**JOINT CALL FOR PROPOSALS**

Biotechnology for a sustainable bioeconomy

Deadline for submission of proposals:

December 14th, 2018, 13:00 h (CET)

**Proposal Template**

**Published on October 19th, 2018**

This template, displaying the content of a full proposal, is provided for information.

**Off-line use only!**

Call Office: era-ib@aei.gob.es.

**The submission must be done online via [www.submission-cobiotech.eu](http://www.submission-cobiotech.eu).**

**The call invites proposals for transnational collaborative R&D&I projects from consortia involving industry, SME, stakeholder associations, universities and/or research organisations.**

**PLEASE NOTE:**

* **The selection process consists of one phase**.
* The evaluation process provides applicants with the opportunity to reply to issues raised by the assessment of reviewers (i.e. **rebuttal**)
* This template, presenting the structure and content of a proposal, is provided for information/off line use only. In any case the **submission must be done online** via <https://www.submission-cobiotech.eu/>.
* The proposals must be submitted **in English.**
* **Please contact your national contact person and check whether your national funding organisation requires any further information.**
* Please note that the part **“Project description” should not exceed 20 pages, corresponding to ~60,000 characters**(Arial 11pt, line pitch at least 1.15).
* **National or regional funding regulations and eligibility criteria will apply to this call**. **It is strongly recommended that these are checked with the National Contact Person at the respective funding agencies** (see *National Contact Persons* in the Call Announcement) **before submitting the proposal**. *ANNEX 2* of the Call Announcement lists specific national rules to be adhered to.
* **Unsuccessful ERA CoBioTech grant proposals (1st call) must not be directly resubmitted in their original version within the framework of this second call. Resubmissions will only be considered if the proposal is substantially improved. All proposals are checked in the peer review administration process to identify any direct resubmissions which will be rejected. Resubmitted proposals must be declared as such, and include details on the modifications which merit their re-consideration**

**For more information (rules for participation etc.) please see the Call Announcement at** [**https://www.submission-cobiotech.eu/**](https://www.submission-cobiotech.eu/) **and contact your national contact person.**

**Deadline for submission of full proposals: December 14, 2018
(13:00 h CET)**

**ERA CoBioTech Call Office**

Manuel Sánchez-Blanco

+34 916038447

era-ib@aei.gob.es

Spain

ERA CoBioTech Submission Webpage: <https://www.submission-cobiotech.eu/>

ERA CoBioTech webpage: <http://www.cobiotech.eu/>

**COORDINATOR**

|  |
| --- |
| Contact data |
| Title | **Email address** |
|  |  |
| First name | **Family name** |
|  |  |
| Status of organisation | **Website** |
|  |  |
| Name of organisation/institution/company | **Department** |
|  |  |
| Country |  |
|  |
| Street, no. | **P.O. box (if applicable)** |
|  |  |
| Zip/postal code | **Town/city** |
|  |  |
| Phone number | **Mobile phone number** |
|  |  |
| Fax number | **VAT No.** *(****Not*** *mandatory, please* ***clarify with your national funder****, if VAT No. is required)* |
|  |  |

|  |
| --- |
| Tasks  |
| Task(s) within the project: *(max. 4,000 characters incl. space)* |
| Please provide information on the coordinator’s tasks in this project. If appropriate, the involvement of possible team members at the coordinator’s institution can be described and justified here. *“Tasks within the project” is limited to 4,000 characters including space (Arial 11pt, line pitch 1.15).* What you download is what you submit!*Different text editor programmes count characters differently. In case of pasting the text from text editor software (e.g. Microsoft Word), the overall characters might not be corresponding to the character count in the online submission tool.* Please check your text by downloading your proposal prior to submission. |

**Upload curriculum vitae**

|  |  |
| --- | --- |
| Upload field | *“CV” is limited to one DIN-A4 page (allowed file size: 2 MB, PDF file format). Using the template, provided under* [*www.submission-cobiotech.eu*](http://www.submission-cobiotech.eu)*, is mandatory. Only one CV will be accepted (no CVs of possible team members at the coordinator’s institution). No additional documents will be considered. Upload of more than one page is blocked by the online submission system.*What you download is what you submit!Please check the CV by downloading your proposal prior to submission. |

**Literature references**

*Up to 5 references are allowed. Link/DOI is sufficient. If full citation is preferred, please provide “Author(s)”, “Title”, “Journal”, “Volume”, “Year”, and “Page”.*

|  |
| --- |
| Ref 1  |
| Author(s): |  |
| Title: |  |
| Journal |  |
| Volume: |  | Year: |  | Page: |  |
| Link/DOI: |  |

|  |
| --- |
| Ref 2  |
| Author(s): |  |
| Title: |  |
| Journal |  |
| Volume: |  | Year: |  | Page: |  |
| Link/DOI: |  |

|  |
| --- |
| Ref 3  |
| Author(s): |  |
| Title: |  |
| Journal |  |
| Volume: |  | Year: |  | Page: |  |
| Link/DOI: |  |

|  |
| --- |
| Ref 4  |
| Author(s): |  |
| Title: |  |
| Journal |  |
| Volume: |  | Year: |  | Page: |  |
| Link/DOI: |  |

|  |
| --- |
| Ref 5  |
| Author(s): |  |
| Title: |  |
| Journal |  |
| Volume: |  | Year: |  | Page: |  |
| Link/DOI: |  |

**Declaration National regulations**

☐ **I am aware of the national funding regulations (see guidelines for applicants).**

**Privacy Policy**

☐ **I have read the notes on** [**privacy policy**](https://www.cobiotech.eu/call2/privacy-policy) **and accept them**

In particular I understood:

ERA CoBioTech ensures complete **confidentiality to applicants**.

The submitted data (coordinator/partner details, details on the project idea as well as the project budget/own contribution, data on additional partners that are not part of the consortium and wish to participate by letter of commitment etc.) will only be read by

- the national or regional funding organisations involved

- the international evaluation panel.

**The data will be handled by the ERA CoBioTech Call Office** and will also be used **anonymised** for monitoring procedures (for example call statistics).

All persons in charge will have signed a **confidentiality agreement** before they get access to the proposals.

The contact data (e-mail addresses) of successful as well as unsuccessful applicants will be used for an **invitation to subscribe to the ERA CoBioTech newsletter**.

Successful applicants agree that their one page **publishable project description will be uploaded on the ERA CoBioTech webpage**, so that a wider audience can be informed on the outcome of the call.

Successful applicants also agree that news articles that might have references to their projects (for example news articles on the ERA CoBioTech status seminars) will be published on the ERA CoBioTech webpage.

More information on the handling of your data can be found under: https://www.submission-cobiotech.eu

**PARTNER N**

|  |
| --- |
| Contact data |
| Title | **Email address** |
|  |  |
| First name | **Family name** |
|  |  |
| Status of organisation | **Website** |
|  |  |
| Name of organisation/institution/company | **Department** |
|  |  |
| Country |  |
|  |
| Street, no. | **P.O. box (if applicable)** |
|  |  |
| Zip/postal code | **Town/city** |
|  |  |
| Phone number | **Mobile phone number** |
|  |  |
| Fax number | **VAT No.** *(****Not*** *mandatory, please* ***clarify with your national funder****, if VAT No. is required)* |
|  |  |

|  |
| --- |
| Tasks  |
| Task(s) within the project: *(max. 4,000 characters incl. space)* |
| Please provide information on the respective partner’s tasks in this project. If appropriate, the involvement of possible team members at the partner’s institution can be described and justified here. *“Tasks within the project” is limited to 4,000 characters including space (Arial 11pt, line pitch 1.15).*What you download is what you submit!*Different text editor programmes count characters differently. In case of pasting the text from text editor software (e.g. Microsoft Word), the overall characters might not be corresponding to the character count in the online submission tool.* Please check your text by downloading your proposal prior to submission. |

**Upload curriculum vitae**

|  |  |
| --- | --- |
| Upload field | *“CV” is limited to one DIN-A4 page (allowed file size: 2 MB, PDF file format). Using the template, provided under www.submission-cobiotech.eu, is mandatory. Only one CV will be accepted (no CVs of possible team members at the coordinator’s institution). No additional documents will be considered. Upload of more than one page is blocked by the online submission system.*What you download is what you submit!Please check the CV by downloading your proposal prior to submission. |

**Literature references**

*Up to 5 references are allowed. Link/DOI is sufficient. If full citation is preferred, please provide “Author(s)”, “Title”, “Journal”, “Volume”, “Year”, and “Page”.*

|  |
| --- |
| Ref 1  |
| Author(s): |  |
| Title: |  |
| Journal |  |
| Volume: |  | Year: |  | Page: |  |
| Link/DOI: |  |

|  |
| --- |
| Ref 2  |
| Author(s): |  |
| Title: |  |
| Journal |  |
| Volume: |  | Year: |  | Page: |  |
| Link/DOI: |  |

|  |
| --- |
| Ref 3  |
| Author(s): |  |
| Title: |  |
| Journal |  |
| Volume: |  | Year: |  | Page: |  |
| Link/DOI: |  |

|  |
| --- |
| Ref 4  |
| Author(s): |  |
| Title: |  |
| Journal |  |
| Volume: |  | Year: |  | Page: |  |
| Link/DOI: |  |

|  |
| --- |
| Ref 5  |
| Author(s): |  |
| Title: |  |
| Journal |  |
| Volume: |  | Year: |  | Page: |  |
| Link/DOI: |  |

**Declaration National regulations**

☐ I am aware of the national funding regulations (see guidelines for applicants).

**Privacy Policy**

☐ **I have read the notes on** [**privacy policy**](https://www.cobiotech.eu/call2/privacy-policy) **and accept them**

In particular I understood:

ERA CoBioTech ensures complete **confidentiality to applicants**.

The submitted data (coordinator/partner details, details on the project idea as well as the project budget/own contribution, data on additional partners that are not part of the consortium and wish to participate by letter of commitment etc.) will only be read by

- the national or regional funding organisations involved

- the international evaluation panel.

**The data will be handled by the ERA CoBioTech Call Office** and will also be used **anonymised** for monitoring procedures (for example call statistics).

All persons in charge will have signed a **confidentiality agreement** before they get access to the proposals.

The contact data (e-mail addresses) of successful as well as unsuccessful applicants will be used for an **invitation to subscribe to the ERA CoBioTech newsletter**.

Successful applicants agree that their one page **publishable project description will be uploaded on the ERA CoBioTech webpage**, so that a wider audience can be informed on the outcome of the call.

Successful applicants also agree that news articles that might have references to their projects (for example news articles on the ERA CoBioTech status seminars) will be published on the ERA CoBioTech webpage.

More information on the handling of your data can be found under: https://www.submission-cobiotech.eu

**PROJECT DATA**

|  |
| --- |
| Project title *(max. 255 characters)* |
|  |

|  |
| --- |
| Project acronym *(max. 255 characters)* |
|  |

|  |
| --- |
| Start date |
|  |

|  |
| --- |
| End date |
|  |

|  |
| --- |
| Duration (in month) |
| *(automatically calculated)* |

**TOPIC**

The funded call covers industrial biotechnology. Applications must address **one** of the topics described below.

***Please carefully check the national/regional funding regulations (ANNEX 2 of the Call Announcement). Some of the topics described below may not be suitable/eligible for all funding organisations.***

☐ **Topic A – Microbial communities (natural or synthetic), co-cultures and cascades of microorganisms for new products, value-added products and supply services as well as sustainable industrial processes.**

☐ **Topic B – Pure cultures, cell free systems and enzymes for new products, value-added products and supply services as well as sustainable industrial processes.**

**APPROACH**

According to the Call Announcement, the submitted proposals must be multidisciplinary and include **at least two** of the following scientific approaches.

In the comment section, please give explanations to your scientific approach, if appropriate (NOT mandatory).

*The space is limited to 4,000 characters including space (Arial 11pt, line pitch 1.15).*

What you download is what you submit!

*Different text editor programmes count characters differently. In case of pasting the text from text editor software (e.g. Microsoft Word), the overall characters might not be corresponding to the character count in the online submission tool.*

**Please check your text by downloading your proposal prior to submission.**

The submitted proposal will use the following scientific approaches:

**☐ Synthetic biology**

**☐ Systems biology**

**☐ Use of bioinformatic tools**

**☐ Biotechnological approaches**

|  |
| --- |
| Explanation on scientific approach: *(max. 4,000 characters incl. space, NOT mandatory)* |
|  |

**KEYWORDS**

|  |
| --- |
| Supplementary keywords: *(Max. five keywords, separated by comma.)* |
| *Please give a maximum of five keywords related to your project, separated by comma (NOT mandatory).* |

**RESUBMISSION**

Please indicate below if the proposal idea has already been submitted in the first ERA CoBioTech call (resubmission of not successful proposal).

If the proposal is a resubmission, please briefly indicate in the comment section the modifications that have been applied.

*The space is limited to 4,000 characters including space (Arial 11pt, line pitch 1.15).*

What you download is what you submit!

*Different text editor programmes count characters differently. In case of pasting the text from text editor software (e.g. Microsoft Word), the overall characters might not be corresponding to the character count in the online submission tool.*

**Please check your text by downloading your proposal prior to submission.**

☐ **yes**

☐ **no**

|  |
| --- |
| Explanation: *(max. 4,000 characters incl. space)* |
|   |

**PROJECT SUMMARY**

|  |
| --- |
| Project summary: *(max. 4,000 characters incl. space)* |
| 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.*The project summary is limited to 4,000 characters including space (Arial 11pt, line pitch 1.15).* What you download is what you submit!*Different text editor programmes count characters differently. In case of pasting the text from text editor software (e.g. Microsoft Word), the overall characters might not be corresponding to the character count in the online submission tool.* Please check your text by downloading your proposal prior to submission. |

**PROJECT DESCRIPTION**

*Use the following structure. The project description should:*

1. **provide a scientific/technological overview (state of the art),**
2. **specify the expected project impact and relevance to the call scope**
3. **explain how RRI aspects are considered and implemented throughout all phases and aspects of the project**
4. **describe the added value for the European Research and Innovation, and the necessary resources,**
5. **provide information on the project management and responsibilities of the project partners**
6. **give a short overview of the division of the collaborative project into work packages**

|  |
| --- |
| Project description: *max 20 DIN-A4 pages* |
| The project should be in line with the requirements stated in the call announcement. *The space is limited to 20 DIN-A4 pages, corresponding to ~ 60,000 characters including space (Arial 11pt, line pitch 1.15). 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. The document will be cut after 20 pages. Exceeding pages will not be visible for the evaluators.**What you download is what you submit!**Different text editor programmes count characters differently. In case of pasting the text from text editor software (e.g. Microsoft Word), the overall characters might not be corresponding to the character count in the online submission tool.* Make sure to check for the maximum length of 20 pages by downloading your proposal prior to submission.*Please note: the list of literature references can be uploaded later on (see button on the left in the submission tool) and does not need to be included in the project description. It does not count to the maximum of 20 pages project description.* *The submission tool will include the literature references at the end of the proposal.* |

**LIST OF LITERATURE REFERENCES**

|  |  |
| --- | --- |
| Upload field:*(max. two page pdf)* | *Upload your list of literature references as a PDF document. The document must not exceed the length of two DIN-A4 pages (allowed file size: 5 MB, PDF file format). Upload of more than two pages is blocked by the online submission system.*What you download is what you submit!Make sure to check for the maximum length of two pages by downloading your proposal prior to submission. |

**WORK PLAN**

**The work plan should clearly describe the individual work packages, tasks, deliverables and milestones of the project. It might be used for monitoring purposes.**

*Please use the function “WORKPLAN” in the submission tool! This function will automatically create the GANTT chart based on the data you entered. Further assistance is given in the respective section of the submission tool.*

***Before filling this section online make sure that***

* *the section “PROJECT DATA” is completed correctly -the system needs the information of “project duration” to work properly*
* *the section “PARTNERS” is completed correctly – the system needs the information to offer you a list of partners.*

Within the function “WORKPLAN” the following information will be required:

**Table of Work Packages and Tasks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WP-No** *(automatically)* | **Task No.***(automatically)* | **Start Month** | **End Month** | **WP /Task Title** | **WP /Task Lead\*** |
| 1 |  |  |  | WP-Title *(max. 60 characters)* | *Select from list* |
|  | 1.1 |  |  | Task-Title *(max. 60 characters)* | *Select from list* |
|  | 1.2 |  |  | Task-Title *(max. 60 characters)* | *Select from list* |
|  | 1.x |  |  | Task-Title *(max. 60 characters)* | *Select from list* |
| 2 |  |  |  | WP-Title *(max. 60 characters)* | *Select from list* |
|  | 2.1 |  |  | Task-Title *(max. 60 characters)* | *Select from list* |
|  | 2.2 |  |  | Task-Title *(max. 60 characters)* | *Select from list* |
|  | 2.x |  |  | Task-Title *(max. 60 characters)* | *Select from list* |
| X |  |  |  | WP-Title *(max. 60 characters)* | *Select from list* |
|  | X.x |  |  | Task-Title *(max. 60 characters)* | *Select from list* |

**\***The”WORKPLAN” function also allows you to enter for each involved partner the workload in person month.

**Please use rather short titles to ensure an optimum readability of the work plan and gantt chart.**

**Work Plan *(example)***

|  |  |  |  |
| --- | --- | --- | --- |
| **WP/ Task No** *(automatically)* | **WP Title + Objectives + Description / Task Title + Description** | **Partner****(strong** = lead) | **Person months****(strong** = lead) |
| WP 1 | **Title:***Max. 60 characters***Objectives:***Max. 1000 characters***Description:***Max. 1000 characters* | **P1,** P2 | **9,** 6 |
| T 1.1 | **Title:***Max. 60 characters***Description:***Max. 1500 characters* | **P1**, P2 | **5,** 1 |
| T 1.2 | **Title:***Max. 60 characters***Description:***Max. 1500 characters* | P2, **P2** | 4, **5** |
| T 1.x | **Title:***Max. 60 characters***Description:***Max. 1500 characters* | P2, **P2** | 4, **5** |
| WP 2 | **Title:***Max. 60 characters***Objectives:***Max. 1000 characters***Description:***Max. 1000 characters* | **P3,** P4, P6 | **12**, 4, 4 |
| T 2.1 | **Title:***Max. 60 characters***Description:***Max. 1500 characters* | **P3** | **12** |
| T 2.x | **Title:***Max. 60 characters***Description:***Max. 1500 characters* | **P4** | **4** |
| WP X | **Title:***Max. 60 characters***Objectives:***Max. 1000 characters***Description:***Max. 1000 characters* | **P3,** P4, P6 | **12**, 4, 4 |
| T X.x | **Title:***Max. 60 characters***Description:***Max. 1500 characters* | **P3,** P4, P6 | **12**, 4, 4 |

**Table of Milestones**

|  |  |  |
| --- | --- | --- |
| **Milestone No.***(automatically)* | **Month** | **Milestone Title + Description** |
| M X.x |  | **Title:***Max. 60 characters***Description:***Max. 1000 characters* |
| M Y.y |  | **Title:***Max. 60 characters* **Description:***Max. 1000 characters* |

**Table of Deliverables**

|  |  |  |
| --- | --- | --- |
| **Deliverable No.***(automatically)* | **Month** | **Deliverable Title + Description** |
| D X.x |  | **Title:***Max. 60 characters***Description:***Max. 1000 characters* |
| D Y.y |  | **Title:***Max. 60 characters***Description:***Max. 1000 characters* |
| D Z.z |  | **Title:***Max. 60 characters***Description**:*Max. 1000 characters* |

**Gantt chart**

*The GANTT chart will be generated automatically from the data you entered in the “WORKPLAN” function. The overall duration of the work packages will be generated automatically once you have entered all individual tasks, milestones etc. and the according duration and dates.*

*Please note: The button* ***„show gantt chart”*** *uses upright format. Submission format will be landscape format. Please go to "Download Proposal" to check how the chart will be displayed in the submitted version.*

**DATA MANAGEMENT**

|  |  |
| --- | --- |
| Upload field: *(max. two page pdf)* | *Upload your Data Management Plan as a PDF document (mandatory; more information on the Data Management plan can be found in ANNEX 5 of the Call Announcement).* *The header “Data Management” will be generated by the submission system and needs not to be added to your two-page document. The document must not exceed the length of two DIN-A4 pages (Arial 11pt, line pitch at least 1.15 - allowed file size: 5 MB, PDF file format). Upload of more than 2 pages is blocked by the online submission system.**What you download is what you submit!*Make sure to check for the maximum length of two pages by downloading your proposal prior to submission.*For more information on Data Management please check for supporting webinars on www.submission-cobiotech.eu.* |

**COMMUNICATION PLAN**

|  |  |
| --- | --- |
| Upload field: *(max. two page pdf)* | *Upload your Communication and Dissemination Plan as a PDF document (mandatory; more information on the Communication and Dissemination Plan can be found in ANNEX 4 of the Call Announcement).* *The header “Communication plan” will be generated by the submission system and needs not to be added to your two page document. The document must not exceed the length of two DIN-A4 pages (Arial 11pt, line pitch at least 1.15 - allowed file size: 5 MB, PDF file format). Upload of more than two pages is blocked by the online submission system.**What you download is what you submit!*Make sure to check for the maximum length of two pages by downloading your proposal prior to submission.*For more information on Communication and Dissemination please check for supporting webinars on www.submission-cobiotech.eu.* |

**TRL**

TRL: The submitted proposal falls under the following TRL(s):

☐ 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 industrially relevant environment

☐ TRL 6 - technology demonstrated in industrially relevant environment

☐ TRL 7 - system prototype demonstration in operational environment

☐ TRL 8 - system complete and qualified

☐ TRL 9 - actual system proven in operational environment

|  |
| --- |
| TRL plan: *(max. 8,000 characters incl. space)* |
| Please write your TRL Plan which clearly justifies the TRL of the project and describe how higher TRLs will be achieved. Please include also information about the envisioned scientific and economic exploitation of your results and achievements in the course of and after the project. Proposals should increase their initial TRL by two levels.*The space is limited to 8,000 characters including space (Arial 11pt, line pitch 1.15).* *What you download is what you submit!**Different text editor programmes count characters differently. In case of pasting the text from text editor software (e.g. Microsoft Word), the overall characters might not be corresponding to the character count in the online submission tool.* Please check your text by downloading your proposal prior to submission. |

**RESPONSIBLE RESEARCH & INNOVATION**

|  |
| --- |
| RRI: *(max. 4,000 characters incl. space)* |
| Projects must demonstrate a commitment to investigating and addressing social, ethical, political, environmental or cultural dimensions of the proposed research. This may include (but is not limited to) collaboration with social sciences, environmental sciences or humanities scholars, and/or the adoption of assessment methodologies such as life cycle assessment, technology assessment, integrated assessment or sustainability assessment.Please explain the approach you will take, how it is tailored to your project and how it will be resourced appropriately.*The space is limited to 4,000 characters including space (Arial 11pt, line pitch 1.15).* *What you download is what you submit!**Different text editor programmes count characters differently. In case of pasting the text from text editor software (e.g. Microsoft Word), the overall characters might not be corresponding to the character count in the online submission tool.* Please check your text by downloading your proposal prior to submission. |

**ETHICAL COMPLIANCE**

|  |
| --- |
| Ethical compliance: *(max. 4,000 characters incl. space)* |
| Ethics is an integral part of research activities funded by the European Union within the H2020 and ethical compliance is considered as pivotal to achieve research excellence. Therefore, all proposals must describe ethical issues raised, and how they will be addressed so as to conform to national, European and international regulations. Guidance on ethics within H2020 is provided in the H2020 online manual (<http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm>) and a guideline for self-assessment can be found under <http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf> and applied for this call.Proposals may be rejected from funding on ethics grounds if they do not comply with the European and national/regional legislation.*The space is limited to 4,000 characters including space (Arial 11pt, line pitch 1.15).* *What you download is what you submit!**Different text editor programmes count characters differently. In case of pasting the text from text editor software (e.g. Microsoft Word), the overall characters might not be corresponding to the character count in the online submission tool.* Please check your text by downloading your proposal prior to submission. |

**LETTER(S) OF COMMITMENT**

|  |  |
| --- | --- |
| Upload field: *(max. 5MB pdf,**no page limit)* | Partners from countries not participating in the call may participate in a project at their own expense, if their contribution is important to achieve the project goals. The same applies for partners who are ineligible for national/regional funding from the agencies participating in this call.*Please upload for each of these partners a letter of commitment. Compile all the required documents into one pdf (allowed file size: 5 MB, PDF file format).**For your convenience* *a LoC-template is provided under* [*www.submission-cobiotech.eu*](http://www.submission-cobiotech.eu) *(template is not mandatory).**What you download is what you submit!*Please check completeness by downloading your proposal prior to submission. |

**BUDGET PLAN**

***Attention:*** *There are two tables! The submission system does not allow to change the last three columns of the table “General budget overview” directly (calculated automatically).*

*Please do not forget to include travel budget for participating at the ERA CoBioTech status seminars (kick-off, mid-term, final), budget for Data Management as well as communication and dissemination activities while* ***ensuring that all costs are eligible for the respective funding organisation****.*

**REQUESTED FUNDING - general budget overview** *Please enter all values as integers (whole numbers, 0-9) in k€ (1k€ = 1,000 €).*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation name | Personnel | Travel | Consumables/Equipment | Subcontracts | Others | Requested Funding | Total Own Contribution | Total Costs |
|  |  |  |  |  |  |  |  |  |
| *Overhead* |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *Overhead* |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *Overhead* |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *Overhead* |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *Overhead* |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *Overhead* |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *Overhead* |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *Overhead* |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

**OWN CONTRIBUTION** *Please enter all values as integers (whole numbers, 0-9) in k€ (1k€ = 1,000 €).*

*The submission system does not allow to change the last column of this table directly. This column is calculated automatically and its values will be automatically transferred to the table above, column “Total Own Contribution”.*

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

**COMMENTS ON BUDGET**

*Please give for each consortium member an overview how the budget is calculated, e.g. how many PhDs, PhD students or technicians will work for which time period within the project, which consumables/equipment are required, which work will be subcontracted and why, and - if already possible - to whom…. Give also an estimation about the costs for Data Management and Communication/Dissemination activities.*

*Respect the character limit of 1,000 characters (including spaces) for each comment*

**Personnel** *(max. 1,000 characters incl. space for each organisation)*

|  |
| --- |
| Name of organisation  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Travel** *(max. 1,000 characters incl. space for each organisation)*

|  |
| --- |
| Name of organisation  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Consumables/Equipment** *(max. 1,000 characters incl. space for each organisation)*

|  |
| --- |
| Name of organisation  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Subcontracts** *(max. 1,000 characters incl. space for each organisation)*

|  |
| --- |
| Name of organisation  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Other** *(max. 1,000 characters incl. space for each organisation)*

|  |
| --- |
| Name of organisation  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

* **End of template-**

**IMAGE UPLOADS:**

*Y*ou have the opportunity to upload up to **six images**. To insert them, you enter the place marker "[[figureX]]" into your text (where the image should appear). By replacing the X with the number of the image you create the link to the image.

For example [[figure2]] for the 2nd image.

Max file size: 600px x 600px, 2MByte

Allowed formats are jpg, png or gif

Example:

***Description of work:***

*Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.* ***[[figure1]]*** *Stet clita kasd gubergren, (figure 1) no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.*

The term [[figure1]] tells the system to place the file uploaded in slot 1 of the figure menu exactly there. The term (figure 1) is no command and does nothing