



# **BS-ERA.NET Pilot Joint Call**

## **Guide for Applicants**

Version of September 27, 2010

*Please note: this Guide is based on the rules and conditions contained in the legal documents applicable to the BS-ERA.NET Pilot Joint Call and the national funding schemes of the BS-ERA.NET Programme Owners/Programme Managers in the Member States.*

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## PREFACE

This “**Guide for Applicants**” gives information about the procedure for the submission of project proposals under the **Black Sea (BS) ERA.NET Pilot Joint Call**.

Part I provides some general information for applicants by a frequently asked question section. In part II you are shown exemplary screenshots of the actual online submission procedure via the online submission tool “pt-online” and some step-by-step advice on how to proceed with your submission. However, the submission of a project via the online tool should be self-explanatory.

For additional information about the Pilot Joint Call and related call documents, please refer to the **BS-ERA.NET website**, available at <http://bs-era.net>.

If your questions are not answered in this guide, please contact the **National Contact Point** (NCP, see Annex) of your country of residence or the Joint Call Secretariat at the National Centre for Programme Management (CNMP, Romania) and the International Bureau of the Federal Ministry of Education and Research at the German Aerospace Centre (DLR, Germany). The contact details of the Joint Call Secretariat can be found at the BS-ERA.NET website.

## **I. GENERAL INFORMATION FOR APPLICANTS**

### **What is an ERA.NET scheme?**

ERA.NET is an instrument that was introduced under the EU's Sixth Framework Programme for Research, Technological Development and Demonstration Activities (FP6). Its main purpose is to support transnational activities between EU Members States and Associated countries in order to coordinate national research policies.

### **What is the Black Sea (BS) ERA.NET project?**

BS-ERA.NET is an ERA-NET project funded by the European Commission within the 7th Framework Programme for Research and Technology Development (FP7) under Coordination Action. Its aim is to sustain and strengthen the collaboration between R&D funding programmes and agencies for transnational coordinated funding of research and development in the extended Black Sea Region.

### **What are the main objectives of the BS-ERA.NET project?**

- to reduce the fragmentation of the European Research Area (ERA) by improving the coherence and coordination of national and regional research programmes;
- to develop and strengthen the coordination of public research programmes conducted at national and regional level, which target a group of countries from the extended Black Sea region;
- to sustain the communication in order to develop better reciprocal knowledge and promote trust-building among programme owners and/or managers through a mutual learning process, and a systemic exchange of information and good practice;
- to enhance the complementarities and synergy between the Framework Programme and activities carried out in the framework of governmental structures such as COST, EUREKA, NEP, UNESCO-BRESCE, EIROforum, etc.;
- to promote a network and mutually open at national regional research programmes level which will lead to: concrete cooperation in the frame of the Black Sea Research Programme (BSRP) and to the development and implementation of joint programmes and activities in the region.

### **Which countries are participating in the BS-ERA.NET Pilot Joint Call?**

Armenia, Azerbaijan, Bulgaria, Georgia, Germany, Greece, Italy, Moldova, Romania, Turkey, Ukraine.

### **Which institutions are in the “Group of Funding Parties”?**

The “Group of Funding Parties” is comprised of the following institutions:

- State Committee of Science of the Republic of Armenia (SCS RA), Armenia
- Science Development Foundation under the President of the Republic of Azerbaijan (SDF), Azerbaijan
- Ministry of Education, Youth and Science of Bulgaria (MEYSB), Bulgaria
- Shota Rustaveli National Science Foundation (SNRSF), Georgia
- The Federal Ministry of Education and Research (BMBF), Germany

- The General Secretariat for Research and Technology (GSRT), Ministry of Education, Life Long Learning and Religious Affairs, Greece
- Italian National Agency for New Technologies Energy and Sustainable Economic Development (ENEA), Italy
- Academy of Sciences of Moldova (ASM), Moldova
- National Centre for Programme Management (CNMP), Romania
- The Scientific and Technological Research Council of Turkey (TÜBİTAK), Turkey
- State Committee of Ukraine for Science, Innovation and Informatization (SCSII), Ukraine

### **What is meant by the extended Black Sea region?**

The extended Black Sea region comprises countries in close vicinity of the Black Sea. These are Armenia, Azerbaijan, Bulgaria, Georgia, Greece, Moldova, Romania, Turkey and Ukraine (Russia does not participate in the BS-ERA.NET).

### **What are the fundamental principles of the Pilot Joint Call?**

The fundamental principles of the call are:

- Transparency: The process for reaching funding decisions will be clearly described and available to any interested party.
- Equality of treatment: All proposals will be treated alike, irrespective of where they originate or the identity of the proposers.
- Ethical considerations: Any proposal that contravenes fundamental ethical principles may be excluded from being evaluated and selected at any time.

### **What research topics are eligible for funding under the Pilot Joint Call?**

The BS-ERA.NET Pilot Joint Call focuses on two research topics with two sub-topics each:

#### 1. Climate & Environment

- 1.1 Exploitation and transport of mineral resources: impact on environment
- 1.2 Water pollution prevention options for coastal zones and tourist areas

#### 2. Energy

- 2.1 Hydrogen production from H<sub>2</sub>S rich Black Sea Water
- 2.2 CO<sub>2</sub> capture and storage technologies for zero emission power generation in the Black Sea region

Socio-economic aspects can be included in the research proposals where relevant.

### **The list of participating countries does not comprise all EU Member States and Associated countries. Does that mean that the countries that are not listed as BS-ERA.NET partners are not eligible for participation and funding?**

The countries participating in the BS-ERA.NET project have made national contributions into a “virtual common pot” for the funding of successful joint research projects. Only eligible research institutions from these participating countries are eligible for funding. Institutions from a third country that are not contributing financially to the common pot are not eligible for funding under the joint call. However, if their added value to the joint research project is proven and if they agree

to bear their own costs, participation is possible.

**Do I need to have an agreement with my national funding body in order to submit a proposal within the Pilot Joint Call?**

No. Any eligible institution from a country participating in the BS-ERA.NET project can submit a proposal directly to the Joint Call Secretariat using the Call Management System PT-Outline (online submission).

The participating countries have appointed National Contact Points (NCP) that will help research institutions from the respective countries to submit applications. If you need special support and assistance for your project preparation, please contact your NCP (a list of NCPs is provided in the Annex and also at the BS-ERA.NET website at <http://bs-era.net>).

**What is the “juste retour” principle?**

The “juste retour” principle means that national contributions are distributed only to selected research teams from that particular country. If a country has already spent the whole amount it originally contributed to the common call budget, the next ranked project with participants from that country cannot be funded from the call budget. In such cases, these projects, even if highly ranked, will not be considered eligible for a grant.

The country contributions to the “virtual common pot” are listed in the Funding Contribution Table (Annex).

**Are the research proposals under BS-ERA.NET Pilot Joint Call identical to FP7 proposals?**

No. The BS-ERA.NET Pilot Joint Call is a different programme that follows separate rules and regulations for application, submission and evaluation of research proposals.

**How do I submit a project proposal under the BS-ERA.NET Pilot Joint Call?**

Project proposals are submitted following a one-stage procedure and only through the web-based Call Management System PT-Outline. In order to start the application procedure, please go to <http://www.pt-it.de/ptoutline/application/bseranet>.

Note that proposals submitted by post, e-mail, fax or any other means will not be accepted and rejected without notice.

**In addition to the online submission procedure, should I submit a paper copy of the proposal?**

No! There is no need to additionally send a paper version of the project proposal. Only electronic submissions will be considered.

**Is there a deadline for the submission of a project proposal?**

Yes. The deadline for the submission of a research proposal is **14 January 2011 (Friday)**, 18:00 Brussels time. Note that access to the on-line submission system will be closed after the deadline.

### **What are the national eligibility criteria?**

The BS-ERA-NET project comprises 11 different national funding bodies with a joint call management system. To respect the necessary national funding rules and procedures, national eligibility criteria have been defined by the participating countries. These criteria are presented in detail in the Pilot Joint Call Terms of References, and each coordinator and partner of project must check in advance what type of costs are eligible for national beneficiaries as well as the funding rates and limits of the countries in question. Please refer also to your National Contact Point (Annex) and to the National Eligibility and Funding Rules (Annex).

### **What kinds of applicants are eligible for participation and funding?**

Concerning your institution's eligibility for funding, please check the specific national funding regulations and contact your NCP (Annex).

### **Can I be an evaluator and a partner of a project proposal at the same time?**

No. Evaluators are selected by the Joint Call Secretariat from a database following a selection procedure. The evaluators are chosen by the JCS from the EVAL-INCO – Evaluators database for International Cooperation.

If you are the coordinator or a partner in a project proposal of the BS-ERA.NET Pilot Joint Call, you are not allowed to perform as an evaluator.

### **What partners have to be included in the project proposal at the submission stage?**

The whole consortium should be identified and included at this initial stage of the project. It is very important to ensure that the minimum participation requirements are met (please refer to the related call documents) and that all consortium partners are eligible for funding under the rules of the Pilot Joint Call. Please check the eligibility of your organization with your National Contact Point (Annex) and refer to the National Eligibility and Funding Rules (Annex).

### **How many partners should cooperate in a project proposal?**

The project consortium must comprise at least 3 eligible institutions from 3 different countries participating in the BS-ERA.NET project, of which at least one from a EU country (Bulgaria, Germany, Greece, Italy, Romania) and one from a non-EU country from the Black Sea region (Armenia, Azerbaijan, Georgia, Moldova, Turkey, Ukraine). Countries outside the consortium are welcome to participate with their own funding.

Please also refer to the BS-ERA.NET Pilot Joint Call Terms of References.

### **Are there special funding rules for applicants from the commercial sector (including SMEs)?**

Yes, for companies/SMEs different funding rules apply. Please also refer to the “Pilot Joint Call Terms of References” for National Eligibility and Funding Rules.

Usually, grants for commercial companies are calculated on the basis of the project-related costs eligible for funding, up to 50% of which can be – as a rule – covered by grants, depending on the project's orientation towards application. The EC policy requires the applicants to make an appropriate contribution – at least 50%, as a rule – towards the eligible costs incurred. The European Commission's Community Framework for State Aid for Research and Development must be taken into account when determining the rates of funding. The Community Framework allows

differentiated bonus arrangements for collaborative projects proposed by small and medium-sized enterprises (SMEs), which may result in a higher rate of funding.

**What happens if one of the project partners is found ineligible after the submission of a project proposal?**

In case the coordinator or a project partner is not eligible, the whole proposal will be discarded. The information about the rejection of non-eligible partners will be given by the Joint Call Secretariat (JCS) to the coordinator.

Applicants are kindly requested to check the eligibility of their organization with their National Contact Point (Annex). Please also refer to the National Eligibility and Funding Rules (Annex).

**Should I provide a detailed financial plan when submitting a project proposal?**

Yes. The project coordinator is expected to calculate the overall costs and the requested amounts per partner. During the on-line submission process, it is required to give a detailed description of the requested funds with respect to the allocation to different cost categories (labour costs, equipment, consumables, travel and subsistence, other costs).

**What does it mean that the maximum requested budget must not exceed € 300,000?**

A budget of € 300,000 is the maximum amount of funding per project that will be provided. However, there is no limit on the total costs for the project's implementation, which means that contributions from the participating partners can be used to make up the total project budget.

**How many institutions from a country are allowed to participate in a project?**

There is no limit on the number of institutions from a country that can participate in a project, provided that the minimum requirements for the consortium are met.

**What are the evaluation criteria for a project proposal?**

There are five evaluation criteria:

- I. Scientific merit of the project,
- II. Expected impact of the project,
- III. Quality of the consortium,
- IV. Quality of the project management,
- V. Quality of the presentation of the proposal.

For a more detailed description of the evaluation criteria (incl. their different weights), please refer to the "Pilot Joint Call Terms of References".

**What is the evaluation procedure for the BS-ERA.NET Pilot Joint Call?**

The selection of the proposals for funding is based on an international, independent peer-review procedure. A dedicated pool of evaluators, consisting of external independent experts, assesses anonymously the merits of the submitted proposals. Each proposal will be evaluated by three external evaluators. A Scientific Council, consisting of high level scientific experts, consolidates the

results of the evaluation and makes recommendations to the Group of Funding Parties (GFP). The final funding decision rests with the Group of Funding Parties.

**Where can I find more information about the BS-ERA.NET project and the Pilot Joint Call?**

Please visit the website <http://bs-era.net> for further information about the BS-ERA.NET project and the Pilot Joint Call.

## II. SCREENSHOTS OF THE ONLINE APPLICATION PROCEDURE

The screenshot shows a web browser window displaying the registration page for the Black Sea ERA.NET Pilot Joint Call. The page features a navigation bar with buttons for 'imprint', 'support', 'login', and the 'pt(online)\*' logo. The main content area is divided into two columns. The left column contains the registration instructions, including a 'Please register!' prompt, a 'Registration necessary!' note, and two input fields for 'USERNAME (YOUR E-MAIL ADDRESS)' and 'PASSWORD (FORGOTTEN?)'. Below these fields is a 'Login' button and a warning about session timeouts. The right column provides additional information, including the submission deadline of Friday, 14 January 2011 at 18:00 Brussels, and details about the electronic system and scientific support. The browser's address bar shows the URL 'http://www.pt-it.de/ptoutline/application/BSERANET'.

pt(online)\*  
online submission of project proposals

imprint support login

Online registration for electronic proposals  
**BLACK SEA ERA.NET - Pilot Joint Call**  
Networking on Science and Technology in the Black Sea Region

Please register! **Registration necessary!**

USERNAME (YOUR E-MAIL ADDRESS)  
[input field]

PASSWORD (FORGOTTEN?)  
[input field]

The system automatically disconnects users that have been inactive for more than 120 minutes. Please save all data entered before timeout, unsaved data is lost. After this time you will have to log in again. Being active means clicking on links and buttons; entering data into the electronic forms is not accounted for.

Login

More information about the BS-ERA.NET Pilot Joint Call:

The deadline for electronic proposal submission is

**Friday, 14 January 2011 at 18:00 Brussels**

The electronic system will be closed thereafter.

It is mandatory to register and submit your project proposal using this tool.

Your project proposal is stored password-protected and can be edited until the final submission deadline. Connection to the server is SSL-encoded.

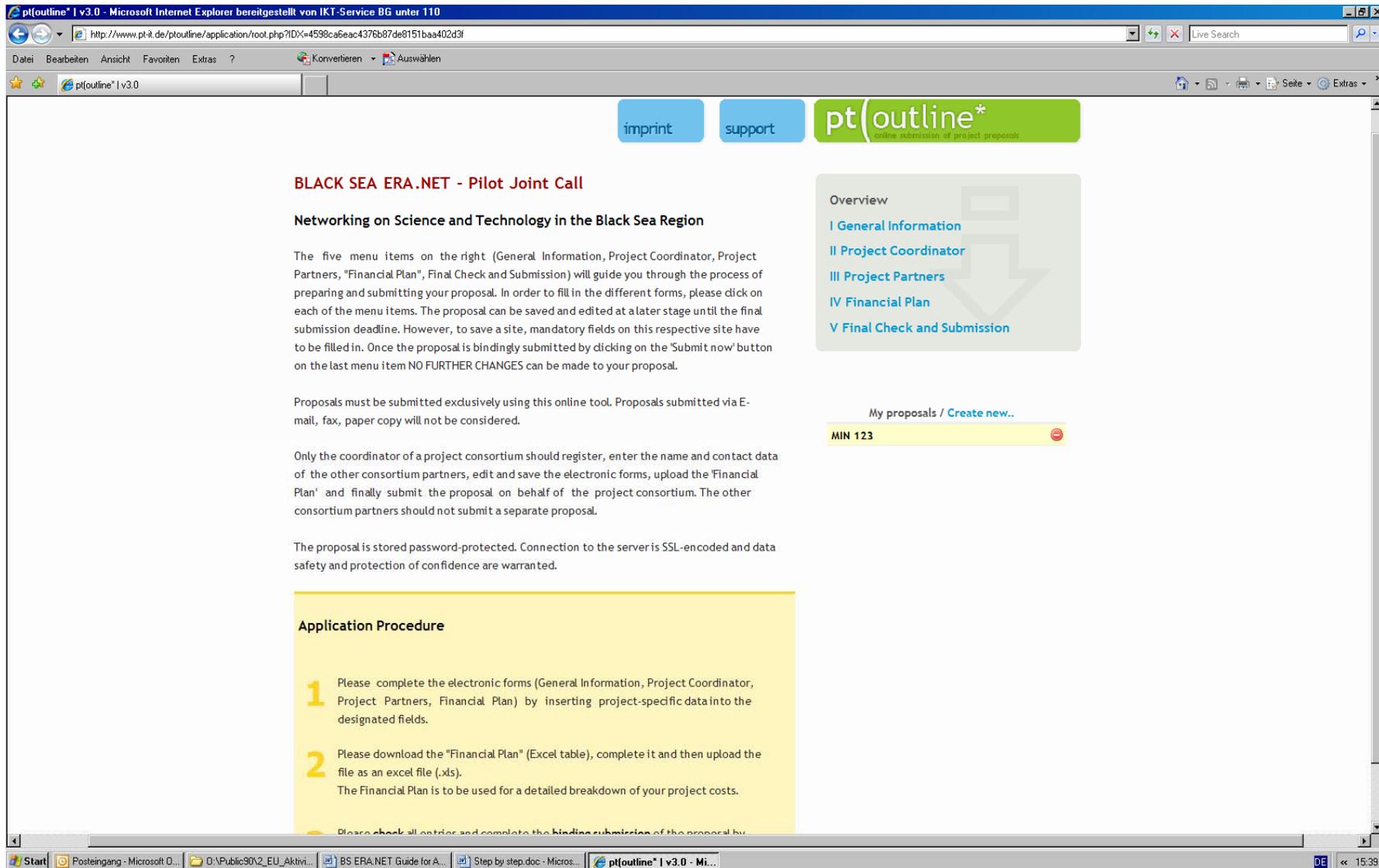
**Scientific support**

It is strongly recommended to contact the National Contact Point (NCP) in your country for the BS Pilot Joint Call for scientific and administrative support. Contact details of NCPs are given on the BS-ERA.NET website [www.bs-era.net](http://www.bs-era.net) under the item "Black Sea 2010 Pilot Joint Call"

BS-ERA.NET Joint Call Secretariat (JCS)

Lucia Bonacci

Step 1 will be the registration process. Before you can log into the electronic proposal submission system, you need to register. Please click on "Registration", enter your E-mail address and follow the instructions. During the registration process you will receive back a password via the given E-mail address. Then you can log into the online submission system (with E-mail address and password). After login you can enter data and information about your research project.



Step 2: This page gives you just a general overview of the different parts of the online submission procedure (see the different menu items) and the Application Procedure. For the template “Financial Plan”, please refer to section “IV. Financial Plan”.

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http://www.pt-it.de/ptoutline/application/Einstellungen?IDX=4598ca8eac4376b87de8151baa402d3f

Live Search

Datei Bearbeiten Ansicht Favoriten Extras ? Konvertieren Auswählen

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imprint support **pt(outline\***  
online submission of project proposals

## I General Information

Please enter the following information about your project.  
Fields marked with a \* are mandatory.

### Thematic Focus

- Climate and Environment**
  - Exploitation and transport of mineral resources - impact on environment
  - Water pollution prevention options for coastal zones and tourist areas
- Energy**
  - Hydrogen production from H<sub>2</sub>S rich Black Sea Water
  - CO<sub>2</sub> capture and storage technologies for zero emission power generation in the Black Sea Region

Socio-economic aspects can be included in the research proposals where relevant.

**THEMATIC FOCUS**  
(Please choose a Thematic Focus)

1.1 Exploitation and transport of mineral resources - impact on environment \*

**PROJECT ACRONYM**  
(max 10 characters)

MIN 123 \*

**FULL PROJECT TITLE**  
(Please give the full name of your project)

Minerals etc. \*

### Keywords

Please choose five keywords that best describe your project.

**KEYWORD 1**

Alternative routes to renewable fuel production \*

Overview  
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My proposals / Create new..

MIN 123

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KEYWORD 2  
Aquatic Ecology

KEYWORD 3  
Animal Physiology

KEYWORD 4  
Clean coal technologies

KEYWORD 5  
CO2 capture

PROJECT DURATION  
(min. 18 month, max. 36 months, expected start date: 01.06.2011  
Please enter the project duration as a whole number, e.g. 18)  
24

START DATE  
(Please enter the date in the format dd.mm.yyyy)  
01.06.2011

END DATE  
(Please enter the date in the format dd.mm.yyyy)  
01.06.2013

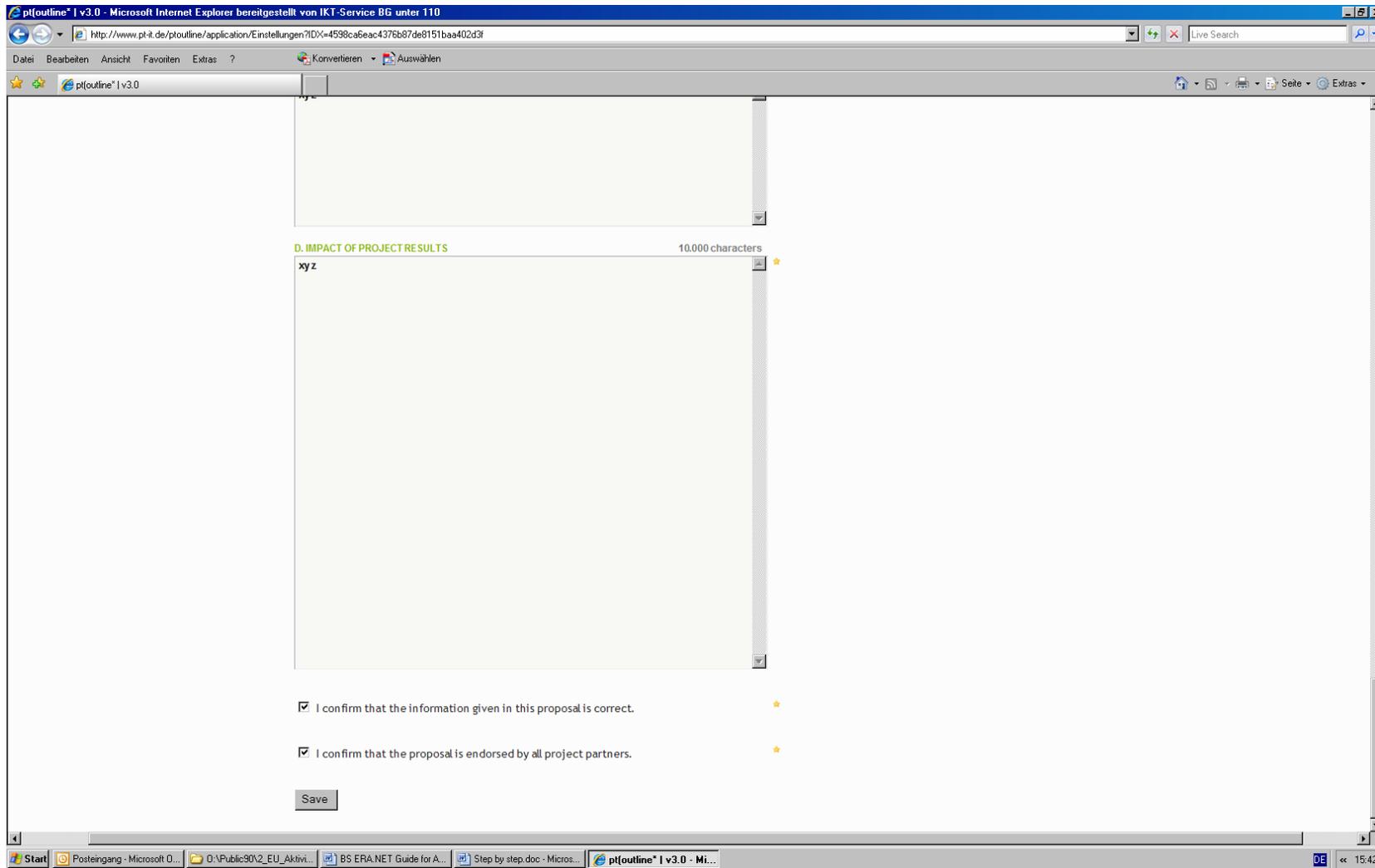
### Project description

Please print out the file "[Hints on filling out the project description.](#)" The document gives useful hints on how to fill out the different parts of the project description.

A1. SUMMARY 3.000 characters  
please enter a summary here

A2. BACKGROUND AND RESEARCH OBJECTIVES 9.000 characters  
xyz

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Step 3: Here, you are requested to give some general information about your research project you would like to submit such as choosing a Thematic Focus of your project and the selection of five keywords. You also have to describe your project here. When describing your project, you should take into account the information given in the file “Hints on filling out the project description”. Make sure that the whole proposal is endorsed by ALL project partners. As a note, please save each page before you proceed to the next one.

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imprint support pt(outline\*  
online submission of project proposals

## II Project Coordinator

Please fill in the information regarding the submitting coordinating organisation and project coordinator as well as the distribution of costs. Information about other project partners should be added in menu item 'Project Partners'.

Fields marked with a \* are mandatory.

TITLE  
xyz \*

FAMILY NAME  
xyz \*

FIRST NAME  
xyz

GENDER  
male

NATIONALITY  
xyz \*

NAME OF INSTITUTION/RESEARCH UNIT  
xyz \*

DIVISION

ORGANIZATION TYPE  
Academic higher education institution \*

COUNTRY  
Azerbaijan \*

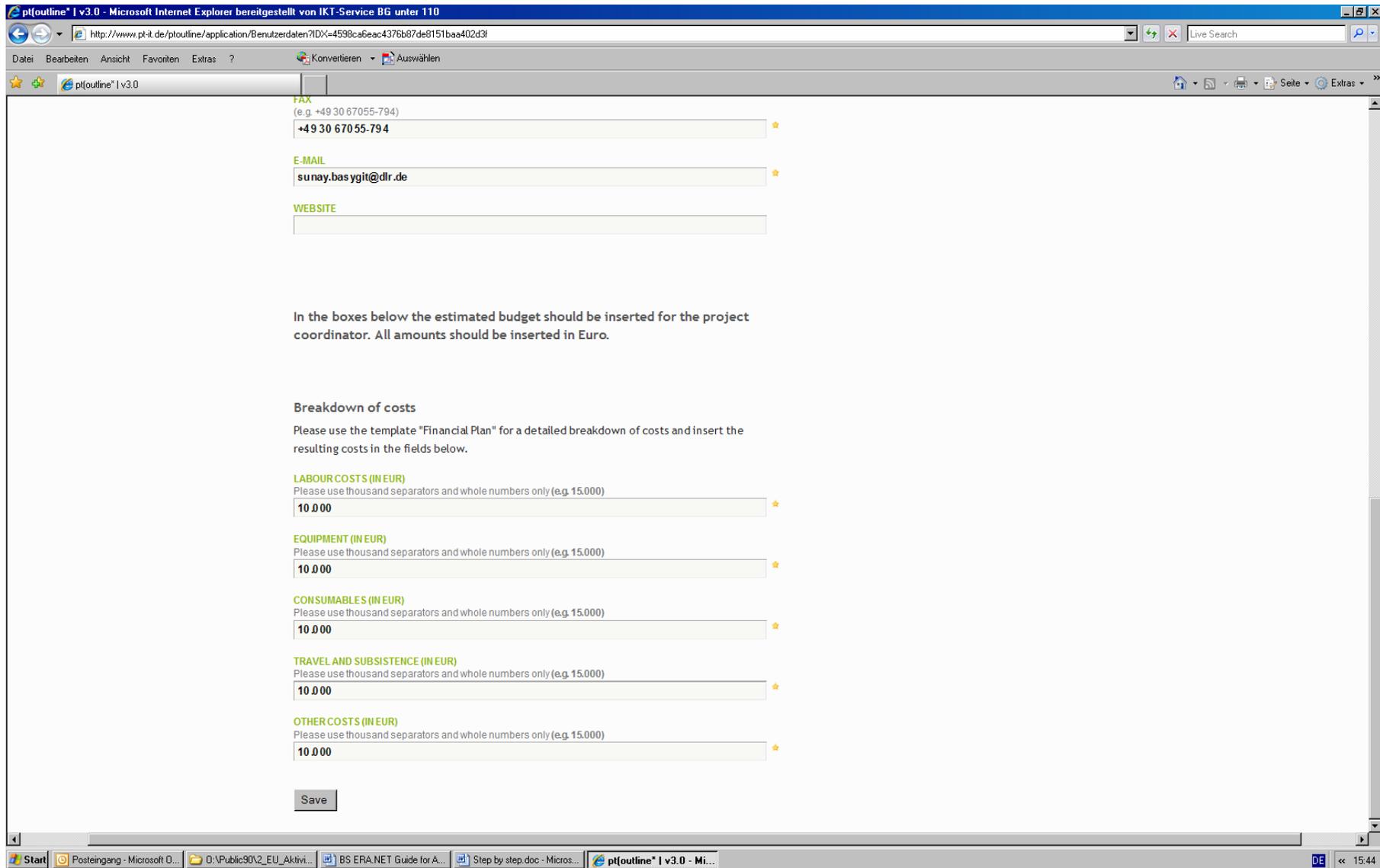
STREET, NO.  
xyz \*

POSTAL CODE  
xyz \*

Overview  
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My proposals / Create new..  
MIN 123

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Step 4: Here, please provide information about the “Project Coordinator”. The “Financial Plan”, which is referred to, you will find in section “IV Financial Plan”. Please complete the Financial Plan first and then come back to this page and fill in the fields “Breakdown of Costs”.

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online submission of project proposals

### Existing project partners

In addition to the project coordinator the following project partners have already been entered:  
Please click on the researcher name below to revise the entry.

x   

x   

x   

### Add new project partner

Please fill in all requested information regarding your project partners. You can add a new partner after you have saved the information on the first partner by clicking on the menu 'III Project Partners'.

Fields marked with a \* are mandatory.

**TITLE**  \*

**FAMILY NAME**  \*

**FIRST NAME**

**GENDER**

**NATIONALITY**  \*

**NAME OF INSTITUTION/RESEARCH UNIT**  \*

**DIVISION**

My proposals / Create new..

MIN 123 

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Step 5: “Adding a new project partner” follows the same procedure as for the “Project Coordinator”. Note that adding additional partners requires saving the information for the first partner and so on.

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imprint support pt(outline)\*  
online submission of project proposals

### Uploaded Financial Plan

Financial Plan 32.5 KB

### IV Financial Plan

Please download the "Financial Plan" (Excel table), complete it and then upload the file as an excel file (.xls).  
The Financial Plan is to be used for a detailed breakdown of your project costs.

**Please note that only one Excel file can be uploaded! Other file formats will not be accepted by the system.** The name of your file will automatically be changed during the upload process. **If you have already uploaded a file before, it will be overwritten by any subsequent file upload.**

Your file should not exceed 10 Mb in size. It may take some minutes to complete the upload.

The file cannot be uploaded unless you have previously filled the menu item 'General information'!

Any further files with annexes or additional information (company brochures, supporting documentation, reports, audio, video, multimedia etc.) will not be considered for evaluation.

**UPLOAD THE FINANCIAL PLAN**

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Step 6: Please download the template "Financial plan" (excel table), complete the file and then upload it again (excel file, excel format). Please be aware that the "Financial Plan" is the only file you are allowed to upload to the system. Any other files will not be considered.

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imprint support pt(outline)\*  
online submission of project proposals

### V Final Check and Submission

Project participants	Public funding volume	Total funding volume	FQ
xyz (Academic)	50.000 €	50.000 €	100 %
x (Research)	50.000 €	50.000 €	100 %
x (Research)	50.000 €	50.000 €	100 %
x (Research)	50.000 €	50.000 €	100 %
	<b>200.000 €</b>	<b>200.000 €</b>	

To check for necessary revisions or amendments, you can prepare a preview of the data entered at anytime until the final deadline.

[Data sheet preview](#)

[Financial Plan](#) 32.5 KB

### Binding submission

To submit your project proposal please click on the 'Submit now' button below. Only after having clicked on this button will your proposal be considered as submitted. Please note that after the binding submission NO FURTHER CHANGES can be made to your proposal.

Please submit your proposal and follow the instructions displayed to you afterwards. Deadline for submission is **Friday, 14 January 2011 at 18:00 Brussels**. The electronic submission system will be closed afterwards.

[Submit NOW](#)

Overview

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Step 7: Here, on the last page, you will be able to see your Financial Plan, which you have uploaded. You will also be able to generate a data sheet preview showing all the information you have given so far. **Please check again!** If everything is finally checked, please click on the “Submit now” button for final submission of your research proposal. After submission, you will receive a confirmation e-mail about the successful submission of your proposal.

## ANNEX – National Contact Points

Country	Organization	Contact person	E-mail
Armenia	State Committee of Science of the Republic of Armenia	Ashot Khandanyan	akhandanyan@gmail.com
Azerbaijan	Science Development Foundation under the President of the Republic of Azerbaijan	Elchin Babayev	elchin.babayev@elmfondu.az ebabayev@yahoo.com
Bulgaria	Ministry of Education, Youth and Science	Lora Pavlova	l.pavlova@mon.bg
Georgia	Shota Rustaveli National Science Foundation	Theodore Dolidze	tedodol@yahoo.com
Germany	International Bureau of the Federal Ministry of Education and Research at the German Aerospace Centre	Akin Akkoyun	akin.akkoyun@dlr.de
Greece	Ministry of Education, Life Long Learning and Religious Affairs, The General Secretariat for Research and Technology, International S&T Cooperation Directorate, European Union Division	Vassiliki Pletsa	vpletsa@gsrt.gr
Italy	Italian National Agency for New Technologies, Energy and Sustainable Economic Development	Milena Stefanova	milena.stefanova@enea.it
Moldova	Center for International Projects of the Academy of Sciences of Moldova	Lidia Romanciuc	intprojects@asm.md, mrda@mrda.md
Romania	National Centre for Programmes Management	Lucia Popescu	lucia_popescu2cnmp.ro
Turkey	International Cooperation Department, TÜBİTAK	İlter Haliloglu	bseranet@tubitak.gov.tr
Ukraine	State Committee of Ukraine for Science, Innovation and Informatization	Maria Burtseva	m_burtseva@dkii.gov.ua

## ANNEX – Funding Contribution Table

Country	Institution	Funding R&D Programme	Contribution (Euro)
Armenia	SCS-RA	Special Programme for BS-ERA Net PJC operated by State Committee of Science of Armenia	50.000
Azerbaijan	SDF	Support of Azerbaijani Integration to R&D programmes in the Black Sea Region	200.000
Bulgaria	MEYSB	Thematic Research programmes in the field of Sustainable Development, Energy and Marine Research	200.000
Georgia	SRNSF	Budgetary line "Programmes and Grants"	200.000
Germany	BMBF	Budget for Black Sea Cooperation	500.000
Greece	GSRT	Strategic Plan for the Development of Research, Technology and Innovation under the National Strategic Reference Framework 2007 – 2013	300.000
Italy	ENEA	BS-ERA Net PJC operated by ENEA	70.000
Moldova	ASM	ERA.NET Support Programme	60.000
Romania	CNMP	"Partnerships in Priority S&T Areas" 2nd National Plan for Research, Development & Innovation (2007-2013)	500.000
Turkey	TUBITAK	1001 - Research projects - The Support Programme for Scientific and Technological Research Projects	200.000
Ukraine	SCSII	National Budget Program: Implementation of international commitments in the S&T field	30.000/year
			Total 2.280.000

## **ANNEX – National Eligibility and Funding Rules**

For all documents related to “**National Eligibility and Funding Rules**” you are kindly requested to visit us at <http://bs-era.net/>.