

# Bi-Regional Joint Call on Research and Innovation

## CALL TEXT

**Proposal Submission Deadline:**  
**Day, month, year, hour (CET and 3<sup>rd</sup> country/region)**

Website:  
Presenting Call Text and National / Regional regulations, Guidelines for Applicants and project description template)

Link to the Joint Call Webtool:

Contact:  
Call Secretariat / Coordinator of the action

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**Applicants should check the national /regional regulations of their funding organizations before they submit their proposal (see <http://XXXX>)**

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# 1. Project background / Circumstances of the joint call

## 1.1 General

## 2. Design of the Joint Call

The design of the Joint Call is of flexible nature to ensure that a wide variety of funding institutions is able to join the Joint Call – and that as many researchers as possible from European, Latin-American and Caribbean countries are eligible for funding. For this reason, each participating funding institution will apply its individual national/ regional funding regulations.

**Applicants should therefore, before the submission of a proposal, check the national /regional regulations of their funding organizations (see <http://...> ). Furthermore, they are strongly recommended to contact the National/Regional Call Contact Person (listed PART 2) for guidance.**

## 2.2 Participating countries/regions and Call Topics

In total, XX national/regional funding organizations have agreed to participate in the Joint Call for funding research and innovation projects:

- 1.
- 2.
- 3.

Proposals must be submitted by transnational consortia. Only researchers based in the countries/regions listed below each of the mentioned topics are eligible for funding through the Joint Call.

The following list shows the list of topics and the countries that are funding each of the topics mentioned (please see Annex 1 for full details on the topics):

### **Topic 1: XXX**

Participating countries:

### **Topic 2: XXX**

Participating countries:

### **Topic 3: XXX**

Participating countries:

### **Topic 4: XXX**

Participating countries:

## 2.3 Composition of consortia

Applicants must be eligible for funding according to the regulations of their respective national Funding Organizations. They 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 activities, as long as they are eligible for funding according to the respective national and/or institutional 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.

The following criteria must be taken into account: Each consortium submitting a proposal must involve a minimum of four eligible partners from four different countries with at least two countries from each region (see the list of funding organizations in 2.2 and contact persons in annex 3). A maximum number of national partners applying for funding will be defined in the institutional rules of each funding organization.

Partners not eligible for funding may also be part of consortia if 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 for the funding organizations participating in this 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 before submitting. Self-financed partners cannot assume the role of coordinator of the consortium.

There should be a principal investigator (PI) for each of the national research groups. Each PI will act as contact person for his or her national funders. One of these PIs should be selected through the project consortium as coordinator to represent the consortium, submit the proposal, and establish any further communication with the Call Secretariat.

A coordinator must not submit more than one proposal. However, one research institution – as a legal entity – is allowed to participate as a coordinator or partner in several project proposals.

### **NOTE: How to find partners**

It is recommendable to support the identification of partner institutions in Latin-America / Caribbean and Europe by publishing a partner search tool that helps bringing together interested applicants from countries in both regions.

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

### 2.3.1 Consortium Agreement

Each consortium selected for funding must 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 consortium agreement must be sent to the call secretariat before XXX. It 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.

Standard documents that can be used as templates and modified according to the specific needs of the consortium can be found at: <http://www.desca-2020.eu/> . Further instructions will be provided by the Call Secretariat to the coordinators of the projects selected for funding

## 2.4 Allowable costs and duration of funding

Since funding will be administered according to the terms and conditions of the responsible funding organizations the concrete costs that can be financed through the project may vary for individual partners in a given project consortium. It is therefore important to check the national rules of the Funding Parties and to contact the respective national Call Contact Person. Both can be found in **annex 3 and at <http://XXXX>**

The duration of a project can be up to **XXXX months** (check national regulations). Approved projects should start between XXXXX and XXXX.

## 2.5 Call budget and funding principle

The Joint Call follows the ***juste retour* principle**. It means that the national and regional financial contributions to a virtual common pot will be assigned to project partners of the respective country and region only, in accordance with national and regional regulations.

The overall budget of the Joint Call is the sum of the individual budgets allocated by each participating funding institution. If more than one funding institution from a given country participates in the Joint Call, the added amount of these institutions is considered as the country's overall Joint Call contribution.

An overview of the contribution from each funding institution to each of the call topics is given in Annex 2.

Some funding institutions may decide to set an **upper limit for the budget that can be requested per project partner** from their country. The upper funding limits may thus vary from one country to the other. **Applicants should therefore thoroughly check the national and regional regulations stipulated at <http://XXXX>** and are strongly recommended to contact their National Call Contact Persons (page XX) before submitting their proposal.

## 3. Proposal submission

**Project proposals must be submitted electronically using the XXX webtool** which is accessible directly at: <http://XXXX>. The only currency to be applied in the proposal is EURO.

**The coordinator should fill in the webtool on behalf of the whole consortium** and submit the proposal. Thus only one online proposal per project is needed. The coordinator must confirm that the proposal is endorsed by all project partners by clicking the relevant box in the XXX webtool. A printed version of the proposal should not be sent to the Call Secretariat, but may be required by some national funding agencies (see National regulations).

The Online Submission Form is structured in different fields or pages, each one including various sections (describe in the following with screenshots from the online tool) to be filled in by the applicants.

### **1<sup>st</sup> page: PROJECT**

The general information of the project is requested on this page. Sections:

- **Section 'Project data':**
  - Topic:
  - Relevant technical project data
  
- **Section 'Executive summary':** Brief text summarizing the aim of the proposal, its specific objectives, expected results (research and/or innovation potential, economic benefit, commercialization, etc.). Maximum length: ½ page.  
**Note:** Other than the below mentioned publishable summary, the Executive Summary addresses only the evaluators and may have some content which shall not be dedicated to the public.

### **2<sup>nd</sup> page: PARTNERS**

- **Section 'Partner data':**
  - Please fill the table fields below with the relevant financial technical partner data
  
- **Section 'Financial data':**
  - Please fill the table fields below with the relevant financial project data
  - Type of partner (beneficiary or associated/self-financed)
  - Funding agency: Insert in this box the full name of the funding agency.
  - Register again the full name and country of the funding agency selected:
  - Activity type (Higher education, research, industry, SME, others)
  - Total effort (person months)
  - Total costs (€)
  - Total requested funding (€)
  
- **Section 'Project costs':**
  - Personnel costs: average monthly salary (€), person-months, total costs (€), requested budget (€).
  - Equipment: description, total costs (€), requested funding (€).
  - Materials: description, total costs (€), requested funding (€).
  - Subcontracting: subcontractor, description, total costs (€), requested funding (€).
  - Travel and subsistence costs: description, total costs (€), requested funding (€).
  - Other costs: description, total costs (€), requested funding (€).
  - Overheads: percentage overheads, total costs (€), requested funding (€).

- **Section 'CV and professional experience'**: brief CV of the coordinator and the group leader including the five more relevant publications of the last five years.

### **3<sup>rd</sup> page: TECHNICAL DESCRIPTION**

Sections:

- **Publishable summary of the project**: for publication purposes. Maximum length ¼ page.
- **Scientific and technological challenge**: applicants are requested to describe the relation and relevance of the project to the topic, and the international competitiveness, novelty and innovation potential of the proposal. Maximum length 1 page.
- **Technical and scientific description of the project**: applicants are requested to describe the state of the art; technical milestones and expected results; methodologies and technologies proposed to obtain goals; recent research relevant to the project undertaken by the project partners; brief CV of each partner, emphasizing the scientific/technical expertise which is crucial for the success of the project. Maximum length: 4 pages.
- **Work plan**: applicants are requested to describe the project structure; individual work package description (milestones, deliverables, time schedule) and partners involved; risks assessment (including scientific/technology, management and commercial risks); viability and feasibility of the proposal, emphasizing the relevant expertise of the partners, and the existing and requested resources (equipment, manpower, etc.); monitoring and management of the project. Maximum length: 3 pages.
- **Transnational/EU-CELAC related benefit & added value**: applicants are requested to describe the relevance of the proposal in terms of transnational cooperation, and importance of complementarity of the expertise of EU and CELAC partners; added value of the transnational cooperation (e.g. future potential to participate in other transnational collaborative activities such as EU Framework Programme, extent of knowledge between partners including exchange of personnel, etc.). Maximum length: ½ page.
- **Exploitation of results and (if applicable) economic impact**:  
 Scientific and technological impact of the project: Explain the relevance and importance of the project proposed, in terms of concrete applications (scientific, technological, innovative) and in terms of economic and societal impact.  
 If applicable, include publications, management of intellectual property issues, commercial exploitation and/or impact, implementation of projects results, future strategy, etc; other valorisation potential. Maximum length: 3 pages.
- **Main facilities and equipment**: applicants are requested to describe, if applicable, any significant facility or large-scale equipment that is available to the consortium in order to fulfil the aims of the project. Maximum length: ½ page.
- **Status of the consortium agreement**: applicants are requested to provide a brief outline of the Consortium Agreement, including whether it is at the initial or final draft stage, or in the process of being signed; and an indication as to the expected date of the agreement signature. Maximum length: ½ page.

- **Related proposal submitted to other funding agencies:** applicants are requested to indicate whether the project (as a whole or parts of it) has been submitted to other funding agencies. If so, please indicate the funding agency, the final outcome, and any potential overlapping (complementarity, synergy) with the present proposal. Maximum length: ½ page.

**4<sup>th</sup> page: ANNEX**

Any additional information relevant for the proposal can be added here (e.g. technical drawings, diagrams, charts, etc.), including the Letter of Commitment of the self-financed / associated partners.

**5<sup>th</sup> page: SUBMISSION**

- **Section 'Check':** before sending the proposal, it is possible to check the format and compliance with the application requirements. This revision is done automatically when the complete proposal is submitted but it can also be done at any time during the preparation of the proposal.
- **Section 'Draft':** before submitting the proposal it is possible to generate a .pdf draft in order to detect and correct possible mistakes, and to check that all the information required is being provided in the proposal.
- **Section 'Submit':** this section allows the final submission of the proposal. The data will be saved and the applicant will be able to generate a .pdf file for saving or printing purposes. Once the proposal has been submitted, it is not possible to modify it.

Proposals sent by post, e-mail, fax, telex or facsimile will be rejected. All proposals must be written in English.

Once the proposal is submitted the web-tool sends a confirmation by email:

Body of the message:

*Dear Sir/Madam,  
Your application form has been submitted successfully, with reference  
to: Proposal No. XXXX  
Please find attached the proposal form submitted.  
Joint Call Office*

Recipients:

To: email address of the applicant.

Attachments: .pdf of the application form

**The webtool will be open for proposal submission from: day, month, year, hour (EU and LAC). Deadline ???? hrs Central-European Time).**

More information on how to submit a proposal with the online tool can be found in the Guidelines for Applicants.

Some funding organizations may ask the applicant to submit a parallel proposal to the funding organization in line with the national/regional requirements. This can be done once the joint proposal has been submitted to the Call Secretariat or after the joint proposal has been evaluated. These additional proposals submitted to the national/regional funding organizations



may be evaluated or may not be evaluated by the funding organization, according to the rules and regulations of the funding organization. For further details about each funding organization's requirements with regard to proposal submission, please see <http://XXX>

## 4. Proposal evaluation and funding decision

### 4.1 Evaluation and Selection Procedure

#### 4.1.1 Evaluation Procedure

The evaluation process involves four steps:

- 1) Eligibility check: Will be done by the Call Secretariat, in cooperation with the national partner representatives.
- 2) External written peer review: Will be done remotely by at least three experts covering the specific fields of the research topic(s) addressed in the Joint Call. Each evaluator fills in an individual evaluation form whereby s/he assigns a score to each evaluation item. The evaluator also assesses the alignment of the Proposal with the objectives and scope of the call.
- 3) Ranking of proposals according to the external evaluation results, selection of the best proposals and funding recommendations: Will be done by the Scientific Evaluation Committees (SECs) in a consensus meeting, organized by the Call Secretariat. Each SEC should have at least three experts.
- 4) Selection of the proposals recommended for funding: Will be done by the Group of Funding Parties Final funding decision: Will be done by the respective national Funding Party, taking into account the evaluations and the budget allocated, and all applicable national regulations.

The Scientific Evaluation Committees will formulate a short consensus report for each proposal (strengths and weaknesses) that can be forwarded upon request to the coordinators of the proposals after the evaluation and decision by the Group of Funding Parties has been completed.

#### 4.1.2 Eligibility Check / Eligible beneficiaries

**Applicants are strongly advised to contact their National Call Contact Persons in due time before submission to check their national eligibility.** The list of CCPs is provided in annex 3 and also on the call website ([www.XXX](http://www.XXX)).

A proposal must:

- Conform to the scope and the thematic focus of the call as described in Annex 1;
- meet the consortium composition requirements as specified above, page 6, section 2.3;
- comply with the maximum allowed duration (see page 7, section 2.4);
- comply with the funding principles as specified (see page 9, 2.5 and National Funding Regulations listed at <http://XXX>)
- comply with the terms of the submission procedure as specified in paragraph 3
- be complete according to the rules and in line with the required proposal structure described in the Guidelines for Applicants;
- be submitted in English;

- be submitted electronically using the online tool at <http://XXX>
- meet the submission deadline

Following submission, proposals will be subjected to an eligibility check.

First, the Call Secretariat will check the eligibility of the proposals against the criteria agreed by the Group of Funding Parties.

It will then inform the Group of Funding Parties about the results, providing the rationale for non-eligibility of individual proposals (if relevant) and ask the members of the GFP to check and confirm the eligibility of applicants from their country, according to their national regulations (see <http://XXXXp> for National Regulations).

Finally, the Funding Parties will approve the list of eligible proposals from their national applicants to the Call Secretariat.

The Call Secretariat will then inform the Group of Funding Parties (GFP) about the results providing the rationale for non-eligibility of individual proposals (if relevant).

**Only proposals meeting all the above-mentioned eligibility criteria will be processed by the Call Secretariat. Non-eligible proposals will be rejected. The applicants will be informed by the Call Secretariat.**

Decisions about eligibility of proposals by the GFP are final.

#### 4.1.3 Evaluation criteria

The evaluation procedure will be done according to the criteria defined in the following:

##### 1. Excellence

*Note: The following aspects will be taken into account, to the extent that the proposed work corresponds to the topic description:*

- Clarity and pertinence of the objectives;
- Credibility of the proposed approach;
- Soundness of the concept, including trans-disciplinary considerations, where relevant;
- Extent that proposed work is ambitious, has innovation potential, and is beyond the state of the art (e.g. ground-breaking objectives, novel concepts and approaches).

##### 2. Impact

*Note: The following aspects will be taken into account, to the extent to which the outputs of the project should contribute at the European and/or International level:*

- The expected impacts listed in the topic description under the relevant topic;
- Enhancing research and innovation capacity and integration of new knowledge;
- Any other environmental and socially important impacts;
- Effectiveness of the proposed measures to exploit and disseminate the project results (including management of IPR), to communicate the project, and to manage research data where relevant.

- In case of industry and SME participation: Strengthening the competitiveness and growth of companies by developing innovations meeting the needs of global markets, and where relevant, by delivering such innovations to the markets
- Added value for the EU-LAC cooperation in R&D&I

### 3. Quality and efficiency of the implementation

*Note: The following aspects will be taken into account:*

- Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources;
- Complementarity of the participants within the consortium (when relevant);
- Appropriateness of the management structures and procedures, including risk and innovation management.

#### 4.1.4 Rating Scores

Each of the mentioned evaluation criteria will be measured through categories and on the below 5 - 0 scale.

<p><b>EXCELLENT = 5 points</b>  <b>The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.</b></p>
<p><b>VERY GOOD = 4 points</b>  <b>The proposal addresses the criterion very well, but a small number of shortcomings are present.</b></p>
<p><b>GOOD = 3 points</b>  <b>The proposal addresses the criterion well, but a number of shortcomings are present.</b></p>
<p><b>FAIR = 2 points</b>  <b>The proposal broadly addresses the criterion, but there are significant weaknesses.</b></p>
<p><b>POOR = 1 point</b>  <b>The criterion is inadequately addressed, or there are serious inherent weaknesses.</b></p>
<p><b>0 points</b>  <b>The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.</b></p>

No additional criteria will be used for evaluation and selection of the proposals.

#### 4.2 Priority Ranking through of the Scientific Evaluation Committees

The Scientific Evaluation Committees (SECs) approved by the GFP and constituted by experts or scientific experts, will rank the proposals based on the online evaluations and internal discussions and **recommend to the GFP a list of proposals to be funded.**

#### 4.3 Funding Organizations' Meeting

The GFP will take the **final decision on the proposals** to be recommended for funding on a consensus basis, based on the recommendations of the Scientific Evaluation Committees. It will

discuss and approve the recommended projects according to the ranking list and available budget. The formal funding decisions are made by the national funding organizations. The funding will be administered according to the terms and conditions of the participating national and regional funding institutions, taking into account the applicable regulations and available funding.

All applicants will be informed about the outcomes of the evaluation within one month after the funding decision.

## 5. Funding contract

Following the funding decision, all applicants will be informed by the Call Secretariat about the results of the evaluation process and the next steps to be taken. From then, the national phase will start in each participating country or region. The project partners of each proposal to be funded will conclude an individual funding contract with their respective national/regional funding institution. This may mean that partners of a successful proposal will have to submit an additional application to their national/ regional funding institution to receive their funding.

Before the start of the funding, the Call Secretariat will send a fact sheet with specific project regulations that will apply to all projects participating in the Joint Call to all partners of a successful project.

## 6. Project implementation and reporting

Each consortium funded in the frame of Joint Call must sign a **Consortium Agreement** listing the rights and responsibilities of each project partner (see page 7, section 2.3.1). Depending on the nature of the funded project, special regulations should be included in the Consortium Agreement regarding **Intellectual Property Rights**. Scientific and technological results and any other information derived from the project can be announced, published or commercially exploited with the agreement of the partners of the funded projects and according to the national/regional regulations as well as international agreements concerning intellectual property rights.

The following regulations will apply to all projects that are funded in the frame of the Joint Call:

- If applicable: In any publication of results, mention must be made of the support received in the frame of the Joint Call ("This work was supported by ...).
- Funding recipients must ensure that all outcomes (publications, etc.) of funded projects include a proper acknowledgement of XXXX and the respective national/regional funding partner organizations.

The coordinators of the funded projects will be requested to send the consortium agreement to the Call Secretariat, latest XXX

### **Individual reporting to the national/regional funding institutions might be necessary depending on national/regional regulations.**

The progress and final results of each individual contract/letter of grant will be monitored by the respective national/regional funding organizations.

## 7. Time schedule for the Joint Call

Publication of the Call for Proposals	Day, Month, Year, Time (EU and LAC)
Deadline for proposal submission	Should be approx.. 3 months
Eligibility check	Starting with the submission of the proposals, ending two weeks following the deadline
External evaluations	2 months
Scientific Evaluation Committees' meeting (ranking of proposals)	Should be realized in personal meetings
Meeting of funding parties to decide which proposals will be funded	Following the ranking of proposals
Information of applicants about the results of the evaluation	Latest 3 weeks after the funding decision meeting
Preparation of national/ regional funding contracts/funding resolutions	Aprox. 1 mont
Start of projects	The time period varies in each funding organization. All together some 2-3 months must be calculated
Provision of Consortium Agreement to the Call Secretariat	Must be submitted with the beginning of the project
Maximum duration of projects	Variable

## Annex 1: Exact topic descriptions

Note: the topic descriptions must be precise in order to avoid misunderstandings among the applicants and to guarantee a clear and transparent evaluation process.

## Annex 2: Overview of contributions by the participating funding organizations to each topic

	Funding Organization EU 1	Funding Organization EU 2	Funding Organization LAC 3	Funding Organization EU 4	Funding Organization LAC 5	Funding Organization LAC 6	Funding Organization EU 7	C Funding Organization LAC 8	Funding Organization LAC 9
Topic 1									
Topic 3									
Topic 5									
Topic 7									
Topic 9									
<b>SUM per FA</b>									

**Annex 3: Contact information, Call Contact Persons**

**Joint Call Secretariat and the National and Regional Contact Persons**

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

The **Call Contact Persons (CCPs)** are located in each country which participates in the 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>			
Country 1			Mail and direct telephone number
Country 2			Mail and direct telephone number
Country 3			Mail and direct telephone number
Country 4			Mail and direct telephone number
<b>Call Secretariat</b>			