# 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.*

*The Project Partner Coordinator (i.e., person in charge of the whole project, identified as Research Partner 1) of a pre-proposal will invite all involved research Partners to log in on the EPSS following creation of the pre-proposal. All research Partners must accept the invitation and log in on the EPSS before submission of the pre-proposal in order to confirm their participation and provide their related information.*

**PRE-PROPOSAL APPLICATION FORM**

Call for transnational research projects on “Biodiversity and Transformative Change (BiodivTransform)”

|  |  |
| --- | --- |
| ***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.

\*\* Only letters, numbers and space are allowed, but no special characters (e.g., -, \_, ?, !, etc.)

The acronym, title and keywords of the pre-proposals invited to Step 2 will be published on Biodiversa+ website (see the “widening option” for further information in the Call Documents)

|  |
| --- |
| **How to choose a good acronym for your proposal?**You are free to choose any acronym you wish for your proposal as long as it respects the allowed format. However, keep in mind that ***a good acronym increases the impact of the selected research******projects***, as a wider audience will be able to find the results and pay attention to the good work that is not always reaching full potential with poorly chosen acronym. This should be useful and efficient with respect to communication purposes if your project is selected. Therefore, it is important to think about a useful and efficient name that is:1. Easy to remember
2. Easy to search for and find on internet (unique)
3. Providing some ideas regarding the topic of the project
 |

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

**General guidance for all applicants:**

* The proposal must be written in English;
* 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 Partner Coordinator (i.e., person in charge of the whole project and associated consortium) and Partners involved, as well as the requested budget per Partner.* *Here participants refer to Partners, self-financed Partners, and subcontractors.****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 and funding organisations.****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.*** ***Important: Please indicate the acronym of your project in the subject line of your email when you contact the Call Secretariat and/or your Funding Organisation.****Please note that the information given in the pre-proposals regarding the research questions and objectives of a proposed project is binding. No major changes regarding the proposals’ content will be allowed by the Call Steering Committee (CSC) between the pre-proposals and full proposals (if invited to Step 2). Regarding the administrative details, a limited number of changes may be allowed by the Funding Organisation Contact point (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 Partner Coordinator (person in charge) will be allowed, except in case of force majeure. A request of change of Project Partner 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. self-financed Partners). Please note that the maximum number of changes applies to “Partner”; it does not apply to “team member” or “subcontractors”.*

*Please note that the following cases are not considered as one of the maximum two changes:** + - *If the change is explicitly requested by a Funding Organisation after the eligibility decision at Step 1*
		- *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.*
		- *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 requirements[[1]](#footnote-2).**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-3).****For funding, there are 2 categories of Partners:*** 1. *Partners from countries (and organisations) eligible for direct funding by a participating funding organisation of this call (designated Partners 1, 2… N);*
2. *Fully self-financed Partners from any country who bring their own secured budget (designated Partner A, B, etc.).*

***Other Participants - Subcontractors:****Participants ineligible for direct funding under this call that are subcontracted by eligible Partner(s). Subcontractors are designated Sa, Sb… Sx). Subcontractors are subject to the terms and conditions of each Funding Organisation providing the subcontracting costs and need to comply with their rules. Generally speaking, subcontracting is understood as the externalization of the execution of a (minor) project task that research Partner(s) cannot execute.* |

|  |
| --- |
| *Project Partner Coordinator – Research Partner 1* |
| *Researcher in charge:* | *ORCID ID* (XXXX-XXXX-XXXX-XXXX or enter N, if not applicable)*:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| *Career Stage[[3]](#footnote-4)* | *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-5)*⁂* |  |
| Status: Private or public? |  | If private, Small or Medium-sized Enterprise (SME status) *⁂*: Yes/NoEnterprises other than SME*⁂*: Yes/No |  | Statistical Classification of Economic Activities (NACE)[[5]](#footnote-6) *⁂*:  |  |
| 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: |
| Start date of the contract (YYYY-MM-DD):  |
| End date of the contract (YYYY-MM-DD): |
| Funding body: |
| Other team members involved in the project\*\* |
| Team member 1: Family name, First name, gender, job title, main discipline(s) (3 max to be choosen from a standardised list), email, ORCID id.Team member 2: Family name, First name, gender, job title, main discipline(s) (3 max to be chosen from a standardised list), email, ORCID id.(…)Team member N: Family name, First name, gender, job title, main discipline(s) (3 max to be chosen from a standardised list), 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. 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)”.* |

|  |
| --- |
| *Research Partner 2, … N* |
| *Researcher in charge:* | *ORCID ID* (XXXX-XXXX-XXXX-XXXX or enter N, if not applicable)*:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| *Career Stage[[6]](#footnote-7)* | *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[[7]](#footnote-8)*⁂* |  |
| Status: Private or public? |  | If private, Small or Medium-sized Enterprise (SME status) *⁂*: Yes/NoEnterprises other than SME*⁂*: Yes/No |  | Statistical Classification of Economic Activities (NACE)[[8]](#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: |
| Start date of the contract (YYYY-MM-DD):  |
| End date of the contract (YYYY-MM-DD): |
| Funding body: |
| Other team members involved in the project\*\* |
| Team member 1: Family name, First name, gender, job title, main discipline(s) (3 max to be chosen from a standardised list), email, ORCID id.Team member 2: Family name, First name, gender, job title, main discipline(s) (3 max to be chosen from a standardised list), email, ORCID id.(…)Team member N: Family name, First name, gender, job title, main discipline(s) (3 max to be chosen from a standardised list), 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. 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 tables** **as necessary for other applicants.]**

|  |
| --- |
| **Subcontractor Sa, Sb, … Sx****(participant subcontracted by research Partner(s) funded under this call)** |
| *Researcher in charge (if not applicable, principal contact point):* | *ORCID ID* (XXXX-XXXX-XXXX-XXXX or enter N, if not applicable)*:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| *Career Stage[[9]](#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 organisation |  | Short name (acronym) of the organisation– if any |  |
| Participant Identification Code (PIC)[[10]](#footnote-11) number of the organisation*⁂* |  |
| Status: Private or public? |  | If private, Small or Medium-sized Enterprise (SME status) *⁂*: Yes/NoEnterprises other than SME*⁂*: Yes/No |  | Statistical Classification of Economic Activities (NACE)[[11]](#footnote-12) *⁂*:  |  |
| 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, job title, main discipline(s) (3 max), main discipline(s) (3 max to be chosen from a standardised list), email, ORCID id.Team member 2: Family name, First name, gender, job title, main discipline(s) (3 max to be chosen from a standardised list), email, ORCID id.(…)Team member N: Family name, First name, gender, job title, main discipline(s) (3 max to be chosen from a standardised list), 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”.* |
| Indicate by which research Partner(s) you will be subcontracted by: <…><…><…> |

**[Please insert as many copies of the above table as necessary for other Subcontractors]**

|  |
| --- |
| **Self-financed Partner A, B, …X** |
| *Researcher in charge:* | *ORCID ID* (XXXX-XXXX-XXXX-XXXX or enter N, if not applicable)*:* |
| *Family name* |  | *First name* |  |
| *Title* |  | *Gender* |  |
| *Phone* |  | *E-mail* |  |
| *Career Stage[[12]](#footnote-13)* | *(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)[[13]](#footnote-14) number of the organisation*⁂* |  |
| Status: Private or public? |  | If private, Small or Medium-sized Enterprise (SME status) *⁂*: Yes/NoEnterprises other than SME*⁂*: Yes/No |  | Statistical Classification of Economic Activities (NACE)[[14]](#footnote-15) *⁂*:  |  |
| 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, job title, main discipline(s) (3 max to be chosen from a standardised list), email, ORCID id.Team member 2: Family name, First name, gender, job title, main discipline(s) (3 max to be chosen from a standardised list), email, ORCID id.(…)Team member N: Family name, First name, gender, job title, main discipline(s) (3 max to be chosen from a standardised list), 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 Self-financed Partners]**

* 1. 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. /!\

* 1. 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.*

* 1. Environment(s) and/or socio-economic sector(s) targeted if relevant, scientific discipline(s) involved, and study site(s)/country(ies) covered in the project

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

Please indicate:

1. Indicate in % the type of environment(s) that are studied in your project,
2. Indicate in % the general disciplines involved in the project (NB | you should indicate disciplines that are actually mobilised in your consortium, based on the expertise of whole research consortium)
3. list (4.1) the socio-economic sectors, (4.2) the scientific disciplines involved and (4.3) the study sites/countries covered by the project.

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

|  |  |
| --- | --- |
| **(2) interdisciplinarity of the proposed research** | % |
| 1. Natural sciences |  |
| 2. Social Sciences |  |
| 3. Humanities |  |
| 4. Technical sciences  |  |
| 5. Other |  |
| **TOTAL** | *Should be 100%* |

|  |
| --- |
| **(3.1) 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):
 |

|  |
| --- |
| **(3.2) 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 sites/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)* |
|  |

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| --- |
| **Under this project, is the research to be carried out non-profit research?** |
|  Yes No |
|  |

* 1. 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** unless specifically asked for in the pre-proposal application form. Evaluation Committee members will be instructed to ignore any information that is specifically designed to expand the proposal, thus circumventing the page limit.

You are however welcome to include references and all relevant information that would allow them to be found without links nor hyperlinks. There are no specific formatting rules regarding how references should be included or listed in the project description other than the general formatting conditions described below.

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 in the project description).
* 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 scope and objectives of the call;
* Scientific objectives and main research questions: demonstrate how the activity advance knowledge and understanding of the topic of the call.
* 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.
* 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 the scope and objectives of the call, and to what extent does the proposed activity suggest and explore creative, original concepts.
* Relevance for society, including policy: explain to what extent your project could lead to novel / original contribution for tackling societal challenges, including policy challenges, as well as your approach/ambition towards stakeholder and/or end-user engagement[[15]](#footnote-16) to achieve the expected societal impact, including policy impact?
* Preliminary identification of the types/categories of the stakeholders to be engaged in your project.
* 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](#Document6).

* 1. 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](#Document5) ‘Open Science and Fair Data’’ in the Call documents.

* 1. 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.*

*Where relevant, please include the CVs of self-financed and subcontractors.*

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

|  |
| --- |
| **Participation status:** *<Project Partner 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; Degree *(e.g., Bachelor, Master, Doctorate, Certificate, etc.)*; Major discipline(s); organisation; country ><Year; Degree *(e.g., Bachelor, Master, Doctorate, Certificate, etc.)*; Major discipline(s); 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, incl. capacity to involve stakeholders** *(max 1,500 characters including spaces):* |
| **Up to 5 most important publications relevant to the proposal released in the past 5 years at the launch of the call, if any:**<…><…><…><…><…> |

* 1. 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).*

|  |
| --- |
| **7.a. Potential competitors** |
|  | *First Name* | *Last Name* | *Organisation* | *Country* | *E-mail address* | *Rationale for excluding the reviewer* |
| *1* |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |
| *(…)* |  |  |  |  |  |  |
| *N* |  |  |  |  |  |  |

*Insert as many lines as needed*

|  |
| --- |
| **7.b. Collaborators with conflict of interest** |
|  | *First Name* | *Last Name* | *Organisation* | *Country* | *E-mail address* | *Rationale for excluding the reviewer* |
| *1* |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |
| *(…)* |  |  |  |  |  |  |
| *N* |  |  |  |  |  |  |

*Insert as many lines as needed*

* 1. Suggestion of potential evaluators (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*](#Document7) *‘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.*

* 1. 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 2024-2025 Biodiversa+ call. Please make sure to follow your [**Funding Organisations’ rules**](https://www.biodiversa.eu/research-funding/participating-funding-organisations/).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 / regional funding rules. You have to indicate here all the costs of the project (including ineligible personnel costs of permanent staff when relevant; 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**](https://www.biodiversa.eu/research-funding/participating-funding-organisations/)**!***Please indicate the acronym of your project in the subject line when you contact your funding organisation.***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 Project Partner 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 *(3)**(in EURO, incl. VAT)* |  **Funding request (4)***(in EURO, incl. VAT depending on rules (7))* |
| Partner 1, 2,…N NameCountry | Salaries | Permanent |  |  |  |
| Fellowships |  |  |  |
| Non-permanent |  |  |  |
| Total |  |  |  |
| Travel  |  |  |  |
| Participation to joint activities of the call |  | 3,000€ (6) | 3,000€ (6) |
| Consumables |  |  |  |
| Equipment |  |  |  |
| Other costs |  |  |  |
| Overheads |  |  |  |
| Sub-contracting costs (2) | *Salaries* | *Permanent* |  |  |  |
| *Fellowships* |
| *Temporary* |
| *Total* |
| *Travel* |
| *Consumables* |
| *Equipment* |
| *Other costs* |
| *Overheads* |
| *Total* |
| Total |  |  |  |
| *Self-financed* (5)*Partner A, B, …X**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** |  |  |  |  |  |

*(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. Note that it may be possible to indicate all of the funding organisation from one country. In such cases, and if your project is selected for funding, the Funding Organisations will decide which one of them will fund your project. I*

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

*(3) The total for the column “total costs (in EURO, incl. VAT)” should include the costs of subcontractors and self-financed Partners (Partners 1a, 1b, 2a, etc.).*

*(4) The totals for the column “Funding request (in EURO, incl. VAT)” should not include the costs of self-financed Partners as these participants do not directly request funding to a funding organisation. For subcontractors, when eligible, their budget should be included in the requested budget of the subcontracting Partner (Partner 1, 2, 3, etc.).*

*(5) Self-financed Partners have to indicate the total budget per cost category (column ‘Total costs’).*

*(6) 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.*

 *(7) Please make sure that VAT is eligible according to the 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)*

* 1. Do no significant harm principle[[16]](#footnote-17)

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

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

* 1. 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 in the call, including the ones based in non-EU or non-EEA countries (i.e. Brazil, Faroe Islands, Israel, Moldova, Morocco, South Africa, Switzerland, Taiwan, Tunisia and Türkiye). **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](https://www.biodiversa.org/1914/download) and [Biodiversa+ Privacy and Data Policy](https://www.biodiversa.eu/privacy-and-data-policy/).

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-2)
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-3)
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-4)
4. A PIC (Participation identification code) is 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 at the following link: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search>. [↑](#footnote-ref-5)
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 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#](https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_REV2&StrLanguageCode=EN&IntCurrentPage=1&StrLayoutCode=LINEAR) [↑](#footnote-ref-6)
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-7)
7. A PIC (Participation identification code) is 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 at the following link: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search>. [↑](#footnote-ref-8)
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 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#](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)
9. 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)
10. A PIC (Participation identification code) is 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 at the following link: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search>. [↑](#footnote-ref-11)
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 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#](https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_REV2&StrLanguageCode=EN&IntCurrentPage=1&StrLayoutCode=LINEAR) [↑](#footnote-ref-12)
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-13)
13. A PIC (Participation identification code) is 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 at the following link: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search>. [↑](#footnote-ref-14)
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 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#](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)
15. For guidelines, consult the Biodiversa Stakeholder Engagement Handbook (<https://www.biodiversa.eu/wp-content/uploads/2022/12/stakeholder-engagement-handbook.pdf>) and Policy Guide (<https://www.biodiversa.org/1563/download>) [↑](#footnote-ref-16)
16. 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-17)