

Guidelines for applicants

Please refer to the 'call for proposals' document for eligibility and rules for joint collaborative projects; and for information on the evaluation procedure.

CHECKLIST FOR THE COORDINATOR:

In order to make sure that your application will be eligible to this call, please collect the information required to tick all the sections below before starting to complete the application form.

- General conditions:

- The project proposal addresses the **AIM/S** of the call
- The project proposal meets one of the **THEME and SUBTHEME/S** included in this call

- The composition of the consortium:

- The project proposal involves at least three Partners from at least three countries participating in the BiodivERsA call, except for proposals including research groups from outermost regions for which research groups may only come from two different countries, mobilizing three different funding organisations.
- The main applicant is employed by an eligible organisation in one of the countries participating to the call

- Eligibility of consortium Partners:

- I have checked that each partner involved in the project proposal is eligible to receive funding by its national/regional funding organisation. Non eligible partners are therefore aware of that fact and a signed official letter of support declaring that their organisation will support their activities must be provided at the second step.

Please note:

- **Proposals that do not meet the national/regional eligibility criteria and requirements will be declined without further review.**
- **All fields must be completed using Arial 11, single-spaced, margins of 1.27 cm. Incomplete proposals, proposals using a different format or exceeding length limitations of any sections will be rejected without further review.**

The following aspects should be included in the pre-proposal form:

0. Project title, acronym, keywords and overall requested budget

Project title and acronym are definitive. Keywords can be modified at the second step.

I. Administrative details

General information on the coordinator and Partners involved, as well as the requested budget per Partner. The coordinator and Partner list should be considered definitive at this stage. This should allow giving a clearer view of the proposed project scope at submission of pre-proposal step and thus enhances the efficiency of the evaluation procedure.

Please note that eligibility criteria follow funding organisations' rules. Applicants are strongly advised to contact their corresponding Funding organisation Contact Point and confirm their eligibility with their funding organisations before submitting a pre-proposal.

II. Abstract

Short abstract on your project, including information on the theme to which you apply, as well as information on the addressed subtheme(s), studied environment(s), socio-economic sector(s), disciplines involved and geographical coverage foreseen.

The information on theme(s), studied ecosystem(s), discipline(s) involved and geographical coverage will help building the Evaluation Committee.

III. Short project description

The description of the project should include:

1. *A short description of the hypothesis, theories and/or main research questions and explanation of the novelty of the research planned*
2. *Scientific objectives*
3. Brief description of the methodologies and work planned
4. *Work plan and division of work packages between the Partners*
5. *Relevance for the policy application, importance of the research for solving pressing issues related to biodiversity*
6. Description of stakeholder engagement and identification of end-users for project results
7. *Proposed exploitation of result, and knowledge transfer to practitioners, policy- and decision-makers*
8. *Communication of results to practitioners, policy- and decision-makers*
9. *Fit to the call and thematic priorities*
10. *European added value of research proposed and transnational collaboration*

Please take into account the assessment criteria (Annex 7)

IV. CVs

V. Exclusion of potential reviewers

VI. Requested budget

The indicated requested budget per Partner is definitive, unless adjustment is requested by the national/regional funding organisation. Please also indicate the indicative repartition of costs between the different categories of costs.

The information given in the pre-proposals is binding. After the 1st eligibility check (and 1st peer-review, if applicable) no changes regarding the proposals contents will be allowed by the CSC between the pre-proposals and full proposals. Regarding the administrative details, a limited number of changes in Partners can be allowed by the CSC (maximum 2). A detailed justification of the changes will have to be communicated to the Call Secretariat and CSC by the project coordinator as soon as possible.

The following aspects should be included in the full application form:

0. Project title and keywords

I. Administrative details

I.A. General Information on the

- Coordinator
- Partners involved

Note that eligibility criteria follow funding organisations' rules. Please consult eligibility documents and contact your Funding Organisation Contact Point (both lists are available in the call documents and on the BiodivERsA website) for more information and to check your eligibility.

I.B. Time to be dedicated to the project per member

I.C. Declaration of parallel submissions of this proposal (whole or parts) to other funding programmes

II. Project Summary

Including information on theme(s), studied environment(s), socio-economic sector(s), disciplines involved and geographical coverage of the project, as well as the list of work packages and estimated working time per work package, list of deliverables and milestones, duration of the project.

Information on disciplines involved in the project will facilitate the check on multidisciplinary in the project, and information on study areas/countries will facilitate the check on geographical range of the project.

III. Scientific publications: Top 5 scientific publications of the applicants relevant to the application

IV. Description of the project

IV.A. Detailed description of the research area and research plan

IV.B. Communication plan

The description of the project should include:

1. *A short description of the hypothesis, theories and/or main research questions, and explanation of the novelty of the research planned*
2. *Scientific objectives with detailed account of their relationship to the themes of the call and to ongoing relevant projects. Organise the objectives into a list so that each objective is accurately defined and quantified. Work plan and division of work packages (WP) between the Partners and statements of responsible WP and task leaders, with approach to ensure good coordination of the project *Justification of resources requested**
3. *Relevance for the identified policy application, importance of the research for solving pressing concerns and/or issues related to biodiversity*
4. *Proposed exploitation of project results*
5. *End users and stakeholder engagements*
6. *Knowledge transfer, communication of results to practitioners, policy- and decision-makers*
7. *European added value of the proposed research*

Please take into account the assessment criteria (Annex 7)



- V. Detailed time schedule and working programme
- VI. Links to national and international research projects and programmes (if applicable)
- VII. Budget
 - Please take funding organisations' rules into account.
- VIII. Description of project management
- IX. CVs
- X. Exclusion of potential reviewers
- XI. Suggestion of potential reviewers
- XII. Signature