**Document 2: Pre-proposal application form**

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

**PRE-PROPOSAL APPLICATION FORM**

Call for transnational research projects on “Improved transnational monitoring of biodiversity and ecosystem change for science and society” (BiodivMon)

|  |  |
| --- | --- |
| Project title\**(max 255 characters including spaces)* |  |
| Short name / Acronym\**(max 20 characters including spaces)* |  |

\* Please note that the project title and acronym should be considered as definitive

|  |
| --- |
| *Keywords:**(min 1 keyword, max 10 keywords)* |

**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 Evaluation Committee members.
1. **Administrative details**

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

*Please note that these fields (highlighted by \*) won’t be evaluated and will be collected by the European Commission for the purpose of doing anonymous statistics.*

*You will have to provide in this section information on the project coordinator and Partners involved, as well as the requested budget per Partner.*

***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 Biodiversa+ website) and to confirm their eligibility with their Funding Organisations before submitting the pre-proposal.***

*Please note that the information 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. 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:*

*•* ***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 change of project coordinator (person in charge) will be allowed, except in case of force majeure. A request of change of project 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”.*

*Please note that the following cases are not considered as one of the maximum two changes:*

*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.*

*Please indicate the acronym of your project when your contact the Call Seretariat and/or your 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 requirements[[1]](#footnote-1).*

*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 511/2014[[2]](#footnote-2).*

***For funding, there are 3 categories of Partners:***

1. *Partners from countries (and organisations) eligible for direct funding (designated Partners 1, 2… N)*
2. *Subcontracted 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).*

|  |
| --- |
| *Project Coordinator – Partner 1* |
| *Researcher in charge:* | *ORCID id.* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| *Career Stage[[3]](#footnote-3)* | *(Category A: Top grade researcher**Category B: Senior researcher**Category C: Recognised researcher**Category D: First stage researcher**N: Not applicable)* | *Nationality\** |  |
| Website |  |
| 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[[4]](#footnote-4)\* |  |
| Status: Private or public? |  | Small or Medium-sized Enterprise (SME status)\*: Yes/No |  | Statistical Classification of Economic Activities (NACE)[[5]](#footnote-5)\*:  |  |
| Division / Department / Unit or Laboratory |  |
| Street name and number |  |
| *PO Box**(optional)* |  | *Postal code* |  | *Cedex (optional)* |  |
| *Town* |  | *Country* |  |
| Employment status information | [ ]  on permanent position |
| [ ]  on fixed-term position |
| If on fixed term position: |
|  Duration of contract (in months):  |
|  Funding body: |
| Other team members involved in the project\*\* |
| Team member 1: Family name, First name, gender, title, email, ORCID id.Team member 2: Family name, First name, gender, title, email, ORCID id.Team member N: Family name, First name, gender, title, 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. Do not repeat the principal investigator here. If you do not have yet this information for one team member (e.g. for a postdoc), you can indicate “to be determined (TBD)”* |

|  |
| --- |
| Partner 1a (Subcontracted) |
| *Researcher in charge:* | *ORCID ID:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| *Career Stage[[6]](#footnote-6)* | *(Category A: Top grade researcher**Category B: Senior researcher**Category C: Recognised researcher**Category D: First stage researcher**N: Not applicable)* | *Nationality\** |  |
| Website |  |
| 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)[[7]](#footnote-7)\*:  |  |
| Division / Department / Unit or Laboratory |  |
| Street name and number |  |
| *PO Box* *(optional)* |  | *Postal code* |  | *Cedex (optional)* |  |
| *Town* |  | *Country* |  |
| Other team members involved in the project\*\* |
| Team member 1: Family name, First name, gender, title, email, ORCID id.Team member 2: Family name, First name, gender, title, email, ORCID id.Team member N: Family name, First name, gender, title, 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 1b, 1c*

|  |
| --- |
| *Partner 2* |
| *Researcher in charge:* | *ORCID id.* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| *Career Stage[[8]](#footnote-8)* | *(Category A: Top grade researcher**Category B: Senior researcher**Category C: Recognised researcher**Category D: First stage researcher**N: Not applicable)* | *Nationality\** |  |
| Website |  |
| 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)[[9]](#footnote-9)\*:  |  |
| Division / Department / Unit or Laboratory |  |
| Street name and number |  |
| *PO Box (optional)* |  | *Postal code* |  | *Cedex (optional)* |  |
| *Town* |  | *Country* |  |
| Employment status information  | [ ]  on permanent position |
| [ ]  on fixed-term position |
| If on fixed term position |
|  Duration of contract (in months):  |
|  Funding body: |
| Other team members involved in the project\*\* |
| Team member 1: Family name, First name, gender, title, email, ORCID id.Team member 2: Family name, First name, gender, title, email, ORCID id.Team member N: Family name, First name, gender, title, 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 2a (Subcontracted) |
| *Researcher in charge:* | *ORCID ID:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| *Career Stage*[[10]](#footnote-10) | *(Category A: Top grade researcher**Category B: Senior researcher**Category C: Recognised researcher**Category D: First stage researcher**N: Not applicable)* | *Nationality\** |  |
| Website |  |
| 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)[[11]](#footnote-11)\*:  |  |
| Division / Department / Unit or Laboratory |  |
| Street name and number |  |
| *PO Box (optional)* |  | *Postal code* |  | *Cedex (optional)* |  |
| *Town* |  | *Country* |  |
| Other team members involved in the project\*\* |
| Team member 1: Family name, First name, gender, title, email, ORCID id.Team member 2: Family name, First name, gender, title, email, ORCID id.… Team member N: Family name, First name, gender, title, email, ORCID id.*\*\*Please include all the team 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…*

|  |
| --- |
| *Partner 3* |
| *Researcher in charge:* | *ORCID ID:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| *Career Stage[[12]](#footnote-12)* | *(Category A: Top grade researcher**Category B: Senior researcher**Category C: Recognised researcher**Category D: First stage researcher**N: Not applicable)* | *Nationality\** |  |
| Website |  |
| 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)[[13]](#footnote-13)\*:  |  |
| Division / Department / Unit or Laboratory |  |
| Street name and number |  |
| *PO Box (optional)* |  | *Postal code* |  | *Cedex (optional)* |  |
| *Town* |  | *Country* |  |
| Employment status information | [ ]  on permanent position |
| [ ]  on fixed-term position |
| If on fixed term position |
|  Duration of contract (in months):  |
|  Funding body: |
| Other team members involved in the project\*\* |
| Team member 1: Family name, First name, gender, title, email, ORCID id.Team member 2: Family name, First name, gender, title, email, ORCID id.Team member N: Family name, First name, gender, title, 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. Do not repeat the principal investigator here. If you do not have yet this information for one team member (e.g. for a postdoc), you can indicate “to be determined (TBD)”.* |

|  |
| --- |
| *Partner N* |
| *Researcher in charge:* | *ORCID ID:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| *Career Stage[[14]](#footnote-14)* | *(Category A: Top grade researcher**Category B: Senior researcher**Category C: Recognised researcher**Category D: First stage researcher**N: Not applicable)* | *Nationality\** |  |
| Website |  |
| 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)[[15]](#footnote-15)\*:  |  |
| Division / Department / Unit or Laboratory |  |
| Street name and number |  |
| *PO Box (optional)* |  | *Postal code* |  | *Cedex (optional)* |  |
| *Town* |  | *Country* |  |
| Employment status information  | [ ]  on permanent position |
| [ ]  on fixed-term position |
| If on fixed term position |
|  Duration of contract (in months):  |
|  Funding body: |
| Other team members involved in the project\*\* |
| Team member 1: Family name, First name, gender, title, email, ORCID id.Team member 2: Family name, First name, gender, title, email, ORCID id.Team member N: Family name, First name, gender, title, 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. Do not repeat the principal investigator here. If you do not have yet this information for one team member (e.g. for a postdoc), you can indicate “to be determined (TBD)”.* |

*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]](#footnote-16)* | *(Category A: Top grade researcher**Category B: Senior researcher**Category C: Recognised researcher**Category D: First stage researcher**N: Not applicable)* | *Nationality\** |  |
| Website |  |
| 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]](#footnote-17)\*:  |  |
| Division / Department / Unit or Laboratory |  |
| Street name and number |  |
| *PO Box (optional)* |  | *Postal code* |  | *Cedex (optional)* |  |
| *Town* |  | *Country* |  |
| Other team members involved in the project\*\* |
| Team member 1: Family name, First name, gender, title, email, ORCID id.Team member N: Family name, First name, gender, title, email, ORCID id.*\*\*Please include all the team 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 B, C…*

**II. Summary of the project**

*(min 500 characters including spaces and max 3,000 characters including spaces)*

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

**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**

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 2022-2023 Biodiversa+ call** | % |
| T1: Innovation and harmonisation of methods and tools for collection and management of biodiversity monitoring data |  |
| T2: Addressing knowledge gaps on biodiversity status, dynamics, and trends to reverse biodiversity loss |  |
| T3: Making use of available biodiversity monitoring data |  |
| TOTAL | *Should be 100%* |

|  |  |
| --- | --- |
| **Environment(s) studied if relevant** | % |
| 1. Terrestrial |  |
| 2. Inland water (including wetlands) |  |
| 3. Coastal  |  |
| 4. Marine |  |
| 5. Air |  |
| TOTAL | *Should be 100%* |

|  |
| --- |
| **Socio-economic sector(s) studied and policies if relevant** |
| To be selected from a standardised list (available on the EPSS) – multiple choices* 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 in this section the scientific disciplines mobilised 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)* |
|  |

**III. Short project description**

*NB: This part will have to be uploaded as a single pdf on the EPSS.*

**Page limit**: The short project description should not be longer than 5 pages. All tables, figures, references and any other element pertaining to this section must be included as an integral part of these sections and are thus counted against this page limit.

The page limit will be applied automatically. After the deadline, excess pages (in over-long proposals/applications) will be automatically made invisible, and will not be taken into consideration by the evaluators.

The proposal is a self-contained document. **Links and hyperlinks are not allowed** andexperts will be instructed to ignore any information that is specifically designed to expand the proposal, thus circumventing the page limit.

The following **formatting conditions** apply.

* The reference font for the body text of proposals is Arial.The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used. This applies to the body text, including text in tables.
* Text elements other than the body text, such as headers, foot/end notes, captions, formula's, may deviate, but must be legible (links and hyperlinks are not allowed). .
* The page size is A4, and all margins (top, bottom, left, right) should be at least 1.27 cm (not including any footers or headers).
* A pre-proposal can be declared as ineligible, if formatting conditions are not followed.

**The project description should include the following elements:**

* Fit to the call and thematic priorities;
* Scientific objectives and main research questions: demonstrate how the activity advance knowledge and understanding of biodiversity monitoring.
* Short description of the theoretical framework, research questions, and hypothesis to be tested. Explain to what extent the proposed work can lead to the purpose of the call and to improve functional monitoring and its harmonisation.
* Explanation of the novelty of the research planned, in relation to the present state-of-the-art. Explain to what extent the proposed work explores novel concepts and the advancement of biodiversity monitoring and its harmonisation and to what extent does the proposed activity suggest and explore creative, original concepts.
* Relevance for society and/ or policy and/or society: explain to what extent your project could lead to novel / original contribution for tackling societal and/or policy challenges, including your approach/ambition towards stakeholder and/or end-user engagement[[18]](#footnote-18) to achieve the expected societal and/or policy impact?
* Transnational added value of the research proposed from a societal/policy impact perspective.

Please be aware that proposals will be evaluated based on their submitted content and written information only and following the assessment criteria defined in the Document 6.

**IV. Preliminary Data Management Information**

*(max 2,500 characters including spaces)*

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

Please detail the data management approach envisaged for your project (type of datasets to be produced / reused, how will you ensure that the data meets the FAIR principles (i.e. they should be findable, accessible, interoperable and reusable), possible restrictions on data, etc.).

For guidelines, please consult the document 5 ‘data policy’ in the Call documents.

**V. Brief 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.*

*When relevant, please include the CVs of self-financed and subcontracted Partners.*

*When relevant, please specify in the CVs, the Partners’ capacity to involve stakeholders.*

|  |
| --- |
| **Participation status:** *<Project Coordinator or principal investigator of a partner>* |
| **Name**: |
| **Nationality**: |
| **Institution, City, Country**: |
| **E-mail**: |
| **URL / website** (including complete list of publications if any): |
| **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 >… |
| **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 2017-2022, if any:**<…><…><…><…><…> |

**VI. 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).*

***VI.a. Potential competitors***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *First Name* | *Last Name* | *Organisation* | *Country* | *E-mail address* | *Rationale for excluding the reviewer* |
| *1* |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |
| *3* |  |  |  |  |  |  |
| *N* |  |  |  |  |  |  |

*Insert as many lines as needed*

***VI.b. Collaborators with conflict of interest***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *First Name* | *Last Name* | *Organisation* | *Country* | *E-mail address* | *Rationale for excluding the reviewer* |
| *1* |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |
| *3* |  |  |  |  |  |  |
| *N* |  |  |  |  |  |  |

*Insert as many lines as needed*

**VII. 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 7 ‘Code of conduct for conflict of interest, confidentiality and non-disclosure’ in the Call documents apply to these suggestions.*

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

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

*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.*

**VIII. Budget**

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

!! Please note that you should indicate in this table an indicative repartition between the different categories of costs, the total budget / total costs of the project and the budget requested to your Funding Organisation for this 2022-2023 Biodiversa+ call. Please make sure to follow your Funding Organisations’ rules. !!

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!!

**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 conference. These events will be possibly organised back-to-back with other workshops (such as clustering workshops, data management workshops, synthesis workshops, etc.). 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 pre-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.

The indicated requested budget per Partner should be considered definitive, unless adjustment is requested by the Funding Organisations. Between pre-proposal and full proposal stage, change of budget can be allowed by the relevant Funding Organisation provided they are in line with the general rules of the call and the rules of the Funding Organisations. The Funding Organisation can decide according to its own rules whether it needs a justification.

(Please insert as many lines in the table below as necessary for other Partners)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  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 NameCountry | Salaries | Permanent |  |  |  |
| Fellowships |  |  |  |
| Non-permanent |  |  |  |
| Total |  |  |  |
| Travel  |  |  |  |
| Participation to joint activities of the call |  | 3,000€ (5) | 3,000€ (5) |
| Consumables |  |  |  |
| Equipment |  |  |  |
| Other costs |  |  |  |
| Overheads |  |  |  |
| Subcontracting costs (2) |  |  |  |
| Total |  |  |  |
| *Partner 1a* (4)*(subcontracted)**Name**Country* | Salaries | Permanent |  |  | 0 € |
| Fellowships |  |  | 0 € |
| Temporary |  |  | 0 € |
| Total |  |  | 0 € |
| Travel |  |  | 0 € |
| Consumables |  |  | 0 € |
| Equipment |  |  | 0 € |
| Other costs |  |  | 0 € |
| Overheads |  |  | 0 € |
| Total |  |  | 0 € |
| Partner 2 NameCountry | Salaries | Permanent |  |  |  |
| Fellowships |  |  |  |
| Non-permanent |  |  |  |
| Total |  |  |  |
| Travel |  |  |  |
| Consumables |  |  |  |
| Equipment |  |  |  |
| Other costs |  |  |  |
| Overheads |  |  |  |
| Subcontracting costs(2) |  |  |  |
| Total |  |  |  |
| *Partner 2a* (4)*(subcontracted)**Name**Country* | Salaries | Permanent |  |  | 0 € |
| Fellowships |  |  | 0 € |
| Non-permanent |  |  | 0 € |
| Total |  |  | 0 € |
| Travel |  |  | 0 € |
| Consumables |  |  | 0 € |
| Equipment |  |  | 0 € |
| Other costs |  |  | 0 € |
| Overheads |  |  | 0 € |
| Total |  |  | 0 € |
| Partner 3 NameCountry | Salaries | Permanent |  |  |  |
| Fellowships |  |  |  |
| Non-permanent |  |  |  |
| Total |  |  |  |
| Travel |  |  |  |
| Consumables |  |  |  |
| Equipment |  |  |  |
| Other costs |  |  |  |
| Overheads |  |  |  |
| Subcontracting costs(2) |  |  |  |
| Total |  |  |  |
| Partner N NameCountry | Salaries | Permanent |  |  |  |
| Fellowships |  |  |  |
| Non-permanent |  |  |  |
| Total |  |  |  |
| Travel |  |  |  |
| Consumables |  |  |  |
| Equipment |  |  |  |
| Other costs |  |  |  |
| Overheads |  |  |  |
| Subcontracting costs(2) |  |  |  |
| Total |  |  |  |
| *Self-financed* (4)*Partner A**Name**Country* | Salaries | Permanent |  |  | 0 € |
| Fellowships |  |  | 0 € |
| 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 subcontracted and self-financed Partners (Partners 1a, 1b, 2a, etc.); the total for the column “Funding request” should not include the costs of subcontracted 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.

For self-financed Partners, please indicate shortly how their participation to the project will be funded.

|  |  |
| --- | --- |
| Self-financed Partner ANameCountry | The Partner will be funded through … |

*(Use as many lines as needed)*

**IX. Do no significant harm principle**[[19]](#footnote-19)

Does your project comply with the "Do no significant harm principle"? YES / NO

If no, please specify: (Maximum number of characters allowed: 1000)

**X. Confirmation of submission & 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 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 is 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, Israel, Ivory Coast, Moldova, Morocco, South Africa, Switzerland, Taiwan, Tunisia and Turkey). **Protection of personal data and compliance with the EU's**[**General Data Protection Regulation (2016/679)**](https://gdpr-info.eu/)**(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](https://www.biodiversa.org/1914/download).

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. [↑](#footnote-ref-1)
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 [↑](#footnote-ref-2)
3. Category A: the single highest grade/post at which research is normally conducted. ❖ Example: “director of research” or “full professor”

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

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) [↑](#footnote-ref-3)
4. A 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 on <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search> .   [↑](#footnote-ref-4)
5. 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# [↑](#footnote-ref-5)
6. Category A: the single highest grade/post at which research is normally conducted. ❖ Example: “director of research” or “full professor”

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

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) [↑](#footnote-ref-6)
7. 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# [↑](#footnote-ref-7)
8. Category A: the single highest grade/post at which research is normally conducted.❖Example: “director of research” or “full professor”

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

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) [↑](#footnote-ref-8)
9. 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# [↑](#footnote-ref-9)
10. Category A: the single highest grade/post at which research is normally conducted.❖Example: “director of research” or “full professor”

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

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) [↑](#footnote-ref-10)
11. 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# [↑](#footnote-ref-11)
12. Category A: the single highest grade/post at which research is normally conducted.❖Example: “director of research” or “full professor”

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

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) [↑](#footnote-ref-12)
13. 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# [↑](#footnote-ref-13)
14. Category A: the single highest grade/post at which research is normally conducted.❖Example: “director of research” or “full professor”

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

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) [↑](#footnote-ref-14)
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# [↑](#footnote-ref-15)
16. Category A: the single highest grade/post at which research is normally conducted.❖Example: “director of research” or “full professor”.

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

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) [↑](#footnote-ref-16)
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# [↑](#footnote-ref-17)
18. For guidelines, consult the BiodivERsA Stakeholder Engagement Handbook (<http://www.biodiversa.org/702>) and Policy Guide (<http://www.biodiversa.org/1543>) [↑](#footnote-ref-18)
19. 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](https://ec.europa.eu/info/business-economy-euro/banking-and-finance/sustainable-finance/eu-taxonomy-sustainable-activities_en)): climate 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). [↑](#footnote-ref-19)