



**Joint Call  
on Innovation  
Guide for Applicants**

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## PREFACE

This “**Guide for Applicants**” provides information about the procedure for the submission of project proposals under the **ERA.Net RUS Plus Joint Call on Innovation**.

Part I provides 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 step-by-step advice on how to proceed with your submission.

For additional information about the Joint Call, please refer to the **ERA.NET RUS Plus website**, available at <http://www.eranet-rus.eu/en/196.php>

If your questions are not answered in this guide, please address to the **Contact Points** of your country of residence or the Joint Call Secretariat. For a complete list of contact points, please refer to <http://www.eranet-rus.eu/en/201.php>

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

### **What is the ERA.Net RUS Plus initiative?**

ERA.NET RUS Plus is an ERA-NET project funded by the European Commission within the 7th Framework Programme for Research and Technology Development (FP7) under the Coordination Action. It is a follow-up to the ERA.Net RUS with the major aim to link Russia closely to the European Research Area and to deepen the transnational collaboration between EU MS/AC and Russia and to reduce fragmentation of research programmes along national funding lines.

### **What is the Call for Innovation Projects?**

The Call for Innovation Projects is a unique transnational research support instrument for the implementation of the ERA.Net RUS Plus project. It is developed by and for the countries participating as funding institutions in the call. These institutions contribute shares of their national budgets into a common virtual pot. This money is used for the competitive support of Innovation Projects that will have a significant impact on enhancing the cooperation potential between EU MS/AC and Russia.

### **Which institutions are providing funding for the call?**

The “Group of Funding Parties” comprises the following institutions:

- Federal Ministry of Education and Research, BMBF (Germany)
- German Federation of Industrial Research Associations, AiF (Germany)
- Russian Foundation for Assistance to Small Innovative Enterprises, FASIE (Russia)
- General Secretariat for Research and Technology, GSRT (Greece)
- Scientific and Technological Research Council of Turkey, TÜBİTAK (Turkey)
- The National Centre for Research and Development, NCBR (Poland)
- The Israel Industry Center for R&D, MATIMOP (Israel)
- Executive Agency for Higher Education, Research, Development and Innovation Funding, UEFISCDI (Romania)
- Austrian Research Promotion Agency, FFG (Austria)

### **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 are not eligible for participation and funding?**

Partners from countries that are not listed may participate in joint research consortia provided that the project partner agrees to fund its total share on its own budget. However, the minimum requirements of a consortium have to be met.

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

Concerning your institution’s eligibility for funding, please check the specific national funding regulations of the respective funding party. Please consult your contact point.

### **What is special about the Joint Call on Innovation in the ERA.Net RUS Plus?**

The process of submitting, evaluating and selecting projects will be done in 2-steps. In both steps of

the evaluation, the proposals will be evaluated by at least three external reviewers.

**In a first step**, applicants will submit a short pre-proposal. The evaluation in step 1 will lead to a set of projects that will be invited to submit a full proposal.

- The pre-proposals will be allocated to minimum three potential external reviewers. The external evaluators for the peer-review processes are selected from a pool of evaluators (EVAL-INCO database) according to matching key words and on the basis of their competence, irrespective of their nationality, age and affiliation.
- Based on the evaluation results, a ranking list of pre-proposals will be drawn up. Only the top ranking pre-proposals will be invited to submit a full proposal.

**In a second step**, successful applicants will be invited to submit full proposals

## II. SCREENSHOTS OF THE ONLINE APPLICATION PROCEDURE



### General information how to use the proposal submission tool PT-Outline

- Proposal submission is possible only via PT-Outline
- After the **call deadline on 28<sup>th</sup> May 17.00 CET** proposal submission will not be possible as the tool closes down automatically
- Proposals not submitted via PT-Outline will be rejected
- Proposal submission is possible only in English
- After registration you will see your password only once: please save it!
- Editing your proposal after submission is not possible
- After submission, please generate a PDF file and keep it in a safe place.
- After proposal submission you will receive a confirmation mail
- Start your proposal submission here: [https://secure.pt-dlr.de/ptoutline/RUS\\_INNO2014](https://secure.pt-dlr.de/ptoutline/RUS_INNO2014)



### Open calls

Open calls are listed in the table below. To create a new outline/proposal, please choose a call, click the corresponding link and follow the instructions.

In case you choose a call you already signed up to, you will be redirected immediately to your proposal/outline. If multiple outlines/proposals are allowed for this call, you can create a new outline/proposal by clicking the "create new" button within the outline/proposal window on the left side of the screen.

Show 10 entries Search:

NAME	ACRONYM	CALL START	CALL DEADLINE	SIGNED UP
ERANET RUS PLUS	RUS_INNO2014	25.03.2014 07:00 UTC±0h	28.05.2014 15:00 UTC±0h	6 ✓

Showing 1 to 1 of 1 entries

The ERANET PLUS with Russia aims at enhancing coordination of research programmes carried out at national or regional level in the EU Member States (MS) and Associated Countries (AC) to FP7 towards the target country Russia. With additional EU financial support, the coordination of research programmes will be achieved by implementing a Single Joint Call for transnational and scientifically excellent research projects. This current call is dedicated to all projects with topics related to the field of innovation. The process of submitting, evaluating and selecting projects will be done in a 2-step procedure. In a first step, applicants will submit a short pre-proposal. In a second step, successful applicants will be invited to submit a full proposal.

All proposals must be written in English only.

Please enter an acronym for your new proposal (15 chars max).

Proposal acronym

acronym \*

create

**Step 3:** In order to create your proposal, please choose RUS\_INNO2014

**Step 4:** Please give an acronym for your proposal first. The acronym should be thematically related to the project title of your proposal. It serves as a useful description to identify your proposal easily after submission.

You cannot start the submission procedure without a proposal acronym.

All fields marked with \* are mandatory fields.

forms (ERA.Net RUS Plus Innovation Call)

**General Information**  
 Project Coordinator  
 Project Partner  
 Proposal Submission

proposals

in process (4)  
 TEST 03  
 25 Jahre deutsch russische  
 Zusammenarbeit  
 innovative  
 Forschungszusammenarbeit  
**ERA.Net RUS Plus Innovation Call**  
 submitted (3)

create new

Call details

Call acronym  
 RUS\_INNO2014

This call has not started yet.

**General Information**

All fields marked with \* are mandatory fields.

Submission deadline: 28 May 2014, 17.00 CET (19.00 Moscow Time).  
 After the deadline, a proposal submission is no longer possible as PT-Outline will be automatically closed.

**Project title**\*

**Project acronym**\*

**Summary (pre-proposal)**\*

(2000 characters maximum)  
 chars left: 2000

Call deadline  
 28 May 2014,  
 17.00 CET (19.00 Moscow Time)

ERA.Net RUS PLUS Joint Call Secretariat

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 Manuela.Jungmann@dlr.de

Mr. Andreas Kahle  
 +49(0)228-3821-1929  
 Andreas.Kahle@dlr.de

<http://www.eranet-rus.eu/>

**Technical Contact:**  
 German Aerospace Center (DLR),  
 Project Management Agency IKT-Service  
 Rosa-Luxemburg-Strasse 2  
 10178 Berlin

ptoutline@dlr.de  
 +49(0)30-67055-767 (Germany IT Support)

show details

**Scientific and/or technological objectives**\*

(3000 characters maximum)  
 chars left: 3000

**Background/State of the art in this field**\*

(3000 characters maximum)  
 chars left: 3000

**Economic and societal impact and added value of the proposed consortium**\*

(5000 characters maximum)  
 chars left: 5000

**Participation of any research team of this proposal in any other proposal in this call.**\*

Yes  
 No

**If yes, please indicate the title**

**Step 5:** The first form to be filled in is “**General Information**”.

Here, please give the full project title, the project acronym you defined in the beginning and a short summary of your proposal that should not exceed 2000 chars.

**Step 5.1:** In the second part of “General Information” please provide information about

- the objectives of your proposal (3000 chars max.)
- the state of the art in the field of research of your proposal (3000 chars max.)
- the economic and social impact your research project might have and the added value of the special constellation of your proposal consortium (5000 chars)

If any partner of your consortium takes part in another one, please indicate that and name the title of that project.



**Keyword 1 \***  
please select a keyword, if no keyword matches your field of research, select „other“

Other ▼

**Keyword 2 \***  
please select a keyword, if no keyword matches your field of research, select „other“

Other ▼

**Keyword 3 \***  
please select a keyword, if no keyword matches your field of research, select „other“

Other ▼

**Project Coordinator**  
Project Partner  
Proposal Submission

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proposals

in process (4)  
**TEST 03**  
25 Jahre deutsch russische Zusammenarbeit  
innovative  
Forschungszusammenarbeit  
ERA Net RUS Plus Innovation Call  
submitted (3)

create new

---

Call details

Call acronym  
RUS\_INNO2014

Call deadline  
28 May 2014,  
17:00 CET (19:00 Moscow Time)

ERA/Net RUS PLUS Joint Call Secretariat

Mrs. Manuela Jungmann  
+49(0)228-3821-1646  
Manuela.Jungmann@dlr.de

---

**Project Coordinator (Contact Person)**

All fields marked with \* are mandatory fields.

Here, please give only information about the coordinating organisation and the project coordinator. Information about further project partners should be added in the next menu item 'Project Partner'.

**Title**  
For example: Prof., Dr., etc.

**Family name \***

**First name \***

**Sex \***  
Female ▼

**Organisation \***  
Legal Name

**Organisation short name \***

**Division \***

**Step 5.2:** In the last part of “General Information” please choose three keywords that describe the research area of your proposal best. If your browser supports JAVA, you can type in the first letters of the needed keyword. This may facilitate your search for a keyword.

**Step 5.3:** At the end of this form please click at the button “Save”. Your data will be saved and can be edited at any time before the final submission.

⇒ Afterwards go to form “Project Coordinator”

**Step 6:** The “**Project Coordinator**” is the contact person of your research team.

In this form fill in all information related to the project coordinator

For this, please check that all information is filled in correctly.

- Note, that the phone number must contain the country code (e.g. +49/228....)
- Check, that you give a valid mail address
- The requested funding refers to the indicative amount the project coordinator for which he asked at his National Funding Party
- For publications please name only those which are important for the proposal

⇒ save your data and go to form “Project Partner”

Proposal Submission

1. Project Partner 1

Project Partner 1

All fields marked with \* are mandatory fields.

Here, please give only information about the coordinating organisation and the project coordinator. Information about further project partners should be added in the next menu item 'Project Partner'.

**Title**  
For example: Prof., Dr., etc.

**Family name \***

**First name \***

**Sex \***  
Female

**Organisation \***  
Legal Name

**Organisation short name \***

**Division \***

Proposals

in process (4)

TEST 03

25 Jahre deutsch russische Zusammenarbeit

innovative

Forschungszusammenarbeit

ERA Net RUS Plus Innovation Call submitted (3)

create new

Call details

Call acronym  
RUS\_INNO2014

Call deadline  
28 May 2014  
17:00 CET (19:00 Moscow Time)

ERA.Net RUS PLUS Joint Call Secretariat

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http://www.era-net-plus.eu/

Project Coordinator

Project Partner

Proposal Submission

Proposals

in process (4)

TEST 03

25 Jahre deutsch russische Zusammenarbeit

innovative

Forschungszusammenarbeit

ERA Net RUS Plus Innovation Call submitted (3)

In order to get your proposal as one PDF file, please click "generate datasheet".

Proposal Submission

All fields marked with \* are mandatory fields.

PROJECT PARTICIPANTS	REQUESTED FUNDING
Project Coordinator	0€
Project Partner 1	0€
<b>Overall</b>	<b>0€</b>

### Step 7: Here please give the required information about "Project Partner 1"

For this, please check that all information is filled in correctly.

- Note, that the phone number must contain the country code (e.g. +49/228....)
- Check, that you give a valid mail address
- The requested funding refers to the indicative amount of project partner 1 for which he asked at his National Funding Party
- For publication please name only those which are important for the proposal

⇒ Save this information and go to "add new partner" at the top of the page to fill in the forms for the other partners

### Step 8: After filling in all project partners, go to the form "Proposal Submission"

- You are shown a summary of all partners with their requested funding amounts
- Click on "Check proposal for input data" to see whether all information is typed in the right way. If not see the hints and correct it.
- After that click on "Submit"

⇒ Please generate a PDF data sheet with your proposal and keep that saved.