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C-IPM is an ERA-Net funded by
the European Commission 's 7th
Framework Programme

Guidelines for applicants for the 1st Transnational Call for Proposals Full-proposal phase

C-IPM

Coordinated Integrated Pest Management in Europe

Submission

Full proposals, From 15th July, 2015 to October 2nd, 2015,
15:00 CET

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1. Preamble

This document provides all additional information to submit full-proposal successfully.

Any fundamental changes between the pre- and full-proposal, e.g. changes in the consortia/budget must be communicated to the C-IPM Call Secretariat with detailed justification and will be allowed under exceptional circumstances, by the funding organizations only.

Full proposals that are not complete or contrary to any other formal requirement, will **not** be considered in the 2nd stage evaluation process.

2. Timeline

The full proposal can be submitted only if a given shortlisted consortium will receive an invitation to submit it.

The respective time schedule for this full proposal phase and activities required are given in the table below:

Table 1. Timeline of Full proposal phase

EVENT	DATE
Full-proposals submission (FPs)	15 th July 2015,
Deadline for full proposals (FPs)	2 nd October 2015, 15:00h CET
Evaluation of FPs by EPP	20 th November 2015
EEP meeting for evaluation	30 th November, 2015
CG meeting for selection of projects	First week of December, 2015
Notification letters of projects selected	Third week of December, 2015
Publishing results	January 2016
Negotiation and start of projects	March 2016

3. Consortium Agreement

Applicants submitting a Full Proposal are strongly advised to prepare a Consortium Agreement in order to address matters such as the regulation of intellectual property rights and actions to be taken in the event of unsatisfactory performance by one or more partners. In some countries, such an agreement might be required for release of the funds. Applicants have to obey national regulations regarding this issue. Support for the preparation of a consortium agreement can be found on the DESCA webpage.

4. Full Proposal Submission

Full-proposals must be submitted online by the Consortium coordinator at:

<http://c-ipm.inia.es/>

Password and username of the account are the same as for pre-proposal submission and main project data of the submitted pre-proposal are still available online.

To submit a full proposal successfully, the following actions need to be taken:

- contact the funding organization (national or regional contact point) to get final approval orally or in writing, especially on the requested grants.
- check the contact details of all participating consortium partners incl. The application form must be filled out completely and accurately with the best of knowledge and belief.

At any time the coordinator and the project partners can login to the C-IPM's submission tool by using the account login data, in order to check the already provided information by downloading the proposal. All available and uploaded information will be displayed. Consortium partners need to notify the coordinator about any error, only the coordinator can correct the data online.

Corrections will be visible only if data is properly saved and will be possible until call closing on **2nd of October 2015 (15:00 CET)**.

As data from the pre-proposal, except data of the finance table or in regard to the evaluators comments, cannot be changed anymore at this stage. Only minor changes are allowed anymore, e.g. typos, etc.

Online Submission

Main data from the pre-proposal are still available online. The requested funding data should only be changed if applicants were prompted to do so by one or more funding bodies. Unprompted changes on the funding requests will make the proposal ineligible.

To complete the application the following information will have to be provided for the Full proposal - including a Gantt chart in Figures tab. Only if prompted to the finance table may be up-dated at 'Finance':

Coordinator and Partners

In this tab you have to include a short profile or upload a CV. You are invited to review and modify your CV or short profile loaded in pre-proposal phase. Please, note that should be written in English.

Abstract

Please note, the abstract of all funded projects will be published on the C-IPM ERA-Net homepage (<http://c-ipm.org/>) and will be included in the C-IPM ERA-Net database.

2500 characters incl. space characters.

Summarize your proposal as possible.

Finance

Requested funding:

	Project Costs						
Organisation Name	Personnel	Travel	Consumables/ Equipment	Subcontracts	Requested Funding	Total Own Contribution	Total Costs

Own contribution:

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Other	Total Own Contribution

Finance comments

Description of human resources, travel, equipment, subcontracting and other additional costs of planned project, **if not already stated in detail in the finance table.**

Background

8,000 characters incl. space characters, max. 3 charts (via image upload (see below)). Detailed background on the project and state of the art in the field is required here as well as description of the impact the project may have.

Work plan and work packages

20,000 characters incl. space characters, max. 3 charts (via image upload (see below)). The work plan consists of two chapters: a general work plan description and the individual work packages. The overall work plan shall include the project management and specify the involvement of each partner.

The individual work packages of the project should contain the following information:

- **Work package number**
- **Work package title**
- **Start month** (i.e. month 9 of the term of project)
- **Objectives:** description of the objectives of the work package.
- **Description:** detailed description of the work package.
- **Work package and Task Leader and Partners:** who is involved in this work package, how many person months a partner contributes to this work package.
- **Person months:** e.g. partner 'XYZ' provides 5 months.
- **Tasks:** numbering like 1, 2, 3, etc. and task description as well as a start month and end month of each task

- **Milestones:** numbering like 1, 2, 3 etc. and milestone description as well as month this milestone will be reached
- **Deliverables:** numbering like 1, 2, 3 etc., deliverable description and month of delivery

Related projects

4,000 characters incl. space characters

Description of ongoing projects of each partner related to the present proposal, indicating project name, funding sources and amounts, and potential overlaps with the current proposal.

Dissemination

2,000 characters incl. space characters.

Description of dissemination and/or exploitation of results and management of intellectual property at international level.

Societal and ethical aspects

4,000 characters incl. space characters

Contribution to the societal issues, e.g. ethics, environment, and/or intellectual and cultural development. Indication of any aspects of the proposal that could possibly raise societal concerns or ethical issues.

Figures

Max. 6 images (insertion of tables as images) can be uploaded (jpg-file, 600x600px, max. 2MB per image).

Please use placeholder of each image to place it in the editor of background or work plan.

5. Evaluation of Full Proposals

5.1 Evaluation Criteria

The evaluation of the full proposals will be performed by the Evaluation Expert Panel (EEP), taking into account the following criteria:



- Scientific and technical excellence/innovation;
- Potential impact (knowledge, socio-economic, stakeholders);
- Management, budget and implementation of activities ;
- Capacity building, knowledge sharing, training and mobility; communication activities (dissemination, etc.)

After the funding decision (December 2015) consortia will be informed about their result, based on the ranking list by evaluators combining with the final funding decision and availability of funding from all participant countries. The evaluation including anonymous comments from the evaluators on the strengths and the weaknesses of the proposals, will be reported back to the project coordinator.