

ERACoSysMed

2nd Joint Transnational Call for European Research Projects on Systems Medicine

Guidelines for Applicants

Submission deadline for pre-proposals: **March 17th, 2017**
(17:00h C.E.T.)

Online access: <https://www.eracosysmed.eu/call2>

For further information please visit www.eracosysmed.eu

or contact

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Content

1. INTRODUCTION	3
2. GENERAL INFORMATION	3
3. MANAGEMENT OF THE CALL.....	3
3.1 Evaluation	4
3.2 Process overview	4
STEP 1	5
3.3 Submission of a pre-proposal.....	5
3.4 Eligibility check and evaluation of pre-proposals.....	6
STEP 2	7
3.5 Submission of full proposals.....	7
3.6 Eligibility check, evaluation of full-proposals including rebuttal step.....	7
4. DATA MANAGEMENT ISSUES.....	8
5. CONSORTIUM AGREEMENT	9
ANNEX I	10
A. Template pre-proposal	10
BUDGET OVERVIEW/Requested funding	17
BUDGET OVERVIEW/total own contribution.....	18
ANNEX II.....	22
A. Template full proposal.....	22
BUDGET OVERVIEW/Requested funding	36
BUDGET OVERVIEW/total own contribution.....	37

1. INTRODUCTION

The call text of ERACoSysMed's 2nd Joint Transnational Call (JTC-2) provides the essential information about the evaluation procedure, eligibility and evaluation criteria. These guidelines briefly explain the whole evaluation procedure, the bodies involved in the management of the call and some technical issues related to the proposal submission.

2. GENERAL INFORMATION

Under the umbrella of ERACoSysMed (www.eracosysmed.eu), 13 funding organisations launch the 2nd Joint Transnational Call for transnational research projects to fund effective multidisciplinary collaboration in the field of Systems Medicine. The participating funding organisations and the aim of the call are described in detail in the call text (see section 1 and section 2 of the call text).

3. MANAGEMENT OF THE CALL

The role of the three bodies that are responsible for the implementation and management of JTC-2 are outlined in this section. Any person being involved in one of these bodies will not be allowed to submit or participate in proposals within this call.

The Joint Call Secretariat (JCS) lead by the National Institute of Health Carlos III (ISCIII) is responsible for the implementation and management of the call. It is a point of contact for both applicants and the partner funding organisations.

The Peer Review Panel (PRP) is composed of internationally renowned scientific experts from the respective fields of research with regard to the call. The PRP is responsible for the scientific evaluation of proposals at both the pre- and full proposal stage. The PRP will rank the proposals according to the evaluation criteria and will make funding recommendations to the Call Steering Committee.

The Call Steering Committee (CSC) is composed of representatives from each funding organisation. All decisions concerning call procedures will be taken by the CSC. Based on scientific recommendations from the Peer Review Panel (PRP) and budget considerations it will, confirm the list of consortia that will be invited to submit

full proposals and also the final funding recommendations to the national/regional funding organisations.

3.1 Evaluation

The evaluation of proposals will be carried out with the assistance of independent experts. Experts are selected based on their scientific expertise by the CSC. They act on their personal capacity and do not represent any organisation. ERACoSysMed ensures confidentiality during and after the procedures by requesting experts to sign a declaration of confidentiality before giving them access to proposals. ERACoSysMed will take all necessary steps to avoid conflict of interest.

Applicants may recommend names of potential experts suited for the evaluation of their proposals. Applicants may also ask for exclusion of up to three particular experts from the evaluation of their proposals in order to avoid conflict of interest. **These recommendations must reach the Joint Call Secretariat (JCS) by 17th March 2017 (17:00h C.E.T.) at the latest** and will be treated confidentially.

The project coordinator will represent the consortium externally and towards the JCS. S/he will be responsible for its internal scientific management (such as consortium agreement, monitoring and reporting). Each project partner will be represented by one principal investigator. Within a joint proposal, each project partner (principal investigator) will be the contact point for the relevant country/regional funding organisation.

Applicants must refer and comply with regulations of the regional/national funding organisations (see Annex II of the call text) and therefore should contact the respective contact person for any queries related to these regulations.

3.2 Process overview

The procedure is divided into two steps: submission and evaluation of pre-proposals followed by invited submission and evaluation of full proposals. In both cases, one joint proposal should be prepared by the consortium members. The proposals must be electronically submitted by the project coordinator via the online submission tool available at <https://www.eracosysmed.eu/call2>.

STEP 1

3.3 Submission of a pre-proposal

First, the coordinator has to register in the submission tool. A user can be registered several times in the submission tool with the same e-mail account but different usernames, one for each proposal. In this way, a correct assignment to proposals is ensured in the submission tool. However, some funders cannot accept multiple applications from the same applicant (Please check with the pertinent regional/national funding organisation).

After registration a link will be sent to the registered e-mail account to activate the registration.

The coordinator can enter, edit and save the electronic forms, add partners to the consortium, upload the project description and submit the proposal. Partners can enter and edit their own data only. In addition, the coordinator may reedit and resubmit the proposal before the submission deadline. In this case, only the latest submitted version will be used for evaluation. **Proposals can only be submitted and/or modified prior to March 17th, 2017 (17:00 CET).** After successful submission the coordinator will receive an automatically generated confirmation of receipt.

Each project coordinator should make sure to register early enough. After the deadline, the website will neither accept modification nor submission of any proposal. The project coordinator should also not underestimate the effort needed to collect the required information from their project partners or fill in the online forms. Therefore, it is strongly recommended to submit the first version of proposals well before the deadline.

The pre-proposal consists of two parts: an online form and a project description.

- The online form consists of the following information: consortium composition, project abstract, keywords, categories/disciplines and budget issues. The budget overview table serves as information source for the funding organisations to estimate the requested funding per funding organization. The information given in the pre-proposal is binding in terms of consortium composition and maximum requested budget.

- The project description presents the scientific part. Please keep in mind that the project description should allow experts to evaluate its relevance to the aim of the call and its excellence despite the limited space for details. The project description should not exceed 12000 characters. References can be added in the annex (max. one page).

The limits in the template are given in maximum number of characters (4000 characters are approximately one A4 page of text).

Up to two figures can be embedded in the text through place markers. The figures should be uploaded as .jpeg, .gif or .png files and should have a maximum size of 600 pixels.

Only the newest uploaded file will be saved. If the project description is not elaborated, that particular proposal will be considered ineligible. The pre-proposal must be filled out online in the submission tool <https://www.eracosysmed.eu/call2>. A template can be found in Annex I.

If consortium partners are requested to submit separate or different proposal documents towards their national funding organisation (see Annex II of the call text), the consortium partner(s) concerned shall submit these documents directly to the respective national / regional funding organisation.

3.4 Eligibility check and evaluation of pre-proposals

The JCS will examine all pre-proposals to ensure that they meet the call's formal criteria (See section 3.1 of the call text). The JCS will forward the pre-proposals to the national/regional funding organizations, which will perform a formal check of compliance with their respective regulations (See Annex II of the Call Text).

After completion of the eligibility check the pre-proposals not considered eligible will be rejected without further review. The coordinators of the non-eligible pre-proposals will be informed accordingly by the JCS.

Each pre-proposal will be evaluated by three evaluators and ranked accordingly. In principle, the number of proposals that will be invited to submit full proposals may be

limited to a total of two or three times the available budget of the call. The JCS will inform the coordinators about the evaluation results of the pre-proposals during the second half of **May, 2017**.

STEP 2

3.5 Submission of full proposals

Full proposals will be accepted only from applicants explicitly invited by the JCS.

The coordinator cannot add or edit any partner(s) in the submission tool in this step.

A full proposal consists of two parts: an online form and a project description.

- Fields containing data already entered in the pre-proposal online forms like proposal title, proposal acronym, project duration, project abstract, keywords, categories and profiles of the partners will be pre-filled in the online form for full proposals and cannot be edited.
- The project description contains the scientific part. The full proposal template indicates the particular parts of the project description with character limitations.

Up to five figures can be embedded in the text through place markers. The same technical conditions apply as in the pre-proposals, namely the figures should be uploaded as .jpeg, .gif or .png files and should have a maximum size of 600 pixels.

Only the newest uploaded file will be saved. If the project description is not elaborated, that particular proposal will be considered ineligible.

The full proposal must be filled out online in the submission tool <https://www.eracosysmed.eu/call2>. A preliminary template can be found in Annex II.

3.6 Eligibility check, evaluation of full-proposals including rebuttal step

Eligibility and evaluation (ERACoSysMed)

An eligibility check of the full proposals will be performed by the JCS to ensure that they meet the formal criteria of the call and have not changed substantially from the respective pre-proposals in terms of objectives and budget. **Any major change will lead to the ineligibility of the proposal.**

Each full proposal will be remotely evaluated by at least three evaluators according to the evaluation criteria. In addition, each full proposal will be evaluated by at least two internationally renowned independent experts in ethics.

Rebuttal (project coordinator)

The individual evaluation reports will be made available through the submission system for the corresponding project coordinator. They will be informed by e-mail. Project coordinators may comment on possible factual errors or misunderstandings and reply to the evaluators' questions by submitting their explanations through the online submission system from **August 25th until September 4th, 2017 at 17:00 (C.E.T.)**. The project coordinator may consult the project partners, but only one response per evaluation report may be submitted. Coordinators' comments may not exceed 4000 characters per evaluation report. Issues which are not related to the comments cannot be addressed and the work plan cannot be modified at this stage.

The deadline for submission of the comments is **September 4th, 2017 at 17:00 (C.E.T.)**. This step is optional. The evaluators will have access to the submitted comments.

4. DATA MANAGEMENT ISSUES

The Data Management Plan (DMP) is an integral part of the application that should build on Security and FAIR principles (Findability, Accessibility, Interoperability and Re-usability). See Data Management on the Call Text.

In order to elaborate a data management plan which fulfils the requirements set in section 2.2 of the call text, it may help to follow the guiding questions found in the Data Management Plan (DMP) template in Horizon 2020¹. In the pre-proposal phase, these questions can be answered in a preliminary fashion. Further explanations can be found in the Guidelines on FAIR Data Management in Horizon 2020².

¹ http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tpl-oa-data-mgt-plan_en.odt

² http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

5. CONSORTIUM AGREEMENT

A Consortium Agreement (CA) must be signed by all consortium partners of funded projects, ideally before the projects start, specifying the following points as minimal requirements:

- expected start date and duration of the research project
- purpose and definitions
- names of organisations involved
- organisation and management of the project
- role and responsibilities of each research consortium coordinator and research partner: person in charge, their obligations, key tasks and conditions for their change
- resources and funding
- confidentiality and publishing
- Intellectual Property Rights (how this issue will be handled between research partners)
- decision making within the consortium
- handling of internal disputes
- the liabilities of the research partners towards one another (including the handling of default of contract).

Support for the preparation of a consortium agreement can be found on the DESCA webpage (<http://www.desca-2020.eu/>).

ANNEX I

A. Template pre-proposal

PROJECT TITLE

A meaningful, concise project title

CATEGORY (FIRST CHOICE)

Diagnostics

CATEGORY(IES) (SECOND CHOICE)

Personalized therapy

Pharmaceutical development

PROJECT DURATION

36 Months

TOTAL REQUESTED FUNDING

163.000 €

TOTAL COSTS

175.000 €

CONSORTIUM

P 1	Dr. Sylvia Krobitch Name of organisation, Dept. xyz (coo) Principal investigator	Street, no., 12345 Town/city Germany	s.krobitch@fz-juelich.de Tel.: 0049 1111111111111 Fax: 0049 1111111111 http://www.eracosysmed.eu
P 2	Dr. Zsuzsa Nagy Name of organisation, Dept. xyz (Partner 2) Lab leader (Partner 2)	Street, no. Partner 2, 12345 Town/city Partner 2 Austria	k.nagy@fz-juelich.de Tel.: 0043 22222222222 Fax: 0043 2222222222 http://eracosysmed.eu
P 3	Dr. Mauricio Garcia-Franco Name of organisation, Dept. xyz P3 Medical doctor	Street Pthree, 33, 333333 Town P3 Belgium FNRS	k.nagy@fz-juelich.de Tel.: 0032 3333333 http://eracosysmed.eu

KEYWORDS

Pre-defined keywords	systems medicine
Additional keywords	keyword1, keyword2, max. 5 keywords

ABSTRACT

The abstract of your proposal will be published on the ERACoSysMed website in case your project will be selected for funding. Make sure that it is publishable and does not contain any confidential information.

The abstract should not exceed 2000 characters.

It is the abstract. it is the abstract. It is the abstract. It is the abstract.

PROJECT DESCRIPTION

The project description should allow experts to evaluate its excellence, its impact and the quality of its implementation despite the limited space for details. In addition, it should allow the estimation of expected progress beyond the state-of-the-art.

Description of the working programme including the objectives, the rationale, the methodology highlighting the novelty, originality and feasibility as well as the added value of the collaboration. A short description of a data management plan in a preliminary fashion.

Up to two figures can be embedded into the text under the section "Image uploads" in the left navigation bar. The project description should not exceed 12 000 characters.

It is the project description. It is the project description. It is the project description. It is the project description. It is the project description. It is the project description. It is the project description.



Figure 1 describes whatever.

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REFERENCES

You may optionally add some references related to the project description. A maximum of 4000 characters incl. spaces are allowed. The character count of MS-Word (or similar) cannot be translated directly into the character count of this HTML-based tool. Some special characters are converted by the system with more character than MS Word counts.

PARTNER DATA

Partner 1 (Consortium Coordinator): Name of organisation, Dept. xyz (coo)

JUSTIFICATION FOR BUDGET OVERVIEW

Personnel	A short justification (max. 1000 characters) for Budget calculation for personnel (coo). Who works on which tasks ideally with estimation of required number of person months. Pay attention on national regulations if any.
Travel	A short justification (max. 1000 characters) for Budget calculation for travel (coo). Travel to two status seminars should be taken into account. Pay attention on national regulations if any.
Consumables / Equipment	A short justification (max. 1000 characters) for Budget calculation for consumables/equipment (coo). Pay attention on national regulations if any.
Subcontracts	A short justification why subcontracting is needed (coo). Short description of what will be subcontracted and if already possible to whom. Pay attention to national regulations if any. Max. 1000 characters.
Data management/ other costs	A short justification (max. 1000 characters) for Budget calculation for data management or other costs which do not fit in the previous cost types. (coo). Pay attention on national regulations if any.

PLEASE DESCRIBE YOUR TASK(S) IN THE PRESENT PROPOSAL.

Please describe your task(s) in the present proposal. This field is required. The maximal length is 1000 characters.

Task description, task description, task description, task description, task description, task description, task description, task description, task description,
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LITERATURE REFERENCES

- Author 1, Author 2, Author 3
Title
Journal (Volume), 123 (1901)
Link/DOI

ADDITIONAL INFORMATION

Related ongoing research projects which you are involved in and your expertise/role	Please describe related ongoing research projects which you are involved in by indicating project title, funding source and amount and potential overlap or link with the present proposal if any. The maximal length is 1000 characters.
Are you a medical doctor?	yes
Are you a clinical researcher?	yes
Are you a translational researcher?	no

Are you a bioinformatician or a modeller?	no
Are you a data management expert?	no
Were you involved in the 1st ERACoSysMed call?	yes

Partner 2: Name of organisation, Dept. xyz (Partner 2)

JUSTIFICATION FOR BUDGET OVERVIEW

Personnel	A short justification (max. 1000 characters) for Budget calculation for personnel (Partner 2). Who works on which tasks ideally with estimation of required number of person months. Pay attention on national regulations if any.
Travel	A short justification (max. 1000 characters) for Budget calculation for travel (Partner 2). Travel to two status seminars should be taken into account. Pay attention on national regulations if any.
Consumables / Equipment	A short justification (max. 1000 characters) for Budget calculation for consumables/equipment (Partner 2). Pay attention on national regulations if any.
Subcontracts	A short justification why subcontracting is needed (Partner 2). Short description of what will be subcontracted and if already possible to whom. Pay attention to national regulations if any. Max. 1000 characters.
Data management/ other costs	A short justification (max. 1000 characters) for Budget calculation for data management or other costs which do not fit in the previous cost types. (Partner 2). Pay attention on national regulations if any.

PLEASE DESCRIBE YOUR TASK(S) IN THE PRESENT PROPOSAL.

Tasks of Partner 2 in the present proposal. This field is required. The maximal length is 1000 characters.

Task description, task description, task description,task description,task description,task description,task description,task description,task description, task description, task description, task description,task description,task description,task description,task description,task description,task description,task description.

LITERATURE REFERENCES

- Author P2
Title P2
Journal P2 (123), 123 (1901)
Link/DOI P2
- Author2 P2
Title 2 P2
Journal 2 P2 (), ()
Link
- Ref 3
Ref 3
Journal 3 (12), 56 (34)
Link
- Author Ref 4
Title Ref 4
Journal Ref 4 (), ()
Link ref 4
- Author Ref 5
Title Ref 5
((), ())

ADDITIONAL INFORMATION

Related ongoing research projects which you are involved in and your expertise/role	Please describe related ongoing research projects which you are involved in. Project title 3, funding source and amount and potential overlap or link with the present proposal. Project title 4, funding source and amount and potential overlap or link with the present proposal.
Are you a medical doctor?	no
Are you a clinical researcher?	no
Are you a translational researcher?	yes
Are you a bioinformatician or a modeller?	yes
Are you a data management expert?	no
Were you involved in the 1st ERACoSysMed call?	no

Partner 3: Name of organisation, Dept. xyz P3

JUSTIFICATION FOR BUDGET OVERVIEW

Personnel	A short justification (max. 1000 characters) for Budget calculation for personnel (Partner 3). Who works on which tasks ideally with estimation of required number of person months. Pay attention on national regulations if any.
Travel	A short justification (max. 1000 characters) for Budget calculation for travel (Partner 3). Travel to two status seminars should be taken into account. Pay attention on national regulations if any.
Consumables / Equipment	A short justification (max. 1000 characters) for Budget calculation for consumables/equipment (Partner 3). Pay attention on national regulations if any.
Subcontracts	A short justification (max. 1000 characters) for Budget calculation for consumables/equipment (Partner 3). Pay attention on national regulations if any.
Data management/ other costs	A short justification (max. 1000 characters) for Budget calculation for data management or other costs which do not fit in the previous cost types. (Partner 3). Pay attention on national regulations if any.

PLEASE DESCRIBE YOUR TASK(S) IN THE PRESENT PROPOSAL.

Tasks of Partner 3 in the present proposal. This field is required. The maximal length is 1000 characters.

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LITERATURE REFERENCES

- Author 31
Title 31
Journal 31 (31), 31 (1901)

ADDITIONAL INFORMATION

Related ongoing research projects which you are involved in and your expertise/role	Related ongoing research projects which you are involved in by indicating project title, funding source and amount and potential overlap or link with the present proposal if any.
Are you a medical doctor?	yes
Are you a clinical researcher?	no
Are you a translational researcher?	no
Are you a bioinformatician or a modeller?	no
Are you a data management expert?	no
Were you involved in the 1st ERACoSysMed call?	no

BUDGET OVERVIEW

Budget overview [in k€]

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Data management/ other costs	Requested funding	Total own contribution	Total costs
Name of organisation, Dept. xyz (coo)	40	5	15	1	5	71	7	78
Overhead	2	1	1		1			
Name of organisation, Dept. xyz (Partner 2)	20	3	10			36	4	40
Overhead	1	1	1					
Name of organisation, Dept. xyz P3	20	5	14	6	4	56	1	57
Overhead	1	2	2	1	1			
TOTAL	84	17	43	8	11	163	12	175

1 k€ = 1000 €

Own contribution [in k€]

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Data management/ other costs	Total own contribution
Name of organisation, Dept. xyz (coo)	2	1	2	2		7
Name of organisation, Dept. xyz (Partner 2)					4	4
Name of organisation, Dept. xyz P3					1	1
TOTAL	2	1	2	2	5	12

1 k€ = 1000 €

Curriculum Vitae

Coordinator

Your CV

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ANNEX II

Template full proposal

PROJECT TITLE

A meaningful, concise project title

CATEGORY (FIRST CHOICE)

Diagnostics

CATEGORY(IES) (SECOND CHOICE)

Personalized therapy

Pharmaceutical development

PROJECT DURATION

36 Months

TOTAL REQUESTED FUNDING

163.000 €

TOTAL COSTS

175.000 €

CONSORTIUM

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P 2	Dr. Zsuzsa Nagy Name of organisation, Dept. xyz (Partner 2) Lab leader (Partner 2)	Street, no. Partner 2, 12345 Town/city Partner 2 Austria	k.nagy@fz-juelich.de Tel.: 0043 222222222222 Fax: 0043 2222222222 http://eracosysmed.eu
P 3	Dr. Mauricio Garcia-Franco Name of organisation, Dept. xyz P3 Medical doctor	Street Pthree, 33, 333333 Town P3 Belgium FNRS	k.nagy@fz-juelich.de Tel.: 0032 3333333 http://eracosysmed.eu

KEYWORDS

Pre-defined keywords	systems medicine
Additional keywords	keyword1, keyword2, max. 5 keywords

ABSTRACT

The abstract of your proposal will be published on the ERACoSysMed website in case your project will be selected for funding.

Read-only field.

It is the abstract. It is the abstract. It is the abstract. It is the abstract.

PROJECT DESCRIPTION

The project description should include a research concept and the state-of-the-art of the respective research field.

Concept

Describe and explain the research hypothesis and define the scientific and technological objectives of the project. The objectives of the project should be achievable within the project duration.

Background and state of the art in the research field

Describe the scientific basis for your project and describe the state-of-the-art of your project research topic. Highlight the novelty, originality and feasibility of your project. Identify important gaps of the current knowledge. Describe how the proposed project is embedded within the current research field.

Up to five figures can be embedded into the text of your full proposal under the section "Image uploads" in the left navigation bar.

The project description should not exceed 16 000 characters.

It is the project description. It is the project description. It is the project description. It is the project description. It is the project description. It is the project description. It is the project description.



Figure 1 describes whatever.

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WORK PLAN

Provide a work plan description broken down into individual **work packages** and **tasks** including timelines. Each work package has to contain at least one task, milestone and deliverable.

Justify the chosen methodology and define the responsibilities. It is recommended to include a PERT chart explaining partners' role and contribution to each work package (including partners and if applicable external collaborators, patient organisations, industry) and depicting the interactions among the work packages.

The work plan description should not exceed 40 000 characters.

Workpackage and task titles and related deliverables, milestones and their timing must be listed in the following section "Work packages" to create a table overview of the work plan. A Gantt chart will be generated based on that overview.

WP1 - Elaboration of a full proposal template

It is an example.

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Fig. 2: It could be a PERT chart

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Task 1.1 - Definition of menu bar sections

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Task 1.2 - First draft

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Task 1.3 - Explanation for each section

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Agreement on the content of the template can be considered as a milestone in this WP. To reach the milestones, a draft will be delivered. Afirst draft is foreseen for month 24 and a final off-line draft is foreseen for month 24.

WP2 - Technical implementation

Task 2.1 - Creation of menu points' scripts

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WP3 - Test phase

Task 3.1 - Create a full proposal draft

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Task 3.2 - Fill in the required information

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WORK PACKAGES

Work package table incl. tasks

WP	Task	Start month	End month	WP / Task Title
1		1	24	Elaboration of a full proposal template
	1.1	1	24	Definition of menu bar sections
	1.2	5	10	First draft
	1.3	12	24	Explanation for each section
2		18	30	Technical implementation
	2.1	18	30	Create menu points' scripts
3		30	36	Test phase
	3.1	30	36	Create a full proposal draft

WP/Task No. List of work packages and tasks

Partner **Person** **month(s)**
(**bold**=Leader)(**bold**=Leader)

WP1	-:	P1, P2, P3	17, 26, 12
	-:		
T1.1		P1, P2 , P3	10, 20 , 5

WP/Task No. List of work packages and tasks		Partner (bold =Leader)	Personmonth(s) (bold =Leader)
T1.2		P1, P2, P3	2, 1, 2
T1.3		P1, P2 , P3	5, 5 , 5
WP2	-:	P1, P2, P3	18, 10, 5
	-:		
T2.1		P1 , P2, P3	18 , 10, 5
WP3	-:	P1, P2, P3	1, 1, 3
	-:		
T3.1		P1, P2, P3	1, 1, 3

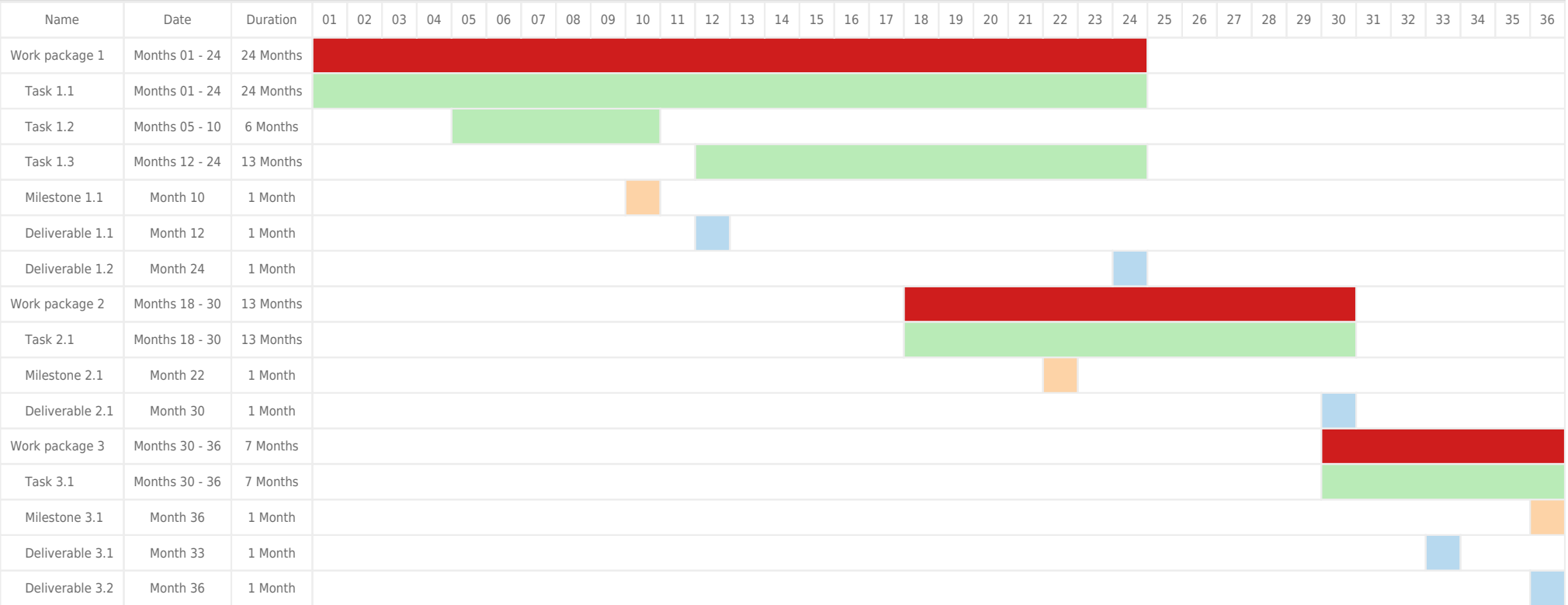
List of milestones

Milestone No.	Month	Milestone title
M1.1	10	Title: Agreement on the content of the template -:
M2.1	22	Title: General bugs eliminated -:
M3.1	36	Title: Work done -:

Table of deliverables

Deliverable No.	Month	Deliverable title
D1.1	12	Title: First off-line draft -:
D1.2	24	Title: Final off-line template -:
D2.1	30	Title: Blank online forms -:

Deliverable No.	Month	Deliverable title
D3.1	33	Title: A fake full proposal -:
D3.2	36	Title: A submitted full proposal -:



IMPACT

Explain the impact of the expected results, including the potential for social and/or economic benefits of systems medicine. Define the contribution of the project to the advancement, implementation and consolidation of systems medicine. Describe a result exploitation plan and how the results will be disseminated.

The impact description should not exceed 12 000 characters.

CONSORTIUM AND PROJECT MANAGEMENT

Describe the overall collaborative structure of the consortium in terms of expertise and interdisciplinary approach. Explain the added value of the transnational collaboration. Describe the overall coordination of the project. Explain how information flow and communication will be organized within the project.

This description should not exceed 8 000 characters.

DATA MANAGEMENT

A Data Management Plan (DMP) is an integral part of your proposal that should build on security and FAIR principles (Findability, Accessibility, Interoperability and Reusability). Please see section “2.2 Data Management” of the call text for more details.

In order to elaborate a DMP which fulfils the requirements set for the current call, it may help to follow the guiding questions found in the H2020 Data Management Plan (DMP) template of the European Commission.

ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

The DMP should not exceed 12 000 characters.

ETHICS AND LEGAL ASPECTS

Please provide a short description of ethics and legal aspects in your proposal.

For this, the following questions stemming from the H2020 Ethics self-assessment should be answered. If your answer is “Yes” please provide **additional information** listed in the H2020 Guidance “How to complete your ethics self-assessment” (see column “Information to be provided” of ethics issues checklist of each section; the guidance can be found at http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf). Additionally, please mention **related tasks, responsible partners and documents to be provided for each question**. Please note that at this stage you do not need to submit supporting documents; you should only mention which documents are necessary to perform your research and whether they are already available or when will they become available.

The ethics summary should not exceed 12 000 characters.

1. HUMAN EMBRYOS/FOETUSES

- a) Does your research involve Human Embryonic Stem Cells (hESCs)? Yes/No
- b) Does your research involve the use of human embryos? Yes/No
- c) Does your research involve the use of human foetal tissues / cells? Yes/No

2. HUMANS

- a) Does your research involve human participants? Yes/No
- b) Does your research involve physical interventions on the study participants? Yes/No

3. HUMAN CELLS / TISSUES

Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section 1)? Yes/No

4. PERSONAL DATA

- a) Does your research involve personal data collection and/or processing? Yes/No
- b) Does your research involve further processing of previously collected personal data (secondary use)? Yes/No

5. ANIMALS

Does your research involve animals? Yes/No

6. THIRD COUNTRIES

- a) In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues? Specify the countries involved Yes/No
- b) Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? Yes/No
- c) Is it planned to import any material – including personal data - from non-EU countries into the EU? (For data imports, please fill in also section 4. For imports concerning human cells or tissues, fill in also section 3.) Yes/No
- d) Is it planned to export any material from the EU to non-EU countries? (For data exports, please fill in also section 4. For exports concerning human cells or tissues, fill in also section 3.) Yes/No
- e) If your research involves low and/or lower middle income countries, are benefits-sharing measures foreseen? Yes/No
- f) Could the situation in the country put the individuals taking part in the research at risk? Yes/No

7. ENVIRONMENT & HEALTH and SAFETY

- a) Does your research involve the use of elements that may cause harm to the environment, to animals or plants? (For research involving animal experiments, please fill in also section 5.) Yes/No
- b) Does your research deal with endangered fauna and/or flora and/or protected areas? Yes/No
- c) Does your research involve the use of elements that may cause harm to humans, including research staff? (For research involving human participants, please fill in also section 2.) Yes/No

8. DUAL USE

Does this research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required? Yes/No

9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS

Could your research raise concerns regarding the exclusive focus on civil applications? Yes/No

10. MISUSE

Does your research have the potential for misuse of research results? Yes/No

11. OTHER ETHICS ISSUES

Are there any other ethics issues that should be taken into consideration? Please specify Yes/No

REFERENCES

You may optionally add some references related to the project description. A maximum of 4000 characters incl. spaces are allowed. The character count of MS-Word (or similar) cannot be translated directly into the character count of this HTML-based tool. Some special characters are converted by the system with more character than MS Word counts.

PARTNER DATA

Partner 1 (Consortium Coordinator): Name of organisation, Dept. xyz (coo)

JUSTIFICATION FOR BUDGET OVERVIEW

Personnel	An eligibility check will be performed in order to ensure that no substantial change has been made in terms of budget. Any major change will lead to the ineligibility of the proposal. However, justifications for budget can be complemented by more details if needed. A short justification (max. 1000 characters) for Budget calculation for personnel (coo). Who works on which tasks ideally with estimation of required number of person months. Pay attention on national regulations if any.
Travel	An eligibility check will be performed in order to ensure that no substantial change has been made in terms of budget. Any major change will lead to the ineligibility of the proposal. However, justifications for budget can be complemented by more details if needed. A short justification (max. 1000 characters) for Budget calculation for travel (coo). Travel to two status seminars should be taken into account. Pay attention on national regulations if any.
Consumables / Equipment	An eligibility check will be performed in order to ensure that no substantial change has been made in terms of budget. Any major change will lead to the ineligibility of the proposal. However, justifications for budget can be complemented by more details if needed. A short justification (max. 1000 characters) for Budget calculation for consumables/equipment (coo). Pay attention on national regulations if any.

Travel	An eligibility check will be performed in order to ensure that no substantial change has been made in terms of budget. Any major change will lead to the ineligibility of the proposal. However, justifications for budget can be complemented by more details if needed. A short justification (max. 1000 characters) for Budget calculation for travel (Partner 2). Travel to two status seminars should be taken into account. Pay attention on national regulations if any.
Consumables / Equipment	An eligibility check will be performed in order to ensure that no substantial change has been made in terms of budget. Any major change will lead to the ineligibility of the proposal. However, justifications for budget can be complemented by more details if needed. A short justification (max. 1000 characters) for Budget calculation for consumables/equipment (Partner 2). Pay attention on national regulations if any.
Subcontracts	An eligibility check will be performed in order to ensure that no substantial change has been made in terms of budget. Any major change will lead to the ineligibility of the proposal. However, justifications for budget can be complemented by more details if needed. A short justification why subcontracting is needed (Partner 2). Short description of what will be subcontracted and if already possible to whom. Pay attention to national regulations if any. Max. 1000 characters.
Data management/ other costs	An eligibility check will be performed in order to ensure that no substantial change has been made in terms of budget. Any major change will lead to the ineligibility of the proposal. However, justifications for budget can be complemented by more details if needed. A short justification (max. 1000 characters) for Budget calculation for data management or other costs which do not fit in the previous cost types. (Partner 2). Pay attention on national regulations if any.

PLEASE DESCRIBE YOUR TASK(S) IN THE PRESENT PROPOSAL.

Tasks of Partner 2 in the present proposal. This field is required. The maximal length is 1000 characters.

Task description, task description, task description,task description,task description,task description,task description,task description,task description,task description, task description, task description,task description,task description,task description,task description,task description,task description,task description.

LITERATURE REFERENCES

- Author P2
Title P2
Journal P2 (123), 123 (1901)
Link/DOI P2
- Author2 P2
Title 2 P2
Journal 2 P2 (), ()
Link
- Ref 3
Ref 3
Journal 3 (12), 56 (34)
Link
- Author Ref 4
Title Ref 4
Journal Ref 4 (), ()
Link ref 4
- Author Ref 5
Title Ref 5
(), ()

ADDITIONAL INFORMATION

Related ongoing research projects which you are involved in and your expertise/role	Please describe related ongoing research projects which you are involved in. Project title 3, funding source and amount and potential overlap or link with the present proposal. Project title 4, funding source and amount and potential overlap or link with the present proposal.
Are you a medical doctor?	no

ADDITIONAL INFORMATION

Related ongoing research projects which you are involved in and your expertise/role	Related ongoing research projects which you are involved in by indicating project title, funding source and amount and potential overlap or link with the present proposal if any.
Are you a medical doctor?	yes
Are you a clinical researcher?	no
Are you a translational researcher?	no
Are you a bioinformatician or a modeller?	no
Are you a data management expert?	no
Were you involved in the 1st ERACoSysMed call?	no

BUDGET OVERVIEW

Budget overview [in k€]

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Data management/ other costs	Requested funding	Total own contribution	Total costs
Name of organisation, Dept. xyz (coo)	40	5	15	1	5	71	7	78
Overhead	2	1	1		1			
Name of organisation, Dept. xyz (Partner 2)	20	3	10			36	4	40
Overhead	1	1	1					
Name of organisation, Dept. xyz P3	20	5	14	6	4	56	1	57
Overhead	1	2	2	1	1			
TOTAL	84	17	43	8	11	163	12	175

1 k€ = 1000 €

Own contribution [in k€]

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Data management/ other costs	Total own contribution
Name of organisation, Dept. xyz (coo)	2	1	2	2		7
Name of organisation, Dept. xyz (Partner 2)					4	4
Name of organisation, Dept. xyz P3					1	1
TOTAL	2	1	2	2	5	12

1 k€ = 1000 €

Curriculum Vitae

Coordinator

Your CV

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Partner 3

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Letter of commitment

External collaborators, i.e. groups from countries that are not participating in this call, or research groups from countries that are partners in this joint transnational call but do not ask for funding, may participate in projects, provided that they demonstrate in advance that their economic and human resources have already been secured (i.e. prior to the full proposal submission) and will be available at the start of the project.

If external collaborators are involved in your consortium, please provide their commitment letters. All letters need to be compiled in one pdf file to enable an upload.

Upon uploading the pdf file, you get a message “C:\fakepath\filename.pdf”. Please click on save. You should get the message “Your entry has been saved” in a green field and you should see your commitment letter file in a table offering the option of download or delete.