Document 3: Full proposal application form

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

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

**FULL 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 the same as in the pre-proposal.

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

|  |
| --- |
| \*\* Only letters, numbers and space are allowed, but no special characters (e.g., -, \_, ?, !, etc.)***Keywords:*** *(min 1 keyword, max 10 keywords)* |

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

**General guidance for all applicants:**

* The proposal must be written in English;
* Any documents other than those requested as part of the proposal **will not be forwarded** to External Reviewers or EvC Members. This includes letter(s) of support, which are not expected (except for “Self-financed” Partners who must provide a letter of commitment to demonstrate that their organisations will support their activities).

1.A. Administrative details

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

*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 and Participants involved, time to be dedicated per Partner to the project and declare if you have submitted this proposal to other funding programmes in parallel and currently under evaluation.**Here participants refer to Partner, self-financed Partner, 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 the Biodiversa+ website) and to confirm their eligibility with their Funding Organisations before submitting the full proposal.*** *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 was 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). However, applicants still have the possibility to make minor changes to improve their proposals as long as the objectives remain unchanged. Regarding the administrative details, a limited number of changes may be allowed by the Funding Organisation Contact Points (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”.*
	+ *In case of a removal of a Partner, consortia have to make sure that their consortium still includes the minimum number of requested Partners. If this is not the case, the project will be declared ineligible and won’t be evaluated.*
	+ *All new Partners have to comply with their respective Funding Organisation’s rules. If a new Partner is declared ineligible at Step 2, the whole consortium will be declared ineligible and won’t be evaluated.*

*In terms of procedure: The eligibility of new research Partners must be confirmed at least one week before the full proposal submission deadline. Changes must be asked to the FCP, with the Call Secretariat in copy, who needs to check the eligibility of the new Partner and agree with the change, before being implemented into the EPSS.* *Please note that the following cases are not considered as one of the maximum two changes but the procedure mentioned above remains the same:** *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.*

***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.******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 (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 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 table as necessary for other Partners 1b, 1c*

|  |
| --- |
| *Research Partner 2, 3… 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: |
| Total time to be dedicated to the project in person-month *(costs associated to the working time spent on the project can be covered either by the money requested in this call or as a self-contribution from the institution)*:  |
| 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., time to be dedicated to the project in person-month(…)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., time to be dedicated to the project in person-month\*\* *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:* | *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 research organisation / Company |  | Short name (acronym) of the research organisation/Company – 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* |  |
| Total time to be dedicated to the project in person-month *(costs associated to the working time spent on the project can be covered either as subcontracting costs requested in this call or as a self-contribution from the institution)*:  |
| 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., time to be dedicated to the project in person-month(…)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., time to be dedicated to the project in person-month*\*\*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* |  |
| Total time to be dedicated to the project in person-month:  |
| 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., time to be dedicated to the project in person-month(…)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., time to be dedicated to the project in person-month*\*\*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.B. 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 and max 3,000 characters including spaces)*

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

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

3. 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. This section will be pre-filled with information submitted in the pre-proposal.*

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 number of stakeholders involved in your project, (4.3) the scientific disciplines involved and (4.4) 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 and humanities sciences |  |
| 3. Technical sciences  |  |
| 4. 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)**Stakeholders involved in your project** |
| Please indicate the number of stakeholders that are involved in your project. This number must reflect the different stakeholders mentioned in the description of your full proposal (see 5.A. Detailed description of the research area and research plan and approach to stakeholder engagement and expected societal impact, including policy impact) |

|  |
| --- |
| **(3.3) 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  |

|  |
| --- |
| **(3.4) 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)* |
|  |

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

4. Work packages, deliverables and milestones

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

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

*(Use as many lines as needed)*

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

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

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

|  |
| --- |
| **Deliverables** |
| No.  | Title | Delivery date1) | Related No. of WPs |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| N |  |  |  |

*(Use as many lines as needed)*

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

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

*(Use as many lines as needed)*

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

5. Description of the project

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

**Page limit**: The short project description should not be longer than 16 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 full proposal application form. Evaluation Committee members and external reviewers 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 full proposal can be declared as ineligible, if formatting conditions are not followed.

The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the evaluators to make an effective assessment against the assessment criteria.

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).

5.A. Detailed description of the research area and research plan and approach to stakeholder engagement and expected societal impact, including policy impact

|  |
| --- |
| ***Part 5.A. should include****:* * *A short description of the hypothesis, theories and/or main research questions, and explanation of the novelty of the research planned;*
* *Scientific objectives with detailed account of their relationship to the scope and objectives of the call and to ongoing relevant projects. Organise the objectives into a list so that each objective is accurately defined and quantified;*
* *Give a detailed description of the approach and methodology chosen to achieve the objectives. Highlight the particular advantages of the methodology chosen;* *quantify the expected project result(s);*
* *Break down the research program into individual tasks, showing the interrelationship between the tasks. Explain why there is synergy between different tasks of the project and how this is going to be exploited;*
* *Added-value – In instances where the proposed work builds on previous activities, describe how this collaborative proposal will complement or build on previous activities.*
* *Transnational added value of the proposed research (including overseas) and of the transnational collaboration: demonstrate how the project will increase synergy between teams across Partner countries and how transnational collaboration adds a particular value;*
* *Approach to stakeholder engagement and expected societal impact, including policy impact, encompassing:*
* *Describe the relevance of your project for application to society, including policy, and the importance of the research for solving pressing issues related to biodiversity.*
* *Detail the proposed plan for the exploitation of results by end-users, as well as plans for knowledge and/or technology transfer to practitioners, policy makers, and/or other relevant end-users*
* *Describe how you plan to engage stakeholders directly in your project and at which stage of the project; identify the stakeholders to be engaged in your project (see Table 3.1 below, extracted from the Biodiversa+ Stakeholder Engagement Handbook), describing their specific interest and/or contributions to the project and the status of their engagement at the proposal development stage.*

Table 3.1. Example of stakeholder identification, categorisation, reasons for engagement, and potential stakeholder benefits for engaging.***NB:*** * Biodiversa produced a stakeholder engagement handbook for researchers to help them to engage with stakeholders all along their research projects. This handbook is accessible online (<https://www.biodiversa.eu/wp-content/uploads/2022/12/stakeholder-engagement-handbook.pdf>) and we recommend you to use it when designing your project and preparing your proposal.
* Similarly, Biodiversa developed a guide for policy relevance of research projects to help researchers understand what is meant by policy and societal relevance and how this is evaluated in proposals. This guide is available online (<https://www.biodiversa.org/1563/download>) and we recommend you to use it when designing your project and preparing your proposal.
 |

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

5.B. Communication and outreach plan

*(max. 1 page out of 16 pages)*

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

5.C. Description of project coordination and management

*(max. 1.5 pages out of 16 pages)*

|  |
| --- |
| Describe how the overall coordination, monitoring and control of the project will be implemented. Outline the management processes foreseen in the project (decision boards, coordination meetings, etc.) and clearly indicate the distribution of tasks among the consortium members. It is recommended that milestones be presented in a detailed diagram (e.g. PERT or Gantt charts) providing the time schedule of the tasks and marking their interrelationships; add when decisions on further approaches will have to be made; indicate a critical path marking those events which directly influence the overall time schedule in case of delays. *[Please note that the Pert or Gantt chart can be included in the part below “Time schedule and working programme”]*Explain how information flow and communication will be managed and enhanced within the project (e.g. collaboration and task meetings, exchange of scientists, dissemination of results and engagement with stakeholders).Risk management: Indicate where there are risks of not achieving the objectives and describe potential solutions, if appropriate. |

5.D. Interconnection to national and transnational research projects and programmes

*(max. 0.5 page out of 16 pages)*

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

5.E. Time schedule and working programme (use a Gantt chart or equivalent)

*(max. 1 page out of 16 pages)*

5.F. Proposed Data Management Approach

*(max.1 page out of 16 pages)*

For this section, we recommend you to first consult the Open Access and Fair Data in the Call Documents ([document 5](#Document5)) and the Biodiversa and Belmont Forum [guidance document on data management, open data, and the production of Data Management Plans](https://www.biodiversa.eu/wp-content/uploads/2023/05/Biodiversa-Data-Management_WEB_2023.pdf).

In this section, please address the following questions:

1. What types of datasets and other digital outputs of **long-term value** do you expect the project will produce or reuse?
	* “Long-term” means those data and digital outputs that will or may be of value to others within your research community and/or the wider research, innovation and stakeholder communities.
2. How do you intend to ensure that the data and digital outputs from your project comply with the **FAIR principles** (i.e. they should be findable, accessible, interoperable and reusable)?
3. Which **member(s) of your team will be responsible** for developing, implementing, overseeing, and updating the Data and Digital Outputs Management Plan?
4. How do you intend to **manage the data and digital outputs** during the project to ensure their long-term value is protected?
	* For example, where will the data be held during the project, who will have access, and will a specialised data manager be part of the project team?
5. How and by whom will the data and other digital outputs be **managed after the project** **ends** to ensure their long-term accessibility?
	* For example, will the outputs be published with a Persistent Unique and Resolvable Identifier (such as a Digital Object Identifier (DOI), Accession Number, Handle, etc.), and/or be placed in a recognised, trustworthy long-term domain or other repository or data centre. When will this occur? (Further information about repositories include, but are not limited to, the Re3data.org registry of research data repositories, CoreTrustSeal list of certified data repositories, etc.)
6. What **restrictions**, if any, do you anticipate could be placedon how the data and digital outputs can be accessed, mined or reused?
	* The present policy is that the data should be as open as possible to commercial and non-commercial users, though with managed access where appropriate and necessary; for example, if there are sensitive data involving human subjects.
7. How will you ensure that any **data security, privacy, and intellectual property restrictions** associated with datasets and digital outputs will be honoured and preserved in derivative products?
8. What **supporting documentation and other information** (e.g. metadata) do you plan to make publicly accessible to support the longer-term re-use of the data and digital outputs?
9. How have you accounted for the **costs** required to manage the data and digital outputs to ensure long-term accessibility?
	1. CVs for the principal investigator of each Partner involved in the project

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

*Where relevant, please include the CVs of self-financed Partners 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:**<…><…><…><…><…> |

**Other relevant publications** **from the consortium**

Other publications from the consortium relevant to the full proposal *(author(s), title, journal, year) (max 15 publications)*

<…>

<…>

* 1. Budget

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

|  |
| --- |
| **Budget instructions****FUNDING RULES:****Please note that each Partner will be funded by his own Funding Organisation.** Please make sure to comply with the Funding Organisations’ rules (e.g. subcontracts, overheads, inclusion of VAT…). ***The compliance with Funding Organisations’ eligibility rules is mandatory. Funding Organisations’ rules are advertised on the Biodiversa+ website, together with the list of the Funding Organisation Contact Points (FCPs), which should be contacted for further help on* Funding Organisation *eligibility rules.*****MANDATORY COSTS:**The funded projects are considered to form part of an international research programme for which activities will be organised, namely a kick-off meeting, a mid-term meeting and a final meeting. 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 full proposals (**at least one of these meetings will be organised remotely). Given the intercontinental collaborations expected under this call, it is recommended that proposals reserve a total of approximately 3,000 euros for the attendance to these two meetings.**PARTNERS INELIGIBLE FOR FUNDING**Partners from countries (and organisations) ineligible for direct funding under this call: * Can be associated in the projects, **as NON-FUNDED PARTNERS, if they can bring a secured budget from a different source of funding *(specify below in the first budget table); (= Self-financed Partners A, B…)***
* **CANNOT REQUEST FUNDING**. In Table 1, please do not request funding for countries ineligible for direct funding **(*Self-financed Partners A, B****):* indicate 0€ in the column “Funding request”. **The whole proposal will be ineligible if a Partner from a country not participating in the call requests funding.**

**Alternatively, participants may be subcontracted by eligible Partners in some cases*****(= Subcontractors Sa, Sb,…).*** Subcontractors are subject to the terms and conditions of each Funding Organisation and need to comply with their specific rules. Generally speaking, subcontracting is understood as the externalization of the execution of a (minor) project task that this Partner cannot execute. Please, refer to the Funding Organisations’ rules, as some Funding Organisations have specific restrictions about subcontracting costs and your proposal will be ineligible if you do not follow national / regional rules**.** The list of Funding Organisations’ rules is available on [https://www.biodiversa.eu/research-funding/open-call/participating-funding-organisations/](https://www.biodiversa.eu/research-funding/open-call/participating-funding-organisations/.). The different categories of subcontracting costs will have to be filled by the subcontracting research Partners requesting funding under the call. |

**Budget tables**

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

Table 1: Total costs per Partner[[15]](#footnote-16) (in Euro, incl. VAT depending on national / regional rules)

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Funding organisation(s) to which you are applying for funding *(1)* |  Total cost(3)*(in EURO, incl. VAT) (3)* |  **Funding request(3)***(in EURO, incl. VAT depending on rules) (6)* |
| Partner 1, 2, …N 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 |  |  |  |
| Sub-contracting costs (2) | *Salaries* | *Permanent* |  |  |  |
| *Fellowships* |
| *Temporary* |
| *Total* |
| *Travel* |
| *Consumables* |
| *Equipment* |
| *Other costs* |
| *Overheads* |
| *Total* |
| Total |  |  |  |  |
| *Self-financed* (4)*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.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 subcontractor and/or any other subcontracting costs.

(3) The total for the column “Total cost (in EURO, incl. VAT)” should include the costs of subcontractors and self-financed Partners; the total for the column “Funding request (in EURO, incl. VAT)” should not include the costs of self-financed Partners as these Partners do not directly request funding. For subcontractors, when eligible, their budget should be included in the requested budget of the subcontracting Partner (Partner 1, 2, 3, etc.).

(4) Subcontractors and self-financed Partners have to indicate the total budget per cost category (column ‘Total costs’). Please note that for subcontractors, 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 the national/regional legal framework and Funding Organisations’ rules. If not, please do not include VAT.

Table 2: Costs per Partner and requested funding budget

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Partner | Funding organisation(s) to which you are applying for funding | A -**Total costs/ expenses**Including subcontracts*(in EURO, incl. VAT)* | B – **Total** **Funding request**Including subcontracts*(in EURO, incl. VAT depending on rules)* | C – **Total Funding request**Including subcontracts*(in national / regional currency-when other than EURO if requested)*  | Fundingrate (B/A) |
| Partner 1, 2, …NNameCountry |  |  |  |  |  |
| *Subcontractor Sa, Sb,… Sx**Name / Country* |  | Subcontracting value | 0 € | 0 € |  |
| *Self-financed Partner A, B,…X* |  |  | 0 € | 0 € |  |
| **Total** |  |  |  |  |  |

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

Please give explanation regarding your budget.

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

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

|  |  |
| --- | --- |
| Partner 1NameCountry |  |
| *Subcontractor Sa, Sb, …Sx**Name / Country* |  |
| *Self-financed Partner A, B, …X**Name**Country* |  |

* 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 8.a). Also provide the names of significant collaborators that should not be used as reviewers due to conflicts of interest (Table 8.b).*

|  |
| --- |
| **8.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*

|  |
| --- |
| **8.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. Ethics self-assessment and do no significant harm principle

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

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

*For more information on each of the ethics issues and how to address them, including detailed legal references, please consult the Horizon Europe Programme Guidelines “How to complete your ethics self-assessment”[[16]](#footnote-17).*

|  |  |  |
| --- | --- | --- |
| **1. HUMAN EMBRYONIC STEM CELLS AND HUMAN EMBRYOS** |  | **If yes, please detail and indicate how you plan to deal with this ethic issue.**  |
| Does this activity involve Human Embryonic Stem Cells (hESCs)? | Y/N |  |
| If yes, will they be directly derived from embryos within this project? | Y/N |  |
| If yes, are they previously established cells lines? | Y/N |  |
| If yes, are the cell lines registered in the European registry for human embryonic stem cell lines? | Y/N |  |
| Does this activity involve the use of human embryos? | Y/N |  |
| If yes, will the activity lead to their destruction? | Y/N |  |
| **2. HUMANS**  |  |  |
| Does your research involve human participants?  | Y/N |  |
| If yes, are they volunteers for nonmedical studies (e.g. social or human sciences research)? | Y/N |  |
| If yes, are they healthy volunteers or medical studies? | Y/N |  |
| If yes, are they patients for medical studies? | Y/N |  |
| If yes, are they potentially vulnerable individuals or groups? | Y/N |  |
| If yes, are they children / minors? | Y/N |  |
| If yes, are they other persons unable to give informed consent? | Y/N |  |
| Does your research involve physical interventions on the study participants?  | Y/N |  |
| If yes, does it involve invasive techniques? | Y/N |  |
| If yes, does it involve collection of biological samples? | Y/N |  |
| Does this activity involve conducting a clinical study as defined by the Clinical Trial [Regulation (EU 536/2014)?](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32014R0536) (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products). | Y/N |  |
| If yes, is it a clinical trial? | Y/N |  |
| If yes, is it a low-intervention clinical trial? | Y/N |  |
| **3. HUMAN CELLS / TISSUES**  |  |  |
| Does this activity involve the use of human cells or tissues? | Y/N |  |
| If yes, are they human embryonic or foetal cells or tissues? | Y/N |  |
| If yes, are they available commercially? | Y/N |  |
| If yes, are they obtained within this project? | Y/N |  |
| If yes, are they obtained from another project, laboratory or institution? | Y/N |  |
| If yes, are they obtained from biobank? | Y/N |  |
| **4. PERSONAL DATA**  |  |  |
| Does this activity involve processing of personal data? | Y/N |  |
| If yes, does it involve the processing of special categories of personal data (e.g.: sexual lifestyle, ethnicity, genetic, biometric and health data, political opinion, religious or philosophical | Y/N |  |
| If yes, does it involve profiling, systematic monitoring of individuals, or processing of large scale of special categories of data or intrusive methods of data processing (such as, surveillance, geolocation tracking etc.)? | Y/N |  |
| Does this activity involve further processing of previously collected personal data (including use of pre-existing data sets or sources, merging existing data sets)? | Y/N |  |
| Is it planned to export personal data from the EU to non-EU countries? | Y/N |  |
| If yes, specify the type of personal data and countries involved: |  |
| Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? | Y/N |  |
| If yes, specify the type of personal data and countries involved: |  |
| **5. ANIMALS**  |  |  |
| Does your research involve animals?  | Y/N |  |
| If yes, are they vertebrates? | Y/N |  |
| If yes, are they non-human primates (NHP)? | Y/N |  |
| If yes, are they genetically modified? | Y/N |  |
| If yes, are they cloned farm animals? | Y/N |  |
| If yes, are they endangered species? | Y/N |  |
| **6. NON-EU COUNTRIES**  |  |  |
| Will some of the activities be carried out in non-EU countries? | Y/N |  |
| If yes, specify the countries |  |
| In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues? | Y/N |  |
| If yes, specify the countries |  |
| Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?**[[17]](#footnote-18)** | Y/N |  |
| Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4. | Y/N |  |
| If yes, specify material and countries involved: |  |
| Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4. | Y/N |  |
| If yes, specify material and countries involved: |  |
| Does this activity involve [low and/or lower-middle income countries](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf)? (if yes, detail the benefit- sharing actions planned in the self-assessment) | Y/N |  |
| Could the situation in the country put the individuals taking part in the activity at risk? | Y/N |  |
| **7. ENVIRONMENT & HEALTH and SAFETY**  |  |  |
| Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants (during the implementation of the activity or further to the use of the results, as a possible impact)? | Y/N |  |
| Does this activity deal with endangered fauna and/or flora / protected areas? | Y/N |  |
| Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity (during the implementation of the activity or further to the use of the results, as a possible impact)? | Y/N |  |
| **8. ARTIFICIAL INTELLIGENCE** |  |  |
| Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed). | Y/N |  |
| **9. OTHER ETHICS ISSUES**  |  |  |
| Are there any other ethics issues that should be taken into consideration?  | Y/N |  |
| Please specify: (Maximum number of characters allowed: 1,000) |  |
| **10. DO NO SIGNIFICANT HARM PRINCIPLE**[[18]](#footnote-19) |  |  |
| Does your project comply with the "Do no significant harm principle" | Y/N |
| If no, please specify: (Maximum number of characters allowed: 1,000) |  |

* 1. Declaration of changes between pre-proposals and full proposals

|  |
| --- |
| **REMINDER**: the information that was 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. However, applicants still have the possibility to make minor changes to improve their proposals as long as the objectives remain unchanged. 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”.
		- In case of a removal of a Partner, consortia have to make sure that their consortium still includes the minimum number of requested Partners. If this is not the case, the project will be declared ineligible and won’t be evaluated.
		- All new Partners have to comply with their respective Funding Organisation’s rules. If a new Partner is declared ineligible at Step 2, the whole consortium will be declared ineligible and won’t be evaluated.

In terms of procedure: The eligibility of new research Partners must be confirmed at least one week before the full proposal submission deadline. Changes must be asked to the FCP, with the Call Secretariat in copy, who needs to check the eligibility of the new Partner and agree with the change, before being implemented into the EPSS. Please note that the following cases are not considered as one of the maximum two changes but the procedure mentioned above remains the same:* 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.

Please indicate the acronym of your project in the subject line when you contact the Call Secretariat and/or your Funding Organisation. |

In this section, please do not declare changes which are explicitly requested by a Funding Orgnisation after the eligibility at Step 1.

* Was there any change made regarding the **total budget requested** **to a funding organisation** between the pre-proposal and full proposal stage?

 YES NO

*Insert as many lines as needed*

|  |  |  |
| --- | --- | --- |
| Give the name of the principal investigator/organisation/country of the Partner(s) concerned by the change\* *For example: Anna Dupont (Institute of applied ecology in Paris, France)*  | Has the Funding Organisation(s) already approved the change?  | Detail the change and give rationales for such change |
|  | Yes/ No/ Decision still pending |  |

* Was there any change made regarding **the Project Partner Coordinator and/or the Partner(s)** between the pre-proposal and full proposal stage? (This question does not apply to “team members”).

 YES NO

*Insert as many lines as needed*

|  |  |  |  |
| --- | --- | --- | --- |
| Give the name of the principal investigator/organisation/country of the Partner(s) concerned by the change \* *For example: Anna Dupont (Institute of applied ecology in Paris, France)*  | Has the Funding Organisation(s) already approved the change?  | Has the Call Secretariat already approved the change? | Detail the change and give rationales for such change |
|  | Yes/No/Decision still pending | Yes/No/Decision still pending |  |

* 1. Confirmation of submission

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

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

Further information is available on the Biodiversa+ website: <https://www.biodiversa.eu/research-funding/open-call/participating-funding-organisations/>

2. **“Self-financed” Partners must provide evidence that their organisations will support their activities by providing a letter of commitment.** The letter of commitment should be maximum 1 page for each self-financed Partner and should be written in English. It is the responsibility of the Project Partner Coordinator to compile the letters of all self-financed Partners. The letters of commitment are only requested for self-financed Partners. Any other letters of support WILL NOT be considered for the evaluation.

As Project Partner Coordinator:

Please ask all of your self-financed Partners to send such letters of commitment from their Head of Department or Financial administrator (as appropriate) to you;

Combine the letters (in case there are several self-financed Partners) into one PDF document;

Upload a single PDF file containing all the letters of commitment of all self-financed Partners on the EPSS

**3. Use of data**:

For information: the data provided in this full proposal application form will be used 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 Evaluation Committee (EvC) members and external reviewers
* Award funding if your application is successful
* Analyse and describe our applicant pool (the names of applicants are anonymised in our analysis)
* Collect your feedbacks and improve our communications with potential future applicants in future Joint Calls

Anonymity and confidentiality will be maintained throughout processing of these data for the production of statistics.  Please note that these data will be accessible to Funding Organisations participating to the call, including the ones based in non-EU or non-EEA countries (i.e. Brazil, 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# [↑](#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”.

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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# [↑](#footnote-ref-15)
15. The total duration of projects cannot exceed 36 months and starting dates shall be comprised between 1 December 2025 and 1 April 2026. [↑](#footnote-ref-16)
16. https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment\_en.pdf [↑](#footnote-ref-17)
17. Please note that for access to genetic resources, you must also comply with the Nagoya Protocol on Access and Benefit Sharing and EU Regulation (EU) No 511/2014 which implements this Protocol. You will also have to ascertain towards the competent authorities and focal point that these used genetic resources and traditional knowledge associated with genetic resources have been accessed in accordance with applicable access and benefit-sharing legislation or regulatory requirements, and that benefits are fairly and equitably shared upon mutually agreed terms, in accordance with any applicable legislation or regulatory requirements. [↑](#footnote-ref-18)
18. 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)