

Action B: 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 registrations have to be submitted online via the EPSS. The format of the registration form will be modified to fit the EPSS- of the call.

FULL PROPOSAL APPLICATION FORM

Call for trans-national synthesis 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

* Please note that the project duration should be 2 to max. 3 years.

Overall budget requested by the working group (in €): xxxx

I. Administrative details

You will have to provide in this section information on the coordinator and Group members involved, as well as the requested budget per Group member.

What is a Group member?

Note that depending on the country, a "Group member" can be:

- a researcher,
- a representative from an institution acting as a stakeholder (e.g. a major data provider for the project),

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 their proposal.***

Please note that no changes of Group member 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 Group member (person). If a Group member remains the same (person) but changes of institutions, this won't be considered as a change.

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 requirements²⁰.

For funding, there are 3 categories of Group member:

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

| Coordinator – Group member 1 | | | | | |
|-------------------------------------|--|-------------|---|-------|--|
| Family name | | First name | | | |
| Title | | Gender | | | |
| Phone | | E-mail | | | |
| Web site | | | | | |
| ORCID id. | | | | | |
| 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: | | |

| Group member 1a (Subcontracted) | | | |
|--|--|------------|--|
| Family name | | First name | |

²⁰ 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>Title</i> | | <i>Gender</i> | |
| <i>Phone</i> | | <i>E-mail</i> | |
| <i>Web site</i> | | | |
| <i>ORCID Id.</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> | |

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

| Post doc - Group member 2¹⁾ | | | | |
|---|---|--------------------|--------------|--|
| <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>ORCID id.</i> | | | | |
| <i>Research institute / Company</i> | <i>(should be that of the Group member 1)</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: | | | | |

¹⁾ All proposals have to include funding demand for at least one post-doc (2-year long position). The post-doc should be attached to the organisation of the Coordinator.

NB: it is possible, if relevant and allowed by the Funding Organisations' rules, to include funding demand for another post-doc. Post doc always have to be attached to another Group member.

| Group member 3 | | | | | |
|-------------------------------|--|--------------------|---|--------------|--|
| <i>Family name</i> | | <i>First name</i> | | | |
| <i>Title</i> | | <i>Gender</i> | | | |
| <i>Phone</i> | | <i>E-mail</i> | | | |
| Web site | | | | | |
| ORCID id. | | | | | |
| 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: | | |

| Group member 4 | | | | | |
|------------------------------|--|-------------------|--|--|--|
| <i>Family name</i> | | <i>First name</i> | | | |
| <i>Title</i> | | <i>Gender</i> | | | |
| <i>Phone</i> | | <i>E-mail</i> | | | |
| Web site | | | | | |
| ORCID id. | | | | | |
| 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: | | |

| Group member 5 | | | | | |
|-------------------------------------|--|--------------------|---|--------------|--|
| <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>ORCID id.</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: | | |

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

| Self-financed Group member A | | | | |
|-------------------------------------|--|--|-------------------|--|
| <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>ORCID Id.</i> | | | | |

| | | | | | |
|------------------------------|--|-------------|---------|-------|--|
| Research institute / Company | | | | | |
| Status: Private or public? | | | | | |
| Division / Department | | | | | |
| Street name and number | | | | | |
| PO Box | | Postal code | | Cedex | |
| Town | | | Country | | |

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

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

| Group members | Time to be dedicated to the project (Nb of person month) |
|---|---|
| Group member 1: Coordinator Name Country | |
| <i>Group member 1a</i> Name Country | |
| | |
| Group member 2: Post doc Name Country | |
| <i>Group member 2a</i> Name Country | |
| Group member 3 Name Country | |
| Group member 4 Name Country | |
| Group member 5 Name Country | |
| ... | |
| Self-financed Group member organisation A Name Country | |

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 Group member have submitted to other funding opportunities, including title, funding source, extent of overlap or complementarity, and expected decision date.

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

II. Project Summary

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

Please provide a concise and comprehensive summary covering the main objectives, activities (synthesis activities should be clearly presented), and expected contributions of the proposed research)

III. Theme(s) and environment(s) targeted, scientific discipline(s) involved and area(s) covered in the project

Please indicate which themes in the call your proposal relates to and the type of environment(s) that are studied in your project (please tick the yes/no box. If more than one theme / 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 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 |
|---|-----|---|----|
| T1: Relationship between biological diversity and animal, human and/or plant health: effects and underlying mechanisms | | | |
| T2: Understanding and predicting the integrated effects of global change factors on biodiversity-related health issues | | | |
| T3: Valuing/qualifying biodiversity benefits to animal, human and plant health, and promoting health-friendly biodiversity status as well as biodiversity-based health status | | | |
| T4: Focus on biodiversity-health relations in European overseas | | | |

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

| Scientific disciplines involved |
|---------------------------------------|
| To be chosen from a standardised list |

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

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

| No. of WP | Responsible Group member | Title |
|-----------|--------------------------|-------|
| 1 | | |
| 2 | | |
| 3 | | |
| N | | |

(Use as many lines as needed)

Estimated working time (in person/month) per work package

| No. of WP | Group member 1 | Group member 1a | Group member 2 | Group member 3 | Group member 4 | Group member 5 | Group member N | Self-financed Group member A |
|-----------|----------------|-----------------|----------------|----------------|----------------|----------------|----------------|------------------------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| N | | | | | | | | |

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

This estimation should include the estimated total working time of all the Group members for the project (financed, subcontracted and self-funded, including the post doc.).

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...

| | |
|---|-------------------------|
| Duration of the project: | DD/MM/YYYY - DD/MM/YYYY |
| Proposed data release date Date you expect to submit data set(s) to synthesis centres (if relevant) | DD/MM/YYYY |

IV. Description of the project

The project description should be written in English. The body of the proposal should be written with a maximum of 3500 words in total and follow the format below:

1. Context and objectives, including state of the art and theoretical context:

Please describe the problem statement of what is to be done, why it is important, and working hypotheses. Explain briefly and precisely the state of the art in the field (i.e. research statement and justification) and its direct relationship to the proposed working group

2. Aims and scope of the working group

Please describe in particular how the working group will foster theoretical and synthetic thinking and hence contribute to advancing the field of biodiversity research. What kind of synergies do you expect from bringing together researchers of different backgrounds, disciplines, or scientific expertise (possibly also stakeholders), and which disciplines and target groups does your working group integrate? What is the synthetic aspect in your project?

3. Transnational added value of the project and working group

Demonstrate how the project will increase synergies between group members across different countries and how European collaboration adds a particular value to the project.

4. Proposed activities and work plan:

- Please give a precise and comprehensible account of the steps planned (i) before, (ii) during and (iii) after the meetings.
- Give a timetable of the meetings planned during your project. Please note however that if you are selected for funding; the exact dates of meetings will be defined in interaction with the synthesis centres that will host your project.
- Aside from the timetable of activities, provide a description of the methods and quantitative tools (theoretical frameworks, models, algorithms etc.) that you plan to use. What methods/tools are already available? What methods/tools need to be developed? Why are these methods/tools appropriate?

5. Data management plan (for projects involving data compilation and analyses)

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If data and/or data integration are crucial to achieving your project goals, please provide information about:

- (i) which dataset(s) the project relies upon? For each dataset, please provide: Name, owner (indicate whether (s)he is a working group participant), access rights, format (e.g. excel, csv, txt), type (qualitative, quantitative), and size. If data(bases) will be used, the sources of the data and their availability need to be indicated (as a proof of the latter, documents can be added as an appendix to the proposal).*
- (ii) how much time you estimate will be required for data integration prior to the meeting(s), at the meeting(s) or after*
- (iii) Policy for further access and use of data after the end of the project;*
- (iv) Storage and management solutions;*
- (v) Who will be involved in and responsible for the implementation of the data management plan*

Please note that you will have to fill in and attach as an annex to your proposal the model data management plan of Annex B-7.

6. Anticipated academic results and outcomes

7. Societal and policy relevance of the synthesis research; and expected outcomes for non-academic stakeholders

8. Dissemination plan, including knowledge transfer plan

- Detail what you plan to do with regard to the exploitation of results, knowledge transfer to practitioners, policy and decision makers and how you plan to communicate your results.*
- Working groups are encouraged to include training and dissemination activities through national/European and international initiatives and participation in lectures and/or training, as part of their projects. Allowance for this should be made in the budget proposal.*

9. Description of the management of the working group

- Describe how the overall coordination, monitoring and control of the project will be implemented. Outline the management processes foreseen in the project 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. Explain how information flow and communication will be managed and enhanced within the project.*
- Detail the support planned for the management of the post doc and the role of the post doc*
- Risk management: Indicate where there are risks of not achieving the objectives and describe potential solutions, if appropriate.*

ADDITIONAL INFORMATION (NOT INCLUDED IN THE 3500 WORD LIMIT)

10. Literature cited

11. List of synthesis services needed

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[Select from the predefined list – see Annex B-4]

Indicate the list of synthesis services needed (from the predefined list) and explain why

V. CVs

Use the CV template below (maximum one page for each Group member)

| |
|---|
| Participation status: <PI, postdoc or participant> |
| 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 |
| Five most important publications relevant to the proposal <...> <...> <...> <...> <...> |

VI. Budget

Budget instructions

FUNDING RULES:

Please note that each Group member 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.

GROUP MEMBER INELIGIBLE FOR FUNDING

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

- Can be associated in the projects, **as NON-FUNDED GROUP MEMBER, if they can bring a secured budget from a different source of funding (specify below in the first budget table); (= Self-financed Group members A, B...)**
- **May be subcontracted by other Group members in some cases (= Group members 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 (**Group members 1a, 1b, 2a and Self-financed Group members A, B**): indicate 0€ in column B and indicate 0% in column "Funding rate" (B/A). **The whole proposal will be ineligible if a Group member 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 Group member and a clear justification that the requested funds are sufficient to achieve the work proposed.