



Establishing the European Geological Surveys Research Area to deliver a Geological Service for Europe

JOINT CALL DOCUMENT NO.11

SUBMISSION TEMPLATE FOR PROJECT PROPOSALS, including SUBMISSION GUIDE

Stage Two - Project Proposals

Joint Call on applied geoscience in the fields of:

- Geo-energy
- Groundwater
- Raw materials
- Information platform

Version no: 1.0

Last change 11 October 2017 16:46



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 731166

EXECUTIVE REPORT SUMMARY

This document will present the GeoERA Joint Call Stage Two Submission Template for Project Proposals.

The Template is to be used by all potential project participants and the proposals are to be submitted via the provided Online Submission Tool ISAAC of NWO.

The Template includes the Submission Guide for Project Proposals as comments to the Template sections.

The Guide is aimed at helping all potential project participants with filling out the Template, which is based on the structure and requirements of H2020 templates.

TABLE OF CONTENTS

EDITORIAL INSTRUCTION	3
1 Excellence	6
1.1 Concept and methodology	6
1.2 Ambition	7
2 Impact.....	8
2.1 Expected impact	8
2.2 Measures to maximize impact	8
2.3 Contribution of Project Proposal to the Information Platform or vice versa.....	9
3 Quality and Efficiency of the IMPLEMENTATION	10
3.1 Work Plan – Work packages, deliverables	10
3.2 Management structure, milestones and procedures.....	10
3.3 Consortium as a whole	11
3.4 Resources to be committed	11
4 Members of the consortium	16
5 Ethics and Security	17



EDITORIAL INSTRUCTION

The structure of this template must be followed when preparing your proposal. Sections 1, 2 and 3 each correspond to an evaluation criterion for a proposal. The information provided in section 4 and 5 will be used to judge the operational capacity and compliance with the ethics and security codes.

Page limit: For proposals, the cover page and Sections 1, 2 and 3, together should not be longer than 30 pages. All tables, except the ones mentioned in section 3 of this document (3.1B, 3.1C, 3.2A, 3.2B, 3.3A, 3.3B and 3.3C), figures, references and any other element pertaining to these sections must be included in these sections. Section 4 Members of the consortium and section 5 Ethics and Security do not fall within this set page limit.

Please, do not consider the page limit as a target! It is in your interest to keep your text as concise as possible.

The following **formatting conditions** apply:

The **reference font** for the body text is Arial.

The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example with a view to bypass the page limit).

The **font size** allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used.

Text elements other than the body text, such as headers, foot/end notes, captions, formula's, may deviate, but must be legible.

The **page size** is A4, and all **margins** (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

In the second stage Joint Call documents 9 to 11 the following terms and abbreviations have the here defined meaning:

- EC – the European Commission as the known EU institution
- EU – the European Union of at present (dd 09-2017) 28 Member States (politically)
- Europe – the European continent (geographically)
- PanEuropean – regarding the whole continent (geographically)
- Pan-European Project – a project with a participation not necessarily including all countries of the GeoERA participants, but with an outreach beyond a regional spread.
- Transnational Project – a project with a participation of at least two Geological Surveys from different GeoERA partners(as defined in Joint Call document [No.3](#))



COMPLETING THE GEOERA SUBMISSION TEMPLATE FOR PROJECT PROPOSALS

The submission template (= application template) form is a **word-document** allowing to provide input in the named three distinct sections: Section 1 “Excellence”, Section 2 “Impact” and Section 3 “Quality and Efficiency of the Implementation”. These sections correspond to the evaluation criteria as to which the submitted proposals will be evaluated (review Joint Call document [No.8](#) Evaluation and Selection)

Section 4 Members of the consortium and section 5 Ethics and Security will be used to judge the operational capacity.

The submitted Project Proposal should provide the requested information, and the text should be clear, concise and in English language. Make sure the document is saved on your own computer to continue and/or to submit it later.

To submit your Project Proposal you have to **convert it into pdf-format** and feed it into the Online Submission Tool of NWO ISAAC according to the advice by Joint Call Document No. 10 “Online Submission Tool”.



Title of project proposal

Provide a self-explanatory title and acronym.

Abstract

Provide an abstract of your research up to 250 words.

List of participants

#	Participant Legal Name	Country
1	XXX [Project Coordinator]	
2	XXX	



1 Excellence

“Excellence” will be the first of three evaluation criteria for the Project Proposal. Your entries in the following chapters will be subject to this evaluation.

Objectives in Relation to the Specific Research Topic (SRT)

It is necessary to denote the SRT to which your Project Proposal relates (***correspondence to the topic description of the call***), and to explain how your Project Proposal addresses the specific challenge and scope of that topic, as set out in the Scientific Scope (**Joint Call Document No. JC 9 “Call Announcement and Scientific Scope”**).

Please describe the specific aim and objectives for the Project Proposal, which should be clear, measurable, realistic and achievable within the duration of the project (***clarity and pertinence of the objectives***). Objectives should be consistent with the expected exploitation and impact of the project (see section 2).

Relation to existing EU programmes and projects

In this section a description is needed how your Project Proposal relates to existing EU programmes and projects.

1.1 Concept and methodology

Concept

- Describe the overall concept underpinning the Project Proposal and the main ideas, models or assumptions involved. You are asked to identify any inter-disciplinary (or cross-thematic) considerations and, where relevant, use of stakeholder knowledge.
- Any national or international research and innovation activities which will be linked with the Project Proposal, especially where the outputs from these will feed into the project.
- *Criteria:*
 - *Clarity and pertinence of the objectives*
 - *Soundness of the concept*
 - *Appropriate consideration of interdisciplinary and cross thematic approaches and use of stakeholder knowledge*

Methodology

- Describe and explain the overall methodology, distinguishing, as appropriate, activities indicated in the SRT, e.g. for research, demonstration, piloting etc.
- *Criteria:*
 - *Credibility of the proposed methodology*



1.2 **Ambition**

- Describe the advance your Project Proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious. Explain the advancement compared to other national and international projects and systems.
- The innovation potential which the Project Proposal represents
- *Criteria:*
 - *Extent beyond the state of the art.*
 - *Extent that the proposed work demonstrates innovation potential, e.g. ground-breaking objectives, novel concepts and approaches, new products, services or business and organizational models.*



2 Impact

“Impact” will be the second of three evaluation criteria for the Project Proposal. Your Project Proposal will be checked against the evaluation criterion “Impact”.

2.1 *Expected impact*

- Describe how your Project Proposal will contribute to:
 - Each of the expected impacts mentioned in the Scientific Scope, under the Specific Research Topic
 - Any substantial impacts not mentioned in the Scientific Scope of the Stage Two Call, that would enhance societal impact, innovation capacity, creating new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, cover the interest of multiple European countries, or bring other important benefits for society.
 - Explain the added value your Project Proposal provides to cross border aspects, to the European Union, to Europe and its stakeholders.
- Describe any barriers/obstacles, and any framework conditions (such as regulation, standards, public acceptance, social engagement, workforce considerations, financing of follow-up steps, cooperation of other links in the value chain), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)
- *Criteria:*
 - *The extent to which the outputs of the project would contribute to each of the expected impacts listed in the Stage Two Call under the relevant topic*
 - *Any substantial impacts not mentioned in the Scientific Scope of the Stage Two Call*

2.2 *Measures to maximize impact*

Provide a concept for the Project dissemination and exploitation of the project's results through a Draft Project Dissemination and Exploitation Plan. This should be in line with the GeoERA Communication, Dissemination and Exploitation Plan and its Projects specific annex.

- Please note the three obligatory GeoERA dissemination seminars that the Projects need to actively join: Kick-off Seminar, Mid-Term Seminar and the Final Seminar.

Show how the proposed measures will help to achieve the expected impact of the project and how the project activities will be communicated to different target audiences.

The concept should be proportionate to the scale of the Project Proposal, and should contain measures to be implemented both during and after the end of the project. For innovation actions, in particular, please describe a credible path to deliver these innovations to the stakeholder needs.



Outline the strategy for knowledge management and protection. Include measures to provide open access¹ to peer-reviewed scientific publications which might result from the project.

- *Criteria:*
 - *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.*

2.3 Contribution of Project Proposal to the Information Platform or vice versa

For Project Proposals submitted to SRTs relating to Themes A to C, you have to provide any requirements that your project proposal has from the Information Platform Theme, including system development, functionalities or other necessities.

Include information on how the participants will manage the research data generated and/or collected during the project, in particular addressing the following issues:

- What types and amounts of data will the project generate/collect?
- What standards will be used for storage and exchange?
- How will this data be exploited and/or shared/made accessible for verification² and re-use? If data cannot be made available, explain why.
- How will this data be curated and preserved during and after the end of GeoERA?
- How will the costs for data maintenance and long term storage be covered?

For Project Proposals submitted to SRTs relating to the Information Platform Theme, you have to provide a brief description how your Project Proposal will interact with the other SRTs.

¹ free on-line access, such as the 'green' or 'gold' model

²http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/open-access_en.htm



3 Quality and Efficiency of the IMPLEMENTATION

“Implementation” will be the third of three evaluation criteria for the Project Proposal. Your Project Proposal will be checked against the evaluation criterion “Quality and Efficiency of the Implementation.

3.1 *Work Plan – Work packages, deliverables*

Set up a work-plan with work packages and deliverables, providing the following:

- Brief presentation of the overall structure of the work plan;
- Timing of the different work packages and their components (Gantt chart or similar);
- A detailed work description, i.e.:
 - A description of each work package and deliverables (**table 3.1a**);
 - A list of work packages (**table 3.1b**);
 - Include details of resources to be allocated to each workpackage.

Your workplan must contain:

- several technical workpackages
- 1 management and coordination workpackage
- 1 interface workpackage to secure the synergy between the Groundwater/Geo-energy/Raw Materials and the Information Platform.
- A Data Management Plan in line with the overall GeoERA Data Management Plan (Deliverable 1.3) to be delivered no later than Month 6 of the project.

3.2 *Management structure, milestones and procedures*

- Describe the organizational structure of the project and the decision-making process - including a list of projects’ milestones (**table 3.2a**).
- Implement the following governance bodies as described in the GeoERA Project Agreement and takes these into account for budgeting and planning:
 - **Project Assembly** as the ultimate decision-making body of the Project Consortium.
 - **Project Board** as the supervisory body for the execution of the Project which shall report to and be accountable to the Project Assembly and consist of the Project Lead and the WorkPackage Leaders.
 - The **Project Lead** is the legal entity acting as the intermediary between the Parties and the GeoERA Executive Board.
 - **Work Package Leads (WPL)** lead the different Work Packages
 - **Theme Coordinator (TC)**: All GeoERA projects will be supported by the Theme Coordinator from the specific Theme it is part of. The TC coordinates the transnational Projects within their Theme and seek and exploit synergies with other themes.



- Explain why the organizational structure and decision-making mechanisms are appropriate to the complexity and scale of the project and how the reporting and meeting duties will be fulfilled. The following reports and meetings are obligatory and are described in **Project Implementation Document No. PI 13 “Reporting procedures and Monitoring indicators”**:
 - Financial cumulative expenditure (yearly and final)
 - Progress and Financial reports (2 reporting periods)
 - Review meetings (kick-off, mid-term, final).
- Describe, where relevant, how effective innovation management will be addressed in the management structure and work plan.
- Describe any critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. Please provide a table with critical risks identified and mitigating actions (**table 3.2b**)
- *Criteria:*
 - *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;*
 - *Appropriateness of the allocation of tasks, ensuring that all participants have a valid role and adequate resources in the project to fulfil that role.*
 - *Appropriateness of the management structures and procedures, including risk and innovation management;*
 - *complementarity of the participants and extent to which the consortium as whole brings together the necessary expertise*

3.3 Consortium as a whole

Describe the consortium. How will it match the project's objectives, and bring together the necessary expertise. How do the members complement one another (and cover the value chain, where appropriate).

If applicable, describe the involvement of non-funded parties in the project and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project.

3.4 Resources to be committed

Provide the following:

- A table showing the number of person months required (**table 3.3a**)
- A table showing 'other direct costs' (**table 3.3b**) for participants
- A financial table with requested budget (**table 3.3c**)



Table 3.1a) Workpackage description

Please complete the table below for each work package

Work package number	Lead beneficiary					
Work package title						
Participant number						
Short name of						
Person months per participant						
Start month				End month		

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

Deliverables (brief description and month of delivery)

Table 3.1b) List of work packages

This table is not covered by the page limit.

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month
				Total person-months		



Table 3.1c) List of deliverables

This table is not covered by the page limit.

Deliverable No	Deliverable name	Work package No	Short name of lead participant	Type	Dissemination level	Delivery date (in months)

Table 3.2a) List of Milestones

This table is not covered by the page limit.

Milestone No	Milestone name	Related work	Due date (in months)	Means of verification

Due date

Measured in months from the project start date (Month 1)

Means of verification

Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype that is 'up and running'; software released and validated by a user group; field survey complete and data quality validated.

Table 3.2b) List of critical risks for implementation

This table is not covered by the page limit.

Description of risk (indicate level of likelihood:	Work package(s) involved	Proposed risk-mitigation measures



Definition critical risk

A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

Level of likelihood to occur: Low/medium/high

The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.

Table 3.3a) Summary of Staff Effort

This table is not covered by the page limit.

Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

	WPn	WPn+1	WPn+2	Total Person- Months per Participant
Participant Number/Short Name				
ParticipantNumber/Short Name				
Participant Number/Short Name				
Total Person Months				



Table 3.3b) 'Other direct cost' items (travel, equipment, other goods and services)

This table is not covered by the page limit.

Please complete the table below for each participant.

Participant Number/Short Name	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
Total		

Table 3.3c) Financial table with requested budget

This table is not covered by the page limit.

Participant	(A) Direct personnel costs (EUR)	(B) Other direct costs; travel, equipment, infrastructure, other (EUR)	(C) Direct costs of sub-contracting (EUR)	(D) Indirect costs (= (A + B) *0,25) (EUR)	(E) Total estimated eligible costs (=A+B+C+D) (EUR)	(F) Reimbursement Rate (29,7%) ^[1]	(G) Requested EU contribution (=E*F)	(H) Surveys in-kind contribution = (E-G)
Survey A								
Survey B								
Survey C								

^[1] The EC Reimbursement rate for ERA-NETs is 33%. 10% of this Reimbursement rate is reserved for the Coordination Costs of GeoERA as agreed in the Grant Agreement. Therefore, the Reimbursement rate for GeoERA is these calculations results in 29,7%.



4 Members of the consortium

This section is not covered by the page limit.

The information provided here will be used to judge the operational capacity.

4.1 Participants (applicants)

Please provide, for each participant, the following (if available):

- A description of the legal entity and its main tasks (e.g. from GeoERA proposal), with an explanation of how its profile matches the tasks in the proposal;
- A curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities;
- A list of up to 5 relevant publications, and/or products, services (including widely use datasets or software), or other achievements relevant to the call content;
- A list of up to 5 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;
- [Any other supporting documents specified in the work programme for this call.]



5 Ethics and Security

This section is not covered by the page limit.

5.1 Ethics

For more guidance, see the [document "How to complete your ethics self-assessment"](#).

If you have entered any ethics issues in the ethical issue table in the administrative proposal forms, you must:

Submit an ethics self-assessment, which:

- describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out;
- explains in detail how you intend to address the issues in the ethical issues table, in particular as regards:
 - Research objectives (e.g. study of vulnerable populations, dual use, etc.)
 - Research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.)
 - The potential impact of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, misuse , etc.).

Provide the documents that you need under national law(if you already have them), e.g.:

- An ethics committee opinion;
- The document notifying activities raising ethical issues or authorising such activities.

If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).

If you plan to request these documents specifically for the project you are proposing, your request must contain an explicit reference to the project title.

5.2 Security

Please indicate if your project will involve:

- Activities or results raising security issues: (YES/NO)
- 'EU-classified information' as background or results: (YES/NO)