



Green ERA-Hub: First Funding Call

Contributions to a sustainable and resilient agri-food system

Call Announcement V1.0 31st May 2023

Guidelines for Applicants

Deadline pre-registration: **20th July 2023, 12:00 CEST** (Berlin, Germany)

Deadline proposal submission: **7th September 2023, 12:00 CEST** (Berlin, Germany)



This project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101056828



History of Changes

Version	Changes
V1.0 31st May 2023	Original version

Table of Contents

1	Background.....	5
2	Main Objective and Scope.....	5
3	Call topics.....	5
4	Funding modalities and who can apply.....	7
4.1	Who can apply.....	7
4.2	Eligibility.....	7
4.3	Coordinator of the research project consortium.....	9
4.4	Funding Parties.....	9
	Submission tool.....	10
4.5	Partnering tool.....	10
5	Call procedure.....	10
5.1	Management of the Call.....	10
5.2	Time schedule.....	10
5.3	Pre-Registration of projects.....	11
5.4	Submission of proposals.....	11
6	Expert evaluation procedure.....	13
6.1	General.....	13
6.2	Evaluation and selection of proposals.....	13
6.3	Proposal selection (Funding decision).....	15
7	General Data Protection Regulations Issues.....	15
8	Obligations for funded projects.....	15
8.1	Negotiation of contract.....	15
8.2	Communication and Dissemination.....	16
8.3	Project monitoring and meetings.....	16
8.4	Data Management Issues.....	17
8.5	Ethics assessment.....	17
	Annex A: National/Regional contact points and indicative call budget.....	18
	Annex B: Checklist proposal documents to upload.....	20
	Annex C: Template proposal.....	21
	Annex D: Data Management Plan.....	25
	Annex E: Template financial commitments.....	26
	Annex F: Work plan.....	27
	Annex G: Communication and Dissemination Plan.....	28

Definitions and Tasks

Call	Green ERA-Hub First Funding Call
Call Office	The Call Office is responsible for administrative support regarding the Call, call documents and procedures, submission platform and webinar.
Funders' Board (FB)	The FB consists of all Funding Parties giving funding to the Call. The FB will take the final decision on the selection of projects based on the ranking list provided by the IEC and the availability of funds.
Funding Parties	Funding Parties are organisations who give funding to the Call according to their national/regional funding regulations.
International evaluation committee (IEC)	The IEC consists of international experts in the fields of the topics of the Call. Members of the IEC will evaluate each proposal according to the evaluation guidelines (see also chapter 7 of this document). During the IEC meeting, the IEC will generate a ranked list of proposals. The FB will use the ranking list to select proposals with recommendation for funding.

1 Background

The Green ERA-Hub (GEH) officially started in September 2022 as a Coordination and Support Action of the European Commission under the Horizon Europe Framework Programme. It represents 15 currently active EU ERA-Net Cofunds and self-sustained initiatives in the field of agri-food and biotechnology. The partners and initiatives consider GEH an ideal measure to continue and extend their fruitful co-operation. Among the main aims, the GEH builds on previous achievements and further enhance cross-sectoral collaboration between agri-food and biotechnology ERA-Nets by identifying common research and innovation priorities and addressing them in joint transnational funding of collaborative research projects.

As a result of the alignment of various national and regional research programmes, the GEH has combined the research and innovation priorities of different ERA-Net initiatives to launch this GEH First Funding Call.

2 Main Objective and Scope

The objective of this Call is to support projects that contribute to the development of more sustainable and resilient food and farming systems. This includes consideration of what resources are used and how they are used; reduction of greenhouse gas (GHG) emissions; and impact on yields, product quality, human nutrition and profitability.

The scope covers both organic and conventional farming and/or food approaches. A holistic systems approach to food and farming systems is encouraged both pre- and post-farm gate. Such an approach could be, for instance, to look at circularity, closing nutrient cycles, utilising side streams, and minimising waste, trying to enhance the efficiency at system level and to improve the use of natural resources.

The approaches outlined hereunder may be used as inspiration for proposals, but not exhaustive and other approaches are also welcomed:

- Analysis of potential synergies and trade-offs of redesigned or new production systems or products along the value chain and their economic, ecological and social effects
- Identification of the most important drivers, facilitators and barriers to implement and accept new strategies, processes and products
- Design and analysis of socio-economic structures within a socio-ecological market economy that facilitate functional competition
- Building strategies to improve the consumers' knowledge about the impact of their food choices and consumption behaviour on health, environment and economy (food literacy)

3 Call topics

Proposals **must** address at least one of the following four topics which may also be combined in various ways; the items listed under each topic are not exhaustive for that topic. Not included in the scope are cultivated meat and precision fermentation of oils.

Topic 1: Enhance fertilizer efficiency and reduce fertilizer use

Possible areas of intervention (note that this list is not exhaustive):

- Fertilizer production and recovery: innovative procedures to retrieve fertilizers from agricultural (by)-products, residues and waste from agricultural/food production
- Fertilizer utilisation: improved/optimized use of fertilizer through innovative agricultural production strategies such as precision farming potentially supported by ICT solutions, modelling and decision support systems, as appropriate
- Organic fertilizer: biological nitrogen fixation by co-cultivation strategies, for example with legumes

Topic 2: Increase European protein self-sufficiency

Possible areas of intervention (note that this list is not exhaustive):

- Protein in feed: new concepts for optimal use of feed protein in livestock production, including livestock breeding for low protein feed rations
- Protein recovery: innovative biorefinery concepts to retrieve protein from residues of feed and food production
- Protein production: novel sources of protein from breeding of new protein crops and from alternatives (e.g. algae, seaweeds, insects) for food and non-food applications
- Protein in food: novel food protein sources, their consumer acceptance, and understanding of consumer choices

Topic 3: Mitigate GHG emissions in agricultural and food systems

Possible areas of intervention (note that this list is not exhaustive):

- Climate neutrality in agri-food systems: strategies and innovations for GHG mitigation and carbon removal
- Improved national GHG inventories: new and/or refined emission/removal factors enabling better monitoring, reporting and verification of emissions/removals
- Enabling conditions: evaluation of policy and/or economic measures to support GHG emissions reductions and enhance removals across the farm-to-fork chain
- Climate-friendly choices: better understanding of the drivers of consumer behaviour in order to support consumers in reducing food waste and making more climate-friendly food purchases

Topic 4: Sustainable energy use and production in agri-food systems

This topic focusses on alternatives to fossil fuels and covers production and use of energy within agri-food systems.

Possible areas of intervention (note that this list is not exhaustive):

- Energy saving strategies “from farm-to-fork”, including approaches during food processing and packaging
- Renewable energy production in agri-food systems (e.g. biogas, wind, solar)
- Biogas production in circular systems, avoiding food-feed competition
- Benefits and trade-offs of energy saving and renewable energy use, including economic aspects

4 Funding modalities and who can apply

The Funding Parties of the Call are listed in Table 1. The funding for transnational projects will be based on a virtual common pot instrument. This means that research partners (applicants) of projects that will be selected for funding will receive the distinct grant directly from the national/regional Funding Party supporting the Call, according to their legal terms and conditions for project funding (see National Regulations).

4.1 Who can apply

Universities and other higher education institutions, public research institutions, private non-profit organisations, and private companies can apply, subject to the national/regional regulations and eligibility criteria. Research consortia should consist of a minimum of three partners seeking funding from at least three different countries. Research consortia partners ineligible to receive funding from any of the Funding Parties can be part of research consortia if they bring in their own funding and submit an appropriate “Commitment letter” (see Annex E).. However, these applicants cannot be coordinator, their contribution should not be essential for the project’s successful implementation and they will not count towards the minimum number of partners.

4.2 Eligibility

The Call is conducted as one-step-procedure but proposals are only eligible if:

pre-registered by 20th July 2023 via the online-submission platform.

Proposals that have not been pre-registered within this time may not be considered for full proposal submission.

Full proposals have to be submitted by 7th September 2023.

Proposals that have not been submitted within this time will not be considered for evaluation.

All proposals must fulfil the general criteria, as well as the applicable national eligibility criteria. General eligibility criteria are:

- Proposals must be written in English.
- Proposals must be complete and in accordance to the procedure and must be submitted via the online submission platform. Thus, full proposals must include a Data Management Plan (one page, PDF, see Annex D) and a Communication and Dissemination Plan (one page, PDF, see Annex G).
- **Proposals must be pre-registered by 20th July 2023 12:00 CEST via the online submission platform (see section 5.3 for pre-registration details)**
- **Complete full proposals must be submitted by 7th September 2023 12:00 CEST via the submission platform (see section 5.4 for proposal submission details)**
- Consortia must include at least three eligible partners requesting funding from **at least three** different FB member **countries** who contribute funds to the Call. There is no

maximum number of partners. However, the FB highly recommends that applying consortia should not include more than ten partners requesting funding. Applicants not seeking funding from any of the Funding Parties listed below do not count towards the minimum of three partners. They are welcome if the project will result in any case manageable and efficient.

- In order to achieve balanced partnerships the budget that can be requested by partners from one country is maximum 70% of the total requested budget. Some Funding Parties also have funding limits, please check the national/regional funding regulations.
- The same person cannot act as a coordinator for more than one proposal. Some agencies do not allow the same person in more than one proposal, please check national/regional funding regulations.
- Each applying consortium must be led by a project coordinator, who must be from an organisation eligible for funding from a Funding Party of this Call.
- The minimum project duration is 24 months and the maximum is 36 months (please check national/regional funding regulations for exceptions).
- Applicants must complete an ethics self-assessment as part of the application.

Note that the inclusion of project partners that participate at their own expenses (not-eligible partner) is admitted ONLY with a letter of commitment (see Annex E). If the projects include these partners **the absence of the letter will result in the rejection of the entire proposal.**

In addition, national/regional eligibility criteria must be respected and the proposed research project must be consistent with the national/regional thematic priorities of the Funding Party. National/regional requirements are described in the national/regional regulations (see under Call Documents at <https://www.submission-greenerahub.eu/call1>). The Funding Parties may require additional documents according to their national/regional or organisational regulations (please, check in the relevant national/regional regulations).

Failure of one applicant to meet any of the eligibility criteria, including the national/regional eligibility criteria, will result in rejection of the entire proposal. Also inclusion of a non-eligible partner without a letter of financial commitment in a full proposal will result in the rejection of the entire proposal.

Applicants are strongly advised to contact their National Contact Point (NCP) before submitting a proposal (see Annex A).

After the closing date, the Call Office will carry out the general eligibility check of the proposals with respect to the criteria listed in this section. Proposals not meeting the minimum requirements will be rejected by the Call Office, following consultation with the FB. The members of the FB will then check the proposals against national/regional eligibility criteria as described in the national/regional regulations.

Proposals complying with both sets of criteria (general Call eligibility criteria and national/regional eligibility criteria) will be forwarded to the evaluation procedure.

The results of the general eligibility check and the national/regional eligibility check will be communicated by the Call Office to the project coordinators before the evaluation phase of the Call.

4.3 Coordinator of the research project consortium

Each research project consortium needs to appoint a project coordinator. The project coordinator has the following role and responsibilities:

- Make sure that the national/regional regulations and funding modalities of all partners involved are met by confirmation of the partners themselves to ensure the eligibility of the entire project,
- Lead the consortium throughout the application procedure and be responsible for the correct pre-registration of the project and proposal submission. The coordinator should be the one who creates an account for the proposal in the online submission platform,
- Be responsible for the overall project coordination and act as the central contact point for the consortium during the full lifespan of the research project,
- Inform the Call Office about any event that might affect the implementation of the project,
- Ensure that all work is carried out to a high standard and meets contractually bound deliverables and milestones presented in the proposal and approved by the Funding Parties,
- Be responsible for sharing all information with consortium partners,
- Be responsible for monitoring data and timely delivery of project reports,

The project coordinator will not be responsible for the financial management of project funding, which shall be handled directly between the consortium members and their corresponding Funding Parties.

4.4 Funding Parties

Table 1. List of Funding Parties of the Call

Country	Funding Party
Belgium	National Fund for Scientific Research (FRS-FNRS)
Belgium	Flanders Innovation and Entrepreneurship (VLAIO)
Burkina Faso	National Fund for Research and Innovation for Development (FONRID)
Denmark	Ministry of Food, Agriculture and Fisheries (MFVM)
Finland	Ministry of Agriculture and Forestry (MMM)
Germany	Federal Ministry of Education and Research (BMBF)*
Germany	Federal Ministry of Food and Agriculture (BMEL)
Ireland	Department of Agriculture, Food and the Marine (DAFM)
Ireland	Agriculture and Food Development Authority (Teagasc)

Country	Funding Party
Italy	Ministry of Agriculture, Food Sovereignty and Forestry (MASAF)
Latvia	Latvian Academy of Agricultural and Forestry sciences (LAAFS)
Lithuania	Ministry of Agriculture of the Republic of Lithuania (ZUM)
Luxembourg	Luxembourg National Research Fund (FNR)
Norway	The Research Council of Norway (RCN)
South Africa	National Research Foundation (NRF)
Spain - Andalusia	Technology Corporation of Andalusia
UK	Department for Environment, Food and Rural Affairs (DEFRA)
Uruguay	Instituto Nacional de Investigacion Agropecuaria (INIA-UY)

* *BMBF intends to participate in this Call.*

Submission tool

Pre-registration and submission of proposals will be carried out using an online submission platform, where applicants will find all information necessary for the preparation and submission of proposals. The submission platform is available at <https://www.submission-greenerahub.eu/call1>.

A webinar will be organised on **June 20, 2023 from 11:00h CEST** for all interested applicants. Content of the webinar will be an overview of all relevant aspects of the Call and a short introduction to the submission platform.

4.5 Partnering tool

In addition, a partnering tool is attached to the submission platform, where project partnerships can be offered or searched for.

5 Call procedure

5.1 Management of the Call

The Call Office will be operated by Project Management Jülich (Germany).

Name	Petra E. Schulte	Emilie Gätje	Christian Breuer
Phone	+49 2461 61 9031	+49 2461 61 96367	+49 2461 61 96929
Email: ptj-geh-call-office@fz-juelich.de			

5.2 Time schedule

The Call will follow a one-step-procedure. However, a pre-registration of the proposal is mandatory prior the submission of proposals (see next section). A time schedule is provided below (tentative).

Table 2: Timeline for the Call.

Step	Date/Timeline
Launch of the Call	May 31 st 2023
Webinar	June 20 th
Deadline Pre-registration of proposal	July 20 th , 2023
Deadline proposal submission	September 7 th , 2023
Evaluation and selection	September - November 2023
Letters to applicants	December 2023

5.3 Pre-Registration of projects

All proposals have to be pre-registered beforehand of proposal submission. The pre-registration comprises the following information:

- Project data (title, acronym, duration, topic),
- Project summary,
- Contact data and belonging institution of all partners of the consortia (CV upload only at full proposal submission necessary)
- An estimation of requested funding of all partners (Financial Plan) is optional.

All relevant data for pre-registration are clearly marked within the submission platform and will be also explained during the Webinar. This step is mandatory to apply for this Call and hence to submit the full proposal.

**The deadline for pre-registration is
20th of July 2023, 12:00 CEST**

Applicants who do not pre-register by the deadline cannot submit full proposals. It is possible to add, delete or replace proposal partners after the pre-registration step. However, consortia must include at least three eligible partners requesting funding from **at least three** different FB member **countries** who contribute funds to the Call at the pre-registration step.

The pre-registration will support the Call Office in preparation of the evaluation phase (contacting required experts). The project summary will not undergo an expert evaluation. However, the consortium will undergo a general check against the number and type of partners.

5.4 Submission of proposals

The Call follows a one-step procedure with a deadline for submission of proposals of 7th September 2023, 12:00 CEST.

Proposals have to be pre-registered beforehand (see section 5.3). Proposals, which have not been pre-registered in time, will be rejected.

It will be possible to update and resubmit the application as many times as required until the submission deadline (7th September 2023, 12:00 CEST), but not after. Applicants should

note that the online submission system may experience high traffic volumes in the last hours before the submission deadline. It is therefore highly recommended to submit the final version of the proposal well in advance of the deadline to avoid any last-minute technical problems. Requests for extensions of the deadline due to last-minute technical problems will not be considered.

Before the submission of a full proposal, the coordinator should make sure that all consortium partners requesting funding from this Call are eligible for support from their respective national/regional funding organisations.

For additional partners who are not eligible for funding from any of the Funding Parties, the coordinator has to ensure that each of these partners possesses the required financial security to fulfil their tasks within the project via a Letter of Financial Commitment (see Annex E).

The project coordinator is responsible for the timely submission of the proposal via the online submission system.

6 Expert evaluation procedure

6.1 General

The FB will establish an International Evaluation Committee (IEC) that has the following mandate:

- Provide the peer review evaluation of proposals, on the basis of the evaluation criteria outlined below;
- Provide a written summary of each proposal to explain the decisions to the FB. The summary will be provided to the applicant by the Call Office;
- Provide a ranking list of project proposals based on the evaluation scores.

A Chair and a vice-chair of the IEC will coordinate the work of the IEC. The IEC members will be independent of the Funding Parties and applicants involved in this Call. The Call Office will ensure that no conflict of interest exists concerning the IEC members and the proposals evaluated. For this purpose, the IEC members will be required to sign a Conflict of Interest and a Declaration of Confidentiality form. The online evaluation tool will include a feature which will prevent access to a proposal in case a Conflict of Interest is declared by an IEC member.

During the entire procedure, strict confidentiality will be ensured with respect to the identities of the applicants and the content of the proposals. The proposals will be only read by the FB members, the IEC members involved, and the Call Office. Furthermore, all collected data will be handled in accordance with the GDPR (see section 7).

Eligible proposals will be evaluated online by a minimum of three international experts per proposal. The experts will then meet and agree on consensus scores for each proposal.

6.2 Evaluation and selection of proposals

6.2.1 Evaluation criteria

The reviewers will evaluate the proposals in accordance with the scope and call topics described in this call announcement (see sections 2 and 3), and using the three equally weighted evaluation criteria (including sub-criteria) described below.

The three equally weighted evaluation criteria are:

1. Scientific excellence

The excellence of the proposal will be assessed by evaluators considering the following points:

- a) Clarity and pertinence of the objectives
- b) Soundness of the concept
- c) Credibility of the proposed methodology
- d) Quality and expertise of the consortium as a whole (Project Coordinator's and Project Partners' information)

e) Degree of novelty and innovation of the proposed approach and extent to which 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)

f) Appropriate application of system thinking, interdisciplinary approaches and where relevant use of stakeholder knowledge/involvement and gender dimension in research and innovation content

2. Relevance and potential impact

This evaluation criterion will focus on (a) the relevance of the proposed project to the Call regarding the Call scope and the topics (see section 2 and 3), and (b) the potential impact of the project.

3. Quality and efficiency of the Implementation

a) 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

b) Appropriateness of the management structures and procedures, including risk, ethical issues and data management

c) Complementarity of the participants and extent to which the consortium as a whole brings together the necessary expertise

d) Appropriateness of the allocation of tasks, ensuring that all participants have a valid role and adequate resources in the project to fulfil that role

e) Appropriateness of the project budget to the planned work and the achievement of the project goals

6.2.2 Scoring

For proposal evaluation, scores will be awarded for each of the three main criteria mentioned above. Each criterion will be scored out of 5 (half scores are not allowed) and equally weighted.

The 0-5 scoring system for each criterion indicates the following assessment:

- **0: The proposal fails to address the criterion** or cannot be assessed due to missing or incomplete information.
- **1: Poor. The criterion is inadequately addressed**, or there are serious inherent weaknesses.
- **2: Fair. The proposal broadly addresses the criterion**, but there are significant weaknesses.
- **3: Good. The proposal addresses the criterion well**, but a number of shortcomings are present.
- **4: Very Good. The proposal addresses the criterion very well**, but a small number of shortcomings are present.

- **5: Excellent. The proposal successfully addresses all relevant aspects of the criterion.** Any shortcomings are minor.

An average score of each criterion is calculated out of the scores given by a minimum of 3 experts who evaluated the proposal. Two thresholds will be applied with respect to the scores. **A threshold of 3/5** will be applied for each criterion, i.e. proposals with a mean score < 3.0 in any main criterion will not be recommended for funding. **A threshold of 10** will be applied with respect to the total score (sum of the three average scores per criterion), i.e. proposals with a total score under 10 will not be proposed for funding. All proposals will be ranked according to the final scores.

The outcome of the evaluation is irrevocable.

6.3 Proposal selection (Funding decision)

The Call Office will forward the ranking list of proposals provided by the IEC to the FB. The FB will meet to take the final decision on selecting transnational projects recommended for national/regional funding, based on the ranking list and the available funding to ensure to fund as many high quality projects as possible.

The outcome of the evaluation process and funding decision will be communicated by the Call Office to the project coordinators. **Evaluation summaries will be provided to the coordinators which are responsible for forwarding all information to the proposal partners.**

Upon the final decision by the FB, a list of funded projects will be published on the Green ERA-Hub website containing the following information from the proposals:

- Project title and project acronym
- Duration of the project
- Project Summary
- Total requested funding of the project
- Name and contact information of the project coordinator
- Country, organisation and participant name of each partner.

7 General Data Protection Regulations Issues

All personal data offered for project applications, reviewers and expert assessments, mailing lists, tracking websites, registration for activities and events will be collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (Regulation EU 679/2016). For more information please consult the privacy policy on the submission website.

8 Obligations for funded projects

8.1 Negotiation of contract

Once the notification letter from the Call Office to the coordinators with the communication of the funding decision has been received, the project partners of proposals recommended

for funding will be contacted by the Funding Parties or will need to contact the Funding Parties of their respective countries themselves according to their regulations, in order to start the grant negotiation and accomplish the remaining steps until the research project can start.

Each Funding Party will fund their respective applicant(s) within the research project. Formal funding decisions are made by the participating Funding Parties and funding will be provided according to applicable National/Regional funding regulations and specific ethical issues raised by the evaluators.

For some Funding Parties, a signed consortium agreement might be required for release of the national/regional funds. It is strongly recommended that successful consortia should therefore negotiate and sign a Consortium Agreement before commencement of the project as required per national/regional regulations. This should address at least the following topics:

- Internal organisation and management of the consortium
- Intellectual property arrangements
- Settlement of internal disputes

Support for the preparation of a Consortium Agreement can be found on the DESCA webpage (<https://www.desca-agreement.eu/desca-model-consortium-agreement/>).

8.2 Communication and Dissemination

A list of the funded projects will be published at the end of the Call. Therefore, applicants should be aware that the information from the proposals as listed under section 6.3 will be published for promotional purposes.

Each research project proposal must include a one page Communication and Dissemination Plan (see Annex G).

Communication and dissemination of project-related information and results (e.g. oral/poster presentations in workshops or conferences, a webpage, scientific publications or public articles) must provide a clear reference to **Green ERA-Hub**.

8.3 Project monitoring and meetings

In addition to the reporting required by the National/regional regulations of the Funding Parties, reporting will be required at mid-term (M12 or M18, depending on the project duration and start) and at the end of each project (M24 or 36, depending on the project duration and start). This will consist of a project status report and in-depth monitoring survey to measure project progress and contribution to the overall aims of the Call. All project partners will have to deliver input for these reports.

In order to enhance knowledge sharing amongst the projects and dissemination of the project results, kick-off, mid-term and end-term meetings will be organized by GEH. At those meetings, the coordinators shall represent their projects. Project coordinators should calculate costs for attendance of those three mandatory joint network meetings (kick-off, mid-term and end-term meeting) in their finance plan during proposal submission.

The report due to this Call for the monitoring process will include also some budgetary indications but the binding reporting about budgets/spending are due to the Funding Party, following its own regulations.

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.

8.4 Data Management Issues

As relevant, applicants must include information on how the project partners will manage the research data generated and/or collected during the project. Each proposal must include a maximum one page Data Management Plan. Advice for preparing the Data Management Plan is provided in Annex D of this document. In addition, applicants must include an updated Data Management Plan as a distinct deliverable within the first six months of the project. This deliverable will evolve during the lifetime of the project in order to present the status of the project's reflections on data management.

8.5 Ethics assessment

Work involving the use of animals or humans should be carried out under the appropriate authorization, taking into account the European Union and national ethical requirements. In order to identify any potential ethical issues, applicants are required to complete an ethics self-assessment and provide a support documentation referred to in the ethics issues checklist. Please consult Horizon Europe Programme Guidance [How to complete your ethics self-assessment](#). If any ethical issues are expected to arise during the proposed project, these must be addressed in the full proposal.

These guidelines address, in more detail, the following ethical issues: human embryos & fetuses, human beings, human cells or tissues, personal data, animals, non-EU countries, environment, health & safety, dual use, exclusive focus on civil applications. Applicants can also consult on the European Commission website the Guidance Note – Ethics and Food-Related Research on core issues of ethical concern in the field of food-related research including appendix that addresses broader concerns in the field of food ethics.

This self-assessment, as well as any additional ethical issues that are raised by the evaluation committee will be shared with national funders and national funders may stipulate specific ethical requirements, which must be met by successful applicants as part of the national funding contract.

Any proposal, which seems to contravene fundamental ethical principles, shall not be selected, and may be excluded from the evaluation and selection procedure. Judgement of the significance of ethical issues will be made by using the criteria published by the European Commission in its guidelines for the Horizon Europe Framework Programme.

In case activities undertaken in non-EU countries raise ethics issues, the applicants must ensure that the research conducted outside the EU is legal in at least one EU Member State.

Annex A: National/Regional contact points and indicative call budget

Table 3: List of National/Regional contact points and indicative call budget. For more details, please refer to document “National regulations”.

Country	Organisation	NCP	Phone number	E-mail	Budget (k€)
Belgium	FRS-FNRS	Florence Quist Joël Groeneveld	+32 2 504 9351 +32 2 504 9271	international@frs-fnrs.be	300
Belgium	VLAIO	Marianne Claessens	+32 494 494 064	marianne.claessens@vlaio.be	1,500
Burkina Faso	FONRID	Kouame Traore Salimata	+226 62 13 22 48	trasally@yahoo.fr	60
Cameroon	MINRESI	Elouga Nicobert	+237 699 58 63 19	elouganicobert1@yahoo.fr	tbc
Denmark	MFVM	Bettina Heimann	+45 20 18 91 82	bethei@lbst.dk and gudp@lbst.dk	750
Finland	MMM	Suvi Ryyänen	+358 295 16 2126	suvi.ryynanen@gov.fi	400
Germany	BMBF*	Petra E. Schulte Emilie Gätje Christian Breuer	+49 2461 61 9031 +49 2461 61 96367 +49 2461 61 969 29	petra.schulte@fz-juelich.de e.gactje@fz-juelich.de c.breuer@fz-juelich.de	2,000
Germany	BMEL	Arnd Bassler Katerina Kotzia	+49 228 6845 3506 +49 228 6845 3486	Arnd.Bassler@ble.de Katerina.Kotzia@ble.de	500
Ireland	DAFM	John Harrison Aidan Holohan	+353 874586821	John.Harrison@agriculture.gov.ie Aidan.Holohan@agriculture.gov.ie	1,200
	Teagasc		+353 873807504		200
Italy	MASAF	Serenella Puliga Silvia Baralla	+39 055 2492220 +39 06 46655076 +39 340 2267588	s.puliga@masaf.gov.it s.baralla@masaf.gov.it	500

Country	Organisation	NCP	Phone number	E-mail	Budget (k€)
Latvia	LAAFS	Baiba Rivza	+37129254469	baiba.rivza@lbtu.lv	30
Lithuania	ZUM	Vilma Kraujalytė Simona Bieliauskaitė	+370 5 239 1082 +370 5 239 1025	vilma.kraujalyte@zum.lt Simona.Bieliauskaite@zum.lt	100
Luxembourg	FNR	Marie-Claude Marx	+352 691 36 28 21	marie-claude.marx@fnr.lu	300
Norway	RCN	Nina E. Solheim Tina Rebecca Hov-Gylthe	+47 45225496 +47 92811596	nsf@rcn.no trhg@rcn.no	850
South Africa	NRF	Nombuso Madonda Jan Phalane	+27 12 481 4143 +27 12 481 4157	NP.Madonda@risa.nrf.ac.za JR.Phalane@risa.nrf.ac.za	460
Spain - Andalusia	CTA	Nathalie Chavrier	+34 954461352	nathalie.chavrier@corporaciontecnologica.com	250
UK	DEFRA	Michael Cummins Victor Aguilera	+44 2030250120 +44 2080264253	michael.cummins@defra.gov.uk victor.aguilera@defra.gov.uk	1,130
Uruguay	INIA-UY	Verónica Musselli	+59 89975706	vmusselli@inia.org.uy	100
16	19				10,630

* BMBF intends to participate in this Call.

Annex B: Checklist proposal documents to upload

The proposal has to be submitted via the online submission platform. In addition to the data which has to be inputted on the submission platform the following documents have to be uploaded as separate files (see also Annex C). Unless specified, all documents shall have the font and size Arial 11pt with line spacing of 1.15 and have to be uploaded as .pdf. In addition to the documents, 6 images can also be uploaded (please pay attention to format and size – see Annex C).

Document	Comment	Done
Coordinator CV	Max. 1 page each (incl. personal details, brief description of your profile incl. relevant qualification and international expertise, list of academic and non-academic degrees and year awarded, list of current and past positions)	<input type="checkbox"/>
Partner CVs		<input type="checkbox"/>
Work plan	Max. 12 pages, please use the template provided in Annex F – can be downloaded from the submission website	<input type="checkbox"/>
Data management plan	Max. 1 page, see Annex D	<input type="checkbox"/>
Dissemination and communication plan	Max. 1 page, see Annex G	<input type="checkbox"/>
Letter of commitment(s) (only applicable for not eligible partners)	Please compile one pdf file for all commitment letters; a template is also provided in Annex E and as download on the submission website	<input type="checkbox"/>
Literature References (optional)	Max. 2 pages	<input type="checkbox"/>

Annex C: Template proposal

Please note that all information mandatory for pre-registration are marked in bold.

Project Coordinator/partner information

- **Contact details**

- CV of coordinator/partner

CV shall be uploaded as pdf file max. 1 page, Arial 11pt, line spacing 1.15, max. 1 MB

- Tasks within the project

max 2,000 characters incl. spaces

- 5 references/publications

more can be provided as separate document in literature references

- Team members description and their relevant qualifications

max 2,000 characters incl. spaces

Project data

- Project title

- Acronym

- Expected project start date and end date

- Topic addressed

Keywords

- Supplementary keywords

Max. 5 keywords related to your project, separated by comma

Stakeholder Engagement

- Please describe which stakeholder(s) your planned project will be relevant for and how you intend to engage the stakeholder(s) during the application phase and/or during the lifetime of your project (if applicable to your project).

max. 2,000 characters incl. spaces

Project summary

- please provide your project summary. This summary might be used for communication and dissemination activities in case your project will be selected for funding. Please make sure that it is publishable.

max. 4,000 characters incl. spaces

Project description

Please provide your project description and use the following structure. The project description should:

- a) provide the state of the art,
- b) specify the expected project outputs/impacts and relevance to the call scope/topics,
- c) provide information of the workflow and the linkage of work packages between the project partners.

The project should be in line with the requirements stated in the call text. The space is limited to 25,000 characters including spaces. Implementation of up to six graphics/images is allowed and possible (allowed formats are jpg, png or gif, max. resolution 600x600px, max. file size 2MB). No additional documents will be considered.

Max. 25,000 characters incl. spaces

Work plan

Here you can upload your work plan as a PDF document. The document must not exceed the length of 12 A4 pages (Arial 11pt, line pitch at least 1.15 - allowed file size: 5 MB, PDF file format, template available on submission website). Uploading of more than 12 pages is blocked by the online submission system.

The work plan should clearly describe the individual work packages, tasks, deliverables and milestones of the project. The work plan must also include a Gantt-Chart. Upload pdf file, max. 12 pages, Arial 11pt, line pitch 1.15, max. 5 MB

Data Management Plan

Please consider recommendations and checklist of questions provided in Annex D.

Upload pdf file, max. 1 page, Arial 11pt, line pitch 1.15, max. 1 MB

Communication and Dissemination Plan

Please consider recommendations and guiding information provided in Annex G.

Upload pdf file, max. 1 page, Arial 11pt, line pitch 1.15, max. 1 MB

Ethical Compliance

- Are there any aspects of the proposal that could possibly raise societal concerns or ethical issues? Yes/no

If yes, please address these concerns/issues. Proposals may be rejected from funding on ethical grounds if they do not comply with European and/or National/Regional Legislation.

Please also visit https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf for ethical self-assessment.

Financial Plan

Please insert the requested budget **for all partners** within the consortium into the appropriate columns within the submission platform. Also add your own contribution if applicable and **write a short explanation for each budget item**. Please be aware that only the coordinator can fill in the financial plan on behalf of the whole consortium.

Figure of the financial table as shown in submission system.

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Requested Funding * required for pre-registration	Total Own Contribution	Total Costs
Institute of Agrobiodiversity	250	5	10	2	292	5	297
Overhead	25	0	0	0			
Institute of Agriculture	200	2	10	0	212	2	214
Overhead	0	0	0	0			
Institute of Farming	100	2	5	10	140	7	147
Overhead	20	0	1	2			
TOTAL	595	9	26	14	644	14	658

1 k€ = 1000 €

Evaluators (optional)

You may name a maximum of two experts who should not review your proposal because of conflict of interest.

Please enter the full name(s), affiliation (research institution, organisation) and reason for refusal of the expert(s).

max 2,000 characters incl. spaces

Letter of Commitment(s)

Partners who are not eligible for National/Regional funding from the Funding Parties listed in Table 1 and partners who are able to fully work on their own financial resources, may join the project at their own expense or funded by another agency not contributing to the Call.

For each of these partners, you have to upload a Letter of Commitment via the Upload Field of the submission platform. Please use the template provided (under Annex E and under the Call Documents) and compile all Letters of Commitment into one pdf file.

Please do not upload any other letter types unless required by your national/regional regulations. Additional uploaded documents will not be considered.

Upload one pdf file

Additional literature References (optional)

Upload pdf file, max. 2 pages, max. 1 MB

Figures (optional)

You can upload up to 6 figures. Please make sure to use the correct format (jpg, png or gif) and maximum size that is supported by the online submission system (max. 2MB and 600px x 600px). A detailed instruction on how to upload and implement figures within the text fields is

provided in the submission system menu FIGURES. **Please check well in advance of the deadline that your figure is accepted by the submission platform.**

Upload up to 6 images (2 MB, 600px x 600px) as jpg, png or gif

Annex D: Data Management Plan

Data management is an essential component to the success of projects using systems/synthetic biology approaches and/or tools in bioinformatics. Representatives from academia, industry, funding agencies, and scholarly publishers designed and jointly endorsed a concise and measurable set of principles referred to as FAIR Data Principles with the intention to provide a guideline for reusability of data holdings. Four foundational principles – **F**indability, **A**ccessibility, **I**nteroperability and **R**eusability– are a necessity of data management. The EC published Guidelines on FAIR Data Management in Horizon 2020 and Horizon Europe.

All applicants must include a maximum one page Data Management Plan. This plan should mainly detail how the project partners will manage the research data generated and/or collected during the project, in particular addressing the following issues:

- What types of data will the project generate/collect?
- What standards will be used?
- How will this data be exploited and/or shared/made accessible for verification and reuse?

If data cannot be made available, explain why.

- How will this data be curated and preserved?
- How will the costs for data curation and preservation be covered?

Additional guidance on data management, including a template for a Data Management Plan, is given in the guidelines on data management in the Horizon 2020 Online Manual, available at:https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm

Annex E: Template financial commitments

This template should be used as evidence of the availability of funds by applicants who are:

- from partners ineligible to receive funding from any of the Funding Parties participating in the Call or
- eligible, to receive funding from a Funding Party, but not seeking funding from a Funding Party.

**This document must be signed by
an authorised representative of the organisation.**

This letter should be submitted electronically with the proposal through the Online Submission Tool.

In case of failure to provide such a commitment in a proposal submission, an applicant could be regarded as ineligible and so will be the whole consortium.

Name and address of organisation Name and address of contact person

Call

Letter of Commitment

City, Date:

We hereby confirm that (Organisation Name) has sufficient resources and is committed to participating in the project (project title)

.....
.....

In accordance with the proposal which is submitted by (coordinator name)

Annex F: Work plan

Template for description of work packages and Gantt Chart. Text in green shall be adapted. The template can be also downloaded at the website of the online submission platform.

WP 1		<i>Name of WP</i>					
WP leader	<i>P1</i>	Start month	<i>M1</i>	End month	<i>M6</i>		
Partners involved	<i>P1</i>	<i>P2</i>	<i>P3</i>	<i>P4</i>			
Person months	<i>1</i>	<i>2.5</i>	<i>0.5</i>		<i>1</i>		
Deliverables	<i>D1.1 (M3) D1.2 (M6)</i>		Milestones		<i>M1.1 (M3)</i>		
Aim of WP <i>Brief description of objectives and interrelations with other WPs</i>							
Description of Tasks <u>Task 1.1: Title (Duration in month)</u> Task leader and partners involved: <i>Leader, partner1, partner2, ...</i> <i>Description of task</i> <u>Task 1.2:</u>							
Deliverables <i>D1.1: title (Month of deliverable)</i>							
Milestones <i>M1.1: title (Month of milestone)</i>							
Risks and mitigation of risks <i>Brief description of main risks and their mitigation and plans how to adapt work plan</i>							

The Gantt chart shall contain time span of each WP and corresponding tasks as well as deliverables and milestones. An example for a Gant chart is given below:

	M1	M2	M3	M4	M5	M6	M7	M...	M36
WP 1									
Task 1.1			M1.1						
Task 1.2						D1.2			

Annex G: Communication and Dissemination Plan

Plans for communication and dissemination of the project and its results have to be described and will be taken into account in the evaluation with the aim to increase the quality of the implementation and to reach higher impact (see section 6.2.1). This should be organised in the form of various communication routes (both national and international) such as scientific papers, posters, presentations, a course or training material, web based tools, workshops as well as stakeholder involvement or direct intervention directed towards end users.

Appropriate resources should be dedicated for the communication and dissemination activities. To enhance dissemination of the project results, additionally or in parallel to the own project meetings, all project coordinators should calculate costs for the attendance of two mandatory joint network meetings (mid-term- and end-term meeting) in their project plan.

Please consider that all project partners must give proper reference to the Green ERA-Hub in any documentation published (in written, oral or electronic form).

There are possibilities to get support and advice for your plan for communication, dissemination and capacity building, please consider: The EC guidelines on "[Communication EU research and innovation guidance for project participants](#)".



**Funded by
the European Union**