **data security, privacy, and intellectual property restrictions** associated with datasets and digital outputs will be honoured and preserved in derivative products?
8. What **supporting documentation and other information** (e.g. metadata) do you plan to make publicly accessible to support the longer-term re-use of the data and digital outputs?
9. How have you accounted for the **costs** required to manage the data and digital outputs to ensure long-term accessibility?

V.F. Links to national and transnational research projects and programmes

(max. 0,5 page, Arial font, 11pts, single spaced, margins of 1.27 cm)

Indicate here links to national and transnational research projects / programmes / networks that are relevant for your project. This should include a description of existing involvement of Partners in on-going projects / programmes / networks, as well as cooperation you plan to develop during your project with national or transnational research projects / programmes / networks

VI. CVs for the principal investigator of each Partner involved in the project

NB: This part will have to be filled in directly in the EPSS using the CV template below. This section will be pre-filled with information submitted in the pre-proposal.

*When relevant, please include the CVs of self-financed and sub-contracted Partners.
When relevant, please specify in the CVs, the Partners' capacity to involve stakeholders.*

| |
|---|
| Participation status: <Coordinator or principal investigator of a partner> |
| Name: |
| Nationality: |
| Institution, City, Country: |
| E-mail: |
| URL / Website of the researcher (including complete list of publications): |
| Professional status: <Professor, Assistant professor, Associate professor, Senior scientist, Post-Doc, PhD-student, other> |
| Education <Year; type of education; organisation; country > <Year; type of education; organisation; country > ... |
| Academic Positions <Year; Position; Organisation; Country> <Year; Position; Organisation; Country > ... |

Awards received / other responsibilities (*max 1,000 characters including spaces*)

General expertise and its relevance for the project (*max 1,000 characters including spaces*)

Up to 5 most important publications relevant to the proposal over 2016-2021

<...>

<...>

<...>

<...>

<...>

Other relevant publications from the consortium

Other references cited in the text (*author(s), title, journal, year*) (*max 15 references*)

-

-

VII. Budget

NB: This part will have to be filled in directly in the EPSS.

Budget instructions

FUNDING RULES:

Please note that each Partner will be funded by his own Funding Organisation.

Please make sure to comply with the Funding Organisations' rules (e.g. subcontracts, overheads, inclusion of VAT...). ***The compliance with Funding Organisations' eligibility rules is mandatory. Funding Organisations' rules are advertised on the Biodiversa website, together with the list of the Funding Organisation Contact Points (FCPs), which should be contacted for further help on Funding Organisation eligibility rules.***

MANDATORY COSTS:

The funded projects are considered to form part of an international research programme for which activities will be organised, namely a kick-off meeting, a mid-term meeting and a final meeting. At least the coordinators of funded projects should participate in these joint activities. **The cost for attendance to two of these meetings must be included in the budgets of the full proposals** (at least one of these meetings will be organised remotely). Given the intercontinental collaborations expected under this call, it is recommended that proposals reserve a total of approximately 3,000 euros for the attendance to these two meetings.

PARTNERS INELIGIBLE FOR FUNDING

Partners from countries (and organisations) ineligible for direct funding under this call:

- Can be associated in the projects, as **NON-FUNDED PARTNERS**, if they can bring a secured budget from a different source of funding (*specify below in the first budget table*); (= *Self-financed Partners A, B...*)
- **May be subcontracted by other Partners in some cases** (= *Partners 1a, 1b, 2a...*). Subcontracted partners are subject to the terms and conditions of each Funding Organisation and need to comply with their specific rules. Generally speaking, subcontracting is understood as the externalization of the execution of a (minor) project task that this partner cannot execute. Please, refer to the Funding Organisations' rules, as some Funding Organisations have specific restrictions about subcontracting costs and your proposal will be ineligible if you do not follow national rules. The list of Funding Organisations' rules is available on the [Biodiversa website](#).
- **CANNOT REQUEST FUNDING**. In Table 1, please do not request funding for countries ineligible for direct funding (*Partners 1a, 1b, 2a and Self-financed Partners A, B*): indicate 0€ in the column "Funding request". . **The whole proposal will be ineligible if a Partner from a country not participating in the call requests funding.**

Budget tables

Please provide clear evidence of how the funds requested will be used to fulfil the activities of each Partner and a clear justification that the requested funds are sufficient to achieve the work proposed.

Table 1: Total costs per Partner¹⁸ (in Euro, incl. VAT depending on national rules)

Applicants have to consult the FCP chart available in the call documents on the Biodiversa website and should contact their relevant FCP to verify the level of detail required, in particular for the inclusion of VAT and permanent salaries.

Please note that for each Partner you are requested to **indicate both the total costs of the project and the requested funding budget:**

- The **total costs/expenses (column Total costs)** comprise all the costs related to the project independently of national funding rules. You have to indicate here all the costs of the project (including personnel costs of permanent staff not eligible; etc.)
- **Requested funding budget (column Funding request)** comprises costs or expenses for personnel (including permanent salaries depending on Funding Organisations' rules), travelling, consumables, overheads (if fundable), subcontracts etc. that you will request to your Funding Organisation. For requested funding budget, the cost calculation has to be based for each Partner on its Funding Organisations' rules; for questions, please contact your Funding organisation Contact Point.
- Please note that some Funding Organisations cannot provide 100% of eligible costs. Please make sure to follow your Funding Organisations' rules!

| | | Funding organisation(s) to which you are applying for funding ⁽¹⁾ | Total cost (in EURO, incl. VAT) ⁽⁷⁾ | Funding request (in EURO, incl. VAT depending on rules) ⁽⁶⁾ | |
|------------------------------|---|--|---|---|-----------------------|
| Partner 1 Name Country | Salarie s | Permanent | | | |
| | | Fellowships | | | |
| | | Non-permanent | | | |
| | | Total | | | |
| | Travel | | | | |
| | Participation to joint activities of the call | | | 3,000€ ⁽⁵⁾ | 3,000€ ⁽⁵⁾ |
| | Consumables | | | | |
| | Equipment | | | | |
| | Other costs | | | | |

¹⁸ The total duration of projects cannot exceed 36 months and starting dates shall be comprised between 1 December 2022 and 1 April 2023.

| | | | | | |
|--|-------------------------------------|---------------|--|-----|-----|
| | Overheads | | | | |
| | Subcontracting costs ⁽²⁾ | | | | |
| | Total | | | | |
| <i>Partner 1a</i> ⁽⁴⁾ (subcontracted) Name Country | Salarie s | Permanent | | | 0 € |
| | | Fellowships | | | 0 € |
| | | Temporary | | | 0 € |
| | | Total | | | 0 € |
| | Travel | | | | 0 € |
| | Consumables | | | | 0 € |
| | Equipment | | | | 0 € |
| | Other costs | | | | 0 € |
| | Overheads | | | | 0 € |
| Total | | | | 0 € | |
| Partner 2 Name Country | Salarie s | Permanent | | | |
| | | Fellowships | | | |
| | | Non-permanent | | | |
| | | Total | | | |
| | Travel | | | | |
| | Consumables | | | | |
| | Equipment | | | | |
| | Other costs | | | | |
| | Overheads | | | | |
| Subcontracting costs ⁽²⁾ | | | | | |
| Total | | | | | |
| <i>Partner 2a</i> ⁽⁴⁾ (subcontracted) Name Country | Salarie s | Permanent | | | 0 € |
| | | Fellowships | | | 0 € |
| | | Non-permanent | | | 0 € |
| | | Total | | | 0 € |
| | Travel | | | | 0 € |

| | | | | | |
|--|-------------------------------------|---------------|--|--|-----|
| | Consumables | | | | 0 € |
| | Equipment | | | | 0 € |
| | Other costs | | | | 0 € |
| | Overheads | | | | 0 € |
| | Total | | | | 0 € |
| Partner 3 Name Country | Salarie s | Permanent | | | |
| | | Fellowships | | | |
| | | Non-permanent | | | |
| | | Total | | | |
| | Travel | | | | |
| | Consumables | | | | |
| | Equipment | | | | |
| | Other costs | | | | |
| | Overheads | | | | |
| | Subcontracting costs ⁽²⁾ | | | | |
| Total | | | | | |
| Partner N Name Country | Salarie s | Permanent | | | |
| | | Fellowships | | | |
| | | Non-permanent | | | |
| | | Total | | | |
| | Travel | | | | |
| | Consumables | | | | |
| | Equipment | | | | |
| | Other costs | | | | |
| | Overheads | | | | |
| | Subcontracting costs ⁽²⁾ | | | | |
| Total | | | | | |
| <i>Self-financed</i> ⁽⁴⁾ | Salarie s | Permanent | | | 0 € |
| | | Fellowships | | | 0 € |

| | | | | | |
|---------------------------------------|-------------|---------------|--|--|-----|
| <i>Partner A Name Country</i> | | Non-permanent | | | 0 € |
| | | Total | | | 0 € |
| | Travel | | | | 0 € |
| | Consumables | | | | 0 € |
| | Equipment | | | | 0 € |
| | Other costs | | | | 0 € |
| | Overheads | | | | 0 € |
| | Total | | | | 0 € |
| Total ⁽³⁾ | | | | | |

⁽¹⁾ Please indicate to which Funding Organisation you are requesting funds. If more than one Funding Organisation from your country is participating in the call, please indicate which one should fund your project (it may be possible to indicate all of them). If you are eligible for funding from different Funding Organisation within one country, and if budget calculations (e.g. for non-permanent salaries or overheads) differ between the Funding Organisations of a same country, please insert the higher amount in each cell.

⁽²⁾ Indicate here the total budget and requested budget for your subcontracted Partners and/or any other subcontracting costs.

⁽³⁾ The total for the column “total costs /expenses” should include the costs of sub-contracted and self-financed Partners (Partners 1a, 1b, 2a, etc.); the total for the column “Funding request” should not include the costs of sub-contracted and self-financed Partners as these Partners do not directly request funding. For subcontracted Partners, when eligible, their budget should be included in the requested budget of the subcontracting Partner (Partner 1, 2, 3, etc.).

⁽⁴⁾ Subcontracted and self-financed Partners have to indicate the total budget per cost category (column ‘Total costs’). Please note that for subcontracted partner, you should indicate 0€ in the column ‘Funding request’.. The share of their costs for which you will request funding to your Funding Organisation should be included in the ‘Funding request’ of the subcontracting Partner (Partner 1, 2, 3, etc.).

⁽⁵⁾ This is the recommended amount to participate to the joint activities of the call (kick-off meeting, mid-term meeting and final conference): please note that you are free to adjust this amount depending on your needs and please make sure that this is in line with your Funding Organisations’ rules.

⁽⁶⁾ Please make sure that VAT is eligible according to national/regional legal framework and Funding Organisations’ rules. If not, please do not include VAT.

Table 2: Costs per Partner and requested funding budget

Please note that this table will be partly generated automatically in the EPSS, based on the information provided in table 1.

| Partner | Funding organisation(s) to which you are applying for funding | A -Total costs/expenses Including subcontracts <i>(in EURO, incl. VAT)</i> | B – Total Funding request Including subcontracts <i>(in EURO, incl. VAT depending on rules)</i> | C – Total Funding request Including subcontracts <i>(in national currency-when other than EURO)</i> | Funding rate (B/A) |
|--|---|--|--|--|--------------------|
| Partner 1 Name / Country | | | | | |
| <i>Partner 1a</i> <i>(of which subcontracted)</i> Name / Country | | Subcontracting value | 0 € | 0 € | |
| <i>Partner 1b</i> <i>(of which subcontracted)</i> Name / Country | | Subcontracting value | 0 € | 0 € | |
| Partner 2 Name / Country | | | | | |
| <i>Partner 2a</i> <i>(of which subcontracted)</i> Name / Country | | Subcontracting value | 0 € | 0 € | |
| Partner 3 Name / Country | | | | | |
| Partner N Name / Country | | | | | |
| <i>Self-financed Partner A</i> | | | 0 € | 0 € | |
| <i>Self-financed Partner B</i> | | | 0 € | 0 € | |
| Total | | | | | |

Explanation and/or remarks concerning the proposed budget (table 1 and 2):

Please give explanation regarding your budget.

Please also indicate here the other sources of funding you have for your project (co-funding, self-funding, etc.) that will cover the costs for which you do not request funding.

Please note that Funding Organisations might ask for more details separately, if needed.

| | |
|--|--|
| Partner 1 Name Country | |
| <i>Partner 1a</i> <i>(subcontracted)</i> Name Country | |
| Partner 2 Name Country | |
| <i>Partner 2a</i> <i>(subcontracted)</i> Name Country | |
| Partner 3 Name Country | |
| Partner N Name Country | |
| <i>Self-financed Partner A</i> Name Country | |

VIII. Exclusion of potential reviewers (optional)

NB: This part will have to be filled in directly in the EPSS.

List here potential reviewers who, you think, should not be asked to evaluate the project for reasons of direct competition and partiality (Table VI.a). Also provide the names of significant collaborators that should not be used as reviewers due to conflicts of interest (Table VI.b).

VIII.a. Potential competitors

| | <i>First Name</i> | <i>Last Name</i> | <i>Organisation</i> | <i>Country</i> | <i>E-mail address</i> | <i>Rationale for excluding the reviewer</i> |
|----------|-------------------|------------------|---------------------|----------------|-----------------------|---|
| <i>1</i> | | | | | | |
| <i>2</i> | | | | | | |
| <i>3</i> | | | | | | |
| <i>N</i> | | | | | | |

Insert as many lines as needed

VIII.b. Collaborators with conflict of interest

| | <i>First Name</i> | <i>Last Name</i> | <i>Organisation</i> | <i>Country</i> | <i>E-mail address</i> | <i>Rationale for excluding the reviewer</i> |
|----------|-------------------|------------------|---------------------|----------------|-----------------------|---|
| <i>1</i> | | | | | | |
| <i>2</i> | | | | | | |
| <i>3</i> | | | | | | |
| <i>N</i> | | | | | | |

Insert as many lines as needed

IX. Suggestion of potential reviewers (optional)

Please indicate up to 4 experts who could review your proposal, including their field expertise. The rules on conflict of interest set forth in document 'Code of conduct for conflict of interest, confidentiality and non-disclosure' apply to these suggestions.

NB: This part will have to be filled in directly in the EPSS.

| | <i>First Name</i> | <i>Last Name</i> | <i>Organisation</i> | <i>Country</i> | <i>E-mail address</i> | <i>Field of expertise</i> | <i>Link to his/her website</i> |
|----------|-------------------|------------------|---------------------|----------------|-----------------------|---------------------------|--------------------------------|
| <i>1</i> | | | | | | | |
| <i>2</i> | | | | | | | |
| <i>3</i> | | | | | | | |
| <i>4</i> | | | | | | | |

Please note that these are only suggestions for consideration by the Evaluation Committee (EvC) and Call Steering Committee (CSC). The final attribution of reviewers to proposals is the responsibility of the EvC and CSC.

X. Ethics self-assessment and do no significant harm principle

NB: This part will have to be filled in directly in the EPSS.

Please go through the table below and indicate which elements concern your proposal by answering 'Yes' or 'No'. If you answer 'Yes' to any of the questions, please detail how you plan to deal with the mentioned ethic issue.

For more information on each of the ethics issues and how to address them, including detailed legal references, please consult the Horizon Europe Programme Guidelines "How to complete your ethics self-assessment"¹⁹.

| 1. HUMAN EMBRYONIC STEM CELLS AND HUMAN EMBRYOS | Y/N | If yes, please detail and indicate how you plan to deal with this ethic issue. |
|--|------------|---|
| Does this activity involve Human Embryonic Stem Cells (hESCs)? | Y/N | |
| If yes, will they be directly derived from embryos within this project? | Y/N | |
| If yes, are they previously established cells lines? | Y/N | |
| If yes, are the cell lines registered in the European registry for human embryonic stem cell lines? | Y/N | |
| Does this activity involve the use of human embryos? | Y/N | |
| If yes, will the activity lead to their destruction? | Y/N | |
| 2. HUMANS | | |
| Does your research involve human participants? | Y/N | |
| If yes, are they volunteers for nonmedical studies (e.g. social or human sciences research)? | Y/N | |
| If yes, are they healthy volunteers or medical studies? | Y/N | |
| If yes, are they patients for medical studies? | Y/N | |
| If yes, are they potentially vulnerable individuals or groups? | Y/N | |
| If yes, are they children / minors? | Y/N | |
| If yes, are they other persons unable to give informed consent? | Y/N | |
| Does your research involve physical interventions on the study participants? | Y/N | |
| If yes, does it involve invasive techniques? | Y/N | |
| If yes, does it involve collection of biological samples? | Y/N | |
| Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014) ? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products). | Y/N | |
| If yes, is it a clinical trial? | Y/N | |
| If yes, is it a low-intervention clinical trial? | Y/N | |

¹⁹ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf

| | | |
|---|-----|--|
| 3. HUMAN CELLS / TISSUES | | |
| Does this activity involve the use of human cells or tissues? | Y/N | |
| If yes, are they human embryonic or foetal cells or tissues? | Y/N | |
| If yes, are they available commercially? | Y/N | |
| If yes, are they obtained within this project? | Y/N | |
| If yes, are they obtained from another project, laboratory or institution? | Y/N | |
| If yes, are they obtained from biobank? | Y/N | |
| 4. PERSONAL DATA | | |
| Does this activity involve processing of personal data? | Y/N | |
| If yes, does it involve the processing of special categories of personal data (e.g.: sexual lifestyle, ethnicity, genetic, biometric and health data, political opinion, religious or philosophical | Y/N | |
| If yes, does it involve profiling, systematic monitoring of individuals, or processing of large scale of special categories of data or intrusive methods of data processing (such as, surveillance, geolocation tracking etc.)? | Y/N | |
| Does this activity involve further processing of previously collected personal data (including use of pre-existing data sets or sources, merging existing data sets)? | Y/N | |
| Is it planned to export personal data from the EU to non-EU countries? | Y/N | |
| If yes, specify the type of personal data and countries involved: | | |
| Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? | Y/N | |
| If yes, specify the type of personal data and countries involved: | | |
| 5. ANIMALS | | |
| Does your research involve animals? | Y/N | |
| If yes, are they vertebrates? | Y/N | |
| If yes, are they non-human primates (NHP)? | Y/N | |
| If yes, are they genetically modified? | Y/N | |
| If yes, are they cloned farm animals? | Y/N | |
| If yes, are they endangered species? | Y/N | |
| 6. NON-EU COUNTRIES | | |
| Will some of the activities be carried out in non-EU countries? | Y/N | |
| If yes, specify the countries | | |
| In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues? | Y/N | |
| If yes, specify the countries | | |

| | | |
|---|-----|--|
| Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? ²⁰ | Y/N | |
| Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4. | Y/N | |
| If yes, specify material and countries involved: | | |
| Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4. | Y/N | |
| If yes, specify material and countries involved: | | |
| Does this activity involve low and/or lower-middle income countries ? (if yes, detail the benefit-sharing actions planned in the self-assessment) | Y/N | |
| Could the situation in the country put the individuals taking part in the activity at risk? | Y/N | |
| 7. ENVIRONMENT & HEALTH and SAFETY | | |
| Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants (during the implementation of the activity or further to the use of the results, as a possible impact)? | Y/N | |
| Does this activity deal with endangered fauna and/or flora / protected areas? | Y/N | |
| Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity (during the implementation of the activity or further to the use of the results, as a possible impact)? | Y/N | |
| 8. ARTIFICIAL INTELLIGENCE | | |
| Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed). | Y/N | |
| 11. OTHER ETHICS ISSUES | | |
| Are there any other ethics issues that should be taken into consideration? | Y/N | |
| Please specify: (Maximum number of characters allowed: 1000) | | |
| 12. DO NO SIGNIFICANT HARM PRINCIPLE²¹ | | |

²⁰ Please note that for access to genetic resources, you must also comply with the Nagoya Protocol on Access and Benefit Sharing and EU Regulation (EU) No 511/2014 which implements this Protocol. You will also have to ascertain towards the competent authorities and focal point that these used genetic resources and traditional knowledge associated with genetic resources have been accessed in accordance with applicable access and benefit-sharing legislation or regulatory requirements, and that benefits are fairly and equitably shared upon mutually agreed terms, in accordance with any applicable legislation or regulatory requirements.

²¹ The Do no significant harm principle was introduced in the European Green Deal to ensure that the research and innovation activities do not make a significant harm to any of the six following environmental objectives ([EU Taxonomy Regulation](#)): climate

| | |
|--|-----|
| Does your project comply with the "Do no significant harm principle" | Y/N |
| If no, please specify: (Maximum number of characters allowed: 1000) | |

XI. Declaration of changes between pre-proposals and full proposals

REMINDER: the information that was given in the pre-proposals is binding. No major changes regarding the proposals’ content will be allowed by the CSC between the pre-proposals and full proposals. However, applicants still have the possibility to make minor changes to improve their proposals as long as the objectives remain unchanged. The changes have to be declared in this section. Regarding the administrative details, a limited number of changes may be allowed by the FCP and CSC, provided they are in line with the general rules of the call and the rules of the Funding Organisations:

- **Minor change of budget** can be allowed by the relevant Funding Organisation. The FCP can decide according to its own rules whether it needs a justification for it. There is no need to inform the Call Secretariat.

- **Changes in the consortium composition:**

- No changes of coordinator (person in charge) will be allowed, except in case of force majeure. A request of change of coordinator must be submitted to the Call Secretariat, at least one week before the deadline for submitting full proposals and it will be discussed on a case-by-case basis by the CSC.

- Changes in the consortium composition are allowed (maximum two changes of Partners), provided approval by the concerned Funding Organisations. Please note that the following actions are considered as changes: addition, removal or replacement of a Partner (incl. subcontracted and self-financed partners). Please note that the maximum number of changes applies to “Partner”; it does not apply to “team member”.

- o All new Partners have to comply with their respective Funding Organisation’s rules. If a new Partner is declared ineligible at step 2, the whole consortium will be declared ineligible and won’t be evaluated.

- o In case of a removal of a Partner, consortia have to make sure that their consortium still includes the minimum number of requested Partners. If this is not the case, the project will be declared ineligible and won’t be evaluated.

In terms of procedure: The eligibility of new research Partners must be confirmed at least one week before the full proposal submission deadline. Changes must be asked to the FCP, with the Call Secretariat in copy, who needs to check the eligibility of the new Partner and agree with the change, before being implemented into the EPSS.

Please note that the following cases are not considered as one of the maximum two changes but the procedure mentioned above remains the same:

- o If the change is explicitly requested by a Funding Organisation after the eligibility decision at step 1

change mitigation, climate change mitigation, sustainable use & protection of water & marine resources, Pollution prevention & control, Transition to a circular economy and Protection and restoration of biodiversity & ecosystems. You can find more information on what is considered as doing significant harm to the above objectives in the following note: https://ec.europa.eu/info/sites/default/files/c2021_1054_en.pdf (section 1: what is do no significant harm).

- o If a researcher in charge (person) remains the same but changes the institutions (within the same country), provided the institution fulfils eligibility criteria of the same funding organisation.
- o Similarly, if the institution remains the same but the researcher in charge (person) changes, provided the researcher in charge fulfils eligibility criteria of the same funding organisation.

- Was there any change made regarding the **total budget requested to a funding organisation** between the pre-proposal and full proposal stage?
 YES NO

Insert as many lines as needed

| Give the name(s) of the Partner(s) involved | Has the Funding Organisation(s) already approved the change? | Detail the change and give rationales for such change |
|---|--|---|
| | Yes/No/Decision still pending | |

- Was there any change made regarding **the coordinator and/or the Partner(s)** between the pre-proposal and full proposal stage? (This question does not apply to “team members”).
 YES NO

Insert as many lines as needed

| Give the name(s) of the Partner(s) involved | Has the Funding Organisation(s) already approved the change? | Has the Call Secretariat already approved the change? | Detail the change and give rationales for such change |
|---|--|---|---|
| | Yes/No/Decision still pending | Yes/No/Decision still pending | |

- Would you like to declare any others changes between the pre-proposal and full proposal stage?
 YES NO

Insert as many lines as needed

| Give the name(s) of the Partner(s) involved | Has the Funding Organisation(s) already approved the change? | Has the Call Secretariat already approved the change? | Detail the change and give rationales for such change |
|---|--|---|---|
| | Yes/No/Decision still pending | Yes/No/Decision still pending | |

XII. Confirmation of submission

1. Each Partner MUST carefully read the documents and – in case of any questions or doubts – contact his Funding Organisation Contact Point (FCP) regarding any original official paperwork required by his Funding Organisation.

This must be submitted in accordance with Funding Organisations' rules and in any case as soon as possible. **You will NOT be funded without the fulfilment of requirements of each relevant Funding Organisation.**

Further information is available on the Biodiversa website: <https://www.biodiversa.org/1772>.

2. “Self-financed” Partners must provide evidence that their organisations will support their activities. They should upload a signed official letter of commitment from their Head of Department or Financial administrator (as appropriate) on the EPSS (.pdf). The letter of commitment should be maximum 1 page for each self-financed partner and should be written in English. It is the responsibility of the coordinator to compile the letters of all self-financed partners. The letters of commitment are only requested for self-financed partners. Any other letters of support WILL NOT be considered for the evaluation.

As coordinator:

1. Please ask all of your self-financed partners to send such letters of commitment to you;
2. Combine the letters (in case there are several self-financed partners) into one PDF document;
3. Upload a single PDF file containing all the letters of commitment of all self-financed partners on the EPSS

3. Use of data:

For information: the data provided in this full proposal application form will be used for:

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

Anonymity and confidentiality will be maintained throughout processing of these data for the production of statistics. Please note that these data will be accessible to Funding Organisations participating to the call, including the ones based in non-EU or non-EEA countries (i.e. Brazil, Moldova, Morocco, South Africa, Taiwan, Tunisia and Turkey). **Protection of personal data and compliance with the EU's [General Data Protection Regulation \(2016/679\)](#) (GDPR) is however ensured.**

Retention of personal data shall take an end in accordance with the EPSS General Data Protection Policy and Biodiversa+ Privacy and Data Policy.

You can find more information in the [EPSS General Data Policy and Biodiversa+ Privacy and Data Policy](#).