

Action A: Proposal application form

This template is an indicative model of the form to fill in and submit online through the electronic proposal submission system EPSS.

All proposals have to be submitted online via the EPSS. The format of the proposal application form will be modified to fit the EPSS- of the call.

PROPOSAL APPLICATION FORM

Call for transnational research projects on “Effects of biodiversity status and changes on animal, human and plant health”

Project title*	
Short name / Acronym*	

Keywords:

Duration of the project*:	DD/MM/YYYY - DD/MM/YYYY
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* Please note that the maximum duration is 3 years.

General guidance for all applicants:

- the proposal must be written in English
- the different sections of the application should not exceed the prescribed maximum space.
- any documents other than those requested as part of the proposal **will not be forwarded** to External Reviewers or Panel members

I.A. Administrative details

You will have to provide in this section information on the coordinator and Partners involved, time to be dedicated per Partner to the project and declare if you have submitted this proposal to other funding programmes in parallel.

What is a Partner?

Note that depending on the funding organisation, a “Partner” can be:

- a researcher,
- an institution,
- a laboratory, a department of an institution.

Please make sure to respect the eligibility rules of the call.

*Please also consult national/regional funding organisations’ rules advertised on the BiodivERsA websites, which are compulsory. **Applicants are strongly advised to contact their corresponding Funding Organisations (list available on the BiodivERsA website) and to confirm their eligibility with their funding organisations before submitting the pre-proposal.***

Please note that no changes of Partners will be allowed between pre-proposal and full proposal stage, except if explicitly requested by the Funding Organisations. Please note that the following actions are considered as changes: addition, removal or replacement of a Partner (person). If a Partner remains the same (person) but changes of institutions, this won’t be considered as a change.

Please note that if a researcher in charge is the same for several Partners within one Project (e.g. case of a scientist affiliated to several laboratories in different countries), it cannot request funding from several funding organisations (i.e. it will have to choose one Funding Organisation to which it requests funding) and won't be counted as two different Partners.

ACCESS AND BENEFIT SHARING

Please note that if you plan to use genetic resources and traditional knowledge associated with genetic resources in your project, you will have to ascertain towards the competent authorities and focal point that these used genetic resources and traditional knowledge associated with genetic resources have been accessed in accordance with applicable access and benefit-sharing legislation or regulatory requirements, and that benefits are fairly and equitably shared upon mutually agreed terms, in accordance with any applicable legislation or regulatory requirements¹⁶.

For funding, there are 3 categories of Partners:

1. Partners from countries (and organisations) eligible for direct funding (designated Partners 1, 2... N)
2. Partners from countries (and organisations) ineligible for direct funding, but subcontracted by a Partner 1, 2...N (designated Partners 1a, 2a... Na) (e.g. Partner 1a is subcontracted by Partner 1)
3. Fully self-financed Partners from any country who bring their own secured budget. (designated Partner A, B)

<i>Coordinator – Partner 1</i>				
<i>Researcher in charge:</i>			<i>ORCID ID:</i>	
<i>Family name</i>		<i>First name</i>		
<i>Title</i>		<i>Gender</i>		
<i>Phone</i>		<i>E-mail</i>		
<i>Web site</i>				
<i>Research institute / Company</i>				
<i>Status: Private or public?</i>				
<i>Division / Department</i>				
<i>Street name and number</i>				
<i>PO Box</i>		<i>Postal code</i>		<i>Cedex</i>
<i>Town</i>		<i>Country</i>		
<i>Employment status information</i>	<input type="checkbox"/> on permanent position			
	<input type="checkbox"/> on fixed-term position			
	If on fixed term position			
	Duration of contract:			
Funding body:				
<i>Other team members involved in the project</i>				
Team member 1 : Family name, First name, gender, title, phone, email, ORCID id.				
Team member 2 : Family name, First name, gender, title, phone, email, ORCID id.				
Team member N : Family name, First name, gender, title, phone, email, ORCID id.				

Partner 1a (Subcontracted)	
<i>Researcher in charge:</i>	<i>ORCID ID:</i>

¹⁶ Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS) to the Convention on Biological Diversity and REGULATION (EU) No 511/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on compliance measures for users from the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization in the Union and related implementing acts.

<i>Family name</i>		<i>First name</i>	
<i>Title</i>		<i>Gender</i>	
<i>Phone</i>		<i>E-mail</i>	
<i>Web site</i>			
Research institute / Company			
Status: Private or public?			
Division / Department			
Street name and number			
<i>PO Box</i>		<i>Postal code</i>	<i>Cedex</i>
<i>Town</i>		<i>Country</i>	
Team members involved in the project (when the Partner is an institution, a laboratory, a department)			
Team member 1 : Family name, First name, gender, title, phone, email			
Team member 2 : Family name, First name, gender, title, phone, email			
Team member N : Family name, First name, gender, title, phone, email			

Please insert as many copies of the above table as necessary for other Partners 1b, 1c

<i>Partner 2</i>			
<i>Researcher in charge:</i>		<i>ORCID ID:</i>	
<i>Family name</i>		<i>First name</i>	
<i>Title</i>		<i>Gender</i>	
<i>Phone</i>		<i>E-mail</i>	
<i>Web site</i>			
Research institute / Company			
Status: Private or public?			
Division / Department			
Street name and number			
<i>PO Box</i>		<i>Postal code</i>	<i>Cedex</i>
<i>Town</i>		<i>Country</i>	
Employment status information	<input type="checkbox"/> on permanent position		
	<input type="checkbox"/> on fixed-term position		
	If on fixed term position		
	Duration of contract:		
Funding body:			
Other team members involved in the project			
Team member 1 : Family name, First name, gender, title, phone, email, ORCID id.			
Team member 2 : Family name, First name, gender, title, phone, email, ORCID id.			
Team member N : Family name, First name, gender, title, phone, email, ORCID id.			

<i>Partner 2a (Subcontracted)</i>			
<i>Researcher in charge:</i>		<i>ORCID ID:</i>	
<i>Family name</i>		<i>First name</i>	
<i>Title</i>		<i>Gender</i>	
<i>Phone</i>		<i>E-mail</i>	
<i>Web site</i>			
Research institute / Company			

Status: Private or public?					
Division / Department					
Street name and number					
PO Box		Postal code		Cedex	
Town			Country		
Other team members involved in the project					
Team member 1 : Family name, First name, gender, title, phone, email, ORCID id.					
Team member 2 : Family name, First name, gender, title, phone, email, ORCID id.					
Team member N : Family name, First name, gender, title, phone, email, ORCID id.					

Please insert as many copies of the above table as necessary for other Partners 2b, 2c...

<i>Partner 3</i>					
Researcher in charge:			ORCID ID:		
Family name			First name		
Title			Gender		
Phone			E-mail		
Web site					
Research institute / Company					
Status: Private or public?					
Division / Department					
Street name and number					
PO Box		Postal code		Cedex	
Town			Country		
Employment status information	<input type="checkbox"/> on permanent position				
	<input type="checkbox"/> on fixed-term position				
	If on fixed term position				
	Duration of contract:				
Funding body:					
Other team members involved in the project					
Team member 1 : Family name, First name, gender, title, phone, email					
Team member 2 : Family name, First name, gender, title, phone, email					
Team member N : Family name, First name, gender, title, phone, email					

<i>Partner 4</i>					
Researcher in charge :			ORCID ID :		
Family name			First name		
Title			Gender		
Phone			E-mail		
Web site					
Research institute / Company					
Status : Private or public ?					
Division / Department					
Street name and number					
PO Box		Postal code		Cedex	
Town			Country		
<input type="checkbox"/> on permanent position					

Employment status information	<input type="checkbox"/> on fixed-term position
	If on fixed term position
	Duration of contract :
	Funding body :
Other team members involved in the project	
Team member 1 : Family name, First name, gender, title, phone, email, ORCID id.	
Team member 2 : Family name, First name, gender, title, phone, email, ORCID id.	
Team member N : Family name, First name, gender, title, phone, email, ORCID id.	

<i>Partner N</i>					
<i>Researcher in charge:</i>			<i>ORCID ID:</i>		
<i>Family name</i>		<i>First name</i>			
<i>Title</i>		<i>Gender</i>			
<i>Phone</i>		<i>E-mail</i>			
<i>Web site</i>					
<i>Research institute / Company</i>					
<i>Status: Private or public?</i>					
<i>Division / Department</i>					
<i>Street name and number</i>					
<i>PO Box</i>		<i>Postal code</i>		<i>Cedex</i>	
<i>Town</i>		<i>Country</i>			
Employment status information	<input type="checkbox"/> on permanent position				
	<input type="checkbox"/> on fixed-term position				
	If on fixed term position				
	Duration of contract:				
Funding body:					
Other team members involved in the project					
Team member 1 : Family name, First name, gender, title, phone, email, ORCID id.					
Team member 2 : Family name, First name, gender, title, phone, email, ORCID id.					
Team member N : Family name, First name, gender, title, phone, email, ORCID id.					

Please insert as many copies of the above table as necessary for other applicants

Self-financed Partner A					
<i>Researcher in charge:</i>			<i>ORCID ID:</i>		
<i>Family name</i>		<i>First name</i>			
<i>Title</i>		<i>Gender</i>			
<i>Phone</i>		<i>E-mail</i>			
<i>Web site</i>					
<i>Research institute / Company</i>					
<i>Status: Private or public?</i>					
<i>Division / Department</i>					
<i>Street name and number</i>					
<i>PO Box</i>		<i>Postal code</i>		<i>Cedex</i>	
<i>Town</i>		<i>Country</i>			
Team members involved in the project (when the Partner is an institution, a laboratory, a department)					

Team member 1 : Family name, First name, gender, title, phone, email, ORCID id.
 Team member 2 : Family name, First name, gender, title, phone, email, ORCID id.
 Team member N : Family name, First name, gender, title, phone, email, ORCID id.

Please insert as many copies of the above table as necessary for other Partners B, C...

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

In the following table, please specify the names and countries of each Partner.

Partners	Teams	Time to be dedicated to the project in person month
Participating Organisation 1 Name Country	Member 1 Member 2 Member N	
<i>Participating Organisation 1a</i> <i>Name</i> <i>Country</i>	Member 1 Member 2 Member N	
Participating Organisation 2 Name Country	Member 1 Member 2 Member N	
<i>Participating Organisation 2a</i> <i>Name</i> <i>Country</i>	Member 1 Member 2 Member N	
Participating Organisation 3 Name Country	Member 1 Member 2 Member N	
...		
Participating Organisation N Name Country	Member 1 Member 2 Member N	
<i>Self-financed Participating Organisation A</i> <i>Name</i> <i>country</i>	Member 1 Member 2 Member N	

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

Provide details of any proposal related to this one, which you or another project Partner have submitted to other funding opportunities, including title, funding source, extent of overlap and expected decision date.

Duplication of funding is not allowed for the same (whole or part) research project.

!! Please note that some Funding Organisations have specific rules on the possibility to apply as applicant in different proposals. Make sure you comply with your Funding Organisations' rules. **!!**

II. Summary of the project

(max. 1 page, Arial font, 11pts, single spaced, margins of 1.27 cm)

Theme(s), environment(s) and/or socio-economic sector(s) targeted if relevant, scientific discipline(s) involved and study area(s)/country(ies) covered in the project

Please indicate the theme addressed by your project, and the type of environment(s) that are studied in your project (please tick the yes/no box – if more than one theme and/or one type of ecosystem is addressed in your project, please use the percentage box), and list the socio-economic sectors, the scientific disciplines involved and the study areas/countries covered by the project.

*Important note: **Projects cannot only address Theme 1. Projects addressing Theme 1 should also address Theme 2 and/or Theme 3. This should be also taken into account by projects relevant for Theme 4.***

Themes in the joint BiodivERsA call	YES	%	NO
<u>T1: Relationship between biological diversity and animal, human and/or plant health: effects and underlying mechanisms</u>			
<u>T2: Understanding and predicting the integrated effects of global change factors on biodiversity-related health issues</u>			
<u>T3: Valuing/qualifying biodiversity benefits to animal, human and plant health, and promoting health-friendly biodiversity status as well as biodiversity-based health status</u>			
<u>T4: Focus on biodiversity-health relations in European overseas</u>			

Environment(s) studied if relevant	YES	%	NO
1. Terrestrial			
2. Inland water			
3. Coastal			
4. Marine			
5. Other: ... [to be specified]			

Socio-economic sector(s) studied if relevant

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Scientific disciplines involved

To be selected from a standardised list

Study areas/countries covered by the project (please do not indicate here the nationality of the members of the consortium but the areas and countries studied in your proposals (research scope, studied sites, etc.)

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Work packages (WP) - Title only, detailed descriptions should be included in the project description section

No. of WP	Responsible Partner	Title
1		
2		
3		
N		

(Use as many lines as needed)

Estimated working time (in person/month) per work package ¹⁾						
No. of WP	Partner 1	Partner 1a	Partner 2	Partner 3	Partner N	Self-financed Partner A
1						
2						
3						
N						

(Expand this table [rows, columns] as required)

¹⁾ This estimation should include the estimated total working time of all the team members involved in the project (financed, subcontracted and self-funded partners, permanent & non-permanent staff, etc.)

Deliverables		
No.	Title	Delivery date ¹⁾
1		
2		
3		
4		
5		
N		

(Use as many lines as needed)

¹⁾ Indicate month number from the start of the project, e.g. month 12, month 24...

Milestones		
No.	Title	Date ¹⁾
1		
2		
3		
4		
5		
N		

(Use as many lines as needed)

¹⁾ Indicate month number from the start of the project, e.g. month 12, month 24...

III. Scientific publications

Top 5 recent scientific publications of the researchers in charge relevant to the application

In the following table, please specify the names and countries of each Partner.

Partner 1	1.
Name	2.
Country	3.
	4.
	5.

<i>Partner 1.a (subcontracted) Name Country</i>	1. 2. 3. 4. 5.
Partner 2 Name Country	1. 2. 3. 4. 5.
Partner 3 Name Country	1. 2. 3. 4. 5.
Partner N Name Country	1. 2. 3. 4. 5.
<i>Self-financed Partner A Name Country</i>	1. 2. 3. 4. 5.

Other relevant publications (*max 1 page, Arial font, 11 pts, single spaced, margins of 1.27 cm*)

By the applying research group:

-
-

Other references relevant to the application:

-
-

Instruction: Part IV.A or VIII should include:

- *A short description of the hypothesis, theories and/or main research questions, and explanation of the novelty of the research planned;*
- *Scientific objectives with detailed account of their relationship to the theme 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;*
- *Relevance for the identified policy application, importance of the research for solving pressing concerns and/or issues related to biodiversity;*
- *Description of stakeholder engagement and identification of end users for project results: detail how users will be engaged in the project: who may benefit from or make use of the research, how they might benefit from and/or make use of the research, and methods for engaging with users and exchanging / disseminating data/knowledge/skills in the most effective and appropriate manner. We recommend applicants to use the BiodivERsA Stakeholder Engagement Handbook (<http://www.biodiversa.org/702>);*

- *Proposed exploitation of project results;*
- *Knowledge transfer, communication of results to practitioners, policy- and decision-makers;*
- *Transnational added value of the proposed research (including overseas) and of the transnational collaboration: demonstrate how the project will increase synergy between teams across partner countries and how international collaboration adds a particular value;*
- *Justification of resources requested.*

IV. Description of the project

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

(max. 10 pages, Arial font, 11pts, single spaced, including references if necessary, margins of 1.27 cm)

Give a detailed description and the approach and methodology chosen to achieve the objectives. Highlight the particular advantages of the methodology chosen; quantify the expected project result(s).

Break down the research program into individual tasks, showing the interrelationship between the tasks. Explain why there is synergy between different tasks of the project and how this is going to be exploited.

Added-value – In instances where the proposed work builds on previous activities, describe how this collaborative proposal will complement or build on previous activities as well as the incremental value of the proposed work.

IV.B. Stakeholder engagement and expected societal/policy impact

(max. 1 page, Arial font, 11pts, single spaced)

Describe how you plan to engage stakeholders in your project and at which stage of the project; list the stakeholders / end-users of your project results you have identified and/or you plan to engage, indicate if you have already contacted them and if they already confirmed their support to the project.

Describe the relevance of your project for policy application and the importance of the research for solving pressing issues related to biodiversity.

Detail the proposed exploitation of results by, -and knowledge transfer to- practitioners and policy- and decision-makers

NB:

- *BiodivERsA produced a stakeholder engagement handbook for researchers to help them to engage with stakeholders all along their research projects. This handbook is accessible online (<http://www.biodiversa.org/stakeholderengagement>) and we recommend you to use it when designing your project and preparing your proposal.*
- *Similarly, BiodivERsA developed a guide for policy relevance of research projects to help researchers understand what is meant by policy and societal relevance and how this is evaluated in proposals. This guide is available online ([LINK](#)) and we recommend you to use it when designing your project and preparing your proposal.*
- *Please note that letters of support are not requested and won't be considered for the evaluation.*

IV.C. Communication plan

(max. 1 page, Arial font, 11pts, single spaced)

Describe how the consortium will deal with the dissemination, publication, and, protection of results generated in the project. Specify who will receive information on the project (scientists, non-scientific stakeholders, general public...). Describe what, why, when and how they will receive it.

Specify planned publications (scientific and other) and their expected impact. Please provide timelines for open access to data collected during the project and specify how access will be provided.

IV.D Description of project management

(max. 2 pages, Arial font, 11pts, single spaced, margins of 1.27 cm)

Describe how the overall coordination, monitoring and control of the project will be implemented. Outline the management processes foreseen in the project (decision boards, coordination meetings, etc.) and clearly indicate the distribution of tasks among the consortium members.

It is recommended that milestones be presented in a detailed diagram (e.g. PERT or Gantt charts) providing the time schedule of the tasks and marking their interrelationships; add when decisions on further approaches will have to be made; indicate a critical path marking those events which directly influence the overall time schedule in case of delays. *[Please note that the Pert or Gantt chart can be included in part V “Time schedule and working programme”]*

Explain how information flow and communication will be managed and enhanced within the project (e.g. collaboration and task meetings, exchange of scientists, dissemination of results and engagement with stakeholders).

Risk management: Indicate where there are risks of not achieving the objectives and describe potential solutions, if appropriate.

IV.E. CVs

Use the CV template below (maximum 4 pages per CV, Arial font, 11pts, single spaced, margins of 1.27 cm for each PI & WP leaders)

When relevant, please include the CVs of self-financed and sub-contracted partners.

When relevant, please specify in the CVs the partners’ capacity to involve stakeholders.

Participation status: <Coordinator, PI or WP leader>
Name:
Nationality:
Institution, City, Country:
E-mail:
URL:
Professional status: <Professor, Assistant professor, Associate professor, Senior scientist, Post-Doc, PhD-student, other>
Education <Year; type of education > <Year ; type of education > ...
Academic Positions <Year; Position> <Year; Position> ...
General expertise and its relevance for the project
Up to 10 most important publications relevant to the proposal <...> <...> <...> <...> <...>

V. Time schedule and working programme (use a Gantt chart or equivalent)

(max. 1 page)

VI. Links to national and transnational research projects and programmes

(max. 1/2 page, Arial font, 11pts, single spaced, margins of 1.27 cm)

Indicate here links to national and transnational research projects / programmes / networks that are relevant for your project. This should include a description of existing involvement of Partners in on-going projects / programmes / networks, as well as cooperation you plan to develop during your project with national or transnational research projects / programmes / networks

VII. Budget

Budget instructions

FUNDING RULES:

Please note that each Partner will be funded by his own national/regional funding organisation.

Please make sure to comply with the funding organisations' rules (e.g. subcontracts, overheads, inclusion of VAT...). **The compliance with national/regional eligibility rules is mandatory. National/regional funding organisations' rules are advertised on the BiodivERsA website, together with the list of the Funding organisation Contact Points (FCPs), which should be contacted for further help on national/regional eligibility rules.**

MANDATORY COSTS:

The funded projects are considered to form part of an international research programme for which activities will be organised, namely a kick-off meeting and a final meeting. The coordinators of funded projects should participate in these joint activities. **The cost for attendance to the kick-off meeting and final meeting must be included in the budgets of the full proposals.** Given the intercontinental collaborations expected under this Call, it is recommended that proposals reserve a total of approximately 3,000 euro for the attendance to these two meetings.

PARTNERS INELIGIBLE FOR FUNDING

Partners from countries (and organisations) ineligible for direct funding under this call:

- Can be associated in the projects, **as NON-FUNDED PARTNERS, if they can bring a secured budget from a different source of funding (specify below in the first budget table); (= Self-financed Partners A, B...)**
- **May be subcontracted by other Partners in some cases (= Partners 1a, 1b, 2a...).** Please, refer to the funding organisations' rules, as some funding organisations have specific restrictions about subcontracting costs and your proposal will be ineligible if you do not follow national rules. The list of Funding organisations' rules is available on the BiodivERsA website (www.biodiversa.org)
- **CANNOT REQUEST FUNDING.** In Table 1, please do not request funding for countries ineligible for direct funding (**Partners 1a, 1b, 2a and Self-financed Partners A, B**): indicate 0€ in column B and indicate 0% in column "Funding rate" (B/A). **The whole proposal will be ineligible if a Partner from a country not participating in the call requests funding.**

Budget tables

Please provide clear evidence of how the funds requested will be used to fulfil the activities of each partner and a clear justification that the requested funds are sufficient to achieve the work proposed.