



18 July 2017

# **Guide for Applicants**

## **Innovation projects**

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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 Call 2017 - Joint Call on Innovation**.

Part I provides general information for applicants by a frequently asked questions (FAQ) section. In part II screenshots of the actual online submission procedure via the online submission tool “pt-outline” are provided, and step-by-step advice on how to proceed with your submission is given.

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 the **Contact Points** of your country of residence or the Joint Call Secretariat. For a complete list of contact points, please refer to <http://eranet-rus.eu/en/201.php#innovation>

## I. GENERAL INFORMATION FOR APPLICANTS

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

ERA.Net RUS Plus is a so-called ERA-NET project – European Research Area (ERA) network. ERA-NETs aim at launching joint calls for research and innovation projects, as a result of coordinating activities of national research and innovation funding agencies and bodies within the European Research Area. ERA.Net RUS Plus (2013-2018) has been funded by the European Union within the 7th Framework Programme for Research and Technology Development (FP7). It is a follow-up to the ERA.Net RUS initiative with the major aim to link Russia closely to the European Research Area and to deepen the transnational collaboration between EU Member States (MS), Countries associated to the EU’s FP7 and Horizon 2020 Programmes, and Russia.

### **What is the ERA.Net RUS Plus Call 2017 – Joint Call on Innovation?**

The Joint Call on Innovation is a unique transnational research and innovation support instrument in the frame of the ERA.Net RUS Plus initiative. It is developed by and for the organisations 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. By innovation projects are meant joint R&D projects designed to lead to innovative products, services or processes of significant economic and/or societal value. Compared to the rather advanced cooperation between the EU and Russia in the field of basic research, the cooperation in the field of innovation still bears a lot of potential to be exploited. Against this background this joint activity shall also address applied research and technology development implemented by small sized innovative research performing enterprises in Russia in partnership with universities and/or non-university public or private research performing institutions/companies from EU.

### **Which organisations (Funding Parties) are providing funding for the call?**

- Austrian Research Promotion Agency, FFG (Austria)
- Federal Ministry of Education and Research, BMBF (Germany)
- General Secretariat for Research and Technology, GSRT (Greece)
- Executive Agency for Higher Education, Research, Development and Innovation Funding, UEFISCDI (Romania)
- Russian Foundation for Assistance to Small Innovative Enterprises, FASIE (Russia)
- Scientific and Technological Research Council of Turkey, TÜBİTAK (Turkey)

### **The list of participating countries in the ERA.Net RUS Plus Call 2017 – Joint Call on Innovation does not comprise all EU Member States and Associated countries to Horizon 2020. 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 and innovation consortia provided that these project partners agree to fund their total share on their own budget. However, the minimum eligibility requirements of a consortium have to be met with partners from countries listed as participating.

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

Concerning your or your institution's eligibility for funding, please check the specific national funding regulations of the respective funding party (see the Terms of Reference – ToR). In addition, please consult your national contact point.

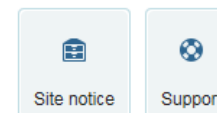
### **What is the procedure for submitting a proposal to the ERA.Net RUS Plus Call 2017 - Joint Call on Innovation?**

The process of submitting, evaluating and selecting projects will be done in one step in the ERA.Net RUS Plus Call 2017 – Joint Call on Innovation. This is different to the previous call in the ERA.Net RUS Plus in 2014, which was implemented in two steps. The proposal has to be submitted electronically via the PT-Outline tool.

### **What is the procedure for evaluating a proposal in the ERA.Net RUS Plus Call 2017 - Joint Call on Innovation?**

The proposals will be evaluated by at least three external reviewers, selected from a pool of international evaluators (PT-Expertdatabase) 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 proposals will be drawn up.

## II. SCREENSHOTS OF THE ONLINE APPLICATION PROCEDURE



RUS\_INNO2017

ERA.Net RUS Plus Call 2017 - Innovation

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

- Proposal submission is possible only via the submission tool PT-Outline.  
[https://secure.pt-dlr.de/ptoutline/app/RUS\\_INNO2017](https://secure.pt-dlr.de/ptoutline/app/RUS_INNO2017)
- After the **call deadline on 19 September 2017 15:00** CEST (16:00 Moscow time) proposal submission will not be possible anymore as the submission tool closes down automatically.
- Proposals not submitted via PT-Outline will be rejected.
- Proposal submission must be **only** in English language.
- After registration you will see your password only once: **please save it!**
- Editing your proposal after submission is not possible. You may however replace the proposal with a new version before the call deadline.
- After submission, please generate a PDF file and save it.
- After the successful submission of the proposal you will receive a confirmation e-mail.

Login **Sign up** Recover password

Please sign up with a valid email adress. Afterwards you will receive an confirmation email with further instructions.

E-Mail:

Sign up

Login **Complete registration**

Please fill out this form in order to complete your registration.  
Your login password will be displayed in the next step.

**Please note that for security reasons you won't be able to see your new password again after you close/change the browser window.**

first name:

last name:

Save

### Step 1:

The **registration process**: before you can log into the electronic proposal submission system you need to sign up for PT-Outline.

[https://secure.pt-dlr.de/ptoutline/app/RUS\\_INNO2017](https://secure.pt-dlr.de/ptoutline/app/RUS_INNO2017)

Please click at “Sign up”, enter your e-mail address and follow the instructions.

During the registration process you will receive an email with a link. Click at this link and a new window opens. Register with your first name and family name.

Then you will receive a password with which you can enter the submission tool.

## RUS\_INNO2017

ERA.Net RUS Plus Call 2017 - Innovation

Login

Sign up

Recover password

E-Mail:

Password

Login

[Forgot your password?](#)

Copyright ©



### Step 2:

**Log in** to the forms for the ERA.Net RUS Plus Call 2017 – Innovation

[https://secure.pt-dlr.de/ptoutline/app/RUS\\_INNO2017](https://secure.pt-dlr.de/ptoutline/app/RUS_INNO2017)

**Step 3:**  
Create a proposal.

cover page session timeout: 16:32 UTC

Call details

Call acronym  
RUS\_INNO2017

Call deadline  
19.09.2017 13:00 UTC

ERA.Net RUS Plus Call 2017 - Joint Call Secretariat

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Call: ERA.Net RUS Plus Call 2017 - Innovation (RUS\_INNO2017)

**This call has not been released for editing yet.**

The ERA.Net RUS 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 the EU Framework Programmes. Based on a successful joint call in 2014, a second joint call is now being implemented.

You can create and submit a proposal for the "Innovation" call line here by clicking on the button below.

**All proposals must be written in English only.**

**Please note that the character count might differ from your text processing program.**

create proposal

Please click this button in order to create a new proposal.

create proposal

**General Information**

All fields marked with \* are mandatory.

**Please note that the character count might differ from your text processing program.**

Please refer to the „Terms of Reference“ for details and background information on the required information.

Submission deadline: **19. September 2017, 15.00 CEST (16.00 Moscow Time)**  
After the deadline, a proposal submission is no longer possible as PT-Outline will be automatically closed.

**Project title \***

**Project acronym \***  
Please choose an acronym for your project.

**Planned project duration \***  
Please give the planned project duration in months (minimum 24 months, maximum 36 months)

**Summary \***  
(2000 characters maximum)  
characters left: 2000

**Step 4:** The first form to be filled in is “**General Information**”.

All fields marked with \* are mandatory fields.

Here, please give the full project title, a project acronym and the planned duration of your project in months.

Please check the national rules of the involved funding agencies for their respective rules.

Please give a short summary of your proposal that should not exceed 2000 characters.

Please note that PT-Outline’s character count might differ from your text processing program.



Participation of any research team of this proposal in any other proposal in this call. (ERA.Net RUS Plus Call 2017, Innovation or Science & Technology) \*

Yes  
 No

If yes, please indicate the project acronym and proposal number  
(e.g. SUPERPROJECT, RUS\_ST2017-999)

**Keyword 1 \***  
Please identify three keywords from the following list which most suitably match your proposal.

**Keyword 2**  
Please identify three keywords from the following list which most suitably match your proposal.

**Keyword 3**  
Please identify three keywords from the following list which most suitably match your proposal.

**Free keywords**

**Step 4.1:** In the second part of “General Information” please

Indicate whether any partner of your consortium takes part in another consortium proposing a project under this call. If yes, give the project acronym and the number of the proposal (e.g. RUS\_ST2017-999)

Select keywords that describe the research area of your proposal best.

Choosing one keyword among the pre-defined list is mandatory. If possible, choose three keywords to enable a better matching.

If your browser supports JAVA, you can type in the first letters of the needed keyword. This may facilitate your search for a keyword.

You can add keywords in the “free keywords” field.

**Step 4.2:** 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” (top left menu)

forms (RUS\_INNO2017-003)

- General Information
- Project Coordinator**
- Project Partner
- Proposal
- File Attachments
- Proposal Submission

## Project Coordinator

All fields marked with \* are mandatory.

Please refer to the „Terms of Reference“ for details and background information on the required information.

### Academic degree

For example: Prof., Dr., etc.

### Family name \*

### First name \*

### Sex \*

### Organisation \*

Please give the full legal name of your organisation.

### Organisation short name \*

### Division \*

### Organisation type \*

### Other organisation type

If you chose "other" for field "Organisation type" (above), please specify characters left: 100

[...]

### Role/Expertise of the consortium coordinator \*

Please describe the role of the coordinator in the consortium on the basis of the work plan. Describe the background and particular expertise of the team against the tasks to be performed. Describe the relevant instrumentation and infrastructure in view of the tasks. Give the total number of team members. (6000 characters maximum, including whitespaces and line breaks)

characters left: 6000

### References

Please name for each publication: authors, title, journal or publication, date and place of issue. If it exists, please add a url.

#### Publication 1

**Step 5.1:** The “**Project Coordinator**” is the contact person of your research team / project consortium. 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, since this is our primary way to contact you.
- Please describe the (scientific) role of the coordinator in the consortium.
- For publications please name only those which are important for the proposal.

## FINANCIAL PLAN

Please use thousand separators and whole numbers only (e.g. 200,000)

Please check the national regulations and in doubt ask your National Contact Point which costs are eligible for funding.

### Requested funds (EUR) \*

Please state the exact amount of funds you request from the respective funding party (according to national regulations)

### Own funds (EUR) \*

Please state the own funds provided (if any)

### Total project costs (EUR) \*

Please state the total project costs per partner. The total project costs are the 'requested funds' plus the 'own funds'.

## Cost overview cost type

In the following please split the **total project costs** into cost types (labour cost, travel cost, etc). Make sure that the sum equals the total project costs.

### Labour costs (EUR) \*

### Justification Labour costs \*

Please specify the costs of scientific staff, administrators and/or student assistants, required in connection with the proposed project for this partner

characters left: 300

### Travel / event / subsistence costs (EUR) \*

### Justification Travel / event / subsistence costs \*

Please specify, if travel costs are required: travel destination, duration of the trip, number of persons travelling etc. Please specify, if event costs are required: the type of event, the reason for the event, place, number of participants. Please specify subsistence costs which are required in the context of events: this might be daily allowances, accommodation, meals etc.

characters left: 300

### Equipment (EUR) \*

### Justification Equipment \*

Please specify, whether any new equipment is needed for your project implementation. Please note, that the eligibility of equipment depends on national regulations.

characters left: 300

## Cost overview years

In the following please split the **total project costs** into costs per project year (not calendar year). Make sure that the sum equals the total project costs.

### Total Costs Year 1 (EUR) \*

Please use thousand separators and whole numbers only (e.g. 200,000)

### Total costs Year 2 (EUR) \*

Please use thousand separators and whole numbers only (e.g. 200,000)

## Step 5.2:

In the Financial plan section, fill in all information related to the funding requested by the **project coordinator**.

The financial plan section consists of three parts:

### 1) Requested funds / own funds / total project costs:

The **requested** funding refers to the indicative amount for which the project coordinator will ask at his National Funding Party for the complete duration of the project.

**Own funds** refers to the amount which will be contributed by the coordinator over the complete duration of the project.

**Total costs** refers to the total project costs of the coordinator, i.e. the sum of requested funding and own funds over the complete duration of the project.

### 2) Cost overview cost type:

In this part, we ask you to provide a breakdown of the **total** project costs of the **coordinator** over the complete duration of the project according to cost types: labour costs, event/subsistence/travel costs, equipment, consumables, subcontracts, overhead and other costs.

Give a justification for every cost type. The sum of these costs must be equal to the total costs of the first part.

### 3) Cost overview years

In this part please indicate the distribution of funding requested by the coordinator per project year (not calendar year). The sum of these costs must be equal to the total costs of the first part.

⇒ Save your data and go to form **“Project Partner”**

### Project Partner 1

All fields marked with \* are mandatory.

Please refer to the „Terms of Reference“ for details and background information on the required information.

#### Academic degree

For example: Prof., Dr., etc.

#### Family name \*

#### First name \*

#### Sex \*

#### Organisation \*

Please give the full legal name of your organisation.

**Step 6.1:** 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
- Please describe the (scientific) role of the project partner in the consortium.
- For publications please name only those which are important for the proposal

#### Role/Expertise of the consortium partner \*

Please describe the role of the partner in the consortium on the basis of the work plan. Describe the background and particular expertise of the team against the tasks to be performed. Describe the relevant instrumentation and infrastructure in view of the tasks. Give the total number of team members.

(6000 characters maximum, including whitespaces and line breaks)

characters left: 6000

#### References

Please name for each publication: authors, title, journal or publication, date and place of issue. If it exists, please add a url.

#### Publication 1

# FINANCIAL PLAN

Please use thousand separators and whole numbers only (e.g. 200,000)

Please check the national regulations and in doubt ask your National Contact Point which costs are eligible for funding.

## Requested funds (EUR) \*

Please state the exact amount of funds you request from the respective funding party (according to national regulations)

## Own funds (EUR) \*

Please state the own funds provided (if any)

## Total project costs (EUR) \*

Please state the total project costs per partner. The total project costs are the 'requested funds' plus the 'own funds'.

## Cost overview cost type

In the following please split the **total project costs** into cost types (labour cost, travel cost, etc). Make sure that the sum equals the total project costs.

### Labour costs (EUR) \*

### Justification Labour costs \*

Please specify the costs of scientific staff, administrators and/or student assistants, required in connection with the proposed project for this partner

characters left: 300

### Travel / event / subsistence costs (EUR) \*

### Justification Travel / event / subsistence costs \*

Please specify, if travel costs are required: travel destination, duration of the trip, number of persons travelling etc. Please specify, if event costs are required: the type of event, the reason for the event, place, number of participants. Please specify subsistence costs which are required in the context of events: this might be daily allowances, accommodation, meals etc.

characters left: 300

### Equipment (EUR) \*

### Justification Equipment \*

Please specify, whether any new equipment is needed for your project implementation. Please note, that the eligibility of equipment depends on national regulations.

characters left: 300

## Cost overview years

In the following please split the **total project costs** into costs per project year (not calendar year). Make sure that the sum equals the total project costs.

### Total Costs Year 1 (EUR) \*

Please use thousand separators and whole numbers only (e.g. 200,000)

### Total costs Year 2 (EUR) \*

Please use thousand separators and whole numbers only (e.g. 200,000)

## Step 6.2:

In the Financial plan section, fill in all information related to the funding requested by the **project partner**.

The financial plan section consists of three parts:

### 1) Requested funds / own funds / total project costs:

The **requested** funding refers to the indicative amount for which the project partner will ask at his National Funding Party for the complete duration of the project.

**Own funds** refers to the amount which will be contributed by the project partner over the complete duration of the project.

**Total costs** refers to the total project costs of the project partner, i.e. the sum of requested funding and own funds over the complete duration of the project.

### 2) Cost overview cost type:

In this part, we ask you to provide a breakdown of the **total** project costs of the **project partner** over the complete duration of the project according to cost types: labour costs, event/subsistence/travel costs, equipment, consumables, subcontracts, overhead and other costs. Give a justification for every cost type. The sum of these costs must be equal to the total costs of the first part.

### 3) Cost overview years

In this part please indicate the distribution of funding requested by the project partner per project year (not calendar year). The sum of these costs must be equal to the total costs of the first part.

- ⇒ Save this information and go to “add new partner” at the top of the page to fill in the forms for the other partners
- ⇒ After adding information for all partners, go to the form “proposal” at the top left of the page.

## Proposal

All fields marked with \* are mandatory.

**Please note that the character count might differ from your text processing program.**

### 1. Scientific, research and innovation objectives \*

Please give detailed information about the overall concept and the research and innovation objectives of your proposal. This should include justifying the methodology chosen to reach the objectives. Whenever possible, quantify the objectives in terms of measurable outcomes. Explain the relevance and importance of the research and innovation project proposed, in terms of concrete applications (scientific, technological and innovative) and in terms of economic and societal impact. If relevant, highlight the multidisciplinary character of the project, whereby the activities in the project will tend to draw on a range of scientific disciplines and explain how this interdisciplinarity is going to be exploited. If the proposal is part of a larger national or international project, explain its role and how it fits into this wider context. Explain the gain in competitiveness and the added value resulting from the cooperation between the partners of the consortium.

(20000 characters maximum, including whitespaces and line breaks)

characters left: 20000

### 2. Background and state-of-the-art in this field \*

Please give detailed information about the scientific and/or technological basis and background of your project, the state-of-the-art in this field and the relevant references.

(10000 characters maximum, including whitespaces and line breaks)

characters left: 10000

**Step 7:** After filling in all project partners, go to the form **“Proposal”**

Please fill in the information referring to your proposed project.

Please refer to the terms of reference for details.

### 3. Novelty of your project \*

Please describe the progress beyond the state-of-the-art and explicitly explain the novel character of the research proposed. Has a novelty search already been performed or is this search planned? If relevant, specify the institution with which the novelty search has been performed and indicate the result. Show how the objectives of the project aim at significant advances in the state-of-the-art through extending the current knowledge and/or filling the gaps identified. Identify important gaps to be filled in the current knowledge/know-how.

(7500 characters maximum, including whitespaces and line breaks)

characters left: 7500

### 4. Impact \*

Please describe the expected results of your project, which have potential applications for further advances in technological products, services or methods; quantify the expected project results. Describe the expected impact of the research and innovation project results in terms of scientific, market, economical and societal needs of Russia and the EU (if available, give references). If relevant, describe potential legal aspects as well as ethical implications of the research project results for society. Sketch out a result exploitation plan addressing how the new knowledge generated through the project and other deliverables of the project (i.e. data bases, problem solving concepts, computer codes, technical solutions etc.) will be exploited through a technology implementation plan. If relevant, please show how results will be transferred to market and commercial users. Do you expect results to be patentable? Address how intellectual property including foreground knowledge, patents, copyrights, license agreements are managed.

(7500 characters maximum, including whitespaces and line breaks).

characters left: 7500

### 5. Project management and team information \*

Please describe how the overall management of the project and how coordination, communication and monitoring will be implemented. You may provide a project organisation chart (section Attachments). If relevant, please indicate the decision schemes foreseen (decision boards, coordination meetings, etc). Please describe work packages. Set-up a detailed diagram (e.g. Gantt-Chart) showing the work plan of the project: the time schedule of the tasks (including milestones) and mark their interrelations. Indicate a critical path marking those events which directly influence the overall time schedule in case of delays. Risk management: Indicate possible risks of not achieving the objectives and fallback positions, if applicable. If relevant, describe how ethical considerations will be addressed. Describe the background and particular expertise of the team members against the tasks to be performed. Describe how the team members complement each other in the performance of the project. Are the efforts of the partners and the financial resources are fairly distributed? Please ensure that the allocation and justification of the resources to be committed (budget, staff, equipment) is appropriate. Explain, which part of the R&D activities will be subcontracted to R&D institutions or companies.

(10000 characters maximum, including whitespaces and line breaks)

characters left: 10000

**Step 7.1:** Please fill all the 5 text boxes in the “Proposal”.

#### File Attachments

Please combine your attachments in one (1!) pdf-file.

Allowed content: figures / charts / tables / reference lists / CVs / letter of intents.

NO ADDITIONAL PROJECT DESCRIPTION TEXT.

Maximum page number: 12 pages.

Allowed file format: PDF files only.

Max. size 5 MB.

Attachment 1

Durchsuchen...

Save

**Step 8:** After filling in information on your proposed project, you can upload supporting information in a pdf file.

You can add figures or schemes or tables in order to support your proposal.

You can add a list of references as supporting material to the text provided in the “proposal” form.

You can add CVs or letter of intents.

**You cannot provide any more text describing your proposal** – additional descriptive text will be discarded (also tables with text that should be contained in the “proposal” form).

These strict rules are necessary to keep the work load for evaluators manageable.

Please keep the work load of the call secretariat manageable by respecting these rules.



## Proposal Submission



This call has not been released for editing yet.

Proposal can not be modified anymore

[download datasheet](#)

Uploaded file:

[rus\\_inno2017-002\\_attachment\\_1.pdf](#)

### Project participants

Test Project Germany

TP3P - Russia

TP3P - Austria

Overall

[Verify Submission](#)

**Step 9:** After filling in all information to project partners and proposal, go to the form **“Proposal Submission”**

- You are shown a summary of all partners with their requested funding amounts
- Click on “Verify Submission” to see whether all the mandatory information has been given and has the correct format. If not, check the hints and correct the information.
- Please download the datasheet preview of your proposal and keep it for your information.

**Final submission: You cannot change your proposal after you have submitted it.**

- In order to submit your proposal: click on “Submit”. Finally, you will receive an automatically generated confirmation e-mail.