

Frequently Asked Questions (FAQ)

- **How many steps does the ERA-MIN2 JTC 2017 procedure have?**

There is a **two-stage submission procedure**: pre-proposals and full proposals.

Full proposals will be accepted only from those applicants explicitly invited by the Joint Call Secretariat to submit them.

If required, national/regional submission forms or documents should be submitted to the respective Funding Organisation within the specified deadline, no later than one week after the proposal submission deadline.

Applicants are subjected to the national/regional rules. Thus, applicants are encouraged to contact their national/regional contact persons to comply with their respective national/regional procedures for funding.

- **Duration of the projects**

The project duration shall be **a minimum of 12 months and shall not exceed 36 months**.

However, applicants are subject to the eligibility criteria of their respective Funding Organisations. Applicants are recommended to contact their national/regional contact persons.

- **Budget**

The total budget available for the **ERA-MIN2 JTC 2017** is approximately **€15 million** corresponding to the sum of national/regional public committed funds of the participating Funding Organisations and the co-funding of the European Commission.

The indicative funding commitments of the Funding Organisations participating in ERA-MIN2 JTC 2017 are provided in Table 2 of the [Guidelines for Applicants](#).

The **expected size of a proposal** in terms of total funding is typically in the range of **0.3 to 1.5 million Euro**.

Each beneficiary in a proposal selected for funding under the ERA-MIN2 JTC 2017 will be funded by the Funding Organisation of their own country/region. Applicants must comply with their respective national/regional rules and eligibility criteria of their respective Funding

Organisations. Applicants are encouraged to read carefully the [National/Regional Funding Regulations](#).

- **Is a copy of the Consortium Agreement mandatory in the full-proposal?**

No, although in the section 2.4 of the full-proposal it is requested from the consortium a brief description of the consortium agreement principles, such as: partners' rights and duties, conflict solving position with regard to intellectual property rights management.

- **Is the Ethics table mandatory in full proposal?**

Yes. H2020 "Ethics issues table" that must be filled in with "yes" or "no" is mandatory. Applicants should always describe any relevant ethical aspects in their research plans. If a research permit or a statement by an ethics committee is required for the implementation of the project, applicants shall provide information on the permits or permit proposals. In case ethical issues apply, applicants mark respective issues in the table and indicate the section number of the proposal.

- **Does the coordinator need to upload a Gantt Chart in full proposal?**

No. A Gantt Chart is **automatically** produced online after completing the Work package/task tables.

- **How many images can be uploaded in the full proposal?**

The maximum number is eight (8). (Max file size: 600px x 600px, 2Mbyte; allowed formats are jpg, png or gif).

- **What are the types of activities allowed in the description of the task /Work Package (table)?**

In the table Work Package/tasks, the type of activities for each Work package must be described. The options are: BR (Fundamental/Basic Research); AR (Industrial/Applied Research); ED (Experimental development); MGT (Management) or OTH (Other).

See Appendix V of the [Guidelines for Applicants](#) for more details.

- **In which section(s) of the full proposal the Technology Readiness Level (TRL) should be mentioned?**

The H2020 definitions of TRL are available in Appendix II of the Guidelines for Applicants.

The start and target TRL for each partner activities in the project should be indicated in the partner profile at section “Tasks”.

The start and target TRL for the project should be indicated in section 1.3 (acronym “PROGRESS”) of the full proposal technical description.

Additionally, the start and target TRL for each activity and partner should be indicated in the table Work package/task description.

- **Do all fields in the full proposal technical description must be filled in?**

Yes. This is an eligibility criterion.

- **Will an extension of the full proposal submission deadline be possible?**

No. The full-proposals must be submitted, only via electronic form through the ERA-MIN 2 Electronic Submission System, by the coordinator of the consortium no later than 28 September 2017 (Thursday), at 17:00:00 CEST (Central European Summer Time).

Only when all mandatory fields are completed, the coordinator is able to click on “Submit” which completes the submission of the application.

- **When will the Electronic Submission System (ESS) be available for the full proposal online submission by the coordinator?**

The ESS will be open in August 1st for the full proposal submission. Since July 12th that the word template of the Technical description of the full-proposal (FORM A) as well as the Annexes (Ethics table, Form B and Form C) are available for download at the ERA-MIN 2 website (<https://www.era-min.eu/call>). A new version of the Guidelines for applicants with the updated Appendix V (full proposal template) is also available.

- **How many and which countries must take part in the consortium for the proposal to be considered eligible?**

The consortium must be composed of, at least, a minimum of two independent legal entities eligible for funding of, at least, two different EU Member States countries or EU Associated Countries participating in this Call. The eligible countries are: Belgium, Finland,

France, Germany, Ireland, Italy, Poland, Portugal, Romania, Slovenia, Spain, Sweden and Turkey.

- **In the technical description of full proposal what fields can be modified?**

In the Electronic Submission System (ESS) the following fields of the full proposal are blocked and don't allow modifications: i) the consortium and the research team, ii) the funding agency, ii) the unpublished abstract, iii) the proposal title and respective acronym, iv) main topic and sub-topics; v) the duration of the project. Any changes to the blocked fields must be requested and justified to the Joint Call Secretariat (eramin@fct.pt).

- **Can partners make changes to the pre-proposal budget in the full proposal?**

All changes to the pre-proposal budget must be submitted and negotiated with the respective funding organization before the submission of the full proposal in the Electronic Submission System (ESS). The partners that do not request any funding must declare own contribution costs in the full proposal and participate in tasks for the full proposal to be eligible.

- **Can partners make changes in the Human Resources budget, changing the person-months declared in the pre-proposal?**

No. The person-months of each partner as declared in stage 1 cannot be changed in the full proposal, in order to comply with the ERA-MIN 2 eligibility criteria "*The total efforts of partners from one country in a proposal cannot exceed 70% of the total project efforts (measured in person-months)*". Any questions should be directed to contact the Joint Call Secretariat (eramin@fct.pt).

- **How many *Curriculum Vitae* can be uploaded by each coordinator/partner organisation?**

Each coordinator/partner organisation can submit a *Curriculum Vitae* for a maximum of 3 (three) key personnel within the organization, including the lead researcher. The names of the key personnel (maximum 3) whose *Curriculum Vitae* will be annexed should be written in the partner profile under the section "tasks".

- **How many pages must the *Curriculum Vitae* of researchers have?**

The maximum number of pages allowed for each *Curriculum Vitae* is two (2); additional pages won't be read or assessed by the Scientific Evaluation Board.

- **Are changes to the pre-proposal consortium allowed, including or excluding new partners, in the full proposal?**

Changes to the eligible pre-proposal consortium are not possible. Only “associated partners” can be included. These new “associated partners” are not listed as a consortium partner but their roles must be described in the full proposal and a letter of intent should be uploaded with the full proposal. Any questions should be directed to the Joint Call Secretariat (eramin@fct.pt).

- **Do partners need to sign new Form B and Form C?**

Yes. The lead researcher and the legal representative of each partner organisation requesting funding must sign a new Form B “Statement of Commitment”.

For a partner not requesting funding, the lead researcher and the legal representative of the partner organisation must sign a new Form C “Declaration of own funding”.

All the forms must be uploaded by the coordinator at the ESS.

- **Which documentation is mandatory as annexes of the full proposal?**

The following documentation must be uploaded with the full proposal for eligibility purposes:

- Ethics table (Annex 1) correctly and completely filled;

- Form B “Statement of Commitment” (Annex 2), duly filled and signed by the lead researcher and the legal representative of the partner organisation that is requesting funding;

- Form C “Declaration of own funding” (Annex 3), duly filled and signed by the lead researcher and the legal representative of the partner organisation that is not requesting any funding and participates with own contribution;

- Letter of Intent, duly filled and signed by the lead researcher and the legal representative of the “associated partner” organisation that participates with own funds and is not listed in the consortium. As an example, Form C template can be used.

- **Are glass-fiber and carbon-fiber among the materials eligible for funding?**

Yes. Within the scope of the ERA-MIN Joint Call 2017, these materials are eligible for funding.

If you have any doubt regarding the eligibility of the topic of your proposal, please contact the Joint Call Secretariat and the contact person of your respective Funding Organisation.