

DOCUMENT 2: Pre-proposal application form

This template is an indicative model of pre-proposal application form. All pre-proposals have to be submitted online via the electronic proposal submission system (EPSS). The format of the pre-proposal application form will be modified to fit the EPSS.

PRE-PROPOSAL APPLICATION FORM

Call for transnational research projects on “Biodiversity and Climate Change”

Project title*	
Short name / Acronym*	

* Please note that the project title and acronym should be considered as definitive

1.

Keywords:

2.

Indicate the overall requested consortium budget (in €):

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 Evaluation Committee members.

I. Administrative details

NB: This part will have to be filled in directly in the EPSS.

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

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 website, 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 researcher in charge (person) remains the same but changes the institutions, this won't be considered as a change, provided the institution fulfils eligibility criteria. Individual cases will be examined.

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 requirements¹. Please also note that if the utilization of genetic resources or traditional knowledge associated with genetic resources takes place in an EU Member State, users in those states will have to comply with the general due diligence obligation under Art. 4 of Regulation (EU) No 511/2014, as well as the obligation to file due diligence declarations under Art. 7 of Regulation (EU) No 511/2014².

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)*

Coordinator – Partner 1			
Researcher in charge:		ORCID id.	
Family name		First name	
Title		Gender	
Phone		E-mail	
Web site			
Research organisation / Company			

1 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.

2 Regulation (EU) No 511/2014 of the European Parliament and of the Council of 16 April 2014 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

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Status: Private or public?					
Division / Department / Unit or Laboratory					
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, 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.					
Requested total budget of Partner 1 (in €)					

Partner 1a (Subcontracted)					
Researcher in charge:			ORCID ID:		
Family name			First name		
Title			Gender		
Phone			E-mail		
Web site					
Research organisation / Company					
Status: Private or public?					
Division / Department / Unit or Laboratory					
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 1b, 1c

Partner 2			
Researcher in charge:		ORCID id.	
Family name		First name	
Title		Gender	
Phone		E-mail	
Web site			

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Research organisation / Company					
Status: Private or public?					
Division / Department / Unit or Laboratory					
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, 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.					
Requested total budget of Partner 2 (in €)					

Partner 2a (Subcontracted)					
Researcher in charge:			ORCID ID:		
Family name			First name		
Title			Gender		
Phone			E-mail		
Web site					
Research organisation / Company					
Status: Private or public?					
Division / Department / Unit or Laboratory					
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...

Partner 3			
Researcher in charge:		ORCID ID:	
Family name		First name	
Title		Gender	

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Phone			E-mail		
Web site					
Research organisation / Company					
Status: Private or public?					
Division / Department / Unit or Laboratory					
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, 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.					
Requested total budget of Partner 3 (in €)					

<i>Partner N</i>					
Researcher in charge:			ORCID ID:		
Family name			First name		
Title			Gender		
Phone			E-mail		
Web site					
Research organisation / Company					
Status: Private or public?					
Division / Department / Unit or Laboratory					
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, 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.					

Requested total budget of Partner N (in €)	
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Please insert as many copies of the above table as necessary for other applicants

Self-financed Partner A					
Researcher in charge:			ORCID ID:		
Family name		First name			
Title		Gender			
Phone		E-mail			
Web site					
Research organisation / Company					
Status: Private or public?					
Division / Department / Unit or Laboratory					
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 N: Family name, First name, gender, title, phone, email					

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

II. Abstract

(max 3,000 characters including spaces)

NB: This part will have to be filled in directly in the EPSS.

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.

Themes in the joint 2019-2020 BiodivERsA call	YES	%	NO
T1: Consequences of climate change on biodiversity and nature's contributions to people			
T2: Climate-biodiversity feedback processes			
T3: Potential of nature-based solutions for mitigating and adapting to climate change			
T4: Synergies and trade-offs between policies on biodiversity, climate and other relevant sectors, and the role of agents of change			

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 <i>(max 3,500 characters including spaces)</i>

Scientific disciplines involved
To be selected from a standardised list (available on the EPSS)

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.) <i>(max 3,500 characters including spaces)</i>

III. Short project description

*(max. 5 pages – including title and citations –, Arial font, 11pts, single spaced, margins of 1.27 cm
Footnotes are allowed, if you respect the above mentioned layout criteria. Hyperlink are not allowed)*

NB: *This part will have to be upload as a single pdf on the EPSS.*

The project description should include the following elements:

- Scientific objectives and main research questions;
- A short description of the hypothesis and theories;
- Explanation of the novelty of the research planned, in relation to the present state-of-the-art.
- Research plan: brief description of the methodologies and work planned;
- Relevance for policy and/or society, and importance of the research for solving pressing issues related to biodiversity; this can include elements indicating how stakeholder engagement and results dissemination are envisaged.³
- Fit to the call and thematic priorities;
- Transnational added value of the research proposed.

IV. Brief CVs for the principal investigator of each Partner involved in the project

NB: *This part will have to be filled in directly in the EPSS, using the CV template below.*

³ For guidelines, consult the BiodivERsA Stakeholder Engagement Handbook (<http://www.biodiversa.org/702>) and Policy Guide (<http://www.biodiversa.org/1543>)

Please include the CVs of self-financed and sub-contracted Partners.

Participation status: <Coordinator, PI or WP leader>
Name:
Nationality:
Institution, City, Country:
E-mail:
URL / website of the researcher (including complete list of publications):
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> ...
Awards received / other responsibilities
General expertise and its relevance for the project (max 1,000 characters including spaces)
Up to 5 most important publications relevant to the proposal over 2015-2019 <...> <...> <...> <...> <...>

V. Exclusion of potential reviewers (optional)

NB: This part will have to be filled in directly in the EPSS.

List here potential reviewers who, you think, should not be asked to evaluate the project for reasons of direct competition and partiality (Table V.a). Also provide the names of significant collaborators that should not be used as reviewers due to conflicts of interest (Table V.b).

V.a. Potential competitors

	First Name	Last Name	Organisation	Country	E-mail address	Rationale for excluding the reviewer
1						

2						
3						
N						

Insert as many lines as needed

V.b. Collaborators with conflict of interest

	<i>First Name</i>	<i>Last Name</i>	<i>Organisation</i>	<i>Country</i>	<i>E-mail address</i>	<i>Rationale for excluding the reviewer</i>
1						
2						
3						
N						

Insert as many lines as needed

VI. Suggestion of potential reviewers (optional)

Please indicate up to 4 experts who could review your proposal, including their field expertise. The rules on conflict of interest set forth in Document 7 apply to these suggestions.

NB: *This part will have to be filled in directly in the EPSS.*

	<i>First Name</i>	<i>Last Name</i>	<i>Organisation</i>	<i>Country</i>	<i>E-mail address</i>	<i>Link to his/her website</i>	<i>Field of expertise</i>
1							
2							
3							
4							

For point Va and VI: Please note that these are only suggestions for consideration by the Evaluation Committee (EvC) and Call Steering Committee (CSC). The final attribution of reviewers to proposals is the responsibility of the EvC and CSC.

VII. Budget

NB: This part will have to be filled in directly in the EPSS.

Please indicate in this table the budget requested from this 2019-2020 BiodivERsA call, as well as an indicative repartition between the following categories of costs: permanent salaries, non-permanent salaries and others.

!! Please note that you should indicate in this table only the requested budget (the budget you will request to your Funding Organisation) and not the total budget / total costs of the project. Please make sure to follow your Funding Organisations’ 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 (organised back-to-back with a data management workshop and a clustering workshop) and a final meeting (organised back-to-back with a foresight workshop). At least the coordinators of funded projects should participate in these joint activities. **The cost for attendance to these meetings 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.

The indicated requested budget per Partner should be considered definitive, unless adjustment is requested by the national/regional Funding Organisations. Between pre-proposal and full proposal stage, only minor change of budget can be allowed by the relevant Funding Organisation provided they are in line with the general rules of the call and the rules of the Funding Organisations. The Funding Organisation can decide according to its own rules whether it needs a justification.

(Please insert as many lines in the table below as necessary for other Partners)

	Funding organisation(s)* that should fund the research of this Partner	Permanent salaries (k€)**	Non-permanent salaries (k€)	Fellowships (k€)**	Other costs (k€)	Subcontracting costs (k€)**	Overheads (k€)**	Total requested budget (k€)
Partner 1 (name and country)								

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<i>Partner 1 a (name and country)</i>								
<i>Partner 2 (name and country)</i>								
<i>Partner 3 (name and country)</i>								
<i>Self-financed Partner A</i>	/	0 (the Partner will be funded through XX***)	0	0	0	0	0	0

* If more than one Funding Organisation from your country is participating in the call, please indicate which one should fund your project (it may be possible to indicate all of them). If you are eligible for funding from different funding organization within one country, and if budget calculations (e.g. for non-permanent salaries or overheads) differ between the Funding Organisations of a same country, please insert the higher amount in each cell.

** Only if fundable by Funding Organisations

*** For self-financed Partners, please indicate how their participation to the project will be funded.

VIII. Signature & use of data

The data provided in this pre-proposal application form will be used for the purpose of the evaluation procedure and for the production of statistics on this call only. Anonymity and confidentiality will be maintained throughout processing of these data for the production of statistics. Please note that these data will be accessible to Funding agencies participating to the call, including the ones based in non-EU-countries (i.e. Brazil, Israel, Norway, South Africa, Switzerland, Tunisia and Turkey).

☐ By ticking this box, applicants give their consent for the collection and use of their data, as well as for the transfer of their data to non-EU countries mentioned above for the purpose of the evaluation procedure and the production of anonymous statistics on the call only.