



## **Guide for Applicants**

### **FOR THE 1<sup>ST</sup> JOINT CALL FOR TRANSNATIONAL RESEARCH and / or INNOVATION PROJECTS WITHIN THE ERANET-LAC FRAMEWORK**

*Please note: This Guide is based on the rules and conditions contained in the legal documents applicable to the ERANet-LAC First Joint Transnational Call in Research and / or Innovation Projects and the national funding schemes of the ERANet-LAC Programme Owners/Programme Managers in the Member States.*

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#### PREFACE

This “**Guide for Applicants**” provides information about the procedure for the submission of project proposals under the **ERANet-LAC First Joint Transnational Call in Research and / or Innovation Projects**.

Part I provides overall information for applicants using a “frequently asked questions” type of guide. In part II exemplary screenshots of the actual online submission procedure via the online submission tool “pt-online” are presented as well as a step-by-step advice on how to proceed with your submission. However, the submission of a project via the online tool should be self-explanatory.

For additional information about the First Joint Transnational Call, please refer to the **ERANet-LAC website**, available at [www.eranet-lac.eu](http://www.eranet-lac.eu)

If your questions are not answered in this guide, please contact the national **Call Contact Person** (CCP) of your country of residence or the Joint Call Secretariat at CYTED (see Annex 1).

## **I. GENERAL INFORMATION FOR APPLICANTS**

### **What is an ERANET scheme?**

ERANET is an instrument of the EU's Seventh Framework Programme for Research, Technological Development and Demonstration Activities (FP7). Its main purpose is to support transnational activities between EU Members States and Associated countries in order to coordinate national research policies.

### **What is the ERANet-LAC project?**

ERANet-LAC is a Network of the European Union (EU), Latin America and the Caribbean Countries (CELAC) co-funded by the European Commission within the 7th Framework Programme for Research and Technology Development (FP7). The ERANet-LAC consortium includes 18 partners from 16 EU-CELAC partner countries. The joint activities initiated by the consortium are open for all interested research funding organizations in both regions (Europe and Latinamerica/Caribbean).

Among the ERANET-LAC joint activities are two transnational joint calls. The first one is presently being launched with the objective to further promote Joint Innovation and Research Activities between the European Union (EU), Latin America and the Caribbean Countries (LAC). The second transnational call will be launched in the 2<sup>nd</sup> semester of 2015.

### **What are the main objectives of the ERANet-LAC project?**

ERANet-LAC supports the political process of implementing the Joint Initiative for Research and Innovation (JIRI) and strengthens the bi-regional partnership in Science, Technology and Innovation by planning and implementing concrete joint activities.

### **Which are the fundamental principles of the first ERANet-LAC Joint Call?**

The Call for Collaborative Research and / or Innovation projects is a transnational research support instrument developed by and for the countries participating as funding institutions in the call. It will be implemented through a coordinated funding scheme whereby each Funding Party will fund its own national scientific teams within a multilateral project ("Virtual Common Pot", see as well page 6). This money is used for the competitive support of Collaborative Research and/or Innovation projects that will have an impact on enhancing the cooperation potential between the EU MS/AC region, Latin America and the Caribbean countries.

### **Which countries are participating in the first ERANet-LAC Joint Call?**

Argentina, Belgium, Brazil, Chile, Colombia, Dominican Republic, France, Germany, Mexico, Norway, Panama, Peru, Portugal, Romania, Spain, Turkey and Uruguay.

## Which institutions are providing funding for the call?

The “Group of Funding Parties” comprises the following institutions:

<b>Argentina:</b>	Ministerio de Ciencia, Tecnología e Innovación Productiva, <b>MINCYT</b>
<b>Belgium:</b>	Belgian Science Policy, <b>BELSPo</b> Fonds de la Recherche Scientifique, <b>F.R.S.-FNRS</b>
<b>Brazil:</b>	Conselho Nacional de Desenvolvimento Científico e Tecnológico, <b>CNPq</b>
<b>Chile:</b>	Comisión Nacional de Investigación Científica y Tecnológica, <b>CONICYT</b>
<b>Colombia:</b>	Departamento Administrativo de Ciencia, Tecnología e Innovación, <b>COLCIENCIAS</b>
<b>Dominican Republic:</b>	Ministerio de Educación Superior, Ciencia y Tecnología, <b>MESCyT</b>
<b>France:</b>	<b>Bpifrance</b> Ministère de l'Éducation Nationale, de l'Enseignement Supérieur et de la Recherche - Ministère des Affaires Étrangères et de Développement International, <b>MENESR-MAEDI</b>
<b>Germany:</b>	Bundesministerium für Bildung und Forschung, <b>BMBF</b>
<b>Mexico:</b>	Consejo Nacional de Ciencia y Tecnología, <b>CONACYT</b>
<b>Norway:</b>	Norges Forskningsrad, <b>RCN</b>
<b>Panama:</b>	Secretaría Nacional de Ciencia, Tecnología e Innovación, <b>SENACYT</b>
<b>Peru:</b>	Consejo Nacional de Ciencia Tecnología e Innovación Tecnológica, <b>CONCYTEC</b>
<b>Portugal:</b>	Fundação para a Ciência e a Tecnologia, <b>FCT</b>
<b>Romania:</b>	Unitatea Executiva pentru Finantarea Invatamantului Superior, a Cercetarii, Dezvoltarii si Inovarii, <b>UEFISCDI</b>
<b>Spain:</b>	Instituto de Salud Carlos III, <b>ISCIII</b> Ministerio de Economía y Competitividad, <b>MINECO</b>
<b>Turkey:</b>	Turkiye Bilimsel v̇e Teknolojik Arastirma Kurumu, <b>TUBITAK</b>
<b>Uruguay:</b>	Ministerio de Educación y Cultura, <b>MEC</b>

## The list of participating countries does not comprise all EU Member States and Associated countries. Does that mean that the countries that are not listed are not eligible for participation and funding?

Partners from countries that are not listed may also be part of consortia as long as they are able to clearly demonstrate an added value to the consortium and secure their own funding. However, the coordinator and the majority of partners in a consortium must be eligible to be funded by the funding organizations participating in this Joint Transnational Call. The self-financed/associated partners must provide the Call Secretariat with a **signed official** letter of support from their Head of Department or Financial Director. A pdf-version of this letter must be included as an annex at the end of the proposal when submitted.

## What are the fundamental principles of the First Joint Call?

The fundamental principles of the call guiding the selection of projects to be funded are:

- **Transparency.** The process for reaching funding decisions will be clearly described and available to any interested party.
- **Equality of treatment.** All proposals shall be treated alike, irrespective of where they originate or the identity of the proposers.
- **Ethical considerations.** Any proposal that contravenes fundamental ethical principles may be excluded from being evaluated and selected at any time.

## Which research topics are eligible for funding under the First Joint Call?

Research proposals can be submitted in the thematic fields: Biodiversity/Climate Change, Bioeconomy, Energy and Health.)

The following list shows the titles of the topics and the countries that are funding each of the topics mentioned. Proposals must match the topics listed (please see the call text for the detailed formulation of the topics):

### **Biodiversity assessment and monitoring - Improving baseline distribution data and compatibility with climate datasets.**

*Participating countries: Argentina, Belgium, Chile, Colombia, Dominican Republic, France, Norway, Panama, Peru, Portugal, Romania, Uruguay.*

### **Screening for new bioactive metabolites and enzymes from terrestrial and marine microorganisms for industrial use, based on market demand.**

*Participating countries: Argentina, Belgium, Chile, Dominican Republic, France, Norway, Panama, Peru, Romania.*

### **Small-scale self-sustainable biorefineries for multi-feedstock processing of agro-industrial and urban wastes for advanced biofuels, biobased chemicals and biomaterials.**

*Participating countries: Argentina, Belgium, Chile, Colombia, Dominican Republic, France, Germany, Mexico, Norway, Panama, Peru, Portugal, Romania, Spain, Uruguay.*

### **Towards Zero Carbon Energy Systems for heating and cooling in industrial processes by means of solar technologies including the envelopes of the buildings.**

*Participating countries: Argentina, Chile, Dominican Republic, France, Mexico, Norway, Panama, Peru, Portugal, Romania, Spain, Turkey, Uruguay.*

### **Evaluation of low-threshold interventions to tackle chronic metabolic disorders and their associated cardiovascular diseases in EU and LAC countries.**

*Participating countries: Argentina, Belgium, Brazil, Chile, Dominican Republic, France, Panama, Peru, Romania, Spain, Turkey.*

### **Research in prevention of infectious diseases and promotion of well-being.**

*Participating countries: Argentina, Belgium, Brazil, Chile, Dominican Republic, Germany, France, Panama, Peru, Romania, Spain, Uruguay.*

## What is the difference between “Research” and “Innovation” projects?

A **Collaborative Research Project** is a joint undertaking by a partnership of institutions (“consortium”) designed to produce new knowledge through scientific research, whereby each team within the partnership actively pursues specific task objectives with a view to pooling the results to contribute to the achievement of a set of common, well-defined project objectives.

A **Collaborative Innovation Project** is a joint undertaking by a partnership of institutions (“consortium”) designed to bridge the gap between the outcomes of research projects and commercialization, by supporting activities related to the first application and further market uptake of innovative techniques, processes, products or services, and helping overcome barriers that could hamper their commercial success. Projects should not involve purely promotional or marketing activities; such activities can be supported only in an adjacent capacity if instrumental to furthering the market uptake of the product itself.

This call funds both types of activities: **Research** and **Innovation**. Both types can include mobility and networking. Combination of the above mentioned activities is possible or even desirable, where permitted by, and conditioned upon, the national regulations of the individual Funding Parties.

### **Do I need to have an agreement with my national funding body in order to submit a proposal within the ERANet-LAC Joint Call?**

No. Any eligible institution from a country participating in the ERANet-LAC call can submit a proposal directly to the Joint Call Secretariat using the CYTED Call Management System <http://calleranet-lac.cyted.org>.

The participating countries have appointed national Call Contact Persons (CCP) who will help research institutions from the respective countries to submit applications. If you need special support and assistance for your project preparation, please contact your CCP (a list of CCPs is provided in Annex 1 and also at the ERANet-LAC website at [www.eranet-lac.eu/joint-calls.phb](http://www.eranet-lac.eu/joint-calls.phb)).

### **Which Funding Scheme will be applied in the Joint Call?**

The first Joint Transnational Call will be implemented through a *coordinated funding scheme* where each Funding Party will fund its own national scientific teams within a multilateral project ("*Virtual Common Pot*"), with a view to harmonize the funding contributions in order to guarantee the funding of the highest-quality projects with added value for bi-regional cooperation which have been selected through a peer review process.

The country contributions are listed in the Funding Contribution Table in Annex 2 of the Call Text.

### **How do I submit a project proposal under the ERANet-LAC Joint Call?**

Project proposals are submitted through the web-based Call Management System CYTED-Webtool. In order to start the application procedure, please go to <http://calleranet-lac.cyted.org> and follow the indications provided

Note that proposals submitted by post, e-mail, fax or any other means will not be accepted and rejected without further review.

### **In addition to the online submission procedure, should I submit a paper copy of the proposal?**

No, you should not send a paper version of the project proposal to the Call Secretariat. Some funding organizations may, however, ask for a copy of the application for internal processes (see the National Regulations annexed to the Call Text for details). If funded, you may also be asked to provide further information to each funding agency.

### **Is there a deadline for the submission of a project proposal?**

Yes. The deadline for the submission of a research proposal is **27<sup>th</sup> November 2014, 15:00 CET**. Note that access to the on-line submission system will be closed after the deadline.

**NOTE:** The deadline for Brazilian calls is October 17th, 2014. Therefore, proposals including Brazilian partners must be submitted before October 17th. For further information see the national funding rules for Brazil ([http://eranet-lac.eu/Joint\\_Calls.php](http://eranet-lac.eu/Joint_Calls.php)) or contact your national call contact person.

### **What are the national eligibility criteria?**

The ERANet-LAC call includes 20 different national funding organizations with a joint call management system. In order to respect the necessary national funding rules and procedures, national eligibility criteria have been defined by the participating countries. Project partners are advised to check in advance what type of costs are eligible for national beneficiaries as well as the funding rates and limits of the countries in question. See details in the internal/ national Eligibility and Funding Rules ([http://eranet-lac.eu/Joint\\_Calls.php](http://eranet-lac.eu/Joint_Calls.php)) and/or contact your national Call Contact Person (Annex 1).

### **Which types of institutions are eligible for participation and funding?**

Applicants can represent public and private scientific, research, technological and innovation institutions on national, federal or EU-LAC regional level, research active industry and NGOs and other institutions involved in research and or innovation activities, as long as they are eligible for funding according to the respective national regulations. To check if your institution is eligible for funding, see the specific internal/ national funding regulations (see [http://eranet-lac.eu/Joint\\_Calls.php](http://eranet-lac.eu/Joint_Calls.php)) and/or contact your national Call Contact Person (Annex 1 and ERANET-LAC website).

### **How can I find the appropriate partner institutions?**

ERANet-LAC supports the identification of partner institutions in Latinamerica/Caribbean and Europe. On the project website [http://eranet-lac.eu/Joint\\_Calls.php](http://eranet-lac.eu/Joint_Calls.php) a partner search tool is published to help bring together interested applicants from countries in both regions. Applicants who are looking for partner institutions in a specific are asked to send their partner search request to: [jointcall@eranet-lac.eu](mailto:jointcall@eranet-lac.eu).

All requests will be published in the search tool and made available to all interested institutions immediately.

### **Can I be an evaluator and a partner of a project proposal at the same time?**

No! If you are the coordinator or a partner in a project proposal of the ERANet-LAC Joint Call, you are not allowed to perform as an evaluator.

Evaluators are selected by the Group of Funding Parties from a database following a pre-selection procedure through the Call Secretariat.

### **What is the role of the coordinator?**

The project coordinator, has the overall responsibility for the project, and will represent the consortium in all communication with the Call Secretariat. The coordinator is responsible for submitting the proposal, and will receive the results of the evaluation. Within a joint proposal, the project leader from each country will be the contact person towards the respective national funding organizations.

The project leaders within a joint proposal (Latin-American/Caribbean and European) will be the contact persons for the respective national funding organizations.

### **Must all partners be included in the project proposal at the submission stage?**

Yes. The whole consortium must be identified and included from the start of the project. It is important to ensure that the minimum participation requirements are met (see below, page 8) and that all consortium partners are eligible for funding according to the national eligibility and funding

rules.

### **How many partners must cooperate in a project proposal?**

Each consortium submitting a proposal must involve a minimum of four eligible partners from four different countries participating in the call (see list of countries above). There must be at least two countries from each region (EU and LAC in the consortium, and no more than two partners per country. Each consortium is encouraged to include groups/researchers from both the academic and the industrial sector, if allowed by the National Regulations).

Only transnational projects will be funded. Each collaborative consortium should have the optimal critical mass to achieve ambitious scientific/innovation goals and should clearly show an added value from working together.

### **Can I submit more than one proposal as a coordinator?**

No. However, one research institution – as a legal entity – is allowed to participate as a coordinator or partner in several project proposals.

### **May I submit a proposal twice?**

A given proposal may only be submitted for one of the thematic areas supported within the framework of the ERANet-LAC call; proposals submitted by the same consortium within more than one thematic area will be considered non eligible. If a partner participates in more than one proposal in the same or a different area, it has to be declared and justified in the description of the team. Otherwise the proposals can be considered non eligible. Consortia submitting proposals are obliged to report submission of the same or similar proposals to other funding schemes, as well as funds awarded as a result of such submission. ERANet-LAC retains the right to reconsider the granting of funds should the concerned project consortium fails to report double submissions or the funds awarded as a result of such submissions.

### **What happens if one of the project partners is found ineligible for funding after the submission of a project proposal?**

The inclusion of a non-eligible partner in a proposal leads to the rejection of the entire proposal without further review.

### **Should I provide a detailed financial plan when submitting a project proposal?**

Yes. The project coordinator is expected to calculate the overall costs and the requested amounts per partner. In the online application form it is required to give a detailed description of the requested funds for each cost category (labour costs, travel and subsistence, events, equipment, consumables, subcontracts, overheads, other costs).

### **How many applicants from a country are allowed to participate in a project?**

The consortium must not exceed a maximum of two partners per country.

### **What are the requirements for a Consortium Agreement?**

Each consortium selected for funding should provide a Consortium Agreement (CA), signed by all participants, to clarify the potential Intellectual Property Rights (IPR) matters (such as licensing in, licensing out, patent and exploitation strategy). The project consortium is strongly encouraged to sign this CA before the official project start date, and in any case the CA has to be signed no later



than six months after the official project start date. The CA must address (as a minimum), the following points:

- Common start date and duration of the research and / or innovation project
- Organization and management of the project
- Role and responsibilities of each partner resources and funding
- Confidentiality and publishing
- Intellectual Property Rights
- 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)

Any issues regarding funding are a bilateral matter between each project partner and the relevant funding organization and should be excluded from the CA. The CA, together with any other information required by national regulations, must be made available upon request to the national funding agencies.

ERANet-LAC may provide a standard document that can be used as template and modified according to the specific needs of the consortium.

### **What are the evaluation criteria for a project proposal?**

The set of criteria for collaborative RESEARCH and/or INNOVATION projects includes:

#### **The set of criteria for collaborative RESEARCH and/or INNOVATION projects includes:**

- Scientific and technological quality and international competitiveness of the proposal (novelty; innovation potential; methodology; degree of technological maturity).
- Quality of the project consortium (international competitiveness of participants in the field(s), previous work and scientific expertise of the participants, previous level of collaborative interaction between the participants, added value of the transnational/EUCELAC collaboration)
- Quality of the organization and coordination, multidisciplinary, and appropriateness of time and work schedule.
- Viability and feasibility according to existing and requested resources (equipment, man power, etc.). The financial stability of the applicants will be considered as an important criterion. Can the research objectives be realistically achieved in the time frame proposed against the current [state-of-the-art](#)?
- Potential impact: Transnational/EU-CELAC related benefit & added value. This criterion is of particular relevance and of high priority.

#### **For projects that include an INNOVATION aspect, the following additional criteria must be considered:**

- Innovation aspects.
- Prospects for economic impact and exploitation of results. I.e.:
  - Scientific and economic advantage and potential of the project (commercialization of results etc.)
  - Planned route to commercial exploitation (if applicable)
  - Impact for the companies (if applicable)
  - Management of IP and plans for consortium agreement

- Implementation of project results, future strategy etc.
  - Other valorization potential
- The social relevance of the expected results and the contribution to the scientific community can be considered as secondary evaluation criteria.
- No additional criteria will be used for evaluation and selection of the proposals.

### What are the rating scores for a project proposal?

The evaluation procedure will be done according to the above mentioned criteria. Each evaluation criterion will be measured through categories and on the above 5 - 1 scale.

<p><b>EXCELLENT = 5 points</b></p> <p>The proposal addresses all aspects of the criterion in question in an outstanding manner.</p>
<p><b>VERY GOOD = 4 points</b></p> <p>The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.</p>
<p><b>GOOD = 3 points</b></p> <p>The proposal addresses the criterion well, although certain improvements are possible.</p>
<p><b>FAIR = 2 points</b></p> <p>While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.</p>
<p><b>POOR = 1 point</b></p> <p>There are serious inherent weaknesses in relation to the criterion in question.</p>

### What is the evaluation procedure for the ERANet-LAC Joint Call?

The selection of the proposals for funding is based on an international, independent remote peer-review procedure. A dedicated pool of evaluators, consisting of external independent experts, will assess anonymously the merits of the submitted proposals. Each proposal will be evaluated by three external evaluators. Following the peer-review process, Scientific Expert Committees, consisting of scientifically multidisciplinary experts with large experience in managing, following and evaluating transnational projects in each of the thematic areas, will consolidate the results of the evaluation and make recommendations to the Group of Funding Parties (GFP).

The final recommendation for funding rests with the Group of Funding Parties. The formal funding decision will be made by the respective national Funding Party.

### What are the reporting requirements for projects funded in the ERANet-LAC Joint Call?

The coordinators of funded projects will be requested to send an **interim report** to the ERANet-LAC call secretariat, latest 20<sup>th</sup> December 2016. This report must be in English and use a common report form that will be provided. The research partners are jointly responsible for the delivery of the report, and the Call Secretariat will only accept reports delivered by the project coordinator on behalf of the whole consortium.

If required, each participant should submit financial and scientific reports to their **national funding organisations**, according to national regulations. The progress and final results of each individual contract/letter of grant will be monitored by the respective national/regional funding organisations.

Funding recipients must ensure that all outcomes (publications, etc.) of funded projects include a proper acknowledgement of ERA-Net LAC and the respective national/regional funding partner

organisations.

The outcome will contribute to the overall evaluation of the ERANet-LAC Joint Transnational Call.

### **What is the schedule for the call?**

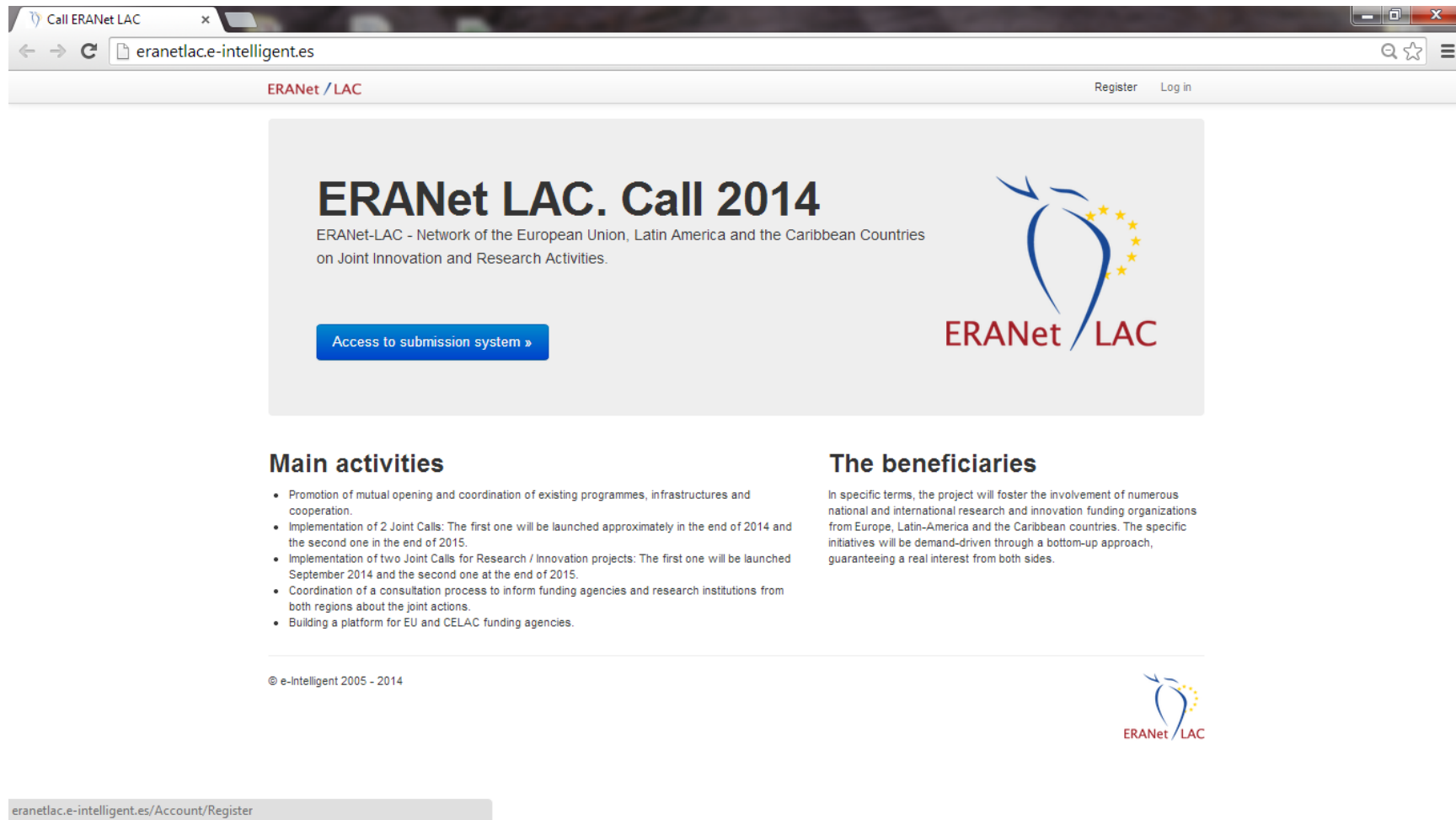
Publication of the Joint Call	Tuesday, 16th September 2014
Deadline for proposal submission	Thursday, 27th November 2014 (deadline of 15.00 CET)
Eligibility check	4th – 15th December 2014
Online evaluations	15th Jan. – 15th March 2015
Scientific Evaluation Committees' meeting (ranking of proposals)	April 2015
GFP Meeting in Mexico to decide which proposals will be funded	End of April / Beginning of May 2015
Information of applicants about the results of the evaluation	End of May 2015
Preparation of national/ regional funding contracts/funding decisions	As of June 2015
Start of projects	As of September 2015
Interim project report	20 <sup>th</sup> December 2016
Maximum duration of projects	36 months

### **Where can I find more information about the ERANet-LAC project and the Joint Call?**

Please visit the website <http://www.eranet-lac.eu> for further information about the ERANet-LAC project and the first Joint Call on Research and / or Innovation Projects.

The application procedure is managed by the Call Management System of CYTED:  
<http://calleranet-lac.cytcd.org>.

## II. SCREENSHOTS OF THE ONLINE APPLICATION PROCEDURE



The screenshot shows a web browser window with the address bar displaying "eranelac.e-intelligent.es". The page header includes "ERANet / LAC" on the left and "Register Log in" on the right. The main content area features a large banner for "ERANet LAC. Call 2014" with the subtitle "ERANet-LAC - Network of the European Union, Latin America and the Caribbean Countries on Joint Innovation and Research Activities." A blue button labeled "Access to submission system »" is positioned below the banner. To the right of the banner is the ERANet LAC logo, which consists of a stylized blue bird-like shape with yellow stars above it. Below the banner, there are two columns of text: "Main activities" and "The beneficiaries". The "Main activities" section lists five bullet points regarding mutual opening, joint calls, and coordination. The "The beneficiaries" section describes the project's goal of fostering research and innovation funding organizations. At the bottom left, there is a copyright notice "© e-Intelligent 2005 - 2014". At the bottom right, there is a smaller version of the ERANet LAC logo. A footer bar at the very bottom contains the URL "eranelac.e-intelligent.es/Account/Register".

ERANet / LAC Register Log in

# ERANet LAC. Call 2014

ERANet-LAC - Network of the European Union, Latin America and the Caribbean Countries on Joint Innovation and Research Activities.

[Access to submission system »](#)

### Main activities

- Promotion of mutual opening and coordination of existing programmes, infrastructures and cooperation.
- Implementation of 2 Joint Calls: The first one will be launched approximately in the end of 2014 and the second one in the end of 2015.
- Implementation of two Joint Calls for Research / Innovation projects: The first one will be launched September 2014 and the second one at the end of 2015.
- Coordination of a consultation process to inform funding agencies and research institutions from both regions about the joint actions.
- Building a platform for EU and CELAC funding agencies.

### The beneficiaries

In specific terms, the project will foster the involvement of numerous national and international research and innovation funding organizations from Europe, Latin-America and the Caribbean countries. The specific initiatives will be demand-driven through a bottom-up approach, guaranteeing a real interest from both sides.

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ERANet / LAC

eranelac.e-intelligent.es/Account/Register

**Registration:** Before you can log into the electronic proposal submission system, you need to register. Please click on the top right icon "Register", enter your E-mail address and follow the instructions. During the registration process you will receive back a password via the given E-mail address. Then you can **Access to the submission system** (blue button) with E-mail address and password. After login you can enter data and information about your

research project.

The screenshot shows a web browser window displaying the ERANet/LAC project submission form. The browser's address bar shows the URL <http://eranetlac.e-intelligent.es/Project/IndiceTdsolic>. The page title is "Call ERANet LAC. Project". The navigation menu at the top includes "ERANet / LAC", "Project", "Partners", "Technical description", "Annex I", and "Submission". The "Submission" link is circled in red, with a red arrow pointing to it from a red oval labeled "Checking & Submission page". A blue oval labeled "FIELDS" has arrows pointing to the "Project", "Partners", "Technical description", and "Annex I" links. The main content area is titled "General information of the Project" and contains a form with the following fields: "Topics" (dropdown menu), "Research" (checkbox, checked), "Innovation" (checkbox, unchecked), "Project acronym" (text input), "Project full title" (text input), "Keywords" (text input with tags: "Computational Materials Science X", "Legal concomitant research X", "Zoology X"), "e-mail contact" (text input), "Other e-mail contact" (text input), "Expected start date" (text input), "Project duration (months)" (text input), and "Total requested funding" (text input). At the bottom of the form are "Save changes" and "Cancel" buttons. The footer of the page shows "© e-Intelligent 2005 - 2014".

The application form is structured in four different fields or pages (access buttons on the top): **Project**, **Partners**, **Technical description** & **Annex**. The fifth page, **Submission**, allows the checking and final submission of the proposal.

The screenshot shows a web browser window with the URL <http://eranetlac.e-intelligent.es/Project/Indice?idsolici>. The page title is "Call ERANet LAC. Project". The navigation menu includes "ERANet / LAC", "Project", "Partners", "Technical description", "Annex I", and "Submission". A user profile icon is visible in the top right.

On the left, a sidebar titled "SECTIONS" contains two items: "Data project" (highlighted in blue) and "Executive summary".

The main content area is titled "General information of the Project" and contains a light blue instruction box: "Fill in the following information about the project. Remember to save changes before logging out or getting out of this section." Below this is a form with the following fields:

- Topics: A dropdown menu with the selected value "HEALTH#1. Interventions metabolic & cardiovascular diseases".
- Research: A checkbox that is checked.
- Innovation: A checkbox that is unchecked.
- Project acronym: A text input field containing "PdIdB".
- Project full title: A text input field containing "Proyecto de investigación biomédicas".
- Keywords: A multi-select field containing "Computational Materials Science", "Legal concomitant research", and "Zoology".
- e-mail contact: A text input field containing "eteston@madrimasd.org".
- Other e-mail contact: A text input field containing "eduardo.teston@e-intelligent.es".
- Expected start date: A text input field containing "2014-01-09".
- Project duration (months): A text input field containing "35".
- Total requested funding: A text input field containing "€ 1.234 ,00".

At the bottom of the form, there are two buttons: "Save changes" (highlighted in blue) and "Cancel".

At the bottom of the page, there is a copyright notice "© e-Intelligent 2005 - 2014" and a small logo on the right.

**Step 1:** the page **Project** is referred to the general information and includes two sections: Project data (topic, research and/or innovation project, acronym, title, keywords, e-mail contact, start date, duration, requested funding) and Executive summary


ERANet / LAC Project Partners Technical description Annex I Submission

### Partner of the Project

Head/ Responsible	Organization/ Institution	Acronym	Type of partner	Funding Agency	Country	
r		value?	Beneficiary	<undefined>		Action ▾
r		value?	Beneficiary	<undefined>		Action ▾
r		value?	Beneficiary	<undefined>		Action ▾
r		value?	Beneficiary	<undefined>		Action ▾
r		value?	Beneficiary	<undefined>		Action ▾
r		value?	Beneficiary	<undefined>		Action ▾
r		value?	Beneficiary	<undefined>		Action ▾

Click the next button to add a new partner

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**Step 2:** the page **Partners** compiles the full list of project partners. Click on the “Add partner” button to start the listing.

For every partner included in the list, there are 4 sections:

**Partner data:** organization/institution, acronym, center, department, group/laboratory/unit, full name, title and position of the group leader, members of the group, address, city, post code, country, telephone, e-mail, website.

**Financial data:** type of partner, funding agency, activity type, total effort (person months), total costs, total requested funding.

**Project costs:** personnel, equipment, materials, subcontracting, travel and subsistence costs, other costs, overheads.

**CV and professional experience:** brief CV of the coordinator and the group leader (Principal investigators) including a list of each partner's 5 most relevant publications in the last five years.



The screenshot shows a web browser window with the URL <http://eranetlac.e-intelligent.es/Section/Indice?idsolic>. The page title is "Technical description. Call ...". The navigation menu includes "ERANet / LAC", "Project", "Partners", "Technical description", "Annex I", and "Submission".

On the left, a sidebar titled "SECTIONS" lists the following items:

- Publishable summary of the project** (highlighted in blue)
- Scientific and technological challenge
- Technical and scientific description of the project
- Work plan
- Relevance to ERANET-LAC and Transnational Added Value
- Potential for economic impact and exploitation of results
- Main facilities and Equipment
- Status of Consortium Agreement
- Related proposals submitted to other funding agencies

The main content area is titled "Publishable summary of the project" and includes the following text:

**Publishable summary of the project**  
 This summary will be used solely for publications purposes

Please note when generating the proposal final document that the electronic tool will not allow the submission if the text exceeds the maximum length allowed for each section. To check in advance the contents of your proposal, please go to the Submission section, where you can generate a draft of the proposal.

(Maximum length : 1/4 page)

Below the text is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and help. The editor contains the text "Publishable summary of the project--".

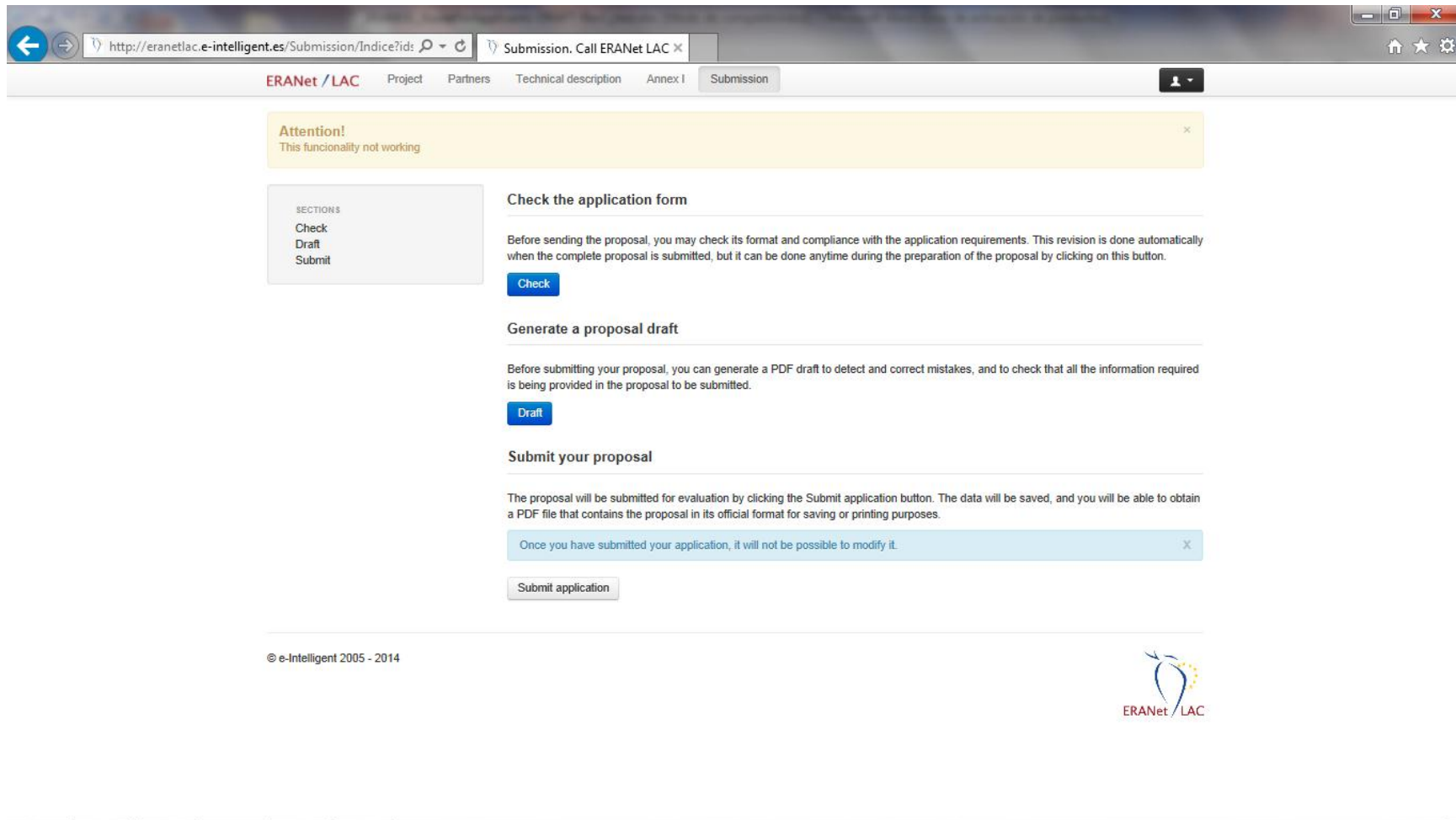
At the bottom of the editor are two buttons: "Save changes" and "Cancel".

The footer of the page contains the copyright notice "© e-Intelligent 2005 - 2014" and a logo of a stylized blue and yellow figure.

**Step 3:** the page **Technical description** includes nine sections: Publishable summary of the document; Scientific and technological challenge; Technical and scientific description of the project; Work plan; Relevance to ERANET-LAC and Transnational Added Value; Potential for economic impact and exploitation of results; Main facilities and equipment; Status of consortium agreement; Related proposals submitted to other funding agencies.

The screenshot shows a web browser window with the URL <http://eranetlac.e-intelligent.es/Section/IndiceAnexo?i>. The page title is "Annex I. Call ERANet LAC". The navigation menu includes "ERANet / LAC", "Project", "Partners", "Technical description", "Annex I", and "Submission". The "Annexes" section is highlighted in the sidebar. The main content area is titled "ANNEXES" and contains the following text: "Additional information related to the project can be added here (e.g. technical drawings, diagrams, charts, etc.)". Below this, a note states: "Please note when generating the proposal final document that the electronic tool will not allow the submission if the text exceeds the maximum length allowed for each section. To check in advance the contents of your proposal, please go to the Submission section, where you can generate a draft of the proposal." A note in parentheses indicates "(Maximum length : 3 pages)". A rich text editor is provided with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, insert image, insert table, insert video, insert audio, and insert link. The editor's text area contains the placeholder text "Additional information relating to the project to be added here". At the bottom of the editor, there are "Save changes" and "Cancel" buttons. The footer of the page includes the copyright notice "© e-Intelligent 2005 - 2014" and a logo.

**Step 4:** the page **Annex** allows including in the proposal any additional information that the applicants may consider relevant: texts, figures, charts, letter/s of commitment from associated partners, etc.



**Step 5:** On the page **Submission** you can check at any time if the proposal adjusts to the application requirements (this revision is nevertheless done automatically when the proposal is submitted). Additionally a .pdf file can be generated before submitting the proposal in order to detect and correct mistakes. The proposal will be submitted for evaluation by clicking the “Submit application” button. Afterwards you’ll be able to generate a .pdf file for saving or printing purposes. Please be aware that once submitted the proposal cannot be modified.

## Annex 1 – Call Secretariat and Call Contact Persons

### ERANet-LAC Joint Call Secretariat and the National and Regional Contact Persons

The **ERANet-LAC Call Secretariat (CS)** is entrusted with the overall operational management of the ERANet-LAC Joint Call. It is the general contact point for first questions related to the Joint Call, the application process and the use of the CYTED webtools.

The **Call Contact Persons (CCPs)** are located in each country which participates in the ERANet-LAC Joint Call. One of their main tasks is to advise the potential applicants from their countries/regions on the applicable national/regional regulations during the proposal submission process.

Country	Funding org.	Contact person	Contact details
<b>Call Contact Persons Latin-America / Caribbean</b>			
Argentina	MINCYT	Mónica Silenzi	msilenzi@mincyt.gob.ar +54 11 4899 5000 (Ext. 4084)
Brazil	CNPq	Michael Morgantti	michael.pedroso@cnpq.br Tel.: +55-61-3211-4143
Chile	CONICYT	Trinidad García	mgarcia@conicyt.cl Tel: +56 2 365 4576
Colombia	COLCIENCIAS	Fabio Iván Monroy	fimonroy@colciencias.gov.co Tel: +57 1 6258 480 Ext. 2119
Dominican Republic	MESCYT	Dr. Plácido F. Gómez Ramirez	pgomezramirez@gmail.com Tel Office: +809 731 1100 Ext. 4298, Cell: +829 452 8055
México	CONACYT	Moira Karosuo	eranet-lacmexico@conacyt.mx Tel. (+52 55) 5322 7700 Ext. 1763
Panama	SENACYT	Carlos Aguirre	caguirre@senacyt.gob.pa Tel.: +507 517 0064
Peru	CONCYTEC	Juan Tarazona	jtarazona@concytec.gob.pe
Uruguay	MEC	María Laura Fernández	mlfernandez@anii.org.uy Tel: +598 29166916, ext. 231
<b>Call Contact Persons Europe</b>			
Belgium	FNRS	Joel Groeneveld	joel.groeneveld@frs-fnrs.be Tel: +32 (0) 2504 9270
Belgium	BELSP0	Brigitte Decadt	<a href="mailto:Brigitte.decadt@belspo.be">Brigitte.decadt@belspo.be</a> Tel: +32 2 23 83 570
France	BPI	Ineke Petit	ineke.petit@bpifrance.fr Tel: +33(0)1 41 79 91 32
France	MENSER-MAEDI	Olivier Giron	Olivier.giron@education.gouv.fr Tel: +33 1 5555 2016
Germany	BMBF / DLR	Marianne Vaske	Marianne.vaske@dlr.de Tel: +49 228 3821-1439
Norway	RCN	Ellen Vollebaek	ev@rcn.no Tel: +47 480 76 229
Portugal	FCT	Isabel Figueiredo	Isabel.Figueiredo@fct.pt Tel: (351) 21 39 11 536
Romania	UEFISCDI	Mircea Segarceanu	Mircea.Segarceanu@uefiscdi.ro Tel: +40 21 311 5992
Spain	ISCIII	Ignacio Baanante	era@isciii.es Tel: +34 918222576
Spain	MINECO	Luis Guasch Pereira	eranetlac@mineco.es

			Tel: +34 91 603 7960
Turkey	TUBITAK	Ms. Ayda PEKTAS,	<a href="mailto:ayda.pektas@tubitak.gov.tr">ayda.pektas@tubitak.gov.tr</a> Tel: +90 312 468 5300 (ex. 1152)
<b>Call Secretariat</b>			
Spain	CYTED	Guillermo Morales Rodriguez	<a href="mailto:guillermo.morales@cyted.org">guillermo.morales@cyted.org</a> Tel: +34 915 31 63 87