

Guidelines for applicants

Section 1

Call for the Thematic Area:
Water Management

Topic

*“Water reuse and water desalination for
agricultural and food production”*

PRIMA



SUBMISSION INFORMATION

Step 1 Pre-proposals
Deadline for Submission 17th 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 15th September,
2018 (17:00h CET)

Documents for step 2:

- ✓ *Administration data (online)*
- ✓ *Detailed Scientific proposal (pdf)*
- ✓ *Detailed budget (Excel file)*
- ✓ *CVs (pdf)*

Login on

Link to the PRIMA Electronic Submission Site (ESS)
on topic 1 section 1

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

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I. Section 1 - Call for Proposals for the Thematic Area: Water Management

Topic: Water reuse and water desalination for agricultural and food production

PRIMA-IS is launching a call for research and innovation (RIA) proposals to mobilize the Euro-Mediterranean scientific communities, stakeholders and private entities and to support a wide range of research and innovation projects 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 2017¹ (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 section 1 Topic 1: Water reuse and water desalination for agricultural and food production

Challenge

In a scenario where the fresh water available for agriculture and food processing industries is not enough to cover the current demand and additional gains in the water use efficiency are difficult to achieve, re-using water for multiple purposes is a possible solution. The challenge, in this sense, is to provide end-users with new more economically feasible water treatment technologies, taking into account the main environmental, socio-economic and legal and/or institutional constraints regulating the adoption of these technologies.

Scope

The reuse of wastewater is one of the main options available for water-supply decision-makers in the field of a sustainable water and soil management, of agri-food chain production and agriculture. However, in the Mediterranean, water reuse faces numerous barriers. Among them, regulatory, safety risks, economic including energy concerns and social acceptance can be currently defined as the main barriers considering that 1) safety risks (environment, human health) have been linked to the use of improperly treated wastewater; 2) treatment costs particularly linked to the energy and 3) public acceptance of reclaimed water varied according to its potential use. In addition, in the Mediterranean

¹ OJ L 185, 18.7.2017, p. 1

area treated wastewaters usually have the drawback of their salinity levels, which might limit the mid, long-term crop productivity. As a consequence, energy-efficient desalination and other treatments, comprising technological and nature-based solutions (NBS), should be developed for treating both wastewater from municipal and industrial use. The seawater desalination is an important source of water resources in certain areas of the Mediterranean region. Issues regarding the disposal and treatment of brines after seawater or wastewater treatment should be considered to ensure a low impact of water treatment on the environment, or in the fishery practices. On the other hand, treated wastewater can be also a source of nutrients, particularly for crop production, which should be better valorised and wastewater treatment technologies able to selectively maintain important macronutrients should be promoted. Innovative technologies, including those based on bioengineering and advanced materials such as nano-materials, and techniques like NBS and ecosystem-based approaches, may be developed to increase energy efficiency reduce pollutants loads including pathogens and emergent pollutants (i.e. pharmaceutical residues), in order to produce water of appropriate quality regarding the uses. For irrigation, appropriate practices and techniques should also be promoted to ensure good water reuse applications conditions at field level, to avoid clogging of drip irrigation systems and soil degradation. In addition, wastewater treatment techniques have to be developed not only for a direct reuse of water for agriculture, but also for an indirect use, considering hybrid approach including aquifer storage recovery. The recharge of reclaimed water into the subsoil can be considered as an additional treatment, reducing the cost and energy needs. Recharge into coastal aquifers may be considered as a hydraulic barrier against salt water intrusion. Finally, multidisciplinary studies should be enriched by analysing the economic and environmental suitability of the current implementation of the system, taking also into account the agronomic and food processing validation needed for its implementation, as well as the public acceptance. Under this proposed multi-actor approach, different type of entities should be involved in the proposals; industrial entities (including SMEs) should play an important role, having a great potential for further replication and market uptake of the solutions developed. Innovative development of circular economy (i.e. zero waste concept, nutrients reuse) could also be proposed in the field of agro food chain production, considering the recycling of production water, in terms of quantity and quality.

Expected impact

Depending on the specific approach to be defined by the submitted proposal, one or several of the specific expected impacts should be achieved:

- Increasing the quantity, quality and safety of non-conventional water use for agriculture and food processing (direct use and indirect use of reclaimed water, i.e. artificial recharge, aquifer storage recovery approach)
- Increasing the efficiency of water management systems with particular regard to energy and water smart infrastructures
- Decreasing the cost of treating wastewater and, particularly, desalination by using more energy-efficient processes
- Obtaining socio-economic, environmental (soil conservation in particular) and technical information to influence Mediterranean countries policies in terms of wastewater use
- Deriving new solutions for brine disposal considering a holistic approach for desalination water.

Table 1. Supporting information for Topic 1: “Water Water reuse and water desalination for agricultural and food production”

Type of action	Research & Innovation Action (RIA)
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Total indicative amount allocated to this Call	€ 6 million
Funding level	According to Horizon 2020 rules Funding rate: 100%
Technology Readiness Levels (TRL)	3 to 5
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 RIAs 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)

(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 Topic 1. 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) XXXXXXXXXXXXXXX** Please read these carefully. A detailed budget will be required for the full proposal stage.

Applications, including all required forms and annexes, must be received by the PRIMA-IS **by the deadlines: 17th of April 2018 (17:00 CET) for pre-proposal stage and by the 15th 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.

We remind 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.

Main steps for the preparation and submission of a (Pre-)proposal	
1	Consortium composition and appointment of the coordinator
2	Verification of the eligibility conditions for the partners
3	Pre-proposal writing (check the evaluation criteria, fill in the appropriate forms)
4	<p>Pre-proposal submission by the coordinator with the following information:</p> <ul style="list-style-type: none"> ✓ Administrative data (names of the partners, mails, institutions....) Information to be filled online ✓ Budget: Total cost per partner and Required amount per partner to PRIMA: Information to be filled online ✓ Scientific proposal (template available on XXXXXXXXX). Pdf to be uploaded on the submission website <p>Note that for full proposal (step 2) you will have to provide :</p> <ul style="list-style-type: none"> ✓ A detailed budget table (template available on XXXXX). Excel file to be uploaded on the submission website. ✓ A full Scientific proposal (template available on XXXXXXXXX). Pdf to be uploaded on the submission website ✓ 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 <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 System **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 (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. and **NO MODIFICATION are allowed in the consortium (Coordinators and PI), budget and scientific objectives between step 1 and step 2.**

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)² :

- 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 States³:
- 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)

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 1290/2013⁴
- 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;

² 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).

³ 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.

⁴ 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

- 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:

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

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 (APPLY ONLY FOR THE SCIENTIFIC PART)**, while the limit for a **full proposal is 70 pages**. **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:

- 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;
- 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).

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:

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

Type of Action	Eligibility conditions for participation ⁶
<p>Research & Innovation Action (RIA)</p>	<p>At least three legal entities established in three different countries considered as participating states as defined in point VIa). 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"> -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 MPC⁵; and -at least one must be established in a third country non-EU Participating State bordering the Mediterranean Sea (MPC) considered as a Participating State⁶

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

⁶ The latest information on the PRIMA PS, including MPC, can be found on PRIMA webpage: 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.

IX. Specific provisions and funding rates^{7, 8}

Research and innovation actions (RIA)

Description: Action primarily consisting of activities aiming to establish new knowledge and/or to explore the feasibility of a new or improved technology, product, process, service or solution. For this purpose, they may include basic and applied research, technology development and integration, testing and validation on a small-scale prototype in a laboratory or simulated environment.

Projects may contain closely connected but limited demonstration or pilot activities aiming to show technical feasibility in a near to operational environment.

Funding rate: 100%.

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. For grants, coordinators will be invited – at the pre-proposal stage – to complete a self-assessment using an on-line tool. [\(Link to the ESS XXXXXXXX\)](#).

2. *Operational capacity:* As a distinct operation, carried out during the evaluation of the award criterion 'Quality and efficiency of the implementation', experts will indicate whether the participants have

⁷ 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).

⁸ Participants may ask for a lower rate.

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 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;">Excellence</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;">Impact</p> <p>The following aspects will be taken into account:</p>	<p style="text-align: center;">Quality and efficiency of the implementation</p> <p>The following aspects will be taken into account*:</p>
<p>All Types of Actions</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>

Research and Innovation Actions (RIAs)	<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"> • Exploit and disseminate the project results (including management of IPR), and to manage research data where relevant. • Communicate the project activities to different target audiences. 	
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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-proposals) 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: 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.

Score description for the evaluation criteria (half point scores may be given)		
0	weak	The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.

1	poor	The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses
2	fair	While the proposal broadly addresses the criterion, there are significant weaknesses.
3	good	The proposal addresses the criterion well, although improvements would be necessary.
4	very good	The proposal addresses the criterion very well, although certain improvements are still possible.
5	excellent	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 ae-quo* 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.
- 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 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 system.

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 system.

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.⁹

Fundamental ethical principles and in particular 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.

⁹ 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 online Submission Tool

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.

XX. 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.

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	m.bouhicha@mesrs.dz	+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	amm@sti.sci.eg	00202 27920126
EGYPT	Academy of Scientific Research and Technology (ASRT)	Essawi	Salma	sme@sti.sci.eg	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	prima@dlr.de	tbc
GERMANY	Project Management Agency c/o German Aerospace Center (DLR PT)	Wirsing	Birgit	prima@dlr.de	tbc
GREECE	General Secretariat for Research and Technology	Koniaris	Marios	m.koniaris@gsrt.gr	+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	ayala@iserd.org.il	+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	Helena.burg@fnr.lu	+352 26192555
MALTA	Malta Council for Science And Technology	Muscat Terribile	Corinne	corinne.muscat-terribile@gov.mt	+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	maria.maia@fct.pt	+351 21 391 15 43
SLOVENIA					
SPAIN	National Institute for Agricultural and Food Research and Technology (INIA)	Escudero	Jesús	jesus.escudero@inia.es	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
STEP 1 (Pre-proposals)	
Pre-announcement publication	15 th January 2018
Announcement publication	8 th February 2018
Opening of the submission website	17 th March 2018 (estimated)
Deadline for Pre-Proposals (PPs) submission	17th April 2018
Publication of results and communication to coordinators	15 th June 2018
STEP 2 (Full-Proposals)	
Writing and development of proposals	15 th June - 15 th September 2018
Opening of the submission website	15 th August 2018 (estimated)
Deadline for full proposals (FPs) submission	15th September 2018
Publication of results and communication to coordinators	5 th December 2018
CA & GA signature	From the 5 th 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.










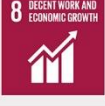



Here is reported a table containing the PRIMA KPIs that will measure the PRIMA expected impacts

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 ¹

General goals	KPIs	SDGs implementation ¹
 <p>Innovation for MANAGEMENT OF WATER</p>	<ul style="list-style-type: none"> • Number of applied R&I solutions to the challenges of water management • SDG#6 - 06.21 Biochemical oxygen demand in rivers; • SDG#6 - 06.24 Nitrate in groundwater • SDG#6 - 06.26 Phosphate in rivers every year • SDG#6 - 06.41 Water exploitation index (WEI) 	
 <p>Innovation for FARMING SYSTEMS</p>	<ul style="list-style-type: none"> • SDG#2 - 2.4.1 Proportion of agricultural area under productive and sustainable agriculture • 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 • SDG#11 - 11.3.1 Ratio of land consumption rate to population growth rate. 	 
 <p>Innovation for AGRO-FOOD VALUE CHAIN</p>	<ul style="list-style-type: none"> • SDG#12 - 12.3.1 Global food loss index • Percentage increase in Mediterranean agro-food products exported • Percentage decrease in Food imports dependency (%imports/consumption) 	
 <p>Economic Growth/ Competitiveness</p>	<ul style="list-style-type: none"> • New water and food quality oriented business models and strategies • Start-ups created adopting organisational and technological innovation • SDG#10 - 10.2.1 Proportion of people living below 50 per cent of median income, by sex, age and persons with disabilities • SDG#8 - 8.1.1 Annual growth rate of real GDP per capita 	 
 <p>Diet/Health/Well-being</p>	<ul style="list-style-type: none"> • Decrease in overweight population percentage (of which obese) by sex and by Country • SDG#6 - 6.1.1 Proportion of population using safely managed drinking water services 	
 <p>Migration</p>	<ul style="list-style-type: none"> • Multidimensional Poverty Index (SDG) by Country ^{2,3} 	

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

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

³ 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 ¹

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

Development of a SRIA

- Number of meetings/events/participants

Joint transnational calls for proposal

- Number of calls, number of proposals submitted/funded;
- time to contract, time to grant, time to pay.

Networking activities, Stakeholder involvement, Knowledge-sharing/Dissemination, Mobility/Training

- Number of events;
- Participation of industry/society in the implementation;
- Number of events/schemes;
- Number of participants.

OUTCOMES INDICATORS

KPIs SDGs implementation ¹

Specific objectives	 <p>ALIGNMENT OF NATIONAL R&I PROGRAMMES</p>	<ul style="list-style-type: none"> • Changes in R&I priorities of national agencies oriented towards PRIMA objectives • Percentage increase of coordination 	
	 <p>CRITICAL MASS OF ACTORS AND RESOURCES</p>	<ul style="list-style-type: none"> • 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 	
	 <p>STRENGTHENING R&I CAPACITIES</p>	<ul style="list-style-type: none"> • 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	 <p>1/ MANAGEMENT OF WATER</p> <ol style="list-style-type: none"> 1 Water resources availability; 2 Sustainable integrated water management; 3 Irrigation technologies; 4 Use of alternative water resources. 	<ul style="list-style-type: none"> • 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. 	
	 <p>2/ FARMING SYSTEMS</p> <ol style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> • 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. 	
	 <p>3/ AGRO-FOOD VALUE CHAIN</p> <ol style="list-style-type: none"> 1 Valorising food products; 2 Food safety in local chains; 3 Implementation of innovation in the agro-food chain; 4 Implications of dietary shifts. 	<ul style="list-style-type: none"> • 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. 	

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 blue box labeled 'Insert Email Address' to this field.
- Password:** A text input field with masked characters '.....'. A blue arrow points from a blue 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 yellow 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 list of requirements:
 - 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 two lines of 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	Editer	Appel à projets	Date de clôture de l'appel (heure de Paris)	Publié
Zed_Artinet2		ERA-NET ARDNet	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?

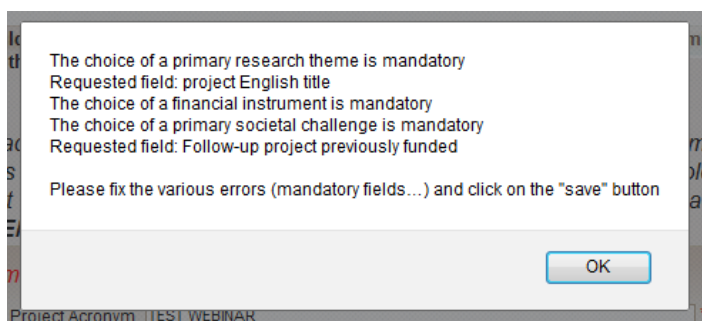
The screenshot shows the 'Identity of the project' registration form. The form is divided into several sections: 'Informations générales', 'Informations supplémentaires', 'Axes thématiques', and 'Autres sources de financements'. A callout box points to the 'Titre en français du projet' and 'Titre en anglais du projet' fields, stating 'ENTER THE TITLE IN ENGLISH FOR BOTH'. Another callout points to the 'Catégorie R&D' dropdown menu, stating 'There is only one option, please select it to be allowed to continue your registration'. A third callout points to the 'Sélectionner les axes thématiques de recherche' button, stating 'Click here to select your topic.' The form includes fields for 'Acronyme du projet', 'Texte du projet', 'Titre en français du projet', 'Titre en anglais du projet', 'Durée en mois', 'Instrument de financement', 'Année de soutenance de la thèse', 'Date évènement Principal', 'Catégorie R&D', 'Mots clés', 'Le projet a-t-il déjà été soumis ou d'une édition précédente?', 'Suite d'un projet précédemment financé?', and 'Choisir les axes thématiques (Min 0 Max 1) parmi les 2 axes disponibles (ainsi que les sous-axes)'. There are also buttons for 'Enregistrer' and 'Annuler'.

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.

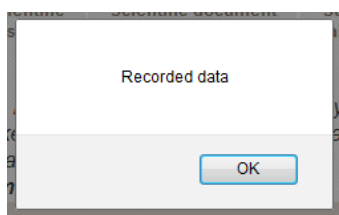
To select your topic:

The screenshot shows the 'Choose the research themes' dialog box. The dialog box has a title 'Choose the research themes (Min 0 Max 1) from the 2 available themes (as well as the sub-themes)'. It contains a 'Custom' section with two checkboxes: 'Research theme' and 'Research sub-theme'. Below this, there are two options: 'Promoting sustainable agriculture for socio-economic development' (which is checked) and 'Increasing food productivity through food value chains improvement'. At the bottom of the dialog box, there are 'OK' and 'Stop' buttons. A callout box points to the 'OK' button, stating 'Tick the box to select your topic and click on “OK”'. The background shows the same registration form as the previous screenshot, but it is dimmed.

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

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.

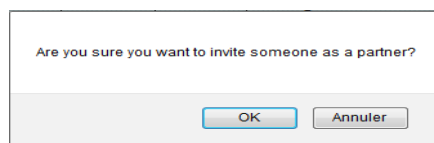
At each change made, the PIs of the concerned partners are informed by e-mail.

	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

Fill 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:

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

Search a person

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

Last name: francisco First name: lolot Email: Keywords:

Search results

The specified search words did not match any results. You can check the spelling of search terms, or create a new person

Assign Create a person

Clear results Back

117/externes/Pages/SeiFSPartenariatTaches.aspx?idProjet=69218 120% Rechercher

Create a person

The fields "Last name", "First name", "Title" and "Email" are mandatory

Civility: [v]

Last name: []

First name: []

Email address: []@hotmail.com

Title: [v]

Personal site: []

National identifiant: []

ORCID Number: [] - [] - [] - []

Keywords: []

Predefined keywords: []

Professional address

Street number: [] Street, Avenue, Lane, Place, ...: []

Additional address: [] Postcode / Zip code: []

City: [] Cedex: []

District: [v] Country: [v]

Back []

Click here to finalize []

Fill all the mandatory fields about your partner []

This is not mandatory ; if you have this information you can complete it []

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) .

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).

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

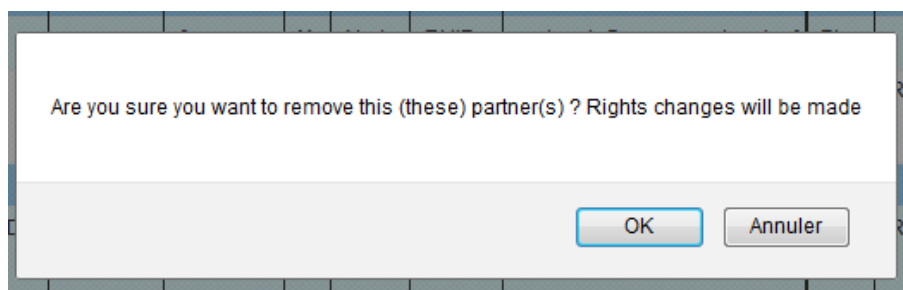
Use the first column (tick boxes) to select the partners and access the information. If you need to modify the information provided for a given Partner, you must click on “modify”.

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 informational paragraphs in French. The main content is a table with columns: 'Nom du partenaire', 'Sigle', 'Catégorie', 'Aide demandée (€)', 'Civ.', 'Prénom', 'Nom', 'Adresse électronique (*: changement en cours)', 'Rôle', and 'Coord'. The table contains three rows. The first row is 'France (1)'. The second row is 'test blabla pour arimnet' with a '...' icon in the first column. The third row is 'Mme Jannatul MIA'. A callout box with a blue border points to the '...' icon in the second row, containing the text 'Click here (...) to modify or delete a partner'. A context menu is visible over the '...' icon, with options '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).

Cordialement,
L'Agence Nationale de la Recherche

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).

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

	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		
Select	ANR (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
Select	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
	Select (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 available funding.

Please select the partner/organisation in the table(s) above and complete it 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

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

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)

The screenshot shows the 'Partners/Organisations files' tab selected. Below it is a table for selecting partners. A callout box says 'Do not pay attention to these columns, the detailed budget will be presented in Annex' pointing to the last three columns. Another callout says 'Select the partner in the list' pointing to the first column. A third callout says 'Click on Financial data and complete it' pointing to the 'Financial data' tab in the 'Detailed entry' section.

	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

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 (€)

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.

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

COPY PASTE YOUR ABSTRACT IN ENGLISH FOR BOTH FRENCH AND ENGLISH SECTIONS (DO NOT TRANSLATE IT IN FRENCH)

Non-confidential abstract or summary in French
(number of characters: 0 / 4000)

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
Update Cancel	<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 armet	Fabrice	DENTRESSAIGLE	fabrice.dantessaigne@cerchercha.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/Firm/Entreprise: 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 armet	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	150000.00	100.00%	190000.00	
Totals	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	150000.00	100.00%	190000.00	

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](#)

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.

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**

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

Administrative and financial document of the project

[Download document](#)

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; anabel.delapena@prima-med.org; marco.orlando@prima-med.org)