

# Guidelines for applicants

## Section 1

Call for the Thematic Area:  
*Agro-food value chain*

### Topic

*“Implementing innovation in Mediterranean Agro-food chains by smallholders and SMEs”*

**PRIMA**

## SUBMISSION INFORMATION

***Step 1 Pre-proposals***  
***Deadline for Submission 17<sup>th</sup> April, 2018***  
***(17:00h CET)***

***Documents for step 1:***  
*Administration data (online)*  
*Scientific proposal (pdf)*  
*Global budget (online)*

***Step 2 Full proposals***  
***Deadline for Submission 15<sup>th</sup> September,***  
***2018 (17:00h CET)***

***Documents for step 2:***  
*Administration data (online)*  
*Detailed Scientific proposal (pdf)*  
*Detailed budget (Excel file)*  
*CVs (pdf)*

One month before the deadline for submission, the link to the submission website will be announced on the prima web page in the section corresponding to the call

**prima-med.org**

Download the template for the Scientific document on **XXXXXXXX**

## Glossary

PRIMA: Partnership for Research and Innovation in the Mediterranean Area.

PS: Participating States.

PRIMA-IS: PRIMA – Implementation Structure.

SRIA: Scientific Research and Innovation Agenda.

RIA: Research & Innovation Action.

IA: Innovation Action.

TRL: Technology Readiness Level.

UfMS: Union for Mediterranean Secretariat.

SRIA: Strategic Research and Innovation Agenda.

NCP: National Contact Point.

CV: Curriculum Vitae.

PI: Principal Investigator.

DMP: Data Management Plan.

ESR: Evaluation Summary Report.

ESS: Electronic Submission Site.

M18: Month 18.

M36: Month 36.

KPI: Key Performance Indicators.

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## I. Section 1 - Call for Proposals for the Thematic Area: Agro-food value chain

### **Topic: *Implementing innovation in Mediterranean Agro-food chains by smallholders and SMEs***

PRIMA-IS is launching a Call for Proposals to mobilize the Euro-Mediterranean scientific communities, stakeholders and private entities toward an **Innovation Action (IA)** that will be organised, managed and funded by PRIMA-IS (Section 1).

The call will aim to enhance innovations produced by different actors of the agro-food value chains, for the benefit of consumers and societies and is expected to produce a socio-economic impact in the near future.

In this call, participation of private entities is strongly encouraged.

Participants to this call will have to submit a scientific proposal to the PRIMA-IS, that will be evaluated in a peer review process according to the H2020 standard. The successful projects will be funded directly by the PRIMA-IS through the signature of a grant agreement between the selected consortia and the PRIMA-IS. The criteria for the evaluation, selection and monitoring of the project will be done according to H2020 rules. PRIMA-IS will be responsible for the evaluation of proposals. Participation of private entities (in their diversity, e.g. including companies/enterprises, SMEs, start-ups, non-profit organisations, NGOs...) will be encouraged in the research consortia, jointly with public research organisations, universities and end-users. The eligibility check of proposals will be done by the PRIMA-IS in line with eligibility criteria set forth in the Decision (EU) 2017/1324 of the European Parliament and of the Council of 4 July 2017<sup>1</sup> (PRIMA Decision).

Calls will be launched following a two stage process and the grant agreement with the beneficiaries will be signed in 2019.

## II. Scientific scope for the call on topic 3: “Implementing innovation in Mediterranean Agro-food chains by smallholders and SMEs”

### **Challenge**

Horizontal and vertical fragmentation of the Mediterranean value chains and the lack of integration among the main food system actors are the biggest obstacle to the adoption of technological and organizational innovation. Furthermore, the small size of the firms and the weak entrepreneurial business culture make it even harder the adoption of such innovations.

Effective organizational and business models, replicable on most of the typologies of Med food companies are necessary to foster uptake of production of business solutions able to meet the needs of the market, food security needs and the opportunities given by Mediterranean values, heritage and biodiversity.

Adoption of technological and organizational innovations by smallholders and SMEs is one of the major challenge for Mediterranean economies and societies.

### **Scope**

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<sup>1</sup> OJ L 185, 18.7.2017, p. 1

Proposals should clearly address food production and distribution in a changing social, economic and environmental scenarios. Activities should focus on chosen Mediterranean food product(s) and be in line with sustainability principles (e.g., consuming less water and energy, reducing environmental impact and waste, valorising by-products etc).

Activities should aim to produce plans for new, modified or improved value chains, products, processes or services in line with Mediterranean values and heritage and biodiversity, and promoting the scaling-up of sustainable solutions in a chosen agro-food sector (e.g. vegetables, fruits, cereals, animal products, etc.). For this purpose proposals may include prototyping, testing, demonstrating, pilot projects or large-scale product validation and must include business and market replication analysis. Proposals are expected to produce innovative solutions for existing problems, as well as strategies that may potentially open new markets in an international context. Proposals may, if necessary, include limited research and development activities especially if there are clear market failures or cultural or behavioral barriers to overcome.

Proposals should include activities such as demonstration of the benefits for all the players along the food chain, validation of technical and economic performance at business and system level, identification of possible new standards in line with Mediterranean values and heritage, activities to prepare market uptake, ensure consumer acceptance and optimise dissemination of results towards the main sector's players and the consumers. Work is expected to benefit from contribution of social sciences.

Demonstration activities will require the active involvement of food processing companies, retailers, civil society organizations and consumer associations, to bridge the gap between ideas that have been developed and their practical implementation. Cooperation among relevant Mediterranean stakeholders in the food production and supply chains is encouraged to ensure the adoption of innovative, sustainable, technological and organizational solutions in line with citizens and community's needs.

Proposals could implement solutions to trace origin and identity, ensure safety or exploit digital opportunities. Liaison with EU and Mediterranean quality standardization bodies is encouraged.

To have the desired impact, proposals should show financial sustainability in the middle-long term, be harmonized in the context of the regulatory framework, implement communication and marketing strategies.

### **Expected impact**

The proposal's expected impacts should be clearly described in qualitative and quantitative terms (e.g. on new job opportunities, financial turnover, employment figures, market seize, IP management, increased sales, return on investment and profit). With a view to support more sustainable Mediterranean economies and societies, proposals should show how some, or all, of the following impacts, will be achieved with reference to the chosen agro-food sector:

- Deployment of wider, faster and profitable innovative solutions by smallholders and SMEs, overcoming the barriers to market uptake.
- Strengthen the food processing sector in line with Mediterranean values and heritage improving competitiveness.
- Create opportunities for growth, diversification and job creation particularly for smallholders and agro-food SMEs.
- Strengthen Mediterranean food value chains, supporting product quality, healthy food consumption and consumer trust.

- Reduce the negative impacts of food value chains on the environment with particular reference to water.
- Support the transition from a linear to a circular economy.

**Table 1. Supporting information for Topic: “Implementing innovation in Mediterranean Agro-food chains by smallholders and SMEs”**

Type of action	Innovation Action (IA)
Total indicative amount allocated to this Call	€ 6 million
Funding level	According to Horizon 2020 rules <b>Funding rate: 70% (except for non profit legal entities, where a rate of 100% applies)</b>
Technology Readiness Levels (TRL)	5 to 8
Expected number of grants	Up to 3 (projects up to 2M€ each)
List of the countries eligible for funding	See section 6
Standard admissibility and related requirements	The standard admissibility (section 7), eligibility conditions (section 8) and specific provisions and funding rates (section 9)
Evaluation rules	The award criteria, scoring, thresholds and weightings for IAs listed in section 11
Decision to continue and communication	See section 12

### III. Before the submission of Pre- or Full Proposal

Please note that when this guideline refers to “(pre-) proposal”, this means that the conditions apply to both pre proposal and full proposal stage.

There are important steps to get prepared before starting the preparation of the (pre-) proposal. They are as follows:

- Carefully read the text of the call and check the eligibility conditions (e.g. minimum number of required partners or their place of establishment).
- Prospective applicants are encouraged to contact PRIMA National Contact Points (NCPs) listed in Annex 1, to receive more information and guidance on PRIMA calls.
- Get familiar with the standard administrative and technical documentation to fill in. These templates are available on the PRIMA website to allow an early preparation of the (pre-)

proposal. Please note that a different template is used for the pre proposal and full proposal stage with different information.

- Check your Financial capacity: In line with the Financial Regulation No 966/2012 and the Horizon 2020 Rules for Participation Regulation No 1290/2013. See details in section 11.

Each consortium shall have a **coordinator**, whose responsibilities are mainly as follows:

During the submission / evaluation phase:

- Ensure that all the members of the consortium are eligible;
- Submit the (pre-) proposal on behalf of the consortium;
- Be the single point of contact between the PRIMA-IS and the consortium partners.

During the implementation of the project (if selected for funding):

- Be the single point of contact between the PRIMA-IS and the consortium partners.
- Compile and submit any project's reports/deliverables as required on behalf of the Consortium.
- Ensure the role of supervision of the project workflow with the help of Work Package leaders;
- Take care of the financial management of the project and the disbursement of funds between the project partners.
- Inform to the PRIMA-IS about any event that might affect the implementation of the project.

In addition, a **partnering tool** is available in the PRIMA website, to search for partners to organize a consortium.

#### IV. Preparing a (Pre-) Proposal

The (pre-) proposal must be created by the project coordinator. The pre-proposal itself consists of 2 main parts: the administrative forms and the technical annex, which is the detailed description of the planned project. The level of detail depends of the stage, full proposals are more detailed, please refer to the available templates on ([www.prima-med.org/XXXXXX](http://www.prima-med.org/XXXXXX))

(Pre-) Proposals and all the annexes or additional documents must be written in English, in a legible font, further guidance on the use of fonts, margins and other page formatting will be included in the (pre-) proposal templates available on the PRIMA website.

The work described in the (pre-) proposal must correspond to the PRIMA Call for this Topic. The pre-proposal has to meet all eligibility and admissibility conditions described in this call text section 6-7 and 8. (Pre-) Proposals that fail to do so will be considered ineligible.

The **selection and award criteria** against which each (pre-) proposal will be evaluated are described in section 11, this information must also be taken into account to prepare the (pre-) proposal.

All pre-proposals must include a global budget (please ensure that the total value of your requested contribution to PRIMA does not exceed the maximum per grant as stated in the call text). Not all costs are eligible. A detailed explanation of which costs are eligible and which are not eligible can be found in the **PRIMA Financial Guidelines for Beneficiaries (section 1) available on [www.prima-med.org](http://www.prima-med.org)**. Please, read these carefully. A detailed budget is required for the full proposal stage.



Applications, including all required forms and annexes, must be received by the PRIMA-IS **by the deadlines: 17<sup>th</sup> of April 2018 (17:00 CET) for pre-proposal stage and by the 15<sup>th</sup> of September 2018 (17:00 CET) for full proposals**, as stated in this document. Therefore, it is strongly recommended to do not wait until the last moment to submit your (pre-) proposals. Pre or full proposals submitted after the deadline are not eligible for evaluation and will be automatically rejected. No extenuating circumstances will be taken into consideration.

It is possible for the consortium to withdraw an already submitted (pre-)proposal at any time before the deadline, or even during the review process. Correcting or revising of proposals is only possible before the deadline. PRIMA will use the latest version of the pre-proposal submitted by the deadline for review.

PRIMA reminds you that **ONLY** the consortia of the pre-proposals selected by PRIMA-IS (based on the evaluation panel ranking list) at the end of the first step are allowed to submit a full proposal. The submission of a pre proposal is mandatory and **NO MODIFICATION are allowed in the consortium (Coordinators and PI), budget and scientific objectives between step 1 and step 2.**

(Pre-) proposals submitted by coordinators will be opened and authenticated by the PRIMA-IS, which will perform the admissibility and eligibility check (for more details, see Section 7 and 8). No clarification or integration requests will be accepted after the call deadline. Each (pre-) proposal will be registered with a specific identification number and stored electronically. If the admissibility and eligibility criteria are met, the proposal will be then sent to evaluators.

<b>Main steps for the preparation and submission of a (Pre-)proposal</b>	
<b>1</b>	Consortium composition and appointment of the coordinator
<b>2</b>	Verification of the eligibility conditions for the partners
<b>3</b>	Pre-proposal writing (check the evaluation criteria, fill in the appropriate forms)
<b>4</b>	<p><b>Pre-proposal submission</b> by the coordinator with the following information:</p> <ul style="list-style-type: none"> <li>✓ Administrative data (names of the partners, mails, institutions....) Information to be filled online</li> <li>✓ Budget: Total cost per partner and Required amount per partner to PRIMA: Information to be filled online</li> <li>✓ Scientific proposal (template available on <b>XXXXXXXX</b>). Pdf to be uploaded on the submission website</li> </ul> <p>Note that for <b>full proposal (step 2)</b> you will have to provide :</p> <ul style="list-style-type: none"> <li>✓ A detailed budget table (template available on <b>XXXXX</b>). Excel file to be uploaded on the submission website.</li> <li>✓ A full Scientific proposal (template available on <b>XXXXXXXX</b>). Pdf to be uploaded on the submission website</li> <li>✓ CVs of the PIs including all the information listed in point 7.3 in one single document: Pdf to be uploaded on the submission website</li> </ul> <p>The PI is the team leader=1 person per team, lab or institution</p>

## V. Submission procedure

The call will follow a two-stage evaluation procedure. For the first stage, a short Scientific pre-proposal (10 pages) must be submitted to the PRIMA Electronic Submission Site **by the first deadline (April 17, 2018; 17:00h CET)**. **More information about the PRIMA Electronic Submission Site, in Annex 4. The link to the submission website will be announced on the PRIMA web page, in the section corresponding to the call.**

Successful applicants in the first stage will be invited to submit a full proposal (maximum 70 pages) for the second stage. An indicative timeline for the submission and evaluation of applications can be found in Annex 2.

The Eligibility check will be done by the PRIMA-IS after the deadline for submission and before the evaluation takes place. **NO MODIFICATION BETWEEN STAGE 1 PRE-PROPOSALS AND STAGE 2 FULL PROPOSALS ARE ALLOWED**

## VI. List of countries eligible for funding

Legal entities established in the following countries and territories will be eligible to receive funding through PRIMA grants:

a) The PRIMA Participating States (PS)<sup>2</sup> :

- The following Member States (MS) of the European Union (EU): Croatia, Cyprus, France, Germany, Greece, Italy, Luxembourg, Malta, Portugal, Spain, Slovenia. It includes the Overseas Countries and Territories (OCT) linked to these Member States<sup>3</sup>:
- The following Third Countries associated to Horizon 2020 (AC): Israel, Tunisia, and Turkey.
- The following Third Countries not associated to Horizon 2020 (TC), upon condition that they have concluded international agreements for scientific and technological cooperation setting out the terms and conditions of their participation in PRIMA: Algeria, Egypt, Jordan, Lebanon and Morocco.\*

\* As of 26 October 2017 the agreement for scientific and technological cooperation setting out the terms and conditions of Algeria's participation in PRIMA has been provisionally applicable and Algeria is a PRIMA Participating State. The eligibility to receive PRIMA funding for legal entities established in the 'to be Participating States', i.e. Egypt, Jordan, Lebanon and Morocco, is conditional upon the entry into force or start of provisional application of international agreements with the Union setting out the terms and conditions of their participation in PRIMA. Legal entities established in these countries, which apply for funding, will be eligible for funding if the required international agreements start producing legal effects by the time the relevant Grant Agreement is signed (details in Section 6)

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<sup>2</sup> New PS may join PRIMA and the regularly updated list of PS will be provided by PRIMA-IS (at the following link to be inserted to PRIMA webpage).

<sup>3</sup> Entities from Overseas Countries and Territories (OCT) are eligible for funding under the same conditions as entities from the Member States to which the OCT in question is linked.

These Associated (AC) and Third Countries (TC) mentioned above are the Mediterranean Partner Countries (MPC).

In addition, the following entities are eligible to receive funding through PRIMA grants:

b) Any legal entity created under Union law

c) Any international European interest organization, as defined in point (12) of Article 2(1) of Regulation (EU) No 1290/2013<sup>4</sup>

d) Any international organization or any legal entity established in countries not listed above as PS will be eligible for funding provided that at least one of the following conditions is fulfilled:

- participation is deemed to be essential for carrying out the action;
- such funding is provided under a bilateral scientific and technological agreement or any other arrangement between the Union and the international organisation or, for entities established in a country which is not a Participating State, the country in which the legal entity is established.

The latest information on the PRIMA PS can be found on PRIMA webpage:

<http://www.prima4med.org/>

Participants from countries not listed in point 5.1.1.a), and not falling under b), c) or d) above, can be part of a consortium but they have to fund their own participation. They cannot coordinate the project and they are not taken into account in the minimum number of participants required to have an eligible consortium (see section 5.1.3). They also have to attach to their proposal a letter from their organization (signed by a legal representative of the structure) attesting that the funds to cover their participation to the projects (task(s), participation to meetings, etc.) in the project will be available.

## VII. Standard of admissibility and related requirements

After the (pre-) proposal submission, PRIMA-IS will check if it is **admissible** (complete and properly put together) and **eligible**.

Eligibility checks include basic checking: if the contents of proposals are in line with the topic description; if they meet standard and any other eligibility conditions listed in these guidelines (see section 6 and 8). Only proposals which are **admissible and eligible** will be evaluated.

1. To be considered **admissible**, a (pre-) proposal must be:

- (a) Submitted in the electronic submission site before the deadline given in the call conditions;
- (b) Readable, accessible and printable;
- (c) **Complete** and inclusive of the requested administrative data, the proposal description, and any other obligatory supporting documents specified in the call conditions;
- (d) Include a **draft plan for the exploitation and dissemination of the results**. The draft plan **is not required for pre proposals**.

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<sup>4</sup> These are international organizations, the majority of whose members are Member States or associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe

2. In addition to the above admissibility requirements, page limits will apply to parts of proposals. The limit for a **first-stage pre-proposal is 10 pages**, while the limit for a **full proposal is 70 pages**. **In BOTH CASES PAGE LIMIT APPLY ONLY TO THE SCIENTIFIC PART. We strongly encourage you to write your pre or full proposal in a concise and precise way (please bear in mind that the length of the proposal is not considered as a guarantee of quality and evaluators appreciate to receive precise and clear documentation).**

Excess pages (in over-long proposals/applications) will not be taken into consideration by evaluators. Proposals must be written in a legible font. Further guidance on acceptable fonts, margins and other page formatting will be included in the proposal templates. The structure of proposals must correspond to the requirements specified under each section of the proposal template.

3. The following **supporting documents** will be required to determine the operational capacity for grant proposals: **(only for full proposal stage)**

- A curriculum vitae or description of the profile of the persons who will be primarily responsible for carrying out the proposed research and/or innovation activities;
- A list of up to five relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;
- A list of up to five relevant previous projects or activities, connected to the subject of this proposal;
- A description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work; (only for the full proposal stage, step 2).
- A description of any third parties that are not represented as project partners, but who will nonetheless be contributing towards the work (e.g. providing facilities, computing resources). (only for the full proposal stage, step 2).

**All the points listed above must be compiled in a unique document to be uploaded during the submission phase.**

## **VIII. Standard eligibility conditions**

All (pre-) proposals must comply with the eligibility conditions set out in Rules for Participation of Horizon 2020 Regulation No.1290/2013 and any derogations to these as specified in the Decision (EU) 2017/1324.

Furthermore, (pre-) proposals must comply with the eligibility conditions set out Section 7 and 8.

A (pre-) proposal will only be considered eligible if:

- (a) its content corresponds, wholly or in part, to the topic for which it is submitted;
- (b) it complies with the eligibility conditions for participation set out in the table below:

Type of Action	Eligibility conditions for participation <sup>6</sup>
<b>Innovation Action (IA)</b>	<p>At least three legal entities established in three different countries considered as Participating States as defined in point 5.1.1. Each of the three must be established in a different country considered to be PRIMA PS by submission deadline under the relevant call , out of which:</p> <ul style="list-style-type: none"> <li>-at least one must be established in a EU Member State or a third country associated to Horizon 2020 participating in PRIMA and not being a MPC<sup>5</sup>:</li> <li>and</li> <li>-at least one must be established in a third country non-EU Participating State bordering the Mediterranean Sea (MPC) considered as a Participating State<sup>6</sup></li> </ul>

## IX. Specific provisions and funding rates<sup>7,8</sup>

### Innovation actions (IA)

*Description:* Action primarily consisting of activities directly aiming at producing plans and arrangements or designs for new, altered or improved products, processes or services. For this purpose they may include prototyping, testing, demonstrating, piloting, large-scale product validation and market replication.

A ‘demonstration or pilot’ aims to validate the technical and economic viability of a new or improved technology, product, process, service or solution in an operational (or near to operational) environment, whether industrial or otherwise, involving where appropriate a larger scale prototype or demonstrator.

A ‘market replication’ aims to support the first application/deployment in the market of an innovation that has already been demonstrated but not yet applied/deployed in the market due to market failures/barriers to uptake. ‘Market replication’ does not cover multiple applications in the market of an innovation<sup>9</sup> that has already been applied successfully once in the market. ‘First’ means new at least

<sup>5</sup> These countries include Croatia, Cyprus, France, Germany, Greece, Italy, Luxembourg, Malta, Portugal, Slovenia and Spain.

<sup>6</sup> The latest information on the PRIMA PS, including MPC, can be found on PRIMA webpage: <http://www.prima-med.org/>. In order to qualify as a MPC, and thus be counted towards the eligibility conditions for participations, the third country will need to be considered a PS by submission deadline under the relevant call.

<sup>7</sup> Eligible costs for all types of action are in accordance with the Financial Regulation No 966/2012 and the Horizon 2020 Rules for Participation Regulation No 1290/2013. In addition, as training researchers on gender issues serves the policy objectives of Horizon 2020 and is necessary for the implementation of R&I actions, applicants may include in their proposal such activity and the following corresponding estimated costs that may be eligible for EU funding:

- (a) Costs of delivering the training (personnel costs if the trainers are employees of the beneficiary or subcontracting if the training is outsourced);
- (b) Accessory direct costs such as travel and subsistence costs, if the training is delivered outside the beneficiary's premises;
- (c) Remuneration costs for the researchers attending the training, in proportion to the actual hours spent on the training (as personnel costs).

<sup>8</sup> Participants may ask for a lower rate.

<sup>9</sup> A new or improved technology, product, design, process, service or solution.

to PRIMA countries or new at least to the application sector in question. Often such projects involve a validation of technical and economic performance at system level in real life operating conditions provided by the market.

Projects may include limited research and development activities.

**Funding rate: 70%. Except for non profit legal entities, where a rate of 100% applies.**

## X. Technology readiness levels (TRL)

Where a topic description refers to a TRL, the following definitions apply, unless otherwise specified:

- TRL 1 – basic principles observed.
- TRL 2 – technology concept formulated.
- TRL 3 – experimental proof of concept.
- TRL 4 – technology validated in lab.
- TRL 5 – technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies).
- TRL 6 – technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies).
- TRL 7 – system prototype demonstration in operational environment.
- TRL 8 – system complete and qualified.
- TRL 9 – actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space).

## XI. Evaluation rules

### -Selection Criteria

1. *Financial capacity*: In line with the Financial Regulation No 966/2012 and the Horizon 2020 Rules for Participation Regulation No 1290/2013. Before the submission of a pre-proposal coordinators will be have to perform a self-assessment using the on-line tool available by clicking on the following link <https://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html> .

2. *Operational capacity*: As a distinct operation, carried out during the evaluation of the award criterion 'Quality and efficiency of the implementation', independent experts will indicate whether the participants have sufficient operational capacity to carry out the proposed work, based on the competence and experience of the individual participant(s). (Only for step 2).

### -Award criteria, scores and weighting

1. Grant proposals will be evaluated by independent experts, on the basis of the **award criteria** 'excellence', 'impact' and 'quality and efficiency of the implementation' see Article 15 of the Horizon 2020 Rules for Participation Regulation No 1290/2013).

The aspects to be considered in each case depend on the types of action as set out in the table below:

Type of Action	<p style="text-align: center;"><b>Excellence</b></p> <p>The following aspects will be taken into account, to the extent that the proposed work corresponds to the topic description in the work plan.</p>	<p style="text-align: center;"><b>Impact</b></p> <p>The following aspects will be taken into account:</p>	<p style="text-align: center;"><b>Quality and efficiency of the implementation</b></p> <p>The following aspects will be taken into account*:</p>
<p><b>All Types of Actions</b></p>	<p>Clarity and pertinence of the objectives;</p> <p>Soundness of the concept, and credibility of the proposed methodology;</p> <p>Fit with the scope and objectives of the PRIMA programme and the call topic description;</p>	<p>The extent to which the outputs of the project would contribute to one or several of the expected impacts mentioned in the work plan under the relevant topic.</p> <p>Scores of the proposals will not depend on the number of expected impacts covered.</p>	<p>Quality and effectiveness of the work plan, including extent to which the resources assigned to work packages are in line with their objectives and deliverables;</p> <p>Appropriateness of the management structures and procedures, including risk and innovation management;</p> <p>Complementarity of the participants and extent to which the consortium as whole brings together the necessary expertise;</p> <p>Appropriateness of the allocation of tasks, ensuring that all participants have a valid role and adequate resources in the project to fulfil that role.</p>

<b>Innovation Actions (IAs)</b>	<p>Extent that the proposed work is beyond the state of the art, and demonstrates innovation potential (e.g. ground-breaking objectives, novel concepts and approaches, new products, services or business and organisational models)</p> <p>Appropriate consideration of interdisciplinary approaches and, where relevant, use of stakeholder knowledge and gender dimension in research and innovation content.</p>	<p>Any substantial impacts not mentioned in the work plan, that would enhance innovation capacity, create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society;</p> <p>Quality of the proposed measures to:</p> <ul style="list-style-type: none"> <li>• Exploit and disseminate the project results (including management of IPR), and to manage research data where relevant.</li> <li>• Communicate the project activities to different target audiences.</li> </ul>	
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### -Scoring and weighting:

- Evaluation scores will be awarded for the criteria, and not for the different aspects listed in the above table.
- For the evaluation of first-stage proposals (pre-proposal) under a two-stage submission procedure, only the criteria **‘excellence’** and **‘impact’** will be evaluated. The threshold for both individual criteria will be 4.
- The actual level will therefore depend on the volume of proposals received. The threshold is expected to normally be set at least 8 or 8.5 (stage 1).
- For the second step: Evaluation scores will be awarded for the criteria, and not for the different aspects listed in the above table. For full proposals, each criterion will be scored out of 5. The threshold for individual criteria will be 3. The overall threshold, applying to the sum of the three individual scores, will be 10.
- For Innovation actions, to determine the ranking, the score for the criterion ‘impact’ will be given a weight of 1.5.



Score description for the evaluation criteria (half point scores may be given)		
0	<b>weak</b>	The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
1	<b>poor</b>	The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses
2	<b>fair</b>	While the proposal broadly addresses the criterion, there are significant weaknesses.
3	<b>good</b>	The proposal addresses the criterion well, although improvements would be necessary.
4	<b>very good</b>	The proposal addresses the criterion very well, although certain improvements are still possible.
5	<b>excellent</b>	The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

### Evaluation procedure

- **Individual Evaluation:** Each eligible (pre-)proposal is evaluated remotely by at least three expert evaluators (see Article 15 of the Horizon 2020 Rules for Participation Regulation no. 1290/2013), who carry out a technical evaluation on the basis of the criteria mentioned above. An Individual Evaluation Report, which includes comments and scores for all evaluation criteria, is prepared by each evaluator.
- **Panel review:** after the remote individual evaluation, evaluators meet in a panel to discuss and find agreement on the initial comments and scores attributed to each (pre-) proposal. They will prepare an Evaluation Summary Report (ESR) for each (pre-) proposal, which shows the outcome of the evaluation of the project proposal.  
The panel is also responsible for the preparation of a ranking list of the proposals by consensus. Project funding decisions will be taken on the basis of this ranking list. The panel configuration allows evaluators to have an overview of all eligible proposals, not just the one they have evaluated, which enables them to decide fairly when ranking the proposals.

In case of disagreement or in case of project proposals with the same score (only for two stage proposals), the panel shall determine the priority order for proposals described in the section below.

#### -Priority order for proposals with the same score:

The following method will be applied (except for the pre-proposal stage, where proposals having the same score are kept together and no prioritization is made).

If necessary, the panel will determine a priority order for proposals, which have been awarded the **same score** within a ranked list. Whether or not such a prioritization is carried out will depend on the available budget or other conditions set out in the call text. The following approach will be applied successively for every group of *ex aequo* proposals requiring prioritization, starting with the highest scored group, and continuing in descending order:

- a) Proposals that address topics, or sub-topics, not otherwise covered by more highly-ranked proposals, will be considered to have the highest priority.
- b) The proposals identified under (a), if any, will themselves be prioritized according to the scores they have been awarded for the criterion excellence. When these scores are equal, priority will be based on scores for the criterion impact. In the case of Innovation actions, this prioritization will be done first on the basis of the score for impact, and then on that for excellence.
- c) If necessary, any further prioritization will be based on the following factor; presence of SMEs, gender balance among the personnel named in the proposal who will be primarily responsible for carrying out the research and/or innovation activities.
- d) The panel may decide to further prioritize by considering how to enhance the quality of the project portfolio through synergies between projects, or other factors related to the objectives of the call or to PRIMA in general. These factors will be documented in the report of the Panel.
- e) The method described in (a), (b), (c) and (d) will then be applied to the remaining *ex-aequos* in the group.

At the end of the panel meeting, the panel will recommend one ranking list for the proposals under evaluation, following the scoring systems indicated above.

## XII. Communication of evaluation results

Coordinators whose pre-proposal has been rejected will receive an Evaluation Summary Report (ESR) at the end of the first stage, showing the results of the evaluation.

The PRIMA-IS will notify applicants if their (pre-) proposal has been rejected because:

- it is found to be ineligible;
- it falls short of the relevant thresholds;
- it is too far down the ranking list to qualify for the limited amount of funding available;
- does not fulfil the ethical requirements, following an ethics review (see Article 13.3, of Horizon 2020 Rules for participation).

Coordinators whose pre-proposal has been successful will be invited to submit a full-proposal for step 2 and will receive an ESR at the end of the second stage evaluation. A positive result **does not constitute a confirmed offer of a grant.**

The final decision of funding will be taken according to the ranking list produced by the evaluation panel after the evaluation of the full proposals (starting by the project ranked number 1 in the list in a descending order), until funds are available.

## XIII. Project monitoring and reporting for funded projects

Project coordinators will be required to provide a scientific and financial **mid-term report by M18 and a final report by M36.** All project partners will have to deliver input for these reports. In addition, it

will be expected to include evidence of impact in these mid-term and final reports (see the list of Key Performance Indicators in annex 3).

Detailed information on the reporting and monitoring procedures as well as templates will be provided to the coordinators of the funded projects in due course on the PRIMA website.

#### **XIV. Evaluation Review Procedure**

This procedure is intended for applicants who believe that the evaluation of their proposal has not been carried out in accordance with the procedures set out in the Annual Work Plan. Applicants can lodge a request to PRIMA-IS within 30 days after the date on which PRIMA-IS informs the coordinator of the evaluation results.

This procedure covers only the procedural aspects of the evaluation, and not the merits of the proposal.

An evaluation review committee shall provide an opinion on the procedural aspects of the evaluation process.

- The committee may recommend one of the following:
  - a) Re-evaluation of the proposal primarily by evaluators not involved in the previous evaluation;
  - b) Confirmation of the initial evaluation.

#### **XV. Conditions related to open access to research data**

Participants will engage in research data sharing, according to Article 29.3 of the PRIMA Model Grant Agreement(s). This means that beneficiaries must deposit and take measures to make it possible for third parties to access, mine, exploit, reproduce and disseminate, free of charge for any user:

- (1) data needed to validate the results presented in scientific publications ('underlying data');
- (2) other data as specified by the beneficiaries in their Data Management Plan (DMP, see below).

Projects can "opt-out" of these provisions before or after the signature of the grant agreement (thereby freeing themselves from the associated obligations) on the following grounds:

- a) Incompatibility with the Horizon 2020 obligation to protect results that are expected to be commercially or industrially exploited;
- b) Incompatibility with the need for confidentiality in connection with security issues;
- c) Incompatibility with rules on protecting personal data;
- d) Incompatibility with the project's main aim;
- e) If the project will not generate / collect any research data, or;
- f) If there are other legitimate reasons not to provide open access to research data.

Any costs related to the implementation of these provisions are eligible for reimbursement during the duration of the grant.

A proposal will not be evaluated more favorably, if the consortium agrees to share its research data, nor will it be penalized, if it opts-out.

Further information on open access to research data is available on the PRIMA electronic submission site.

A Data Management Plan (DMP) details what data the project will generate, how it will be exploited and made accessible for verification and re-use, and how it will be curated and preserved. The use of a Data Management Plan is obligatory for all projects that do not opt-out. Projects that opt-out are also strongly encouraged to submit a Data Management Plan if relevant for their planned research. Further information on Data Management Plans is available on PRIMA electronic submission site.

## XVI. Applicable common principles to the call

### **Equal treatment**

Participation in joint calls, including the right to receive funding, should in general be open to any type of legal entity, private or public. It is understood and acceptable however, that national legislation or specific objectives of an action may dictate that only certain legal entities, e.g. public institutions, can participate and receive funding in certain actions. Joint calls should to the largest possible extent be allocated through open calls for proposals, and the PRIMA programme should be mentioned in the call text.

The principle of equality and non-discrimination based on gender, racial or ethnic origin, religion or belief, disability, age and sexual orientation should be observed and promoted.

### **Transparency**

Evaluation and selection criteria and details of the review process should be published before applicants submit pre-proposals. The awarding of funds through calls for proposals or through institutional funding is made public.

### **Independent peer review evaluation**

Applications submitted through open calls for proposals should be evaluated by panels of leading independent experts (peer review).

### **Ethics and scientific integrity**

The principles of scientific integrity as defined in the European Code of Conduct for Research Integrity should be observed and promoted.<sup>10</sup>

Fundamental ethical principles and in particularly those related to the Charter of Fundamental Rights of the European Union, the European Convention on Human Rights and its Supplementary Protocols, should be adhered to and enforced, both during selection of actions for funding and during the subsequent implementation of the actions.

### **Appeal and complaints**

A peer review appeal system should be established to provide applicants the opportunity to seek reconsideration of the initial review results if they believe the review process was flawed.

### **Exploitation and dissemination of results**

The findings of research activities in the PRIMA AWP must be made available to the research community and the public in a timely manner.

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<sup>10</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics\\_code-of-conduct\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf)

## XVII. Call Secretariat – PRIMA-IS

The Call Secretariat located on the **PRIMA-IS**, will provide administrative support to applicants regarding the call, call documents and procedures.

### **Project Officer : XXXX**

Phone:

e-mail:

Questions concerning the submission tool and other general questions should be addressed to: **XXX**.

## XVIII. National Contact Points

Besides the Call Secretariat, each country has nominated representatives at national level as National Contact Point (NCP). These representatives give support to the applicants and are the primary points of contact for all general matters related to the calls, and can act as a link between PRIMA and the coordinator of the project.

A list of the National Contact Point list is provided in Annex 1.

## XIX. Use of the Electronic Submission Site – details in annex 4

The Pre-Proposal submission occurs online via PRIMA Submission Tool. All fields in the tool are mandatory. It is the duty of the coordinator to enter the data online.

Information about the coordinator (and about every partner of the consortium, which they can enter themselves):

- Title;
- E-mail address;
- First Name;
- Family Name;
- Status of Organisation;
- Name of Organisation;
- Department;
- Country;
- Street;
- Zip/Postal Code;
- Town/City;
- Telephone Number;
- Mobile Phone Number;

The ESS will ask for the following information:

- Project Title (**max. 255 characters**);
- Project Acronym (**max. 15 characters**);
- Project duration (max. 36 month);
- Topic;
- Keywords. You can select predetermined keywords for main topic selected or add any new keyword;

- Abstract (max. 2500 characters);
- Project Description (max. 10000 characters): *Detail here relevance of the project to the scientific scope of this call, main results for the sector that can be expected, main target group and how this will be involved and/or targeted in the project, state of the art relevant to the topic and added value of the consortium for PRIMA, of the project being carried out;*
- Documents. You can upload the required documents (Scientific document, budget table, CVs, in pdf or excel files). Max allowed file size: 10 MB;

For step 1 (pre-proposal stage) the EES will ask you for the total cost / partner and the requested amount to PRIMA / partner. For information Total cost = requested amount to PRIMA + own funding;

- Note that for step 2 (full proposal stage), a detailed budget will be asked for each partner.

The project coordinator has to list all partners of the consortium. After having activated all the partners by the coordinator, each partner receives a confirmation email and can edit their administrative and financial data.

For any questions concerning the online [Electronic Submission Site \(ESS\)](#), please contact XXX.

## Annex 1: List of Participants States

Country	Funding body	NCP name	NCP surname	E mail	phone Number
ALGERIA	General Directorate for scientific research and technological development (DGRSDT)	Bouchicha	Mohamed	<a href="mailto:m.bouhicha@mesrs.dz">m.bouhicha@mesrs.dz</a>	+21321270565 / +213555722577
CROATIA					
CYPRUS					
EGYPT	PRIMA National contact point for EGYPT	El-Sadr	Zeinab	prima.mosr@gmail.com	00202 27927368/69
EGYPT	Academy of Scientific Research and Technology (ASRT)	Radwan	Amr	<a href="mailto:amm@sti.sci.eg">amm@sti.sci.eg</a>	00202 27920126
EGYPT	Academy of Scientific Research and Technology (ASRT)	Essawi	Salma	<a href="mailto:sme@sti.sci.eg">sme@sti.sci.eg</a>	00202 27920126
EGYPT	Science and Technological Development Fund (STDF)	Samir	Sarah	sarah.maged@stdf.org.eg	00202 27924519
FRANCE	French National Research Agency (ANR)	Héral	Maurice	maurice.heral@anr.fr	+33 1 78 09 80 33
FRANCE	French National Research Agency (ANR)	Treignier	Claire	claire.treignier@anr.fr	
GERMANY	Project Management Agency c/o German Aerospace Center (DLR PT)	Dr. Ditgens	Birgit	<a href="mailto:prima@dlr.de">prima@dlr.de</a>	tbc
GERMANY	Project Management Agency c/o German Aerospace Center (DLR PT)	Wirsing	Birgit	<a href="mailto:prima@dlr.de">prima@dlr.de</a>	tbc
GREECE	General Secretariat for Research and Technology	Koniaris	Marios	<a href="mailto:m.koniaris@gsrt.gr">m.koniaris@gsrt.gr</a>	+30 210 74 58 094, +30 210 77 14 153

GREECE	General Secretariat for Research and Technology	Dimitropoulou	Sofia	s.dimitropoulou@gsrt.gr	+30 210 74 58 187, +30 210 77 14 153
ISRAEL	Israel Innovation Authority	Mrs. Karniol	Ayala	<a href="mailto:ayala@iserd.org.il">ayala@iserd.org.il</a>	+972-3-5118119
ISRAEL	Israeli Ministry of Science, Technology and Space	Dr. Ben-Sasson	Moshe	MosheBS@most.gov.il	+972-50- 5859530
ITALY					
JORDAN	Scientific Research Support Fund	Amawi	Omar	omaramawi@hotmail.com; o.amawi@hcst.gov.jo	0096265335288, Mobile 00962776756675
LEBANON					
LUXEMBOURG	Luxembourg National Research Fund (FNR)	Dr. Burg	Helena	<a href="mailto:Helena.burg@fnr.lu">Helena.burg@fnr.lu</a>	+352 26192555
MALTA	Malta Council for Science And Technology	Muscat Terribile	Corinne	<a href="mailto:corinne.muscat-terribile@gov.mt">corinne.muscat-terribile@gov.mt</a>	+356 23602 126/142
MOROCCO	State Secretariat for Higher Education and Scientific Research	Afifi	Abdel-Ilah	afifi@enssup.gov.ma / abdelilahafifi20@gmail.com	00 212 5 37 21 75 52
MOROCCO	State Secretariat for Higher Education and Scientific Research	Mouradi	Abdelhak	a.mouradi@enssup.gov.ma / abmouradi@gmail.com	00 212 5 37 21 76 49
MOROCCO	State Secretariat for Higher Education and Scientific Research	chokairi	Anas	chokairi.anas@gmail.com	00 212 5 37 21 76 53 / 00 212 6 72 21 03 57
PORTUGAL	Foundation for Science and Technology (FCT)	Pereira	Ricardo	ricardo.pereira@fct.pt	+351 21 3924479
PORTUGAL	Foundation for Science and Technology (FCT)	Maia	Maria	<a href="mailto:maria.maia@fct.pt">maria.maia@fct.pt</a>	+351 21 391 15 43
SLOVENIA					
SPAIN	National Institute for Agricultural and Food Research and Technology (INIA)	Escudero	Jesús	<a href="mailto:jesus.escudero@inia.es">jesus.escudero@inia.es</a>	91 347 39 79
SPAIN	Centro para el Desarrollo	Conde	Marta	marta.conde@cdti.es	91 581 55 00 / 91 581 55 94



	Tecnológico Industrial (CDTI)				
SPAIN	Agencia Estatal de Investigacion (AEI) For administrative matters	Chojnacka	Justyna	era-agro@aei.gob.es; Justyna.chojnacka@aei.gob.es	
SPAIN	Agencia Estatal de Investigacion (AEI) For scientific matters	Intrigliolo	Diego	dintri@cebas.csic.es	
TUNISIA	IRESA	Rhouma	Ali	ali.rouma@gmail.com	+21698278938
TUNISIA	ministry				
TURKEY	The Scientific and Technological Research Council of Turkey (TUBITAK)	Demir	Nur Eda	eda.demir@tubitak.gov.tr	+90 312 298 1622

## Annex 2: Common timeline for all calls in Section 1

Important events	Date
<b>STEP 1 (Pre-proposals)</b>	
Pre-announcement publication	15 <sup>th</sup> January 2018
Announcement publication	8 <sup>th</sup> February 2018
Opening of the submission website	17 <sup>th</sup> March 2018 (estimated)
<b>Deadline for Pre-Proposals (PPs) submission</b>	<b>17<sup>th</sup> April 2018</b>
Publication of results and communication to coordinators	15 <sup>th</sup> June 2018
<b>STEP 2 (Full-Proposals)</b>	
Writing and development of proposals	15 <sup>th</sup> June - 15 <sup>th</sup> September 2018
Opening of the submission website	15 <sup>th</sup> August 2018 (estimated)
<b>Deadline for full proposals (FPs) submission</b>	<b>15<sup>th</sup> September 2018</b>
Publication of results and communication to coordinators	5 <sup>th</sup> December 2018
CA & GA signature	From the 5 <sup>th</sup> December 2018

## Annex 3: Key Performance Indicators

PRIMA programme will be implemented in compliance with the objectives and provisions set out in the Decision (EU) 2017/1324 and will be based on the priorities described in the PRIMA Strategic Research and Innovation Agenda (SRIA).

The successful implementation of the PRIMA programme will be measured against specific key performance indicators (KPIs), which have been set out in the SRIA.

PRIMA is expected to have significant impact in the Mediterranean area.

The most important evaluation criteria will be the ability of the PRIMA programme to develop and eventually adopt innovative and sustainable solutions for water management and provision and agro-food systems contributing to the implementation of UN Agenda 2030 for Sustainable Development.

Potential socio-economic benefits include creation of new jobs, increased competitiveness of companies in both shores of the Mediterranean area, social and environmental impacts.










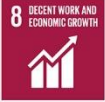



Here is reported a table containing the PRIMA KPIs that will measure the PRIMA expected impacts

Consortia shall consider in their proposal how and to which extent it will contribute to the targeted research and innovation objectives of the PRIMA programme and to its overall expected impacts.

## IMPACT INDICATORS

### KPIs

SDGs implementation <sup>1</sup>

General goals	KPIs	SDGs implementation <sup>1</sup>
 <p><b>Innovation for MANAGEMENT OF WATER</b></p>	<ul style="list-style-type: none"> <li>• Number of applied R&amp;I solutions to the challenges of water management</li> <li>• SDG#6 - 06.21 Biochemical oxygen demand in rivers;</li> <li>• SDG#6 - 06.24 Nitrate in groundwater</li> <li>• SDG#6 - 06.26 Phosphate in rivers every year</li> <li>• SDG#6 - 06.41 Water exploitation index (WEI)</li> </ul>	
 <p><b>Innovation for FARMING SYSTEMS</b></p>	<ul style="list-style-type: none"> <li>• SDG#2 - 2.4.1 Proportion of agricultural area under productive and sustainable agriculture</li> <li>• SDG#2 - 2.5.2 Proportion of local breeds classified as being at risk, not-at-risk or at unknown level of risk of extinction</li> <li>• SDG#11 - 11.3.1 Ratio of land consumption rate to population growth rate.</li> </ul>	 
 <p><b>Innovation for AGRO-FOOD VALUE CHAIN</b></p>	<ul style="list-style-type: none"> <li>• SDG#12 - 12.3.1 Global food loss index</li> <li>• Percentage increase in Mediterranean agro-food products exported</li> <li>• Percentage decrease in Food imports dependency (%imports/consumption)</li> </ul>	
 <p><b>Economic Growth/ Competitiveness</b></p>	<ul style="list-style-type: none"> <li>• New water and food quality oriented business models and strategies</li> <li>• Start-ups created adopting organisational and technological innovation</li> <li>• SDG#10 - 10.2.1 Proportion of people living below 50 per cent of median income, by sex, age and persons with disabilities</li> <li>• SDG#8 - 8.1.1 Annual growth rate of real GDP per capita</li> </ul>	 
 <p><b>Diet/Health/Well-being</b></p>	<ul style="list-style-type: none"> <li>• Decrease in overweight population percentage (of which obese) by sex and by Country</li> <li>• SDG#6 - 6.1.1 Proportion of population using safely managed drinking water services</li> </ul>	
 <p><b>Migration</b></p>	<ul style="list-style-type: none"> <li>• Multidimensional Poverty Index (SDG) by Country <sup>2,3</sup></li> </ul>	

<sup>1</sup> Sachs, J., Schmidt-Traub, G., Kroll, C., Durand-Delacre, D. and Teksoz, K. (2017). *SDG Index and Dashboards Report 2017*.

<sup>2</sup> Alkire, S., Apablaza, M., and Jung, E. (2014). *Multidimensional poverty measurement for EUSILC countries*. OPHI Research in Progress 36b.

<sup>3</sup> Alkire, S. and Robles, G. (2017). *Multidimensional Poverty Index Summer 2017: Brief methodological note and results*. OPHI Methodological Note 44, University of Oxford.

## OUTCOMES INDICATORS

### KPIs

SDGs implementation <sup>1</sup>

### Specific objectives



#### ALIGNMENT OF NATIONAL R&I PROGRAMMES

- Changes in R&I priorities of national agencies oriented towards PRIMA objectives
- Percentage increase of coordination



#### CRITICAL MASS OF ACTORS AND RESOURCES

- Increase of means for R&I funding
- Increased involvement of industry incl. SMEs
- New public-public or public-private partnerships, new collaborations
- Efficiency benefits through pooling of resources, sharing of public investment of PS



#### STRENGTHENING R&I CAPACITIES

- Improved capacity of R&I organisations
- Number of pilots and demonstrators
- New practices for R&I organisations
- **9.5.2 Researchers (in full-time equivalent) per million inhabitants**



### Thematic Areas and Priorities



#### 1/MANAGEMENT OF WATER

- 1 Water resources availability;
- 2 Sustainable integrated water management;
- 3 Irrigation technologies;
- 4 Use of alternative water resources.

- Number of new modelling routines for determining basic components of water cycle related to groundwater accumulation;
- Number of efficiency enhanced technologies for wastewater treatment for unconventional renewable water resource production;
- Number and efficiency performance of new irrigation technologies and scheduling protocols and models;
- Number of water treatment technologies for specific irrigation requirements.



#### 2/ FARMING SYSTEMS

- 1 Adaption of agriculture to climate change;
- 2 Developing sustainable and productive agro-ecosystems;
- 3 Preventing emergence of animal and plant diseases;
- 4 Developing farming systems, create employment etc.

- Number of new varieties/species adaptable to climate change;
- Improved Knowledge of soil erosion mechanisms to enhance fertility and mitigate salinization under conditions of water scarcity improving nutrient balance;
- Number of integrated solutions for pest and diseases management for plant and animal production systems;
- Number of innovations in farming systems developed enabling sustainable and efficient agriculture and food systems.



#### 3/ AGRO-FOOD VALUE CHAIN

- 1 Valorising food products;
- 2 Food safety in local chains;
- 3 Implementation of innovation in the agro-food chain;
- 4 Implications of dietary shifts.

- Number of new food products with enhanced shelf-life, quality and health-related beneficial properties;
- Number of innovative solutions aimed to improve quality control mechanisms and techniques throughout supply chains;
- Number of business models for quality and sustainability adapted to SME and smallholders;
- Number of raising awareness campaign promoting an environment conducive to healthy food choices through appropriate incentives and information provision to consumers and policy makers.

## OPERATIONAL INDICATORS

### KPIs

<b>Development of a SRIA</b>	<ul style="list-style-type: none"><li>• Number of meetings/events/participants</li></ul>
<b>Joint transnational calls for proposal</b>	<ul style="list-style-type: none"><li>• Number of calls, number of proposals submitted/funded;</li><li>• time to contract, time to grant, time to pay.</li></ul>
<b>Networking activities, Stakeholder involvement, Knowledge-sharing/Dissemination, Mobility/Training</b>	<ul style="list-style-type: none"><li>• Number of events;</li><li>• Participation of industry/society in the implementation;</li><li>• Number of events/schemes;</li><li>• Number of participants.</li></ul>



# OUTCOMES INDICATORS

KPIs SDGs implementation <sup>1</sup>

Specific objectives	 <p><b>ALIGNMENT OF NATIONAL R&amp;I PROGRAMMES</b></p>	<ul style="list-style-type: none"> <li>• Changes in R&amp;I priorities of national agencies oriented towards PRIMA objectives</li> <li>• Percentage increase of coordination</li> </ul>	
	 <p><b>CRITICAL MASS OF ACTORS AND RESOURCES</b></p>	<ul style="list-style-type: none"> <li>• Increase of means for R&amp;I funding</li> <li>• Increased involvement of industry incl. SMEs</li> <li>• New public-public or public-private partnerships, new collaborations</li> <li>• Efficiency benefits through pooling of resources, sharing of public investment of PS</li> </ul>	
	 <p><b>STRENGTHENING R&amp;I CAPACITIES</b></p>	<ul style="list-style-type: none"> <li>• Improved capacity of R&amp;I organisations</li> <li>• Number of pilots and demonstrators</li> <li>• New practices for R&amp;I organisations</li> <li>• <b>9.5.2 Researchers (in full-time equivalent) per million inhabitants</b></li> </ul>	

Thematic Areas and Priorities	 <p><b>1/MANAGEMENT OF WATER</b></p> <ol style="list-style-type: none"> <li>1 Water resources availability;</li> <li>2 Sustainable integrated water management;</li> <li>3 Irrigation technologies;</li> <li>4 Use of alternative water resources.</li> </ol>	<ul style="list-style-type: none"> <li>• Number of new modelling routines for determining basic components of water cycle related to groundwater accumulation;</li> <li>• Number of efficiency enhanced technologies for wastewater treatment for unconventional renewable water resource production;</li> <li>• Number and efficiency performance of new irrigation technologies and scheduling protocols and models;</li> <li>• Number of water treatment technologies for specific irrigation requirements.</li> </ul>	
	 <p><b>2/ FARMING SYSTEMS</b></p> <ol style="list-style-type: none"> <li>1 Adaption of agriculture to climate change;</li> <li>2 Developing sustainable and productive agro-ecosystems;</li> <li>3 Preventing emergence of animal and plant diseases;</li> <li>4 Developing farming systems, create employment etc.</li> </ol>	<ul style="list-style-type: none"> <li>• Number of new varieties/species adaptable to climate change;</li> <li>• Improved Knowledge of soil erosion mechanisms to enhance fertility and mitigate salinization under conditions of water scarcity improving nutrient balance;</li> <li>• Number of integrated solutions for pest and diseases management for plant and animal production systems;</li> <li>• Number of innovations in farming systems developed enabling sustainable and efficient agriculture and food systems.</li> </ul>	
	 <p><b>3/ AGRO-FOOD VALUE CHAIN</b></p> <ol style="list-style-type: none"> <li>1 Valorising food products;</li> <li>2 Food safety in local chains;</li> <li>3 Implementation of innovation in the agro-food chain;</li> <li>4 Implications of dietary shifts.</li> </ol>	<ul style="list-style-type: none"> <li>• Number of new food products with enhanced shelf-life, quality and health-related beneficial properties;</li> <li>• Number of innovative solutions aimed to improve quality control mechanisms and techniques throughout supply chains;</li> <li>• Number of business models for quality and sustainability adapted to SME and smallholders;</li> <li>• Number of raising awareness campaign promoting an environment conducive to healthy food choices through appropriate incentives and information provision to consumers and policy makers.</li> </ul>	

## 1. IMPORTANT INFORMATION

**IMPORTANT:** The online platform corresponds to an adaptation of the French National Research Agency (ANR) electronic submission tool. In accordance, you will find certain fields that are blocked (or could not be removed) because they are solely focused on French Applicants. As these fields are considered irrelevant to this Call, please disregard these aspects when filling in the data of your proposal. Please follow these *Guidelines for the Electronic Submission Platform*, in order to make sure you do not miss any important information you should provide.

**NOTE:** You can choose the language of your screen (French or English) by clicking on the flag at the top of the screen (right side).

### Consortium Composition

For each project, a **coordinator** is appointed. Each project Partner appoints ONE scientific and technical representative for his/her team (the **Principal Investigator - PI -**). The coordinator will create the proposal in the submission platform and add the project Partners. Once that is done, Partners will receive an invitation mail to connect to the platform. They will be able to check the information provided by the coordinator and modify their administrative and financial data if necessary.

**Each modified page in the submission platform must be saved before going to another page.**



## 2. HOW TO CONNECT

### 1. Go to :

One month before the deadline for submission, the link to the submission website will be announced on the prima web page in the section corresponding to the call

### 2. The following screen will be displayed:

The screenshot shows the 'Authentication Page' with the following elements:

- Email address:** A text input field containing 'johann.muller@agencerecherche.fr x'. A blue arrow points from a box labeled 'Insert Email Address' to this field.
- Password:** A text input field with masked characters '.....'. A blue arrow points from a box labeled 'Insert Password' to this field.
- Validate:** A button located below the password field.
- Forgotten password / Generate a new password:** A blue hyperlink. A yellow arrow points from a box labeled 'In case you forget your password...' to this link.
- Instructions:** Below the form, there is text: 'To submit a new proposal, please go to the Call page on the [ANR website](#). For any information, please contact the person in charge of the Call: [Contacts](#)'.
- Remarks:** A section with a bulleted list: 'This website is designed for a 1024x768 screen resolution (Full Screen)', 'The application is optimized for Internet Explorer (up to IE10) and Firefox.', 'Cookies and JavaScript must be enabled.', 'We advise you to allow popups from your browser settings.'
- Message to experts and committee members:** A section with text: 'If you already have an account (as proposal coordinator, partner...), you must use the same login/password. If you have not received or if you have lost your password, you can generate a new one via the link "Forgotten password" located on this page.'

If you already have an account you must use the same email address to log.

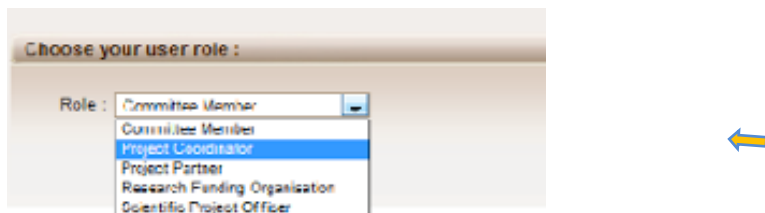
If you request a new password, you must provide your e-mail address on the following screen:

An e-mail will automatically be sent to your INBOX. (verify your spam box if you did not receive the mail).

The screenshot shows the 'Mot de passe oublié / Forgotten password' screen with the following elements:

- Adresse de messagerie / Email address:** A text input field with a red asterisk to its right.
- Valider:** A button located below the email address field.
- Revenir à la page d'authentification / Back to the authentication page:** A blue hyperlink located below the 'Valider' button.

3. After validation, you will get a new screen asking you to choose your user profile: Project Coordinator or Project Partner. Please click on **“Project Coordinator”** and then **“Access”**:
4. (once the coordinator has invited his/her partners for the project, the project partners will have to log in the same way but selecting “project partner”)



## 3. HOW TO COMPLETE YOUR PROPOSAL

**When you log for the first time you will have to enter the ACRONYM of your proposal and the title then :**

You will be presented the following screen:

To modify your password or your profile

Titre du projet	Edison	Appel à projets	Date de clôture de l'appel (heure de Paris)	Publié
<a href="#">Zed_Artinet2</a>	2317	ERA-NET_Artinet	14/09/2017 17:00	Non

To edit your proposal

**Click on the title of your proposal to go to the next step**

You will now have access to the main online submission page composed by several tabs gathering all the information needed for the evaluation of the project (from the left to the right side of the screen):

**[TAB 1: Partnership and tasks](#) **[TAB 2: Partners/Organisations files](#) **[TAB 3: Identity of the Project](#)  
**[TAB 4: Scientific Abstract](#) **[TAB 5: Scientific Document](#) **[TAB 6: Peer reviewers](#) **[TAB 7: Summary](#)  
**[Tables](#) **[TAB 8: Submission of the project](#)******************

By default, you will first be directed to the “**Identity of the project**” page:

Please complete all the information: Duration of the project, category of research, key words, answer to the 2 questions: Has the project been submitted previously to arimnet or Eranetmed? Is the project a follow/continuation of a previously granted project under arimnet / Eranetmed?

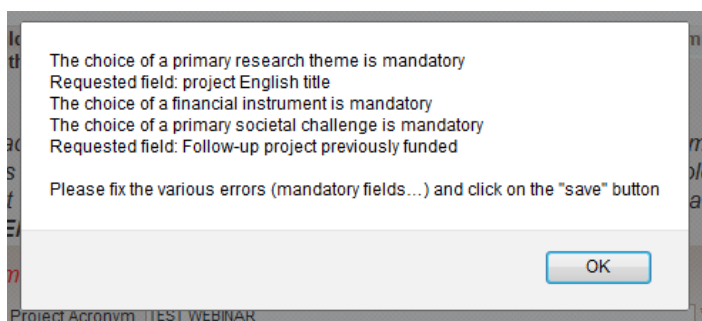
The screenshot shows the 'Identity of the project' registration form. It includes sections for 'Informations générales', 'Informations supplémentaires', and 'Axes thématiques'. Callouts provide instructions: 'ENTER THE TITLE IN ENGLISH FOR BOTH' points to the 'Titre en français du projet' and 'Titre en anglais du projet' fields; 'There is only one option, please select it to be allowed to continue your registration' points to the 'Catégorie R&D' dropdown; 'Click here to select your topic.' points to the 'Sélectionner les axes thématiques de recherche' button.

You must also answer some questions concerning the proposal and provide keywords defining the research domains of your proposal. An open field section of “Keywords” allow you to introduce extra keywords not mentioned in the previous section. Keywords must be separated by semicolons.

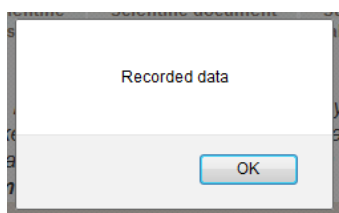
To select your topic:

The screenshot shows a dialog box titled 'Choose the research themes (Min 0 Max 1) from the 2 available themes (as well as the sub-themes)'. It has a 'Custom' section with checkboxes for 'Research theme', 'Research sub-theme', and 'Proposing sustainable agriculture for socio-economic development'. A callout box says 'Tick the box to select your topic and click on “OK”' pointing to the checked box.

After **Saving**, a pop-up window will appear to remind you any forgotten field and the need to save data before leaving this tab. Here is an example below:



When all the fields have been properly completed you will get a confirmation from the system when saving:



Move to the **”Partnership and tasks”** Tab. Here the Coordinator will ADD and REMOVE partners and will define the roles. FOR EACH PARTNER, it is only needed the information of the Principal Investigator, the whole research team can be described later (in another tab).

## 4. HOW TO ADD PARTNERS

The **Partnership and tasks** TAB allows the coordinator to add/remove the partners of the consortium. The table below is automatically filled as you provide information on each or your partner

**Partnership**

The project coordinator specifies each partner and the principal investigator (PI) of each partner.

Any PI indicated in the table below has access to the project, his/her login being the registered email address. If necessary, he/she can generate a new password from the home page.

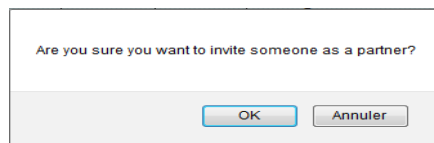
At each change made, the PIs of the concerned partners are informed by e-mail.

	Partner/Organisation's name	Partner acronym	Category	Requested funding (€)	Civ.	First name	Last name	Email address (*: change in progress)	Role	Coord	Non French partner/organisation	Partner/Organisation without requested funding	Research Funding Organisation
	(1)			0.00									
<input type="checkbox"/>	...			0.00	Mr	Fabrice	DENTRESSANGLE	fabrice.dentressangle@agencerecherche.fr	PI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANR

[Click here to ADD partners](#)

The Coordinator must click on “**Add new partner/organisation**” in the bottom of the Table.

A pop-up will ask you for confirmation and you can confirm it by clicking “**OK**”:



Fill in the data related to the Organisation and Principal Investigator and click on “**SAVE**”:

Partner/Organisation

Partner/Organisation's name

Partner acronym

Category

Partner/Organisation's country

Research Funding Organisation

Comment (regarding the chosen Research Funding Organisation)

Principal Investigator/Scientific manager

Civility

First name

Last name

Email

Title

Back Save

Fil all the mandatory fields about partner institution /university...

Select your national funding agency

Click here to create the profile of the PI

**TO create the profile of the PI, the next window will appear:**

Search a person

Renseigner au moins les champs 'Nom' et 'Email'

Last name  First name  Email  Keywords

Search results

Assign Create a person

Clear results Back

	Last name	First name	Title	Email address	Keywords
<input checked="" type="checkbox"/>	DENTRESSANGLE	Fabrice	Researcher/Lecturer	fabrice.dentressangle@agencerecherche.fr	

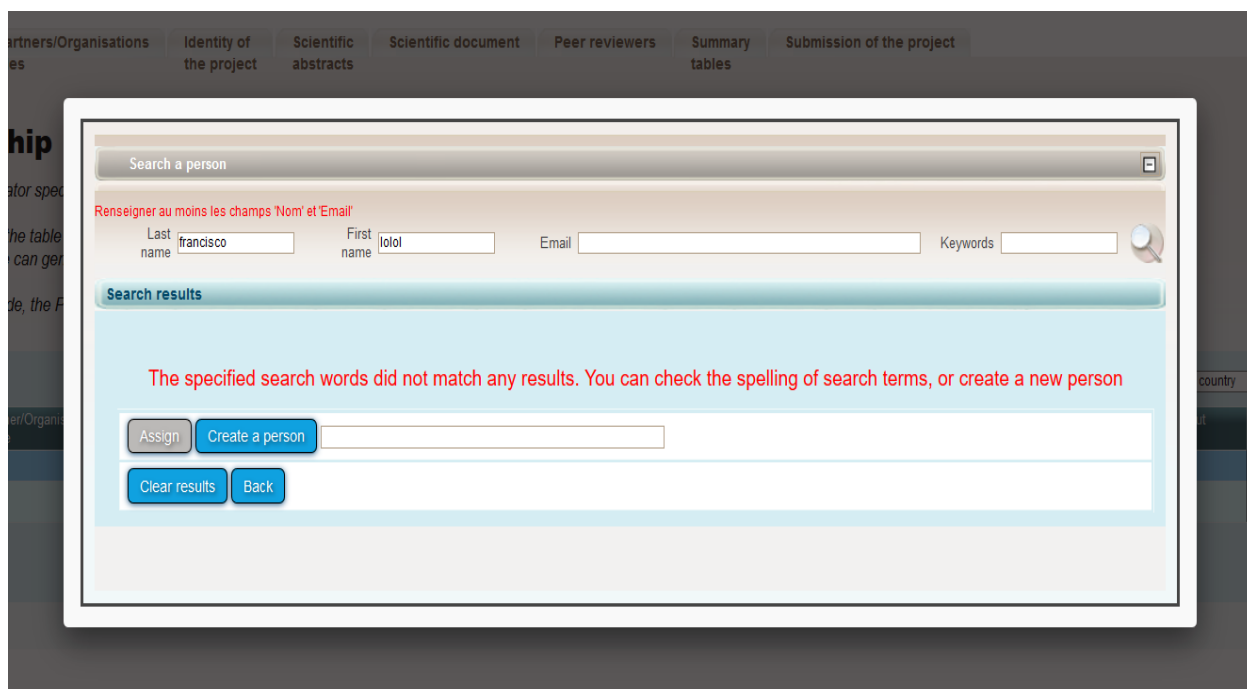
Assign Create a person

Clear results Back

Enter the email address and click on the magnifying glass

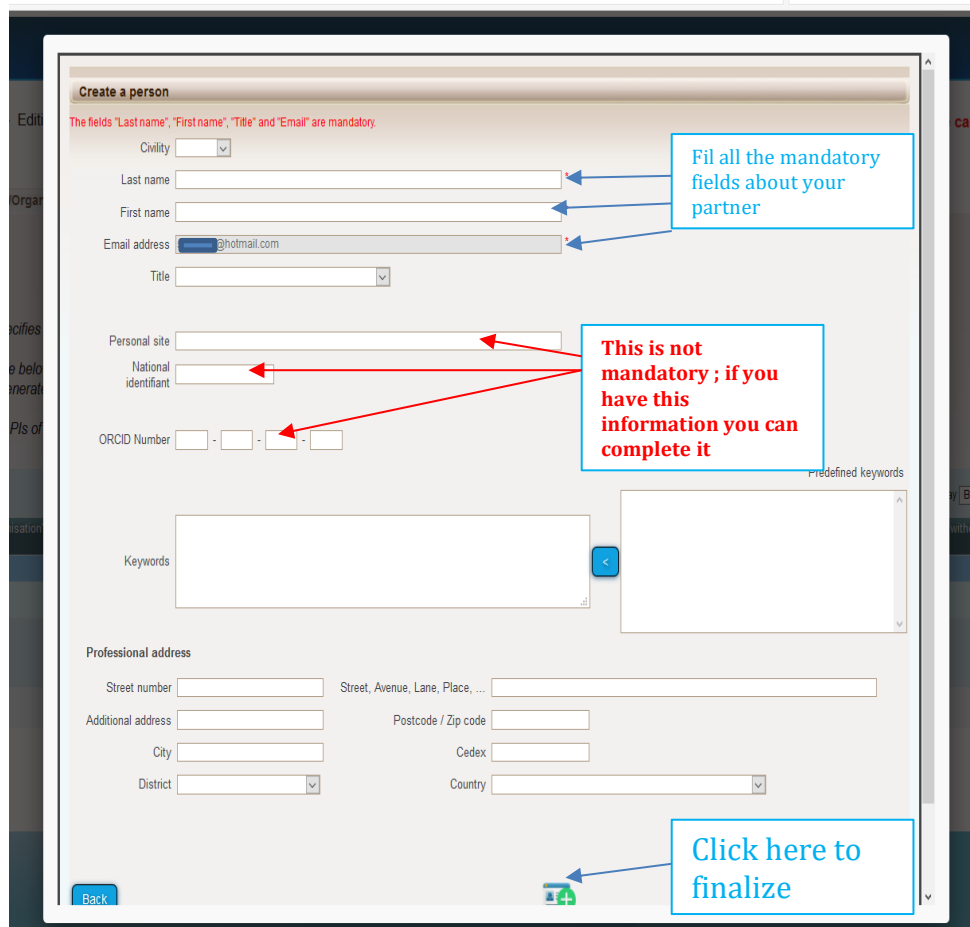
If the person is known in the system, you will have to select the name of your partner in the list by ticking the box and clicking on assign

**IF THE PERSON IS NOT KNOWN IN THE SYSTEM YOU HAVE TO CREATE THE PROFILE:**



117/externes/Pages/SeiFSPartenariatTaches.aspx?idProjet=69218

120% Rechercher



The Partnership table will be automatically updated.

The partner will receive the following invitation:

**If you do not read French, please go to the second part of this message:**

Bonjour,

Vous avez été invité par **Monsieur/Madame XXXXXX** afin d'être partenaire du projet "**XXXXXX**" qui va être soumis à l'appel à projet **PRIMA**. Veuillez-vous connecter au SIM de l'ANR en utilisant les identifiants que vous recevrez dans un second mail.

<https://aap.agencerecherche.fr>

Si vous ignorez d'où provient cette sollicitation, nous vous remercions de prendre contact avec **Monsieur/ Madame XXX** ([xxxxxx@xxx.fr](mailto:xxxxxx@xxx.fr)) .

**This is an automatic e-mail message generated by the ANR electronic submission system. You have received this message because you were registered as partner in the "XXXXXX" project by the Principal Investigator.**

Cordialement,

-----  
Dear Madam, Dear Sir,

You have been invited by Mr/Ms XXXX to be partner of the proposal « **XXXXXX** » which will be submitted to the call for proposals launched by PRIMA. Please log in to the SIM platform of ANR, using the username and password you will receive in a second e-mail. If you lost it, you can ask a reminder from the authentication screen.

<https://aap.agencerecherche.fr>

If you ignore where this invitation comes from, please contact **Mr/ Ms XXXXX** ([XXXX@xxxxx.fr](mailto:XXXX@xxxxx.fr)).

**This is an automatic e-mail message generated by the ANR electronic submission system. You have received this message because you were registered as partner in the "XXXXXX" project by the Project Coordinator.**

Yours sincerely,

The Partner receives a second email with his/her personal login and password.

The Coordinator receives a copy of the invitation email sent to the Partner.

**IMPORTANT NOTE TO PARTNERS:**

From this moment a project Partner will be able to connect to the submission platform and check the information provided by the project Coordinator. He/She will be able to change the administrative and financial information about him/her and his/her team if necessary.

## 5. HOW TO DELETE/MODIFY PARTNERS

Use the first column (tick boxes) to select the partners and access the information. If you need to modify the information provided for a given Partner, you must click on “modify”.

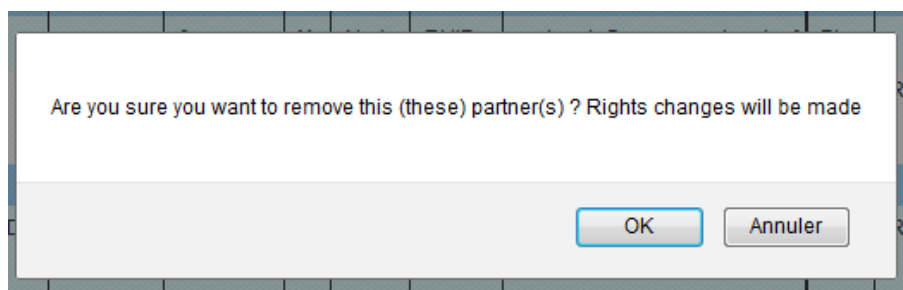
As you may have noticed, the Coordinator can also delete partners. To remove a partner, you must select the partner you want to delete (by ticking the box in the first column) and click on “**Delete selected partners/organisations**”, as explained below:



The screenshot shows the 'Partenariat' section of a web application. At the top, there are navigation tabs: 'Partenariat et tâches', 'Fiches partenaires', 'Identité du projet', 'Résumés scientifiques', 'Document scientifique', 'Experts', 'Tableaux de synthèse', and 'Soumission du projet'. Below the tabs, the title 'Partenariat' is displayed, followed by three paragraphs of text explaining the coordinator's role and the process of adding or deleting partners. A table lists the partners with columns for selection, name, sigle, category, requested aid, civil status, first name, last name, email address, role, and coordination. A callout box with a blue border points to the '...' icon in the first column of the table, with the text 'Click here (...) to modify or delete a partner'. A dropdown menu is visible for the first row, containing 'Modifier le partenaire' and 'Supprimer le partenaire'.

<input type="checkbox"/>	Nom du partenaire	Sigle	Catégorie	Aide demandée (€)	Civ.	Prénom	Nom	Adresse électronique (* : changement en cours)	Rôle	Coord
<input type="checkbox"/>	France (1)			190 000,00						
<input type="checkbox"/>	test blabla pour arimnet		Laboratoire public	190 000,00	M.	Fabrice	DENTRESSANGLE	fabrice.dentressangle@agencerecherche.fr	Resp. Scient.	<input checked="" type="checkbox"/>
<input type="checkbox"/>					Mme	Jannatul	MIA	Jannatul.MIA@agencerecherche.fr	Membre	

A pop-up window appears after clicking on **Delete selected partners/organisations**:



After clicking on **OK** the selected partner is removed from the synthetic Partnership table.

When a partner is deleted he/she gets out of the project and his/her rights to access to the submission platform are removed. He/she and the declared members of his/her team will receive an e-mail notifying they are no longer part of the project:



**If you do not read French, please go to the second part of this message:**

Bonjour,

À la demande de **Monsieur XXXX**, vous n'êtes plus partenaire du projet "**XXXXXXXX**". Vous n'avez donc plus accès à ce projet.

Si vous pensez qu'il s'agit d'une erreur, nous vous remercions de prendre contact avec **Monsieur XXXX** ([xxxxx@xxx.fr](mailto:xxxxx@xxx.fr)).

Cordialement,  
L'Agence Nationale de la Recherche

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Dear Madam, Dear Sir,

Following the request from **Mr XXXXX**, you are no longer a partner of the proposal "**XXXXXXXX**". You don't have access to this project anymore.

If you think that this a mistake, please contact **Mr XXXXX** ([xxxxx@xxx.fr](mailto:xxxxx@xxx.fr)).

Yours sincerely,  
The French National Research Agency

## 6. HOW TO EDIT PARTNERS ORGANISATION

To provide the administrative and financial data requested for you and your partners you must move to the **Partners/Organisations files** Tab:

AAP: IC4WATER - Edition: 2017 - Proposal: TEST PAM

⌚ Time remaining before closing of the call for proposals:  
66 days 6 hours

Partners and tasks | **Partners/Organisations files** | Identity of the project | Scientific abstracts | Scientific document | Summary tables | Submission of the project

Display: By country

	Name or acronym of the partner/organisation	Full cost (€)	Requested Funding (€)	Permanent position (person.month)	NON permanent position WITH Funding requested (person.month)	NON permanent position WITHOUT Funding requested (person.month)	Country/head-on	Research Funding Organisation
	France (2)	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	ANR (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
<a href="#">Select</a>	ANR	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	Total	0.00	0.00	0.00	0.00	0.00		

Please select the partner/organisation in the table(s) above and then update its administrative and financial data below.

1. At the top of this Tab you will find a synthetic table summarizing the budget by partner in the Consortium. Before filling the **Administrative and Financial data tabs** you must select the partner (just click on [Select](#) in the first column).

Partners and tasks **Partners/Organisations files** Identity of the project Scientific abstracts Scientific document Peer reviewers Summary tables Submission of the project

Consortium Display By country

Name or acronym of the partner/organisation	Full cost (€)	Requested Funding (€)	Permanent position (person.month)	NON permanent position WITH Funding requested (person.month)	NON permanent position WITHOUT Funding requested (person.month)	Country head-on	Non French partner/organisation	Partner/Organisation without funding requested	Research Funding Organisation
<a href="#">Select</a> (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANR
Total	0.00	0.00							

Caution, the requested funding for the project (including all funding requests) must be less than the total available funding.

Please select the partner/organisation in the table(s) above and then update its administrative and financial data below.

**Administrative data** Financial data

*Mandatory information needed for registration form*

Partner/Organisation :

Partner country  \*

Partner category  \*

To optimize the input of your partner form, please enter your Siret and click "Verify the information on the Siret / Ridet / Tahiti"

Name of the partner (research organisation, private compagny,...)  \*

Acronym of the partner

Select the partner in the list

Click on Administrative data and complete it

Please select the partner/organisation in the table(s) above and then update its administrative and financial data below.

**Administrative data** Financial data

*Mandatory information needed for registration form*

Partner/Organisation :

Partner country  \*

Partner category  \*

To optimize the input of your partner form, please enter your Siret and click "Verify the information on the Siret / Ridet / Tahiti"

Name of the partner (research organisation, private compagny,...)  \*

Acronym of the partner

Research Funding Organisation

Comment (regarding the choosen Research Funding Organisation)

**Principal Investigator/Scientific manager**

Civility of the scientific manager  \*

First name of the scientific manager

Last name of the scientific manager

Birth date (jj/mm/aaaa)  \*

Title of the scientific manager

ORCID Number  -  -  -

Phone of the scientific manager

**Not mandatory**

- ANR
- ANR
- AEI MINECO - Agencia Estatal de Investigación
- ASRT -
- GDAR - Ministère de la nutrition, de l'agriculture et du bétail de Turquie
- HAO- DEMETER - Hellenic Agricultural Organisation - Demeter
- IRESA - Institution of Agricultural Research and Higher Education, Tunisia
- KRS
- MESRS - Ministère de l'Enseignement supérieur et de la recherche Algérien
- MESRSFC - Ministère de l'Enseignement Supérieur, de la Recherche Scientifique
- MHESRT - Enseignement Supérieur et Recherche Scientifique en Tunisie
- MKGP - Ministry of Agriculture, Forestry and Food
- With own funds

You can add the members of each Partner team.

Birth date (j/mm/aaaa)

Title of the scientific manager

ORCID Number  -  -  -

Phone of the scientific manager

Mobile phone of the scientific manager

Mail of the scientific manager

Scientific team partner's member

	Civility	First name	Last name	Title	Email	National Identifiant
<input type="checkbox"/>	Madam	Jannatul	MIA		Jannatul.MIA@agencerecherche.fr	

Other

Select an item  By submitting this proposal to ANR i undertake moral commitment to provide scientific evaluations of proposals submitted in other ANR calls for which i could be requested

Key words of your area of expertise (key words must be separated by a semicolon)

DO NOT FORGET TO SAVE REGULARLY

**The Partnership table** will be automatically updated.

# 7. HOW TO FILL IN THE FINANCIAL INFORMATION

**THE DETAILS OF YOUR BUDGET (personal cost, missions, consumables....) MUST BE PROVIDED IN THE EXCEL FILE AND MUST BE UPLOADED AS AN ANNEX (see Section 9) for the FULL PROPOSAL STEP ONLY. (not for the pre-proposal stage)**

**The template will be available on : <http://www.prima-med.org>**

Please entitled your budget annex as : “ACRONYM.Financial data.xls”.

**ON THE WEBSITE you just have to indicate for each partner the FULL COST OF THE PROJECT AND THE REQUESTED AMOUNT TO PRIMA (FOR PRE and FULL PROPOSAL2).**

**For information Full cost = Amount requested to PRIMA + your own funding (for example: permanent staff salaries)**

**Partners/Organisations files** Identity of the project Scientific abstracts Scientific document Peer reviewers Summary tables

Consortium

Select the partner in the list

	Name or acronym of the partner/organisation	Full cost (€)	Requested Funding (€)	Permanent position (person.month)	NON permanent position WITH Funding requested (person.month)	NON permanent position WITHOUT Funding requeste (person.month)
	France (1)	340000.00	190000.00	0.00	0.00	0.00
Select	test blabla pour arimnet (coord)	340000.00	190000.00	0.00	0.00	0.00
	Total	340000.00	190000.00	0.00	0.00	0.00

Do not pay attention to these columns, the detailed budget will be presented in Annex

Click on Financial data and complete it

Please select the partner/organisation in the table(s) above and then update its administrative and financial data below.

Administrative data **Financial data**

Detailed entry

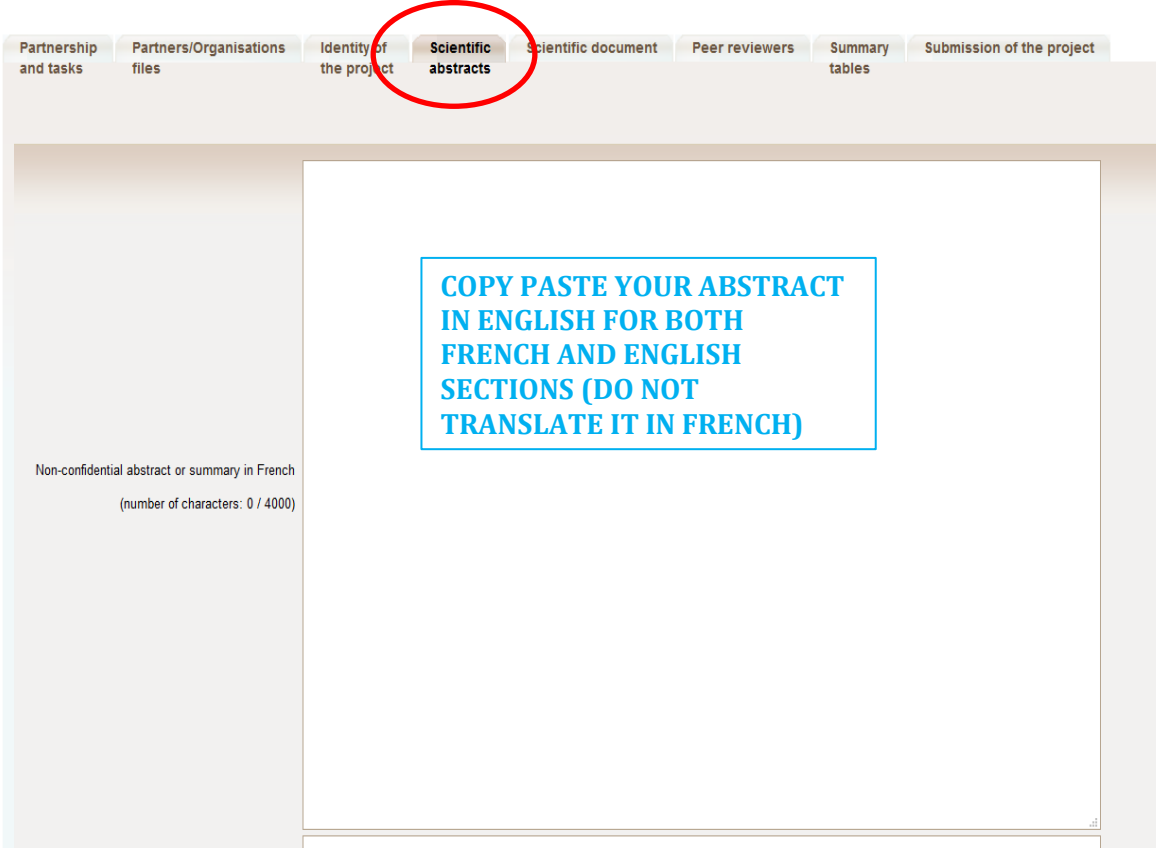
Full cost (€)  Requested Funding (€)

Save Cancel

YOU JUST HAVE TO FILL THESE 2 BOXES

## 8. Project summary

In the **Tab Scientific Abstracts**, you need to write a non-confidential abstract of your project. If the project is funded, the abstract will be published on the PRIMA website (after update if necessary). You can Copy/Paste the Project summary of your proposal here.



The screenshot shows a web interface with a horizontal menu at the top containing the following tabs: Partnership and tasks, Partners/Organisations files, Identity of the project, **Scientific abstracts** (circled in red), Scientific document, Peer reviewers, Summary tables, and Submission of the project. Below the menu is a large text input area. On the left side of this area, there is a label: "Non-confidential abstract or summary in French" followed by "(number of characters: 0 / 4000)". In the center of the input area, there is a blue-bordered box containing the text: "COPY PASTE YOUR ABSTRACT IN ENGLISH FOR BOTH FRENCH AND ENGLISH SECTIONS (DO NOT TRANSLATE IT IN FRENCH)".

Save!

## 9. UPLOAD SCIENTIFIC DOCUMENT and ANNEXES

To upload the scientific document (**Full-Proposal form converted in PDF format**) you must go to the **Tab Scientific Document**. This tab allows you to upload the annexes to the Scientific document: Financial Data, CV,s and complementary information as described in this guidelines section VIII. 3.:

Partnership and tasks | Partners/Organisations files | Identity of the project | Scientific abstracts | **Scientific document** | Peer reviewers | Summary tables | Submission of the project

Submit the scientific document

Attention: Scientific document cannot exceed the maximum number of pages described in the text of the call for proposals.

The content of the scientific document is described by the documents related to the call.

The scientific document must be written in English.

Authorized Format: PDF. Max. size : 10 Mb. Maximum number of pages : 15.

Parcourir... Aucun fichier sélectionné.

No scientific document submitted for this project.

Annex to the scientific document

**UPLOAD THE ANNEXES HERE:**  
**One for your DETAILED BUDGET IN EXCEL (only for full proposal)**  
**One for the CVs of the PIs (only for full proposal)**  
**Once uploaded the documents will appear below**

Parcourir... Aucun fichier sélectionné.

**Annexe(s) à la proposition détaillée**  
Annex submitted 09/08/2017 15:57:09 by DENTRESSANGLE Fabrice : [ANR-Reglement-financier-2017.pdf](#) [Supprimer](#)

Annex submitted 09/08/2017 15:56:54 by DENTRESSANGLE Fabrice : [ANR.IT System presentation.pdf](#) [Supprimer](#)

## 10. if you want to declare unsuited reviewers

If you have conflict of interests with a researcher and you do not want your proposal to be evaluated by this person then you have to fill the information in the “Peer reviewers” TAB

You have to provide a valid reason to discard this person from the evaluation of your project.

Partnership and tasks | Partners/Organisations files | Identity of the project | Scientific abstracts | Scientific document | **Peer reviewers** | Summary tables | Submission of the project

### List of the unsuited peer reviewers for the proposal evaluation process

The proposal of the partners have the option to report laboratories / companies or experts where there may be conflicts of interest or privacy issues if they were asked to participate in the evaluation of the proposal.

	Last name	First name	Institution/Company	Email	Reasons
<a href="#">Update</a> <a href="#">Cancel</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add a peer reviewer](#)

## 11. to have an overview on your project

Go to the “Summary table” TAB

You will have a sum up of your project to verify all the data.

Partnership and tasks | Partners/Organisations files | Identity of the project | Scientific abstracts | Scientific document | Peer reviewers | **Summary tables** | Submission of the project

Partnership

Scientific contact				
Partner/Organisation (acronym)	Partner/Organisation (full name)	First name	Last name	Email address
(coor.)	EST Diable pour ammet	Fabrice	DENTRESSAIGLE	fabrice.dant@essange.recherche.fr

Aggregates

- Total funding requested: 190000.00 €
- Full cost: 190000.00 €
- Total cost: 0.00 person month
- Distribution of the effort according to partner category (subject to correct information on partner categories provided)
  - public laboratories: 0.00 person month (0%)
  - Businesses/ Firms/ Enterprises: 0.00 person month (0.00%)
  - Other partners: 0.00 person month (0.00%)
- Distribution of the effort per staff categories
  - full time staff: 0.00 person month (0.00%)
  - non full time staff with funding: 0.00 person month (0.00%)
  - non full time staff without funding: 0.00 person month (0.00%)

The detailed financial resume of the proposal

	Salaries – Staff (€)						Instruments and equipments (€)	Buildings and grounds (€)	Service delivery and intellectual property rights (€)	Overhead costs (€)	Subtotal (without costs) (€)	Management and structural fees (€)	Environment fees (€)	Full cost (€)	Base of the aid (€)	Aid rates requested	Requested funding (€)
	Permanent position		Non permanent position with funding requested		Non permanent position without funding requested												
	person month	Cost	person month	Cost	person month	Cost											
est diable pour ammet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	190000.00	190000.00	0.00	0.00	190000.00	190000.00	100.00%	190000.00	
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>190000.00</b>	<b>190000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>190000.00</b>	<b>190000.00</b>	<b>100.00%</b>	<b>190000.00</b>	

Involvement (person month): sorted by partner

## 12. HOW TO VERIFY AND SUBMIT YOUR PROPOSAL

The last tab “**Submission of the project**” provides synthetic information about the project data. You can use it to verify the consistency of the provided information.

The **Tab Submission of the project** allows you to submit your proposal:

The aim of this tab is to check that all the required information has been completed.

Partnership and tasks | Partners/Organisations files | Identity of the project | Scientific abstracts | Scientific document | Peer reviewers | Summary tables | **Submission of the project**

The closing date for call for proposals is 14/09/2017 until 17:00 (DD/MM/YYYY; Current local time in Paris, France)

**Project status : Submitting**

Your application will automatically be considered submitted if all the following conditions are met :

- the scientific document has been submitted

Only information entered on the submission website by the call for proposals closing date will be considered.

An electronic confirmation will be sent to the coordinator on the call for proposals closing date.

Coordinators are asked to lock their projects by the closing date.  
The project may be unlocked by the coordinator prior to the closing date if additional changes are necessary.

**Lock proposal**

**Checking fields**

Please note that the submission platform is unable to check that the information you have entered matches the eligibility criteria laid out in the text of the call for proposals.

Please be aware of the following alerts:

- **In red** : This condition must be fulfilled for your proposition to be complete
- **In orange** : Information about the project or partner that should be filled or corrected

Proposal :

- **No scientific document has been uploaded**
- **The abstract in French is empty**
- **The abstract in English is empty**

**Administrative and financial document of the project**

**Download document**

**YOU CAN LOCK / UNLOCK THE PROPOSAL BY CLICKING HERE. WHEN LOCKED, ALL THE PARTNERS CAN READ THE INFORMATION BUT NOT MODIFY IT THE PROPOSAL IS AUTOMATICALLY SUBMITTED BY THE DEADLINE WITH THE INFORMATION PROVIDED.**

**CHECK CAREFULLY THIS PART AS IT PROVIDE YOU INFORMATION ABOUT POSSIBLE MISSING DATA**

**DO NOT USE THIS BUTTON; ALL YOUR DOCUMENTS MUST BE UPLOADED IN THE TAB « SCIENTIFIC DOCUMENT »**



Please note that when the proposal is locked, it can be unlocked later on if necessary by clicking on the **Unlock** button:

The project is automatically submitted at the closing date (if the scientific document is uploaded and the requested funding is different from 0).

After the closing date, the project can be seen by all the project partners but it cannot be changed any more.

**NOTE :** Please note that as project Coordinator, you cannot delete a proposal you have created. If you want to delete a proposal, you must send a request to the Call Secretariat ([fabrice.dentressangle@prima-med.org](mailto:fabrice.dentressangle@prima-med.org); [anabel.delapena@prima-med.org](mailto:anabel.delapena@prima-med.org); [marco.orlando@prima-med.org](mailto:marco.orlando@prima-med.org))