



# Guidelines for Pre- proposal Submission

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Maritime and Marine Technologies for a new  
Era

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### 1. Background

The Call Announcement of the MarTERA first transnational call provides the essential information about the evaluation procedure, eligibility and evaluation criteria. These guidelines briefly explain some technical issues related to the proposal submission.

### 2. Process overview

The procedure is divided into several steps: submission, eligibility check and selection 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.martera.eu/submission/call1>.

#### Submission of a pre-proposal

**The pre-proposal consists of different parts which have to be filled in online.** 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.

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 **17:00 CET on 31 March 2017**.

After successful submission the coordinator as well as the partners 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 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 cannot exceed the limited characters in each section.

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

Up to five 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. The pre-proposal must be filled out online in the submission tool <https://www.martera.eu/submission/call1>. The content of the pre-proposal is described in section 3.

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

### Eligibility check and selection of pre-proposals

The pre-proposals will be checked whether they can be considered eligible regarding to eligibility criteria as laid down in the section 4 of the Call Announcement and according to the National Guidelines ([www.martera.eu/joint\\_calls](http://www.martera.eu/joint_calls)).

**Please note: If one partner of a consortium does not fulfil their national/regional eligibility criteria, the whole consortium will be deemed ineligible.**

**It is the responsibility of the consortium coordinator to verify that the consortium fulfils the MarTERA Call eligibility criteria and that all partners fulfil their national/regional eligibility criteria. In case of uncertainty regarding eligibility criteria, please contact the National Programme Managers.**

Each pre-proposal will be at least checked for eligibility at the Call Office and at national level after submission. A final selection of pre-proposals will be done in a common Steering Committee Meeting. The Call Office will inform the coordinators about the evaluation results of the pre-proposals.

## 3. Template pre-proposal

**The pre-proposal consists of different parts which have to be filled in online. Please follow the structure of the online template when preparing your proposal.** Please note that you can save your text only if it does not contain more characters than pre-defined within the submission tool.

Project and organisation data:

**ACCOUNT** coordinators can change the password in this section

**COORDINATOR PROFILE** details like salutation, family name, first name, affiliation and address details

**PARTNERS** details like salutation, family name, first name, affiliation and address details

**PROJECT DATA** project title, acronym, duration, priority area, topics

**Content of the pre-proposal (project description):**

**PROJECT OBJECTIVES** general objectives of the project and expected results (strategic, commercial, etc.), scientific and/or technological aims of the project; relevance to the scientific scope (including sub-theme) - how does the project fit into the scientific scope as described in the Call Announcement;

**STATE OF THE ART** in research and development: scientific and technological project description including an overview of the state of the art of knowledge an innovative characteristics of the project, alternative solutions, intellectual property protection rights, information search

**EXPLOITATION PLAN** economic advantage/expectations and potential of the project (commercialisation of results potential IPR, etc.), scientific and/or technical expectations, scientific and economic continuation, impact for the companies (status quo, growth, competitiveness, employment), compatibility with norms, standards and regulation, sustainability including social and environmental impact (employment, quality of life, regional aspects, working conditions)

**ADDED VALUE** European added value in carrying the work at European level, clear added value in carrying out the work at trans national level, solving of societal or environmental problems

**FUNDING AND RISK** necessity for funding and risk, scientific and technological risks, investigations with a risky character

**LETTER OF INTENT / COMMITMENT** only if applicable e.g. in case of applicants who are not eligible for funding incl. partners from countries not participating in this call; pdf documents of up to 5 MB can be uploaded

**WORKPLAN** methodology and brief description of work plan details

**CONSORTIUM COMPOSITION** management and complementarity of the consortium, roles, competences, responsibilities and specific contributions of each partner; earlier research activities and experience of partners in the proposed field

**GANTT CHART** please upload a PDF document, which contains the Gantt chart of up to 2 MB

**KEYWORDS** keywords enable effective expert selection to evaluate your proposal, 5 keywords maximum

**FINANCIAL PLAN** please insert the budget of the project together with requested funding and total own contribution. Cost categories are personnel, travel, material, equipment, consumables, overhead, and other costs like depreciation, subcontracts, rent and leasing. Be aware that some types of costs may not be fundable by all funding organisations.

#### TOTAL COSTS

Organisation Name	Personnel	Travel	Materials, equipment	Consumables	Other costs e.g. subcontracts, depreciation, rent, leasing etc.	Overhead	Total costs

TOTAL							
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#### REQUESTED FUNDING/OWN CONTRIBUTION

Organisation Name	Total costs	Own contribution	Requested funding

TOTAL			
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**FINANCE COMMENTS** please enter a brief description regarding your costs. For overhead costs national regulations apply. In case you have other costs please specify.

**IMAGE UPLOADS** you have the opportunity to upload up to 5 images. In order to insert them, you enter the place marker "[[figureX]]" into your text (where the image should appear), by replacing the X with the number of the image you create the link to the image, allowed formats are .jpg, .png or .gif, the max file size: 600px x 600px, 2 MB.

### **Further points**

**FACTSHEET** the coordinator and the partners can download the work version (the current state of your entered data) as well as the finalized version (the state of your entered data from your last submit)

**VALIDATION** the proposal is ready for submission if all fields are green and the comment says "validation successful, ready to submit", please have in mind that this is no guaranty that all pages are filled in properly

The final step is to enter the submission button. After that, A SUBMITTED PROPOSAL EXISTS. If you have already submitted a proposal but you can resubmit at any time until the closing date.

**SUBMIT** you have to confirm the following declarations after validation:

*The project applicants hereby declare, that to the best of their knowledge the research outlined in this proposal is unique in character and does not duplicate research already funded at national, regional or EU level, within nation, regional, international or EU calls.*

