

Expanding the European Research Area in Molecular Plant Sciences

2nd Call for Proposals (2014)

Guidelines for Application Full proposals



May 2014

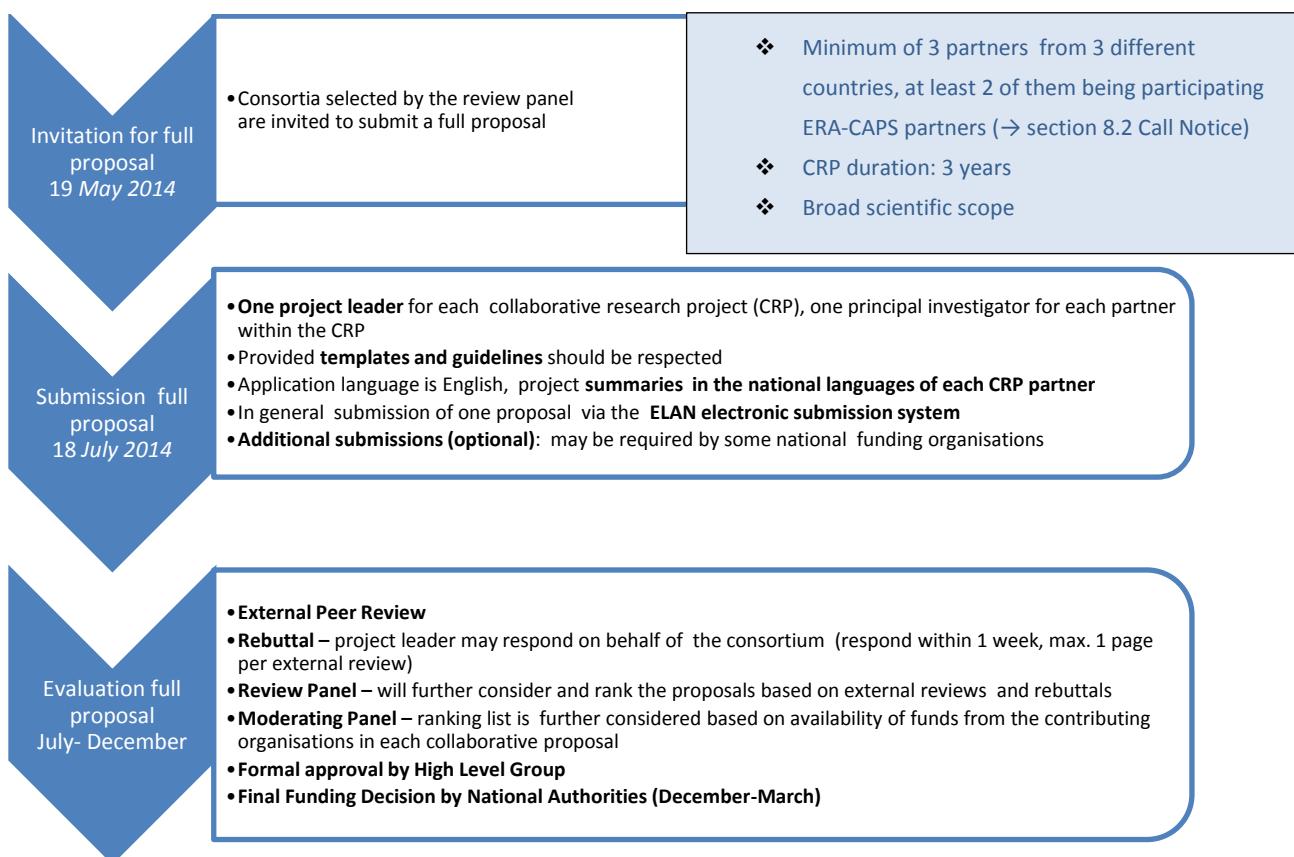
1. Introduction

These guidelines briefly explain how to apply for an ERA-CAPS grant. There is a two stage procedure for joint application and accordingly, the proposal evaluation and selection will also follow a two stage procedure.

At the first stage eligible **pre-proposals** were selected by a Review Panel based on the criteria that are published in the Call Notice. Selected consortia have been invited back for full proposal.

At the second stage the **full proposals** will be subject to external peer review and the project leader will have the opportunity to comment on the external expert opinions (rebuttal step). A Review Panel will rank the proposals based on the peer review assessment. This ranked list will then be further considered by a Moderating Panel (comprising funding agency representatives) taking into account budgetary issues, leading to the final ranking list. After a formal approval of the ERA-CAPS High Level Group the list is forwarded to the national funding bodies, who will make the final funding decisions regarding their national applicants.

The course of the application and evaluation procedure of the second ERA-CAPS call “**Expanding the European Research Area in Molecular Plant Sciences**” and its timeline is illustrated in Figure 1.



Grant award letters (April/May 2015)

Figure 1: General workflow application- and evaluation-procedure of second ERA-CAPS call

For detailed guidance about the procedure, eligibility and evaluation criteria of this second ERA-CAPS call, applicants should refer to the corresponding Call Notice and National Annexes provided on the ERA-CAPS website: <http://www.eracaps.org/joint-calls/era-caps-calls>.

All call procedures will be administered by the **Call Secretariat**, under strict confidentiality. Please contact the Secretariat with any questions regarding the organisation or administration of this call.

ERA-CAPS Call Secretariat:

Paul Beckers/ Dr. Catherine Kistner /Gaby Rerig
DFG – Deutsche Forschungsgemeinschaft (German Research Foundation)
Kennedyallee 40, 53175 Bonn, Germany
e-mail: ERA-CAPS.CallSecretariat@dfg.de
phone: +49 228 885 2803/ 2955

2. Proposal design and submission

General issues:

- Applicants should take note of individual regulations mentioned in the *National Annexes*, and should contact their National Call Coordinator for any queries related to these Annexes.
- Applicants should strictly follow the detailed instructions available in these '*Guidelines for Application*'. All proposals should be submitted to the ERA-CAPS Call secretariat through the ELAN electronic submission system.
- Templates for Application form, CV, Conflict of Interest list can be downloaded from the ERA-CAPS website (Second Call 2014).
- After successful submission the main applicant will receive a confirmation of receipt. In case your application will be declared ineligible you will receive feedback from respectively the Call Secretariat/National Call Coordinator.
- All applications must be written in English.
- A project leader (applicant 1) should be identified for each collaborative research project, who is the primary contact person for the consortium. In addition, a principal investigator (PI) should be designated from each of the other collaborative institutions (named 'partner' in the *Applicant Form*) of the CRP (applicants 2, 3 etc.).
- **Incomplete proposals as well as applications submitted by mail, fax, CD-ROM or E-mail will not be processed.**

Submission procedure:

The **proposal** must be submitted to the electronic proposal submission system at: <https://elan.dfg.de>.

The proposal documents must be provided as explained in the guidance below.

The closing date for submission of proposals is Friday, 18 July, 2014 – 12:00 CET.

3. Guidance for the Application Form and enclosures

The **template** for the description of your scientific project is the ***Application Form***. When writing the proposal, please follow the guidelines outlined for each item/ section in the ***Application Form*** template.

For each collaborative research project (CRP), **one proposal** must be submitted, which consists in general of **two parts**:

- (1) An **electronically generated fact sheet** (called **Electronic Proposal Form**) containing the project title, keywords, an English abstract of the proposal, the applicant details and requested funds.
- (2) Several **attachments**, which must be uploaded as separate PDF files:
 - The ***Application Form***, where the scientific programme, project partners, costs, etc. of the CRP are detailed (see section 3).
 - A document containing the merged **CVs** of each (co)applicant (one page per person) is required. This should include full contact details, current position, research interests, expertise and the five most relevant publications. (→ see template).
 - A **Data Management Plan** following the guidelines in the ERA-CAPS Data Sharing Policy document.
 - **Project summaries** in the national language of each CRP partner if required by the respective national funding agency.
 - To avoid **conflicts of interest** when selecting the referees, you have been requested to send an up-to-date list for each PI and Co-PI, naming all researchers with whom you have closely collaborated within the last four years (in general collaborations leading to joint publications, be it published, submitted and/or planned ones) in Excel format. In case there are any updates, please resend this list at the full proposal submission stage. Please note that this information will not be forwarded to external reviewers or panel members.

OPTIONAL

- Suggestions for referees that could be used for reviewing your proposal (will not be forwarded to external reviewers). Please list names of up to four referees with appropriate expertise who are not conflicted with your proposal and who may be used to evaluate your project. Referees will be chosen at the discretion of the Call Secretariat and the Call Coordination Team.

- Suggestions for referees that you would prefer not to be used for reviewing your proposal (will not be forwarded to external reviewers). Please list names of referees that should be avoided for the assessment of your proposal and give a brief justification.
 - Letters of support from industrial or non-funded collaborators may be submitted where appropriate.
- (3) **"National submission"**: Several of the participating funding organisations require additional submission of partial project information to their national systems at the application stage, or at a later stage from successful applicants only. For details about what has to be submitted to which agency, please refer to the relevant *National Annexes* or contact the National Call Coordinator.

Documents other than those requested will not be forwarded to the external referees or the ERA-CAPS Review Panel.

Submission procedure:

The **proposal** must be submitted to the electronic proposal submission system ELAN, which is provided by the central Call Secretariat, hosted at the DFG. Please check the latest update of the ELAN instructions provided on the ERA-CAPS website (<http://www.eracaps.org/joint-calls/era-caps-calls>) in the *ELAN Manual for electronic submission of ERA-CAPS proposals*, and read them carefully before starting the submission procedure. In order to submit a proposal to the ELAN system, a simple and short registration is required to get an ELAN account. To get to the ELAN submission system, please follow the link: https://elan.dfg.de/dana-na/auth/url_2/welcome.cgi

It is strongly recommended that applicants begin entering their details into the system well in advance of the call deadline. You will be able to save a draft version of your entry and continuously revise it before submission.

Prior to submitting a proposal through the DFG's online system, each applicant who applies for funding must complete a one-time registration if they do NOT have an ELAN account (please refer to the *ELAN Manual for electronic submission of ERA-CAPS proposals*, pages 2 and 4, or pages 9-11 for more details as to who should be registered as an applicant). Please note that first-time registration must be completed by applicants themselves; registrations on behalf of applicants will not be accepted. Please generally allow one working day to process your request for access.

The closing date for submission of proposals is Friday, 18 July, 2014 – 12:00 CET.

The ELAN application system and the relevant national systems will be open for ERA-CAPS applications as of Monday, 19 May, 2014.

Only proposals submitted to the ELAN system will be accepted. Proposals received by any other method will not be processed.

Guidance for the Application Form

The *Application Form* is the template containing the main part of the scientific proposal. When writing the **proposal**, please follow the guidelines outlined for each item/ section in the *Application Form* template.

- The proposal should comply with the following layout: margins minimal 2.5 cm, minimum font size Times New Roman 11 point, line spacing 15pt, 2pt spacing after paragraph.
- The different sections of the *Application Form* should not exceed the prescribed maximum number of A4 pages outlined in parenthesis.
- For a CRP of 3 partners the project description (i.e. section 8 of the Application Form excluding the reference list (section 8.12.)) should not exceed twelve pages A4; for each additional partner that joins the consortium an extra page will be allowed.

When uploading the documents please, use the following **document names**:

'Application form_<your CRP Acronym>_ERA-CAPS.PDF'

'CVs_<your CRP Acronym>_ERA-CAPS.PDF'

'Data_Management_Plan_<your CRP Acronym>_ ERA-CAPS.PDF'

'COI_<your CRP Acronym>_ERA-CAPS.PDF'