



**SUSFOOD2 - A Horizon 2020 ERA-NET Cofund on Sustainable Food Production
and Consumption**

Transnational Co-funded Call for Research Proposals – Guidelines for Full Proposal submission

26 June 2017

Closing date for full proposals: September 8th 2017, 3.00 p.m. CEST



The project receives funding from the European Union's Horizon2020 Research
& Innovation Programme under grant agreement no 727473, SUSFOOD2

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1. GENERAL INFORMATION

This document provides additional information for the submission of a full proposal in the framework of the ERA-NET SUSFOOD2 “SUStainable FOOD production and consumption” cofunded call launched on 9 January 2017. The [Call Announcement](#) and this document together provide the complete and binding information for the research consortia admitted to the second step of the call.

Timeline of the call second step:

Event	Date
Invitation for submission of full proposals / Open the Online Submission Tool	26/06/2017
Webinar for full proposal applicants on Communication	11/07/2017 – 11:30 a.m. to 12:45 p.m. CEST
Closing date for full proposals	08/09/2017 – 3 p.m. CEST
Evaluation (peer review)/Selection	September – November 2017
Selection	13/12/2017
Communication of funding decisions to the research project coordinators	15/12/2017

Call Office Contact information (for administrative support regarding the call, call documents and procedures, submission tool):

Forschungszentrum Juelich GmbH (Juelich), Germany

Nikola Schulz

Phone: +49 2461 61 96787

e-mail: n.schulz@fz-juelich.de

Veronika Jablonowski

Phone: +49 2461 61 5083

e-mail: v.jablonowski@fz-juelich.de

National Contact Points (for issues related to the national regulations and contracting):

See the Annex to this document.

2. INVITATION LETTERS

Invitation letters to submit a full proposal have been sent to the coordinators of the selected project consortia.

The letters might contain conditions and recommendations. The conditions are obligatory and must be met in the full proposal. Recommendations can be regarded as an advice from the funding bodies/the International Evaluation Committee (IEC) to improve the proposal. The conditions and recommendations will be taken into consideration by the independent experts during their evaluation of the proposals.

3. SUBMISSION OF FULL PROPOSALS

3.1 General

The deadline for the submission of the full proposal is
September 8th 2017, 3.00 p.m. CEST

The full proposal submission must be performed online via the SUSFOOD Submission Tool
<https://www.submission-susfood-era.net>

Only applicants invited by the SUSFOOD2 Call Office have access to the SUSFOOD Submission Tool for this second step and are allowed to submit a full proposal.

The information provided in the pre-proposal has been automatically imported into the full proposal.

It is the duty of the coordinator to enter the data online, except for the individual partner description.

The full proposal document, automatically generated in the SUSFOOD Submission Tool, is available at any time for download and provides an overview of all entered data.

Technical instructions regarding the format are specified in the online tool, applications which do not meet the formal requirements will not be considered in the evaluation process.

3.2 Eventual changes to the Pre-Proposal

The SUSFOOD2 Call Group expects that the main information submitted in the pre-proposal will stay unchanged in the full proposal. In particular, neither the main content nor the composition of the consortia nor the funding requested by each partner may be changed. An exception will become valid when conditions in the notification letter claim for changes, e.g. when a funding party has rejected a national applicant of a consortium because of non eligibility, when the budget has to be adjusted, a new partner has to be added, etc., or in case of recommendations from the IEC. In such cases, the consortium is strongly advised to get in touch with the involved National Contacts/the Call Office.

Furthermore, the consortium is strongly advised to get in contact with the Call Office/involved National Contact Points if changes shall be taken which were not recommended.

3.3 Full proposal content

Basic data should not be modified unless such changes have been requested for (condition) in the invitation letter. The additional detailed information asked for in the full proposal is highlighted in light blue in the sections below.

- **Partner description (information about the coordinator and about every partner):**
 - Title, Contact, Organisation, etc.
 - Literature references (*up to 5*)
 - Description about current position of the partner and his collaborators in the project, fields of expertise and other relevant experience. Description of ongoing projects related to the present topic indicating project name, funding source and amount, and potential overlap or link with the current proposal (if any): *this section can be expanded to 2000 characters with additional information about partner team members, their expertise and any supplementary information relevant to the submission of the proposal. It is strongly recommended to upload the CV (pdf-file, max 2 pages) of each partner's main scientific representative*
 - Task(s) in the project: *to be further detailed (max. 4000 characters)*

- **Information concerning the project (project description):**
 - Project Title, acronym, Research or Research and Innovation project, duration, call topic, keywords
 - Publishable Project Abstract (*max. 2000 characters*)
 - “History of changes”: if applicable, statement describing amendments with regard to the pre-proposal
 - Background and „State of the Art“ in the field (*max. 4000 characters*)
 - Description of Work (*max. 10 pages / 40.000 characters*)
 - Relevance and excellence, implementation and management:
 - Aim, objectives and hypotheses
 - Relevance of the proposal to the call scope, including identification of the added value / complementarity of the proposed research to previous or ongoing projects
 - Innovation potential: description of novelty in methods or development opportunities
 - Research approach and methodology: scientific description of the research activities, including methods & work plan, (in line and referring to the work package description in the following section)
 - If applicable, description of training opportunities (training/exchange activities foreseen within the project)
 - Description and definition of potential risk to the implementation and success of the project (e.g. in research methods, stakeholders involvement, etc.), describe how the chances for success are maximised, and include a contingency plan.

- Impact:
 - Application potentiality of the expected results
 - Impact of the research results on the society, including environmental, human or animal welfare aspects, intellectual or cultural development
 - Transnational added value: description of 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)
- **Description of work packages and tasks** (including timing and involved partners; an automatic gantt chart will be created)
- **Communication and dissemination plan** (*max. 2 pages/ 8.000 characters; see the document [Communication and Dissemination](#) for support*)
- Ethical issues (max. 1000 characters)
- **Literature references** used for the project description; *max. 30 references*
- **Financial plan with budget for each project partner**, taking into account the conditions indicated in the invitation for the full proposal; each partner can contact the National Contact Point for specific questions on the eligibility of costs and the correspondence between cost declared in the online form and national rules.
 - N.B.1: The requested resources (person months, salaries, travel, consumables / equipment, subcontracting, overhead and other additional costs) have to be clearly justified), *max. 4500 characters*.
 - N.B.2: the financial plan must include costs for the attendance by the coordinator or a nominated deputy (one of the partners) of three mandatory SUSFOOD2 Network meetings (kick-off-, midterm- and final meeting) in their project plan, as indicated in the Call Announcement. In no case the funding request can be higher than in the pre-proposal.
- **Letters of commitment**: project partners participating in the proposal with own resources (self-financing) are requested to upload a duly signed letter confirming their commitment to take part in the project activities without funding request (max. 1 page per letter of commitment, uploaded as pdf)
- Optional: **images/pictures/charts**: up to 5 uploads as image

3.4 SUSFOOD Meta Knowledge Base (MKB)

Please take into consideration that the eligibility criteria stated in the Call Announcement remain binding, including the registration to the MKB (see section 6.1 of the Call Announcement).

Further indications for the posting of partners' information in the MKB, if not previously done:

- Registry at MKB is compulsory for the coordinator of a project proposal (in person)
- Registry at MKB is advised for all project partners of a proposal (in person or the institution)

3.5 Submission finalisation

The electronic full proposal submission is completed when at least all mandatory fields in the tool have been correctly filled in and the coordinator has pressed the “Submit” button. All partners of the consortium will be informed about the successful submission.

After this submission, partner accounts are locked (no more changes are possible for them in the Partner Description), but the coordinator can enter changes and resubmit until the submission deadline. If necessary, the coordinator can unlock a partner account, and then submit again. It is therefore strongly recommended not to wait for the last minute to submit a proposal.

4. ELIGIBILITY CHECK AND EXPERT EVALUATION OF FULL PROPOSALS

General eligibility criteria and national/regional eligibility assessed at the stage of pre-proposal will be checked again at the stage of full proposal.

Eligible full proposals will be subjected to a peer review evaluation by the International Evaluation Committee (IEC) appointed for evaluation (pre- and full proposals evaluation).

An independent observer will overlook the whole evaluation process.

The experts (IEC) will have to sign a (No) Conflict of Interest Declaration and an Impartiality and Confidentiality Agreement before they get access to the proposals, except if they have already reviewed the related pre-proposal.

Each full proposal will be evaluated by three experts. Reviewers will write evaluation reports according to the evaluation criteria indicated hereafter (in line with the Horizon 2020 mandatory step 2 evaluation criteria: excellence, implementation/management and potential impact). For each criterion, scores from 0 to 5 are awarded. Written comments on Strengths and Weaknesses of the proposal will be added to the scores.

For this second step, an IEC meeting will be held to review the analysis of the experts and to agree to a consensus on the evaluation of each full proposal. The committee will rank all the proposals in order of merit.

Evaluation criteria, in accordance with the EC rules:

- 1. Scientific and/or technological excellence (Threshold 3/5)**
 - Sound concept, and scientific/technological quality of objectives
 - Ambition and innovation content: how ambitious, novel and innovative is the proposed work/technology, progress beyond the state-of-the-art.

- 2. Quality and efficiency of the implementation and the management (Threshold 3/5)**
 - Coherence and effectiveness of the work plan: including appropriateness of the allocation of tasks and resources, realistic project timeline and budget, financial

and operational capacity to deliver the project results, and balance between partners in terms of budget.

- Consortium strength and quality: relevant experience/expertise of the consortium members, soundness, complementarity and competence diversity of the partners, , capacity building potential.
- Appropriateness and strength of the project management structures and governance procedures, including risk and innovation management.

3. Potential impact (Threshold 3/5)

- Contribution to the challenges of sustainable food production and consumption in relation to the call text, and in a trans-European perspective.
- Impact on European competitiveness and growth. Future market deployment potential of the proposed innovation within European and global markets.
- Sustainability added value; other economic, environmental and socially important impacts.
- Transnational added-value: additional European value gained from conducting a transnational project.
- Exploitation and dissemination among relevant stakeholders: effectiveness of the proposed measures to communicate, disseminate and exploit the project results (including management of IPR).

The scoring scheme for full proposals is as follows:

0 = Weak: The proposal shows severe flaws that are intrinsic to the proposed project. The criterion under examination is not addressed or cannot be judged due to missing or incomplete information.

1 = Poor: The proposal addresses the criterion unsatisfactorily or in an inadequate manner. It shows serious inherent weaknesses resulting in the need of substantial modification or improvement.

2 = Fair: The proposal broadly addresses the criterion; however, it contains some weaknesses and elements that can be improved.

3 = Good: The proposal addresses the criterion well; however, it contains few elements that could be improved.

4 = Very Good: The proposal is really good in international comparison and contains no significant elements to be improved. It addresses the criterion very well, although certain improvements are still possible.

5 = Excellent: The proposal stands out with exceptional novelty, innovation and progress of science at global level. It successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

Any proposal receiving a score below 3 for one of the main criteria will not be selected for funding (threshold 3/5).

5. FUNDING DECISION

The funding parties will take the final decision for national/regional funding following the order of the ranking list provided by the IEC according to Horizon 2020 rules, i.e. the selection will be made on the basis of the ranking list according to the evaluation results. The European Commission co-funding will contribute to an ampler selection of projects.

The independent observer overlooking the IEC evaluation process will also attend the funding decision meeting and report to the EU Commission the implementation of the whole evaluation and selection call procedure, highlighting the main findings of the call (in line with Horizon 2020 rules).

The outcome of the selection will be communicated by the Call Office to the project coordinators, who will be required to inform their partners respectively.

Further information on national/regional contracting and obligations for funded projects is provided in the Call announcement.

ANNEX – National Contact points

Country	Organisation	Name	Contact details (E-Mail/Telephone)
Belgium	Agency for Innovation and Entrepreneurship - Agentschap Innoveren en Ondernemen (VLAIO)	Marianne Claessens Elsie Declercq	marianne.claessens@vlaio.be +32 2 432 42 09 elsie.declercq@vlaio.be +32 2 432 42 78
Estonia	Ministry of Rural Affairs (MEM)	Helena Pärenson	helena.parenson@agri.ee +372 6256550
Finland	Ministry of Agriculture and Forestry (MMM)	Suvi Ryyänen	Suvi.ryynanen@mmm.fi +358 295162126
France	Agence Nationale de la Recherche (ANR)	Claude Yven	claud.yven@agencerecherche.fr +33 (0)1 73 54 82 87
Germany	Federal Office for Agriculture and Food (PM-BLE)	Annika Fuchs	annika.fuchs@ble.de +49 228 6845 3746
Ireland	Department of Agriculture, Food & Marine (DAFM)	Jerome Mounsey	Jerome.Mounsey@agriculture.gov.ie +353 1 607 2351 +353 86 0172377
Italy	Ministry of agricultural food and forestry policies (MIPAAF)	Elena Capolino Roberta Volpi	e.capolino@politicheagricole.it +39 055 2492220 r.volpi@politicheagricole.it +39 06 46655317
Italy	Ministry of Education, Universities and Research (MIUR)	Mauro Bertelletti Aldo Covello	mauro.bertelletti@miur.it +39 06 5849 7392 aldo.covello@miur.it +39 06 5849 6465
Lithuania	The Ministry of Agriculture of the Republic of Lithuania (MoALit)	Vilma Kraujalytė Zita Duchovskienė	vilma.kraujalyte@zum.lt +370 5 239 1084 zita.duchovskiene@zum.lt +370 5 239 1023
Norway	The Research Council of Norway (RCN)	Turid Hiller Inderjit Singh Marjara	thi@rcn.no +4740634254 Ism@rcn.no +4722037519
Romania	Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI)	Adrian Asanica Luciana Bratu	adrian.asanica@uefiscdi.ro +4 0744 450 011 luciana.bratu@uefiscdi.ro +4 0744 450 011
Spain	Centro para el Desarrollo Tecnológico Industrial (CDTI)	Eduardo Cotillas	eduardo.cotillas@cdti.es +34 915815500
Spain (Castilla y León)	Agencia de Innovación, Financiación e Internacionalización Empresarial de Castilla y León (ADE)	Isabel Gobernado Mitre Carmen Verdejo Rebollo	gobmitma@jcy.l.es +34 983324242 verrebca@jcy.l.es +34 983324189

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Country	Organisation	Name	Contact details (E-Mail/Telephone)
Spain	Ministry of Economy, Industry and Competitiveness (MINECO)	Leonor Gómez Ana Barra	era-agro@mineco.es +34 916037269 era-agro@mineco.es + 34 916038398
Sweden	The Swedish Research Council for Environment, Agricultural Sciences and Spatial Planning (FORMAS)	Susanne Johansson Erika Ax	Susanne.Johansson@formas.se +46 (0) 8 775 4020 Erika.Ax@formas.se +46 (0) 8 775 40 26
The Netherlands	Netherlands Organisation for Scientific Research (NWO)	Theo Saat	t.saat@nwo.nl +31 (0)70 344 07 91
Turkey	Ministry of Food, Agriculture and Livestock General Directorate of Agricultural Research and Policy (GDAR)	Ahmet Budaklier	abudaklier@tagem.gov.tr +90 312 3157623
UK	Department for Environment, Food and Rural Affairs (Defra)	Sophie Rollinson	Sophie.Rollinson@defra.gsi.gov.uk + 44 0208 026 4117