

Guideline for applicants

for the CORE Organic II pilot call  
with real common pot funding

Call for applications (full-proposals)  
for transnational research and development  
on organic food and farming systems

Closing date: 7 November 2012



CORE Organic II is an ERA-NET funded by the European Commission's 7<sup>th</sup> Framework Programme

Contract no. 249667

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## 1 GENERAL INFORMATION

Six partners in the EC funded ERA-NET CORE Organic II is launching a pilot call for transnational research and development projects to be funded by a real common pot (RCP) with the following thematic research area:

**Sustainable and efficient management of phosphorus and use of secondary fertilizers  
within organic agriculture.**

The pilot call is open to research institutions, universities, and small and medium-sized enterprises from the following countries: Austria, Denmark, Germany, Norway, Switzerland and United Kingdom. The call text and background of this pilot call are specified in the RCP Call Announcement.

## 2 PARTICIPATION AND FUNDING OF RESEARCH AND DEVELOPMENT PROJECTS

The funding for the transnational projects will be based on a 'real common pot' instrument. This means, that the funds provided for this call by each country are pooled within a common and centrally administered pot. The available funds will only be distributed to research teams, enterprises and institutions belonging to the countries involved in the RCP. The amount may be allocated to one or more projects.

The total budget for the RCP call amounts to 860.000 €. The Fund Manager for the distribution of the available funds is the Danish AgriFish Agency. The Fund Manager will sign an agreement with the project coordinator(s) based on the terms and conditions of contract that can be found at the CORE Organic II website under Call. In addition, the fund manager will make a contract with the terms of transfer with each project participant of the selected project(s).

## 3 CALL SCHEDULE

The call involves a 1-step procedure. The Project coordinator has to submit a proposal on behalf of the project consortium. The respective time schedule and activities are listed in the table below.

Table 1. Time schedule of the RCP call

Action	Scheduled
Announcement	8 June 2012
Closing date for proposals	7 November 2012
Evaluation period	November 2012 to January 2013
Prioritisation and selection of project	February 2013
Notification letter	End February 2013
Contract negotiations	March - April 2013
Start of project	From May 2013

## 4 RCP CALL SECRETARIAT

The RCP Call Secretariat will provide administrative support to applicants regarding the call, call documents and procedures. It is the primary point of contact between the project consortium and the RCP Management Board for all general matters in relation to the call.

### RCP Call Secretariat:

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## 5 SUBMISSION OF PROPOSAL

The Call announcement is available at the CORE Organic II website: [www.coreorganic2.org](http://www.coreorganic2.org). The proposal application has to be filled in and submitted via the RCP call submission website <http://eracall.eu/coreorganic3>. **The proposal must be submitted by 7 November 2012.**

For each application, two forms have to be filled in:

- 1) Part A is web-based and has to be filled in directly on the call submission website, and
- 2) Part B, a project description form, has to be downloaded from- and uploaded to the call submission website, and
- 3) Part C, the budget, has to be inserted in predefined boxes on the call submission website.

Only one application is required covering all the project partners of the consortium. It is mandatory to submit the Part B form as an **unprotected** Adobe PDF file. The proposal must be written in English and should be precise and concise.

**Application submission will only be accepted via the CORE Organic II RCP call submission website:** <http://eracall.eu/coreorganic3>

For further information contact the Call Secretariat (chapter 4).

### 5.1 THE PROJECT COORDINATOR

Each Project Consortium needs to appoint a project coordinator, who, in any commissioned project, has the following roles and responsibilities:

- Be the primary point of contact between the RCP Management Board and the researchers on behalf of the Project Consortium from the submission of the proposal until the publication of the final report.

- Submit the application on behalf of the Project Consortium.
- Prepare a Consortium Agreement. The Consortium Agreement must be signed by all partners within 2 months after the official starting date of the project (see Chapter 7.1.4).
- Compile and submit reports and other deliverables to the RCP consortium on behalf of the Project Consortium.
- Secure that all project milestones and deliverables are met by the project consortium and take action according to the project management plan if one or more partners fail to deliver.
- Inform the RCP consortium about any event that might affect the implementation of the project.

## 5.2 PROPOSAL APPLICATION

Applicants will be required to submit a proposal consisting of the following information:

### Part A, predefined boxes on the call website:

1. Title of Project (max. 200 characters).
2. Project Acronym (max. 20 characters).
3. Thematic research area: **Sustainable and efficient management of phosphorus and use of secondary fertilizers within organic agriculture**
4. Project Summary (2000 characters).
5. Keywords (max 5 and 100 characters).
6. Duration of the proposed project (max 36 months).
7. References of ten selected publications (per consortium) by the partners and relevant to the proposal, including links to the articles or abstracts.

### Information about the coordinator and the project partners including financial plan

8. Contact details for each project partner.
9. Description of project partners, their role in the project and related projects:
  - The role of each project partner in the project.
  - A short description of the partner.

For coordinator and work package leaders:

- A short description of ongoing projects related to the present topic indicating project name, funding source and amounts, and potential overlap or link with the current proposal.
- A brief CV (max. 2500 characters).

**Part B, word form from the call website to be submitted as PDF (maximum 8 pages in total):**

- B1 Project acronym
- B2 Project summary (approx. 1/2 page) suitable for web publishing.
- B3 Background and „State of the Art“ in the field (approx. 1 1/2 pages).
- B4 Description of the project: (max. 8 pages in total)
  - a) Aim, objectives and hypotheses
  - b) Scientific description of methods & work plan, including work packages, description of deliverables, milestones and timetable (with responsible work package/partner and deliverables, optionally in a Gantt chart)
  - c) Expected results and their impact/application
  - d) Description of novelty in methods or development opportunities
  - e) Dissemination plan and/or exploitation of results
  - f) Description and definition of potential risk to the implementation and success of the project (e.g. in research methods, farm studies, stakeholders involvement), describe how the chances for success are maximised, and include a contingency plan.
- B5 Statement describing how the proposal fits the call topic (max. 1 page) including identification of the added value/complementarity of the proposed research to previous or ongoing projects
- B6 Statement describing how/why the proposal has a clear added value of being carried out on a transnational basis (European added value, transnational impact of the proposed project, including added value for participating countries and cross border problems, description of the specific integration of participants in the transnational consortium structure) max. ½ page
- B7 Statement describing training opportunities (description of training/exchange activities foreseen within the project, if applicable) (max. ½ page)
- B8 Statement describing the societal and ethical aspects (aspects of the project such as environmental, human or animal welfare, intellectual or cultural development, that could cause societal or ethical concerns or contribute to progress in these areas) (max. ½ page)
- B9 References used for the project description (please use a format containing the following information: Surname, A., Surname, B., Surname, C. (Year): Title of paper, Journal, Volume, Pages) max. 30 references

**Part C, predefined boxes on the call submission website:**

- C1 Financial plan with budget for each project partner. The financial needs principally have to go along with the European regulations of the FP7. These regulations can be found via the following link: [ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide_en.pdf)  
  
Special rules concerning the financing of the projects (e.g. overheads, eligible costs) are listed in Annex B to this guideline.
- C2 Details of requested resources (person months, salaries, animals, equipment, subcontracting, travel, overhead and other additional costs to be specified), approx. 1 page.  
  
Special rules concerning the financing of the projects are listed in Annex B to this guideline.

In addition to the costs foreseen for the project realization, the Project Coordinator should calculate travel costs for herself/himself for the participation in three events organized by the CORE Organic II Consortium.

The maximum text indicated in each part should be respected and the following format should be used: Arial,

10 pt, single space, 2.5 cm left/right margins, 3.5 cm top margin, 2 cm bottom margin.

Part A and C can be saved at all steps and revisions of Part B can be submitted until the deadline. The latest version will be shown at the next log-in. The latest version is considered to be your final proposal.

Proposals, which do not include all the compulsory information and formal requirements will not be considered for evaluation.

## **6 ELIGIBILITY FOR FUNDING**

The proposal should meet the following eligibility criteria:

### **6.1. ETHICS**

Work involving the use of animals or humans should be carried out under the appropriate authorisation taking into account local ethical requirements. Any proposal, which seems to contravene fundamental ethical principles, shall not be selected, and may be excluded from the evaluation and selection procedure at any time by the CORE Organic II Governing Board. Judgement of the significance of ethical issues will be made by the Governing Board using the criteria published by the Commission in its guidelines for the Seventh Framework Programme ([http://cordis.europa.eu/fp7/ethics\\_en.html#ethics\\_sd](http://cordis.europa.eu/fp7/ethics_en.html#ethics_sd)).

### **6.2. RCP ELIGIBILITY CRITERIA**

Each project proposal must:

- Consist of a transnational consortium of at least three independent eligible legal entities from at least three of the Partner countries listed in Annex A. Applications with participation of all funding countries will be given higher priority, if the projects hold equal scientific quality.
- Be written in English.
- Use the application forms provided via the call website: <http://eracall.eu/coreorganic3>
- Fulfil the formal requirements for proposal submission.
- Be submitted correctly and completely via the call website before the call deadline.
- The total requested funding cannot exceed the allocated amount for the call.

## **7 SELECTION OF PROPOSALS**

### **7.1. SELECTION PROCEDURE**

All proposals submitted will be treated strictly confidential by the RCP Management Board. In the selection process the transnational research proposals which are eligible in terms of the “Eligibility criteria for funding” mentioned in chapter 6 will be identified.

These proposals will be submitted to a scientific peer review by a scientific expert panel. The scientific expert panel will evaluate the proposals according to the following scientific criteria:

- The proposal addresses the aim(s) of the joint transnational call as described in the topic descriptions,
- Scientific quality of the proposal including methodology, in comparison to existing knowledge and complementarity to ongoing national and international projects
- Innovation level of the project and methods, and multi- and interdisciplinarity of the approach
- Transnational and/or European added value.
- Quality and international competitiveness of participants in the field(s) of the proposal (previous work in the field, expertise of the participants).
- Quality and efficiency of the project management (coordination of work packages and tasks management).
- Quality of the consortium and collaboration (well balanced partnership; integrated partnership in work packages; broadness of consortium compared with geographical relevance; previous level of collaborative interaction between the participants,).
- Dissemination activities and expected impact for end users
- Feasibility of the project – human, technical and financial resources: adequate work package structure and work plan (tasks, milestones, deliverables, matching events, calendar); adequate equipment and manpower resources.
- Cost-efficiency of the project plan compared with the budget.
- Probability of success of the project based on description of risks and the contingency plan.
- Inclusion of relevant societal and ethical aspects

The international experts will be nominated and appointed by the RCP Management Board. Potential conflict of interests will be considered. Moreover, the experts have to sign an impartiality and confidentiality agreement before they get access to the proposals. The experts will score the proposals based on the evaluation criteria listed above, provide comments, make an overall assessment of scientific merit and a funding recommendation.

The RCP Management Board will evaluate:

Relevance:

- Relevance to the field
- Development opportunities for the sector
- Degree of innovation and relevance of it
- Coverage of situations in all funding countries
- Results applicable in all countries

Impact:

- Applicability of results in all funding countries
- Degree to which the project will overcome important barriers
- Realization and value-creating potential
- Potential socio-economic efficacy
- Dissemination activities in all funding countries



The final funding decision is taken by the RCP Management Board based on the recommendations from the expert evaluation and their evaluation of the relevance and impact.

The RCP Call Secretariat will send notification letters to all project consortia coordinators to inform them of the result of the final funding decision. For the proposals not selected a reason will be included in the letter. The fund manager will contact each project partner of the selected project for contracting.

The result of the selection will be published on the CORE Organic II website with the following information: Name and acronym of the project(s), name of coordinator and project partners, their institution/enterprise and country.

## **7.2. CONTRACT CONDITIONS**

### **TERMS OF PARTICIPATION**

The funding of the RCP Call is offered under the coordination of the FP7 ERA-NET CORE Organic II (RCP Parties: see chapter 1). Partners of the project consortium are required to recognize the coordinating role of the RCP Management Board throughout the duration of the funded project(s) until the publication of the final report. Each Project Consortium will be asked for a feedback on the processes in order to help to refine them for the future use.

### **CONTRACTUAL RELATIONSHIPS**

The contracts with researchers on funding procedures and regulations remain within the responsibility of the Fund Manager (see chapter 2). The terms and conditions of contract can be found at the CORE Organic II homepage under Call. The project coordinator will be required to deliver scientific and financial reports annually to the Fund manager.

### **FUNDING CONTRACTS**

For the whole duration of the contract it is the responsibility of the Project Coordinator to inform the RCP consortium of any changes which may affect the implementation of the project (e.g. work plan, consortium modifications) and other changes such as changes in the contract details.

If a change to the Project Consortium occurs which poses a risk to the project, the issue has to be solved by the consortium (in line with the Consortium Agreement). The RCP consortium must be kept informed of such events.

Any changes in the work plan should be only minor, but will need to be authorised by the RCP Management Board.

### **CONSORTIUM AGREEMENT**

The consortia selected for funding must enter into a Consortium Agreement, in order to manage the project activities, finances, intellectual property rights (IPR) and to avoid disputes which might be detrimental to the completion of the project.

It will be the responsibility of the project coordinators to draw up a Consortium Agreement suitable to their own group. The Consortium Agreement will normally be under the law and legal system of the country of the project coordinator. The purpose of this document is:

- To underpin the project partners' collaboration and provide the project partners with mutual assurance on project management structures and procedures, and their rights and obligations towards one another.

- To assure the funding bodies involved that the Project Consortium has a satisfactory decision making capacity and is able to work together in a synergistic and positive manner.

The Consortium Agreement should be a deliverable of the project and must be finalized and signed by all partners of the Project Consortium within 2 months after the official start of the project.

The RCP consortium will provide the applicants with an example of a Consortium Agreement after the selection process.

#### **IPR, USE AND ACCESS TO RESULTS**

Results and new IPR resulting from projects funded through the CORE Organic II Call will be owned by the Project Partners according to the conditions stated in their Consortium Agreement and shall not be in conflict with the respective national regulation.

Researchers are encouraged to actively exploit the results of the project and make them available for use, whether for commercial gain or not, in order for public benefit to be obtained from the knowledge created.

#### **PROJECT REPORTING**

Annual scientific and financial reports including deliverables have to be sent to the RCP consortium by the project coordinator. Project reports and the progress will be assessed against the expected output and timeline as described in the final project description (milestones and deliverables). Action may be taken by the RCP Management Board in case of shortcomings or non-compliance.

Project reports and articles must be written in English, whereas supplementary versions may also be written in other languages at the Project Partners' discretion and own expenses.

#### **DISSEMINATION REQUIREMENTS**

Dissemination of project results is requested in the form of various communication routes such as scientific papers, posters, stakeholder involvement, course or training material, web based tools, workshops or direct intervention towards end users. A dissemination plan should be included in the proposal and specify the planned dissemination activities.

All publications, which originate from the RCP projects, have to be published via the electronic archive, Organic Eprints ([www.orgprints.org](http://www.orgprints.org)).

Further, the Project Partners have to acknowledge the transnational funding of the CORE Organic II ERA-NET and the individual national funding bodies in any document that is published (in written, oral or electronic form) within the project.

Dissemination of results from and by the project has to be performed in all countries funding the project minimum in English. In addition, the normal dissemination requirements for projects funded by CORE Organic II will be requested in the contract: 3 popular articles for stakeholders in English, to provide material about the project and annual updates for a dissemination website, use the open access database Organic Eprints for all publications.

**ANNEX A: CORE ORGANIC II NATIONAL CONTACT POINTS**

Country	Name & Organisation	Telephone	E-mail
Austria	Elfriede Fuhrmann, BMLFUW	+43 1 711 00 6817	<a href="mailto:Elfriede.fuhrmann@lebensministerium.at">Elfriede.fuhrmann@lebensministerium.at</a>
Denmark	Ulla Bertelsen, ICROFS	+45 8715 7716	<a href="mailto:Ulla.bertelsen@icrofs.org">Ulla.bertelsen@icrofs.org</a>
Germany	Katerina Kotzia, BLE Till Schneider, BLE	+49-228 6845-2902 +49-228 6845-3568	<a href="mailto:Katerina.Kotzia@ble.de">Katerina.Kotzia@ble.de</a> <a href="mailto:Till.Schneider@ble.de">Till.Schneider@ble.de</a>
Norway	Siri Anzjøn, RCN	+47 2203 70 98	<a href="mailto:Sia@forskningsradet.no">Sia@forskningsradet.no</a>
Switzerland	Urs Gantner, BLW	+41 (0)31 322 25 74	<a href="mailto:Urs.gantner@blw.admin.ch">Urs.gantner@blw.admin.ch</a>
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**ANNEX B: SPECIAL REQUIREMENTS CONCERNING THE FINANCING OF THE PROJECT(S)**

All funding bodies of the RCP call have different national funding rules, therefore the RCP Management Board has decided to use the rules laid down by the EC for FP7 Collaborative Projects, as far as possible, as the common rules for the RCP project(s).

The financial calculation of the budget should follow the EC “Guide to Financial Issues relating to FP7 Indirect Actions”. You can find this Guide via the following link:

[ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide_en.pdf)

However, some rules are specific for this RCP call and do not follow the EC rules:

1. VAT can be considered as eligible costs if it has to be paid by the institution or enterprise.
2. The maximum support to private companies cannot be more than 50% of direct costs needed for the fulfillment of their tasks.
3. Overheads can be funded as flat-rate with a maximum of 20% of the total direct eligible costs of the beneficiary (excluding the costs for subcontracting and the costs of resources made available by third parties).
4. Extra costs during the project caused by inflation will NOT be reimbursed.
5. Fluctuation in currencies will NOT be covered. The project currency is euro.

All questions to the implementation of the proposal, the financial issues and the amendments taken before the project start should be referred to the RCP Call Secretariat (and not to the European Commission).

The final decision about the funding of a proposal and the budget available for the project(s) is taken by the RCP Management Board.