



4th EU-LAC Joint Call in STI 2022

Guide for Applicants

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Preface

This “Guide for Applicants” provides information about the procedure for the submission of project proposals under the 4th EU-LAC Joint Call in STI 2022.

Part I provides overall information for applicants through “frequently asked questions” and answers.

In part II example screenshots of the actual online submission procedure via the online submission tool “pt-online” are presented, as well as step-by-step advice on how to realize the submission. However, the submission of a project via the online tool should be self-explanatory.

For additional information about the 4th EU-LAC Joint Call in STI 2022, please visit <https://www.eucelac-platform.eu/joint-actions>. If your questions are not answered in this guide, please contact the national Call Contact Person (CCP) of your country or the Joint Call Secretariat at FECYT (see Annex 1).

I. General Information for Applicants

What is the EU-LAC Interest Group?

The EU-LAC Interest Group was founded in March 2017 in order to maintain the very active bi-regional network built by the EC-funded ERANet-LAC project (2013-2017). It consists of 29 funding agencies from both regions wishing to cooperate in bi-regional science, technology and innovation (STI). The activities organized by the EU-LAC Interest Group aim to support the implementation of the Common EU-LAC Research Area and to create further added value to its four pillars: Mobility of Researchers; increased thematic cooperation to address global challenges, international outreach of Research Infrastructures and Innovation. The European Commission is participating in this initiative with a specific view of maintaining the overall coherence with the Governance of the EU-LAC relations.

So far, EU-LAC funding agencies successfully organized three joint calls: Between 2013 and 2017 the 18 ERANet-LAC partners carried out two transnational joint calls and in 2017/2018 the EU-LAC Interest Group organized successfully its first joint call.

Which are the fundamental principles of the 4th EU-LAC Joint Call in STI?

The EU-LAC Calls for Collaborative Research and / or Innovation projects are transnational research support instruments developed by and for the countries participating as funding institutions in the calls. They are 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 7). Their budget is used for the competitive support of Collaborative Research and/or Innovation projects that will have an impact on enhancing the cooperation potential between Europe, Latin America and the Caribbean countries.

Which countries are participating in the 4th EU-LAC Joint Call?

Austria, Bolivia, Brazil, Dominican Republic, Germany, Italy, Panama, Peru, Portugal, Poland, Spain, Turkey and Uruguay.

Which institutions are providing funding for the call?

The "Group of Funding Parties" comprises the following institutions:

1. Austria: Bundesministerium für Bildung, Wissenschaft und Forschung (BMBWF)
2. Bolivia: Ministerio de Educación - Vice Ministerio de Ciencia y Tecnología, MINEDU¹
3. Brazil: Conselho Nacional de Desenvolvimento Científico e Tecnológico, CNPq
4. Brazil: Conselho Nacional das Fundações Estaduais de Amparo à Pesquisa (CONFAP)

¹ The available budget for project funding will be defined by each Bolivian institution participating in one of the mentioned topics. In Bolivia, universities and research centres dispose of their own financial resources and are free to fund the international projects they consider relevant and according to their individual institutional funding regulations.

5. Dominican Republic: Ministerio de Educación Superior, Ciencia y Tecnología, MESCyT
6. Germany: Bundesministerium für Bildung und Forschung, BMBF
7. Italy: Consiglio Nazionale delle Ricerche (CNR)
8. Panama: Secretaria Nacional de Ciencia, Tecnología e Innovación, SENACYT
9. Peru: Consejo Nacional de Ciencia Tecnología e Innovación Tecnológica, CONCYTEC
10. Poland: Narodowe Centrum Badań i Rozwoju, NCBR
11. Portugal: Fundação para a Ciência e a Tecnologia, FCT
12. Spain: Instituto de Salud Carlos III, ISCIII
13. Spain: Agencia Estatal de Investigación, AEI
14. Turkey: Türkiye Bilimsel ve Teknolojik Arastirma Kurumu, TUBITAK
15. Uruguay: Agencia Nacional de Investigación e Innovación, ANII

Not all EU and LAC countries are listed above. 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 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 4th 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 4th Joint Call?

Research proposals can be submitted to the following thematic fields and topics:

1. GLOBAL CHALLENGES

- 1.1. Global Challenges I - Interactions and integration between the climate science, SSH and other communities
- 1.2. Global Challenges II / Cross-cutting digital research infrastructure

2. HEALTH
 - 2.1. Health I - Personalised Medicine
 - 2.2. Health II - EU-LAC Regional Hubs: Integrating research infrastructures for Health and Disease
3. BIODIVERSITY
 - 3.1. Biodiversity and Ecosystem Services Research Infrastructures
4. ENERGY
 - 4.1. Interoperability of energy data spaces for an optimized exploitation by producers and prosumers / Research Infrastructures

The Funding Contribution Table (Table 1 below) shows a list of the participating funding agencies in the Call, their budget and the topics they will be funding. Proposals must match the topics listed (please see the call text for the detailed formulation of the topics).

Table 1: Funding contributions by country

#	Country	Funding Agency	1.1 Global Challenges I - Interactions and integration between the climate science, SSH and other communities	1.2 Global Challenges II / Cross-cutting digital research infrastructure	2.1 Health I - Personalised Medicine	2.2 Health II - EU-LAC Regional Hubs: integrating research infrastructures for Health and Disease	3.1 Biodiversity and Ecosystem Services Research Infrastructures	4.1 Interoperability of energy data spaces for an optimized exploitation by producers and prosumers / Research Infrastructures	Total in €
1	Austria	BMBWF	X	X	X	X	X	X	200,000
2	Bolivia	MINEDU	X	X	X	X	X	X	²
3	Brazil	CNPq	-	40,000	80,000	-	80,000	-	200,000
4	Brazil	CONFAP	X	X	X	X	X	X	Budget ³
5	Dom. Rep.	MESCYT	X	X	X	X	X	X	200,000
6	Germany	DLR/BMBF	X	X	X	X	X	X	1,000,000
7	Italy	CNR	-	-	X	X	X	-	150,000
8	Panama	SENACYT	X	X	X	X	X	X	177,000 ⁴
9	Peru	CONCYTEC	-	-	-	200,000	200,000	-	400,000
10	Poland	NCBR	300,000	-	300,000	-	-	-	600,000
11	Portugal	FCT			300,000				300,000
12	Spain	AEI	X	X	X	X	X	X	600,000
13	Spain	ISCIII	-	-	750,000	-	-	-	750,000
14	Turkey	TUBITAK	X	X	X	X	X	X	750,000
15	Uruguay	ANII	X	-	-	X	-	-	44,000 ⁵

² The available budget for project funding will be defined by each Bolivian institution participating in one of the mentioned topics. In Bolivia, universities and research centres dispose of their own financial resources and are free to fund the international projects they consider relevant and according to their individual institutional funding regulations.

³ The budget for each participating State Funding Agency (FAP) is detailed in the funding regulations of CONFAP under: <https://www.eucelac-platform.eu/joint-actions>

⁴ The amount represents 200,000 US Dollars based on the exchange rate for December 16, 2021, of the European Commission Exchange rate

⁵ The amount represents 50,000 US Dollars based on the exchange rate for December 17, 2021, of the European Commission Exchange rate

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

No. Any eligible institution from a country participating in this call can submit a proposal directly to the Joint Call Secretariat using the PT Outline Management System.

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 [EUCELAC Platform](#)).

Which Funding Scheme will be applied in the Joint Call?

The 4th EU-LAC Joint 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 shown as Table 1 in this guide and in the Annex 2 of the Call Text.

How do I submit a project proposal under the EU-LAC Joint Call?

Project proposals are submitted through the web-based Call Management System PT Outline. In order to start the application procedure, please visit: <https://ptoutline.eu/app/eu-lac-2022> 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 **28 April 2022, 5PM CEST**. Note that access to the on-line submission system will be closed after the deadline.

What are the national eligibility criteria?

The 4th EU-LAC joint call includes different national funding organizations with their own 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 <https://www.eucelac-platform.eu/> 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 and/or institutional regulations. To check if your institution is eligible for funding, see the specific internal/ national funding regulations (see <https://www.eucelac-platform.eu/joint-actions>) and/or contact your national Call Contact Person (Annex 1 and EUCELAC platform).

How can I find the appropriate partner institutions?

The EU-LAC Interest Group together with the EU funded ENRICH-LAC Project, supports the identification of partner institutions in Latina-America/Caribbean and Europe. On the website <https://europe-lac.b2match.io/> a partner search tool is published to help bring together interested applicants from countries in both regions.

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 4th EU-LAC Joint Call, you are not allowed to perform as 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. The contact data for the Coordinator her/himself (and optionally for her/his support staff) as well as for the institution must be given in the proposal.

It is recommended that the coordinators counter check the eligibility of all partners with the CCPs. (see list of CCPs in Annex 1). Coordinators are allowed to contact the partners' national CCPs.

What is the role of the principal investigator?

There should be a principal investigator (PI) for each of the national research groups. Within a joint proposal, the principal investigator from each country will be the contact person for the respective national funding organizations.

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. The principal investigators 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 next question below) 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 with at least two countries from each region (see the list of funding organizations above).

There might be defined a maximum number of national partners applying for funding in the institutional rules of each funding organisation. The coordinator and the majority of partners in a consortium must be eligible for the funding organizations participating in this Call, complying with the minimum number of eligible partners as indicated above

Self-financed associated partners may also be part of the consortia if they can clearly demonstrate an added value to the consortium and secure their own funding.

The associated partners must provide the Call Secretariat with a signed official letter of support from their Head of Department, Financial Director, or equivalent position, stating the commitment of the organization/company to provide its own funding. This letter must be included as an annex at the end of the proposal submission form.

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 topics supported within the framework of the 4th EU-LAC joint call; otherwise it will be considered non-eligible.

Researchers are only allowed to participate in one proposal as principal investigator of the

coordinating institution. Internal/ national funding regulations might add additional eligibility criteria with regards to participation in several proposals. .

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

If the Project Coordinator does not meet the international or national eligibility requirements, the proposal will not be admitted to the evaluation procedure.

In case (a) Co-applicant(s) is (are) ineligible, the proposal may still be eligible if and when the eligibility criteria are met by the proposal without this (these) partner(s).

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 project description template form it is required to give a detailed description of the requested funds for each cost category (Personal costs, travel, other direct/indirect cost and costs related to research infrastructures use: equipment, connection costs, software, consumables, secondments, data access and other costs).

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

Each funding organization decides about a maximum number of national partners applying for funding. Please ask your CCP (Annex 1) in case this is not defined in the national rules of your country.

What are the requirements for a 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 the project starts officially. 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/>

What are the evaluation criteria for a project proposal?

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

1. Excellence

- Clarity and pertinence of the objectives;
- Credibility of the proposed approach;
- Integration of diversity considerations in submitted proposals, as well as underrepresented populations in the planned research/innovation. This includes not only diversity in the consortium, but also the inclusion of diversity perspectives and analysis in the research/innovation itself if it is relevant. A project is considered diversity (or gender) relevant when it concerns individuals or specific groups of people and/or when its findings may affect individuals or specific groups.
- Soundness of the concept, including trans-disciplinary considerations, where relevant;
- Extent to which the 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

- Expected impacts listed in the description under the relevant topic;
- Enhancing research and innovation capacity and integration of new knowledge;
- Any other environmental and socially important impacts;
- Implementation of Open Science measures (early and open sharing of research; research output management; providing open access to research outputs i.e. publications, data, software, algorithms, etc.), participation in open peer review; involvement of relevant actors including citizens, civil society and end users in the co-creation of R&I contents and agendas;
- 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;
- Added value for the EU-LAC cooperation in STI;
- Mobility, networking and training of human resources in both regions;
- For Research Infrastructures topics: Contribution of the RI use to the impact of the project.

3. Quality and efficiency of the implementation

- Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources;
- Complementarity of the participants within the consortium (if relevant) and gender balance among them;
- Appropriateness of the management structures and procedures, including risk and innovation management;
- For Research Infrastructures topics: Appropriateness of the proposal to the research

infrastructure.

4. Economic impact, applicability and exploitation of results
- Potential for economic impact and exploitation/transfer of results;
 - In case of industry and SME participation: Strengthening competitiveness and growth of companies by developing innovations that meet the needs of global markets and, where relevant, deliver such innovations to the market;
 - Feasibility;
 - Involvement of stakeholders;
 - Communication and dissemination of results;
 - Exploitation and transfer of results;
 - Management of intellectual property issues and consortium agreements.

What are the rating scores for a project proposal?

The evaluators are requested to assess proposals against a set of criteria, each of which may be awarded a maximum of 5 points per criterion, 20 points maximum, according to the following scale:

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

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

What is the evaluation procedure for the EU-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 two external independent 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 is the schedule for the call?

DATE	ACTION
24 Jan 2022	Launch of the Joint Call
28 Jan 2022	Guidelines for Evaluators, Confidentiality Agreement
28 April 2022, 5 pm CEST	Closure of the Joint Call
28 April – 12 May 2022	International and National Eligibility Check
16 May – 15 July 2022	Evaluation of proposals based on the evaluation guidelines
1 – 15 Sep 2022	Scientific Evaluation Committee meeting and ranking list
15 – 30 Sep 2022	Funding agencies confirm projects' funding according to ranking list
3 – 14 Oct 2022	Information to applicants about the results of the evaluation
Oct-Dec 2022	Preparation of national/ regional funding contracts/funding decisions
December 2022 – February 2023	Start of funded projects
Note	The Consortium Agreement must be sent to the Call Secretariat with the official start of the project
Max. duration of projects	36 months

Where can I find more information about the EU-LAC Interest Group and the Joint Call?

Please visit the website <https://www.eucelac-platform.eu/> for further information about the EU-LAC Interest Group and the 4th Joint Call.

The application procedure is managed by the Call Management System of DLR: <https://ptoutline.eu/app/eu-lac-2022>

II. Screenshots of the Online application procedure

https://ptoutline.eu/app/eu-lac-2022



Site notice Privacy Support

EU-LAC-2022

4th EU-LAC Multi Thematic Joint Call 2022

Login Sign up Recover password

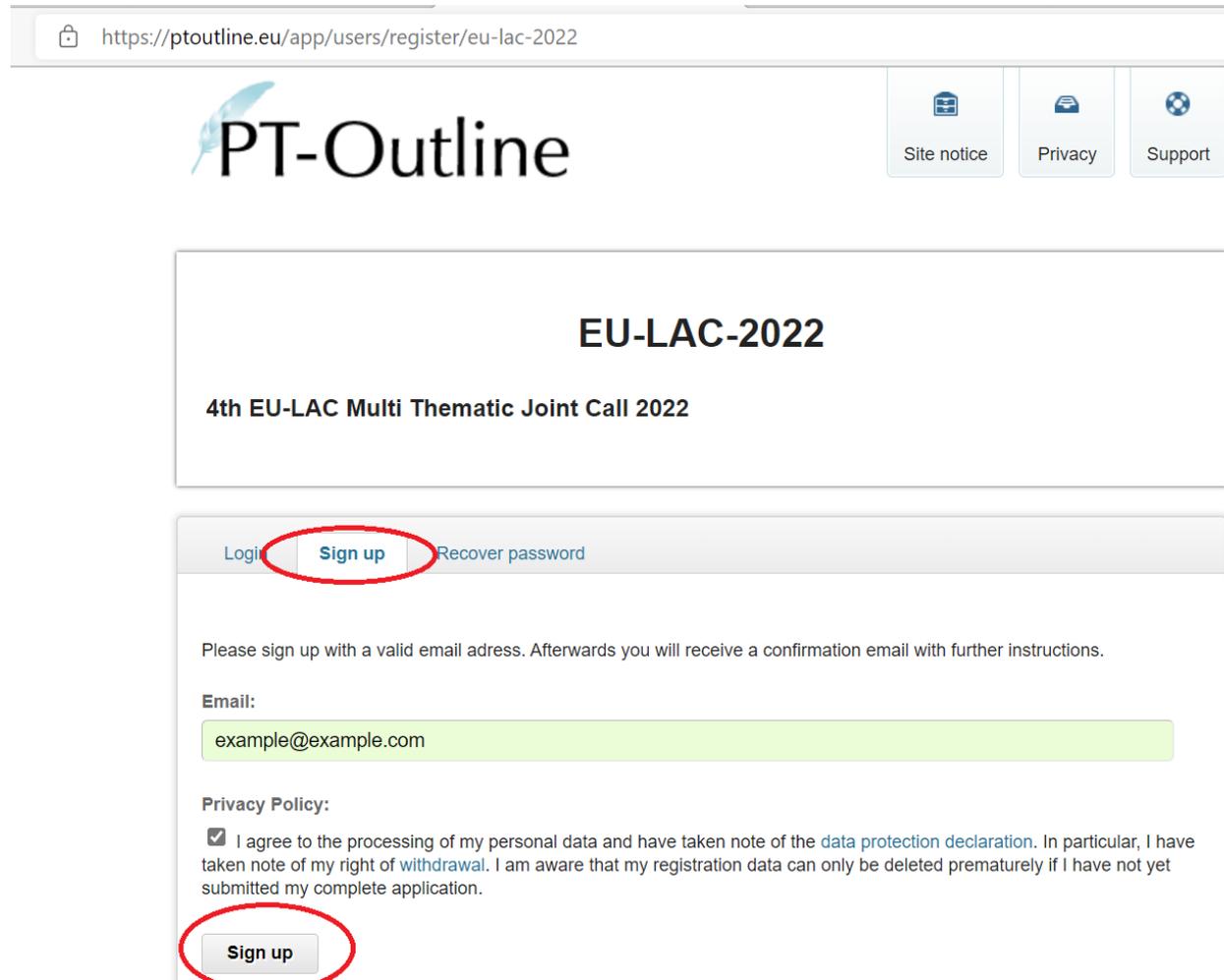
Email:

Password

Login

[Forgot your password?](#)

Registration: Before you can log into the electronic proposal submission system, you need to register. Please click on the top right icon "Sign up", 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. In case you do not receive it, first please check your SPAM folder and contact the Call Secretariat if needed.. After login you can enter data and information about your research project.



https://ptoutline.eu/app/users/register/eu-lac-2022

PT-Outline

Site notice Privacy Support

EU-LAC-2022

4th EU-LAC Multi Thematic Joint Call 2022

Log in **Sign up** Recover password

Please sign up with a valid email address. Afterwards you will receive a confirmation email with further instructions.

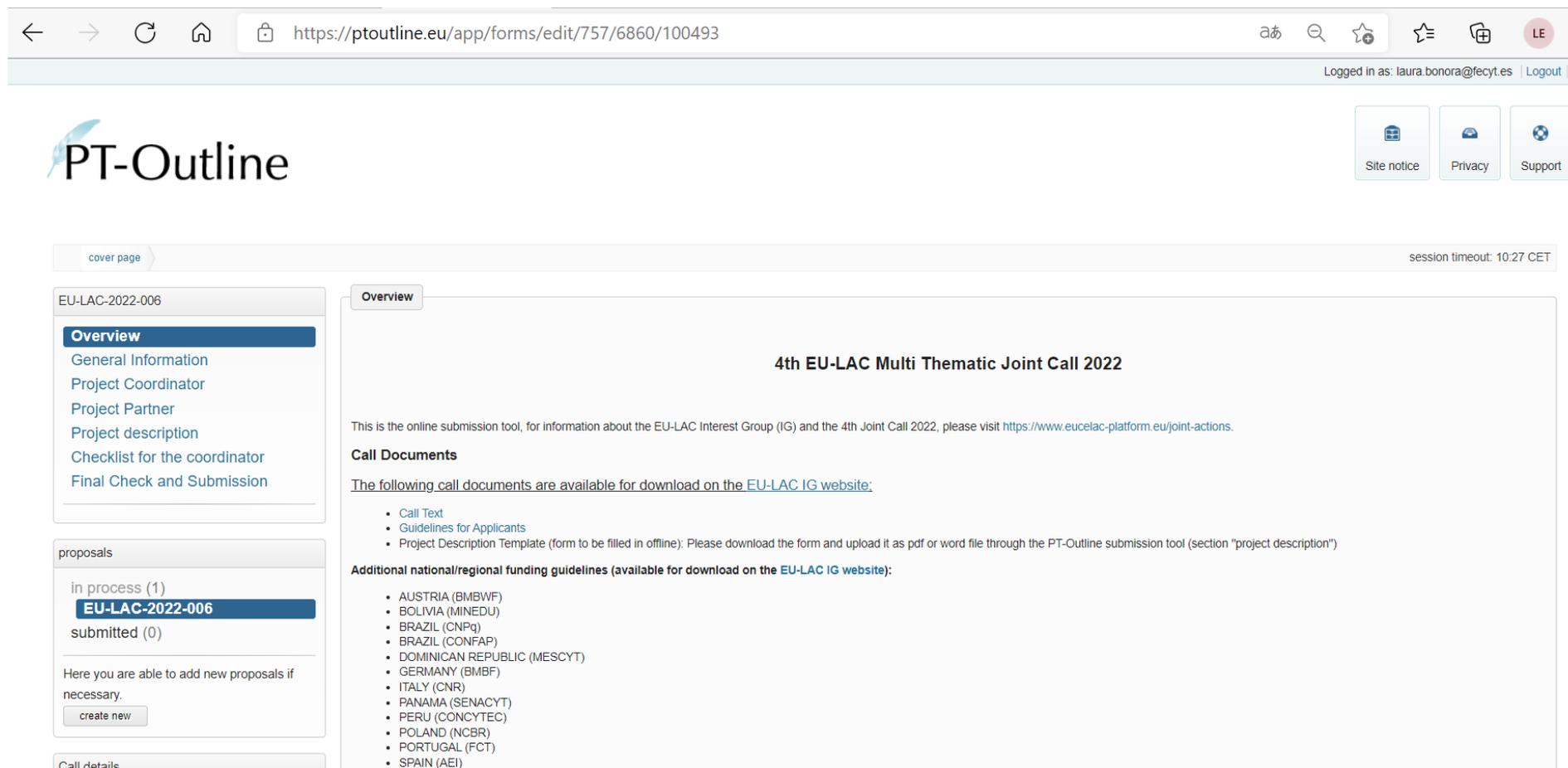
Email:
example@example.com

Privacy Policy:
 I agree to the processing of my personal data and have taken note of the [data protection declaration](#). In particular, I have taken note of my right of [withdrawal](#). I am aware that my registration data can only be deleted prematurely if I have not yet submitted my complete application.

Sign up

The application form is structured in seven different sections or pages (access buttons on the top): *Overview, General Information, Project coordinator, Partners, Project description & the final check and submission.*

Step 1: on the page Overview you can find general information and the documents of the 4th EU-LAC Multi thematic Joint Call



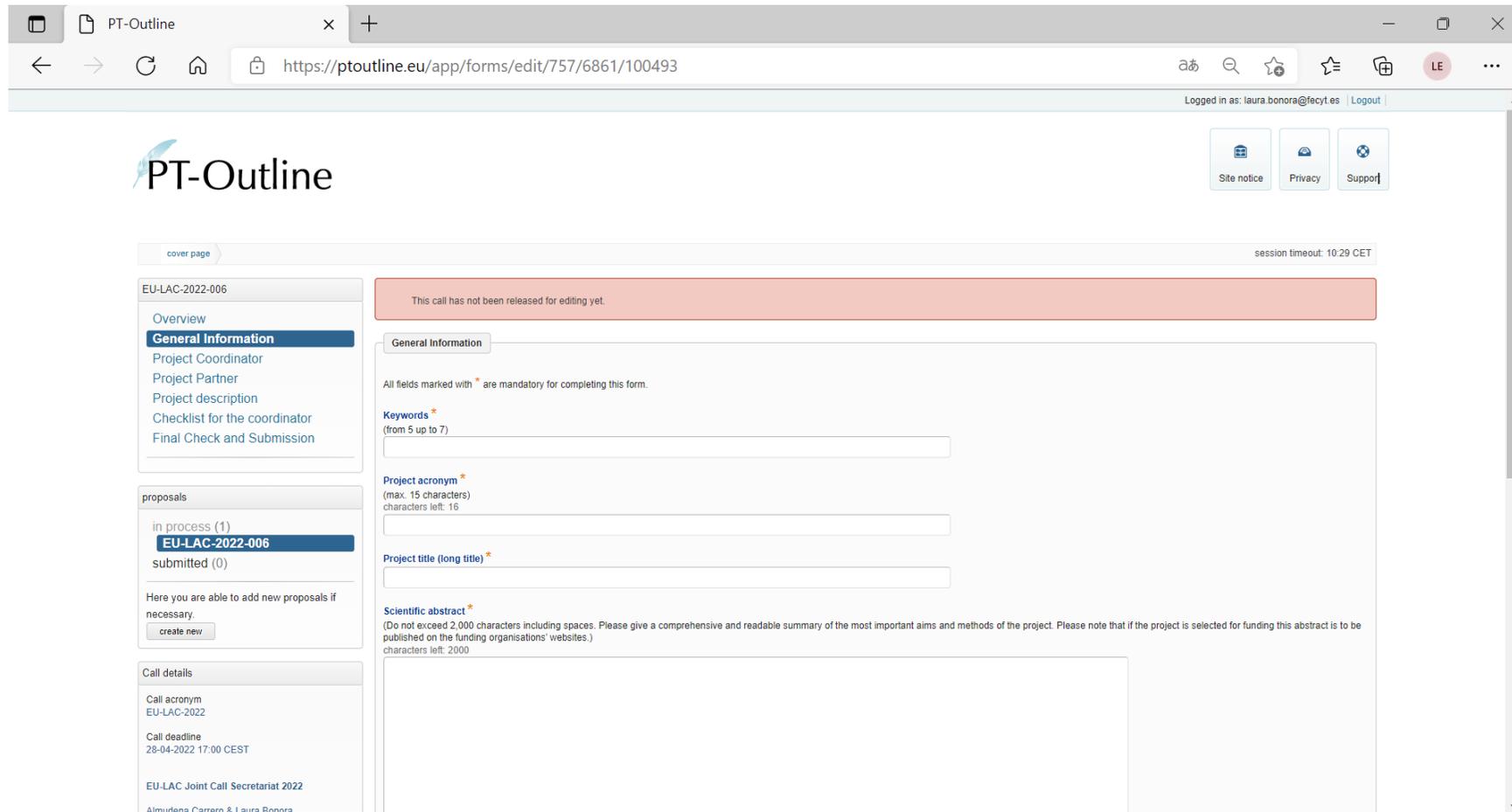
The screenshot shows a web browser window with the URL <https://ptoutline.eu/app/forms/edit/757/6860/100493>. The user is logged in as laura.bonora@fecyt.es. The page title is "PT-Outline".

The main content area is titled "Overview" and displays the "4th EU-LAC Multi Thematic Joint Call 2022". It includes the following information:

- This is the online submission tool, for information about the EU-LAC Interest Group (IG) and the 4th Joint Call 2022, please visit <https://www.eucelac-platform.eu/joint-actions>.
- Call Documents**
The following call documents are available for download on the [EU-LAC IG website](#):
 - Call Text
 - Guidelines for Applicants
 - Project Description Template (form to be filled in offline): Please download the form and upload it as pdf or word file through the PT-Outline submission tool (section "project description")
- Additional national/regional funding guidelines (available for download on the [EU-LAC IG website](#)):**
 - AUSTRIA (BMBWF)
 - BOLIVIA (MINEDU)
 - BRAZIL (CNPq)
 - BRAZIL (CONFAP)
 - DOMINICAN REPUBLIC (MESCYT)
 - GERMANY (BMBF)
 - ITALY (CNR)
 - PANAMA (SENACYT)
 - PERU (CONCYTEC)
 - POLAND (NCBR)
 - PORTUGAL (FCT)
 - SPAIN (AEI)

The left sidebar contains a navigation menu for "EU-LAC-2022-006" with the following items: Overview (selected), General Information, Project Coordinator, Project Partner, Project description, Checklist for the coordinator, and Final Check and Submission. Below the menu, there is a "proposals" section showing "in process (1)" with "EU-LAC-2022-006" highlighted, and "submitted (0)". A "create new" button is available. At the bottom of the sidebar, there is a "Call details" section.

Step 2: on the page General Information you must include the basic information on the project: keywords, project acronym, project title, project summary, expected start date, duration, thematic area/topics and participating research infrastructures from LAC or EU (if applicable).

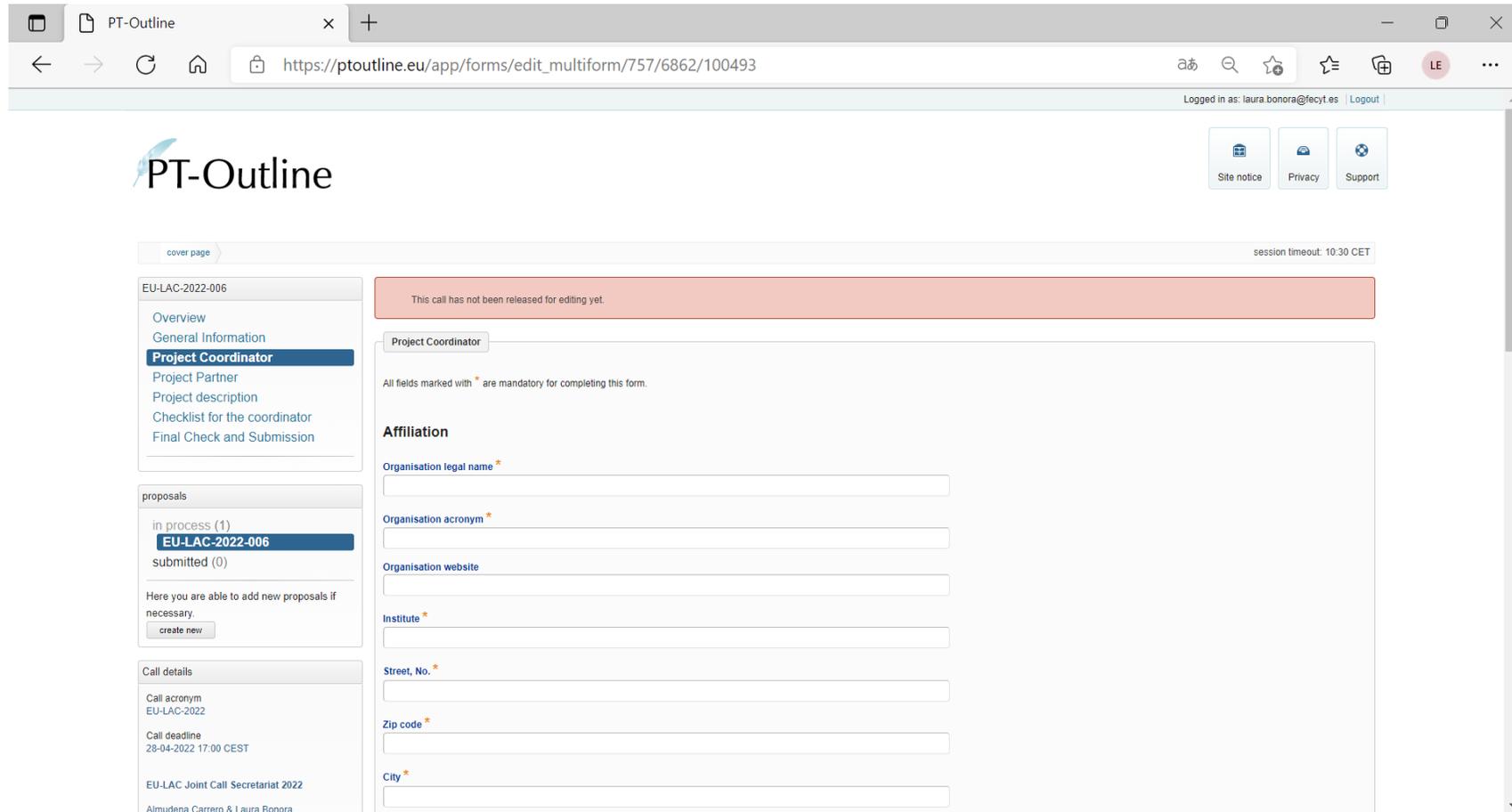


The screenshot shows a web browser window with the URL <https://ptoutline.eu/app/forms/edit/757/6861/100493>. The page is titled "PT-Outline" and shows a session timeout of 10:29 CET. A red banner at the top of the form area states: "This call has not been released for editing yet." The form is for call "EU-LAC-2022-006" and is currently in the "General Information" section. The form fields include:

- Keywords *** (from 5 up to 7): An empty text input field.
- Project acronym *** (max. 15 characters, characters left: 16): An empty text input field.
- Project title (long title) ***: An empty text input field.
- Scientific abstract *** (Do not exceed 2,000 characters including spaces. Please give a comprehensive and readable summary of the most important aims and methods of the project. Please note that if the project is selected for funding this abstract is to be published on the 'funding organisations' websites.): A large empty text area.

The left sidebar contains navigation links for "Overview", "General Information" (selected), "Project Coordinator", "Project Partner", "Project description", "Checklist for the coordinator", and "Final Check and Submission". Below this, there are sections for "proposals" (in process: 1, submitted: 0) and "Call details" (Call acronym: EU-LAC-2022, Call deadline: 28-04-2022 17:00 CEST, EU-LAC Joint Call Secretariat 2022, Almudena Carrero & Laura Bonora).

Step 3: the page Project Coordinator compiles the full information of the project coordinator.



The screenshot shows a web browser window with the URL https://ptoutline.eu/app/forms/edit_multiform/757/6862/100493. The page is titled "PT-Outline" and shows a user logged in as "laura.bonora@fecyt.es".

On the left side, there is a navigation menu with the following items:

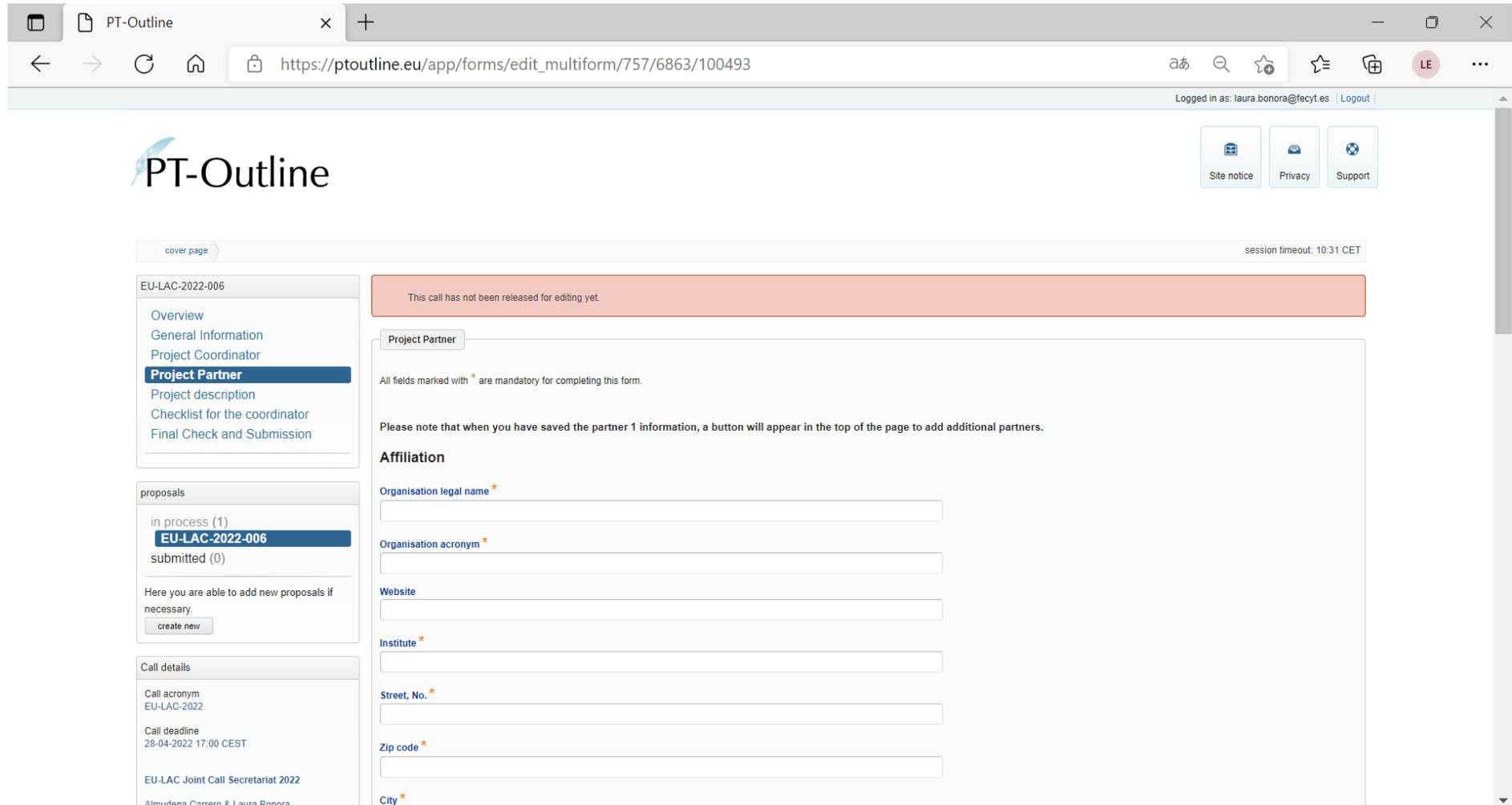
- EU-LAC-2022-006
 - Overview
 - General Information
 - Project Coordinator**
 - Project Partner
 - Project description
 - Checklist for the coordinator
 - Final Check and Submission
- proposals
 - in process (1)
 - EU-LAC-2022-006**
 - submitted (0)
- Call details
 - Call acronym: EU-LAC-2022
 - Call deadline: 28-04-2022 17:00 CEST
 - EU-LAC Joint Call Secretariat 2022
 - Almudena Carrero & Laura Bonora

At the top right, there are links for "Site notice", "Privacy", and "Support". A session timeout notice indicates "session timeout: 10:30 CET".

The main content area is titled "Project Coordinator" and contains a red warning message: "This call has not been released for editing yet." Below this, a note states: "All fields marked with * are mandatory for completing this form." The "Affiliation" section includes the following fields:

- Organisation legal name *
- Organisation acronym *
- Organisation website
- Institute *
- Street, No. *
- Zip code *
- City *

Step 4: the page Project partners compiles the full list of project partners. Click on the "Add partner" button to include additional partners.



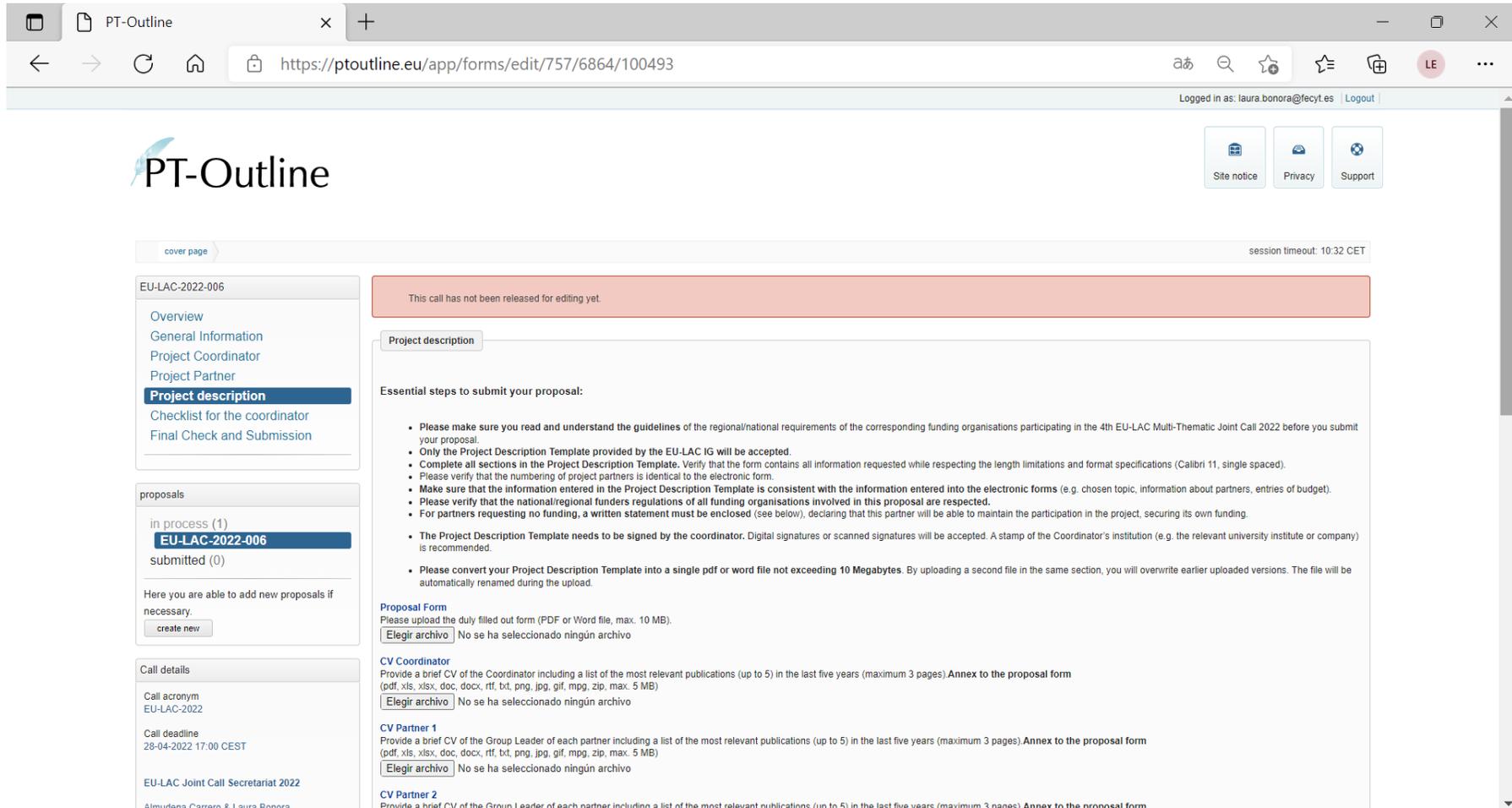
The screenshot shows a web browser window with the URL https://ptoutline.eu/app/forms/edit_multiform/757/6863/100493. The user is logged in as [laura.bonora@fecyt.es](#). The page title is "PT-Outline".

On the left sidebar, the "Project Partner" tab is selected under the "EU-LAC-2022-006" call. Below it, the "proposals" section shows "in process (1)" with "EU-LAC-2022-006" highlighted, and "submitted (0)". A "create new" button is present. The "Call details" section shows the call acronym "EU-LAC-2022", the call deadline "28-04-2022 17:00 CEST", and the contact information "EU-LAC Joint Call Secretariat 2022" and "Almudena Carrero & Laura Bonora".

The main content area features a red warning banner: "This call has not been released for editing yet." Below this is the "Project Partner" form. A note states: "All fields marked with * are mandatory for completing this form." Another note says: "Please note that when you have saved the partner 1 information, a button will appear in the top of the page to add additional partners." The form fields are:

- Affiliation**
 - Organisation legal name *
 - Organisation acronym *
- Website**
- Institute ***
- Street, No. ***
- Zip code ***
- City ***

Step 5: page Project description. You will access the template for providing a complete project description. Please download it, complete all the requested information and submit it either in pdf or Word format.



The screenshot shows a web browser window with the URL <https://ptoutline.eu/app/forms/edit/757/6864/100493>. The page is titled "PT-Outline" and shows a user logged in as [laura.bonora@fecyt.es](#). The main content area displays a form for editing a proposal. A red banner at the top of the form states: "This call has not been released for editing yet." Below this, the "Project description" section is active. It contains the following text:

Essential steps to submit your proposal:

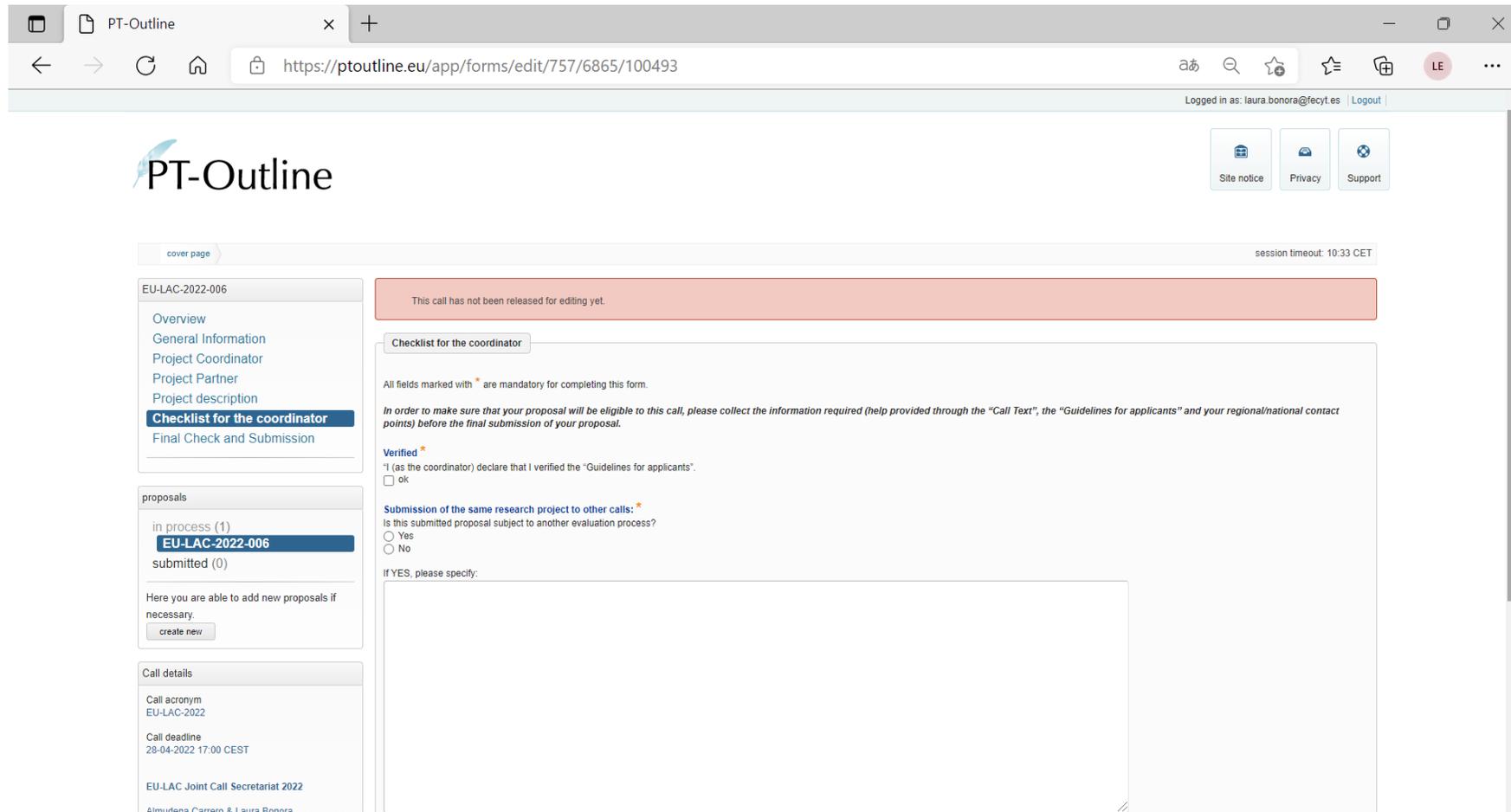
- Please make sure you read and understand the guidelines of the regional/national requirements of the corresponding funding organisations participating in the 4th EU-LAC Multi-Thematic Joint Call 2022 before you submit your proposal.
- Only the Project Description Template provided by the EU-LAC IG will be accepted.
- Complete all sections in the Project Description Template. Verify that the form contains all information requested while respecting the length limitations and format specifications (Calibri 11, single spaced).
- Please verify that the numbering of project partners is identical to the electronic form.
- Make sure that the information entered in the Project Description Template is consistent with the information entered into the electronic forms (e.g. chosen topic, information about partners, entries of budget).
- Please verify that the national/regional funders regulations of all funding organisations involved in this proposal are respected.
- For partners requesting no funding, a written statement must be enclosed (see below), declaring that this partner will be able to maintain the participation in the project, securing its own funding.
- The Project Description Template needs to be signed by the coordinator. Digital signatures or scanned signatures will be accepted. A stamp of the Coordinator's institution (e.g. the relevant university institute or company) is recommended.
- Please convert your Project Description Template into a single pdf or word file not exceeding 10 Megabytes. By uploading a second file in the same section, you will overwrite earlier uploaded versions. The file will be automatically renamed during the upload.

Below the list, there are three sections for uploading files:

- Proposal Form**: Please upload the duly filled out form (PDF or Word file, max. 10 MB). A button labeled "Elegir archivo" is present, with the text "No se ha seleccionado ningún archivo" below it.
- CV Coordinator**: Provide a brief CV of the Coordinator including a list of the most relevant publications (up to 5) in the last five years (maximum 3 pages) **Annex to the proposal form** (pdf, xls, xlsx, doc, docx, rtf, txt, png, jpg, gif, mpg, zip, max. 5 MB). A button labeled "Elegir archivo" is present, with the text "No se ha seleccionado ningún archivo" below it.
- CV Partner 1**: Provide a brief CV of the Group Leader of each partner including a list of the most relevant publications (up to 5) in the last five years (maximum 3 pages) **Annex to the proposal form** (pdf, xls, xlsx, doc, docx, rtf, txt, png, jpg, gif, mpg, zip, max. 5 MB). A button labeled "Elegir archivo" is present, with the text "No se ha seleccionado ningún archivo" below it.
- CV Partner 2**: Provide a brief CV of the Group Leader of each partner including a list of the most relevant publications (up to 5) in the last five years (maximum 3 pages) **Annex to the proposal form** (pdf, xls, xlsx, doc, docx, rtf, txt, png, jpg, gif, mpg, zip, max. 5 MB). A button labeled "Elegir archivo" is present, with the text "No se ha seleccionado ningún archivo" below it.

The left sidebar contains navigation links for "EU-LAC-2022-006", including "Overview", "General Information", "Project Coordinator", "Project Partner", "Project description" (highlighted), "Checklist for the coordinator", and "Final Check and Submission". Below this, there are sections for "proposals" (showing 1 in process and 0 submitted) and "Call details" (showing call acronym EU-LAC-2022, call deadline 28-04-2022 17:00 CEST, and contact information for EU-LAC Joint Call Secretariat 2022).

Step 6: Checklist page for the coordinator. Please complete all the requested information..



The screenshot shows a web browser window with the URL <https://ptoutline.eu/app/forms/edit/757/6865/100493>. The page is titled "PT-Outline" and shows a "cover page" for the call "EU-LAC-2022-006". A red banner at the top states "This call has not been released for editing yet." The main content area is titled "Checklist for the coordinator" and contains the following text:

All fields marked with * are mandatory for completing this form.

In order to make sure that your proposal will be eligible to this call, please collect the information required (help provided through the "Call Text", the "Guidelines for applicants" and your regional/national contact points) before the final submission of your proposal.

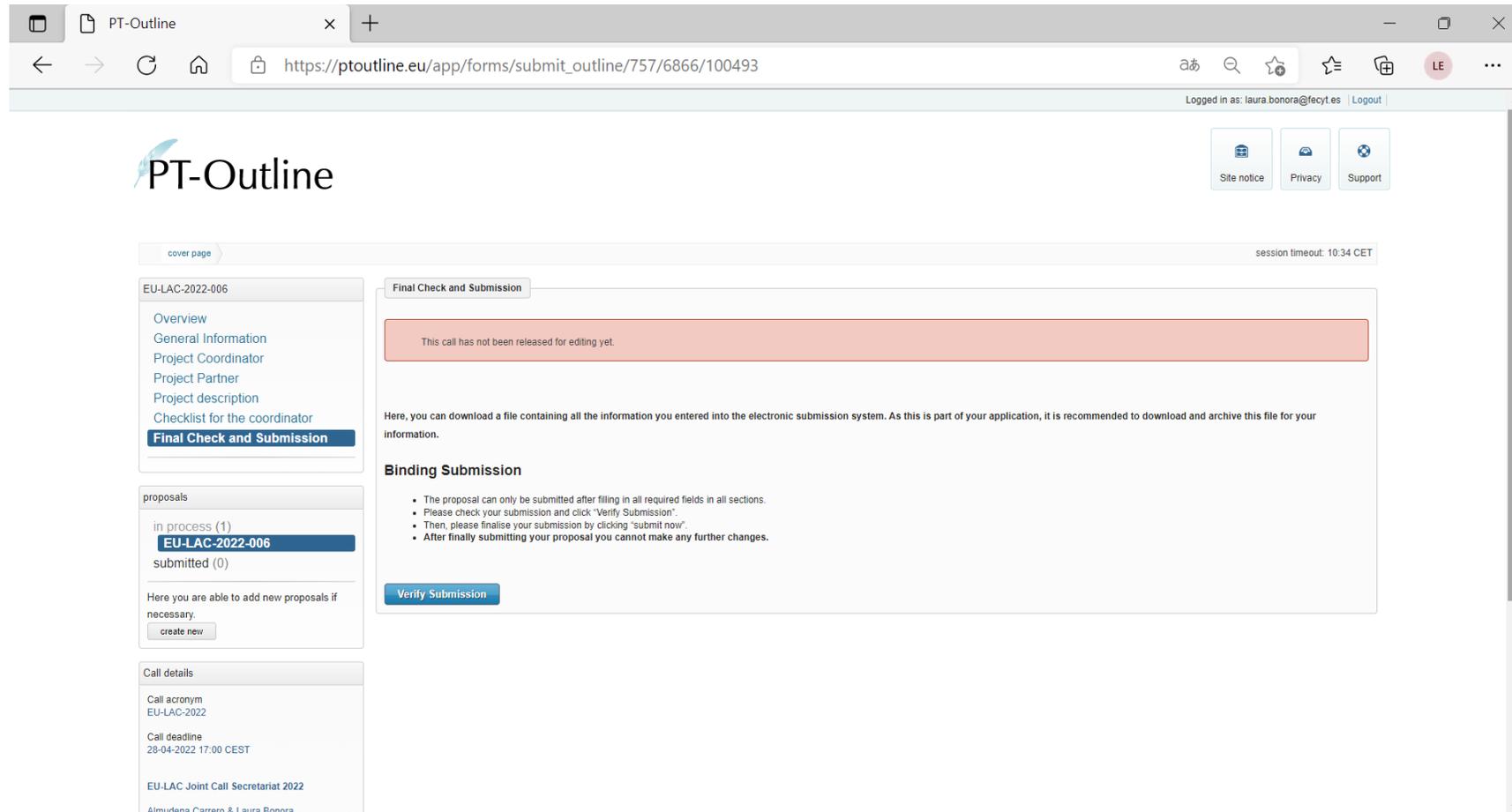
Verified *
 *I (as the coordinator) declare that I verified the "Guidelines for applicants".
 ok

Submission of the same research project to other calls: *
 Is this submitted proposal subject to another evaluation process?
 Yes
 No

If YES, please specify:

The left sidebar contains a navigation menu with the following items: Overview, General Information, Project Coordinator, Project Partner, Project description, **Checklist for the coordinator**, and Final Check and Submission. Below the menu, there are sections for "proposals" (in process: 1, EU-LAC-2022-006; submitted: 0) and "Call details" (Call acronym: EU-LAC-2022, Call deadline: 28-04-2022 17:00 CEST, EU-LAC Joint Call Secretariat 2022, Almudena Carrero & Laura Ronera).

Step 7: On the Submission page you will be able to 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 “Verify Submission” button. If everything is correct 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.



The screenshot shows a web browser window with the URL https://ptoutline.eu/app/forms/submit_outline/757/6866/100493. The user is logged in as `laura.bonora@fecyt.es`. The page title is "PT-Outline".

The main content area is titled "Final Check and Submission". A red warning box states: "This call has not been released for editing yet." Below this, a message says: "Here, you can download a file containing all the information you entered into the electronic submission system. As this is part of your application, it is recommended to download and archive this file for your information." A "Verify Submission" button is visible at the bottom of this section.

The left sidebar contains a navigation menu for "EU-LAC-2022-006" with the following items: Overview, General Information, Project Coordinator, Project Partner, Project description, Checklist for the coordinator, and "Final Check and Submission" (which is highlighted). Below this is a "proposals" section showing "in process (1)" with a button for "EU-LAC-2022-006" and "submitted (0)". A "create new" button is also present. The "Call details" section at the bottom lists: Call acronym (EU-LAC-2022), Call deadline (28-04-2022 17:00 CEST), and contact information for the EU-LAC Joint Call Secretariat 2022 (Almudena Carrero & Laura Bonora).

Annex 1 – Call Secretariat and Call Contact Persons

4 th EU-LAC Call Contact Persons			
Austria	BMBWF	Christian Gollubits	Christian.Gollubits@bmbwf.gv.at Tel: +43 531207132
Bolivia	MINEDU	Mauricio Céspedes	mcespedes@minedu.gob.bo Tel: +591 7011 7444
Brazil	CNPq	Dileine Cunha	dileine.cunha@cnpq.br dileinecunha@gmail.com Tel: +55 61 3211-9879 or +55 61 99213-0583
Brazil	CONFAP	Elisa Natola	elisa.confap@gmail.com Tel: +55 61 9 9613.8850
Dominican Republic	MESCYT	Carlos M. Rodriguez	carlosgomez96@gmail.com Tel: +809-731-4223
Germany	BMBF / DLR	Marianne Vaske, Anneken Reise	Marianne.Vaske@dlr.de Tel: +49 228 3821-1439 Anneken.Reise@dlr.de Tel: +49 228 3821-1241
Italy	CNR	Marilena Rossano	marilena.rossano@cnr.it Tel: +39 – 06 – 49932359 or +39 -081 - 6132641
Panama	SENACYT	Anabella Vasquez	avasquez@senacyt.gob.pa Tel: +507 517 0124
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Spain	AEI	Juan Climent	juan.climent@aei.gob.es Tel: +34 91 6037242
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Call Secretariat			
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