



Guidelines Full-Proposal Submission

AquaticPollutants 2020 Joint Transnational Call

Joint call for full-proposals under the framework of JPI Waters, Oceans and AMR on

“Risks posed to human health and the environment by pollutants and pathogens present in water resources (AquaticPollutants)”

<https://aquaticpollutants.ptj.de/call1>

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1. Background

The Call Announcement of the AquaticPollutants 2020 Joint Transnational Call provides the essential information about the evaluation procedure, eligibility and evaluation criteria. The Call Announcement can be downloaded on the call-homepage <https://aquaticpollutants.ptj.de/call1>.

These guidelines provide some technical help for full-proposal submission.

2. Call Process overview

The call process is divided in two steps: Step 1 (pre-proposal) and Step 2 (full proposal). Both steps consist of several steps: submission, eligibility check and evaluation. The Consortium Coordinator is in charge of the full-proposal and must electronically submit the full-proposal via the online submission tool available at <https://aquaticpollutants.ptj.de/call1>.

Submission of a full-proposal

After external evaluation of the pre-proposals and positive decision of the Call Steering Committee, the selected consortia will be invited to submit a full-proposal. **This invitation letter will contain relevant comments from the external reviewers and the funding organisations. These comments and requests have to be considered during full-proposal submission.**

As done for the pre-proposal submission, the different parts of the full-proposal need to be filled in online.

Both, the Consortium Coordinator and the project partners can log in to the submission tool using their login data from the pre-proposal submission.

The Consortium Coordinator can enter, edit and save the electronic forms, upload the relevant additional documents and submit the full-proposal. Partners can enter and edit their own data only.

In addition, the coordinator may edit and resubmit the full-proposal before the submission deadline. In this case, only the latest submitted version will be used for evaluation. Proposals can only be submitted and/or modified prior to **17:00 CET on 23rd November 2020**.

After successful submission, the Consortium Coordinator will receive an automatically generated confirmation of receipt.

After the deadline, the website will accept neither modification nor submission of any full-proposal. The Consortium Coordinator should not underestimate the effort needed to collect the required information from his/her project partners or to fill in the online forms. Therefore, it is strongly recommended to submit the first version of the full-proposal well before the deadline.

The content of the pre-proposal will be automatically available after logging into your account. Some parts will be *read-only*, i.e. no changes are possible any more. Other parts can be modified for full-proposal submission.

Please note, that some information on the core data (i.e. the finance table, addition/deletion of partners, and the profile data such as team members, tasks and affiliation) can be modified only if this has been explicitly requested by evaluators, a funding organisation or the Call Steering Committee in the invitation letter.

Compared to the pre-proposal, following new parts have to be filled in (further details can be found in chapter 3. Full-proposal submission):

- **“Response to Evaluation”**: to explain the changes made according to the needs addressed in the invitation letter
- **“Work Package Modul”**: to replace the `WorkPlan` of the pre-proposal
- **“Ethical Issues”**: to provide information about ethical aspects of proposal and potential permits needed

Please keep in mind that the project description and subsequent chapters should allow experts to evaluate the relevance of your full-proposal to the call objectives, its excellence, impact, and implementation despite the limited space for details.

In many parts, the maximum number of characters per text box has been increased (4000 characters are approximately one A4 page of text). Please use only the formatting in the submission tool - remove all formatting before copying the text in the submission tool.

Up to five figures can be embedded in the text through place markers. The figures should be uploaded as *.jpeg*, *.gif* or *.png* files and should have a maximum size of 600 pixels.

In the beginning, you enter and save your entries in a “work version” (see “Factsheet”). By clicking the “Submit”-button (final step), the full-proposal is ready for the evaluation as “finalised version”. Only full-proposals which have been submitted (i.e. are available as “finalised version”) will enter the eligibility check and the evaluation process. A submitted full-proposal can be changed and resubmitted any time until the closing date. Upon submission deadline, the newest uploaded file (i.e. “finalised version”) will be saved and is the version for evaluation.

The proposal must be filled in online in the submission tool <https://aquaticpollutants.ptj.de/call1>. The structure of the template is illustrated in the next chapter of this guideline.

If consortium partners need to submit separate or different full-proposal documents towards their national funding organization, these documents shall be directly submitted to the respective national / regional funding organization.

After login, there will be an automatic logout after 24 minutes without additional warnings, if you have not pressed the “SAVE” button during this time. The time is displayed in the upper right corner of this webpage. After logout, all non-saved entries / changes will be lost, **so please be sure to save your entries / changes in time!**

Eligibility check of proposals

The full-proposals will be checked for eligibility according to a) the general eligibility criteria (as defined in the Call Announcement) and b) national/regional eligibility criteria. Every country/funding organisation has individual funding conditions and eligibility criteria. Please check all national regulations of the partners involved in your consortium.

Please note: **Proposals, which do not meet the general eligibility criteria, will be declined without further review. Non-eligibility of a partner applying for funding in a proposal will cause the rejection of the entire proposal without further review.**

It is the **responsibility of the Consortium Coordinator** to verify that the consortium fulfils the Call eligibility criteria and that all partners fulfil their national/regional eligibility criteria. **In case of uncertainty regarding eligibility criteria, please contact the National Funding Organisations.**

After the eligibility check, external evaluators will review all full-proposals which passed the eligibility check based on three criteria - 'Excellence', 'Impact', and 'Implementation' (see Call Announcement, Table 3). A ranked list of full-proposals will be produced based on the final scores. A final selection of full-proposals will be done during the Evaluation Panel meeting. Consortium Coordinators will be informed about the outcome by the AquaticPollutants Call Secretariat.

3. Full-proposal submission

The full-proposal consists of different parts, which have to be filled in online. Please note that you can save your text only if it does not contain more characters than pre-defined in the respective text fields within the submission tool.

The screenshot shows the 'PJ Submission Platform' for AquaticPollutants. The header includes the logo and navigation links for CALL1, PARTNERING, and NATIONAL FUNDING REGULATIONS. A banner image of water is displayed. The main content area is titled 'ERA-NET COFUND AQUATIC POLLUTANTS' and contains a welcome message, contact information for Stefanie Pietsch and Christian Stolle, and logos for Water JPI, JPI OCEANS, and jpiamr. A sidebar on the left provides navigation options for CONTACT and SUBMISSION PLATFORM, with the latter including links for COORDINATOR REGISTRATION, COORDINATOR LOGIN, PARTNER LOGIN, and FUNDER LOGIN.

CONTACT

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SUBMISSION PLATFORM

- COORDINATOR REGISTRATION >
- COORDINATOR LOGIN >
- PARTNER LOGIN >
- FUNDER LOGIN >

ERA-NET COFUND AQUATIC POLLUTANTS

Welcome to the Joint Transnational Call 2020 "Risks posed to human health and the environment by pollutants and pathogens present in water resources (AquaticPollutants)".

Within the framework of AquaticPollutants the Joint Programm Initiatives (JPIs) on Water, Oceans and Antimicrobial Resistance (AMR) are working closely together.

Water JPI **JPI OCEANS** **jpiamr**

The overall goal of the proposed ERA-NET Cofund AquaticPollutants is to strengthen the European Research Area (ERA) in the field of clean and healthy aquatic ecosystems and to leverage untapped potential in the collaboration between the freshwater, marine and health research areas. The ERA-NET Cofund AquaticPollutants is a network of 32 ministries, authorities and funding organisations responsible for funding research and innovation projects in the field of clean and healthy aquatic ecosystems from 26 countries.

A multidisciplinary approach has been set up, which brings together the research needs of the freshwater sector, the marine sector and the health sector to carry out a Joint Transnational Call (JTC) and complementing Additional Activities. This call will make the research communities of those three research fields work together and create synergies for joint approaches.

1. **LOGIN and ACCOUNT** - The Consortium Coordinator has to login via the call-homepage:
<https://aquaticpollutants.ptj.de/call1>.

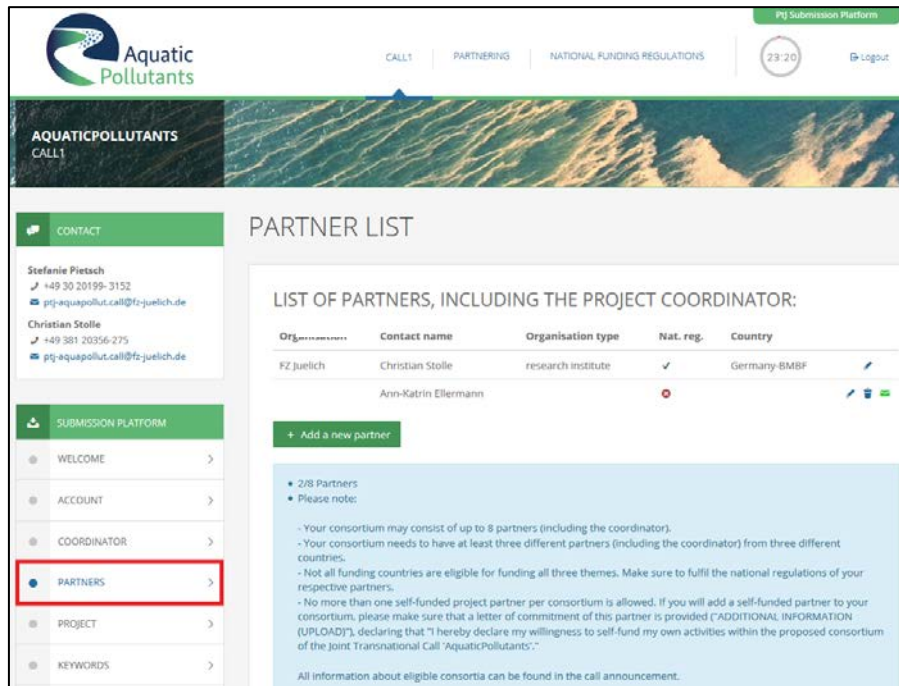
The screenshot shows the 'ACCOUNT' registration page on the Aquatic Pollutants website. The page has a header with the logo and navigation links (CALL1, PARTNERING, NATIONAL FUNDING REGULATIONS). A sidebar on the left contains a 'SUBMISSION PLATFORM' menu with 'ACCOUNT' highlighted in red. The main content area is titled 'ACCOUNT' and contains a form with fields for 'Login name *', 'Email address *', 'Password', and 'Confirm password'. A 'Save' button is visible at the top and bottom of the form. A note indicates that the asterisked fields are required for submission. A password strength indicator is also present.

2. **COORDINATOR PROFILE** - *The Consortium Coordinator may be changed only if explicitly requested in the invitation letter*

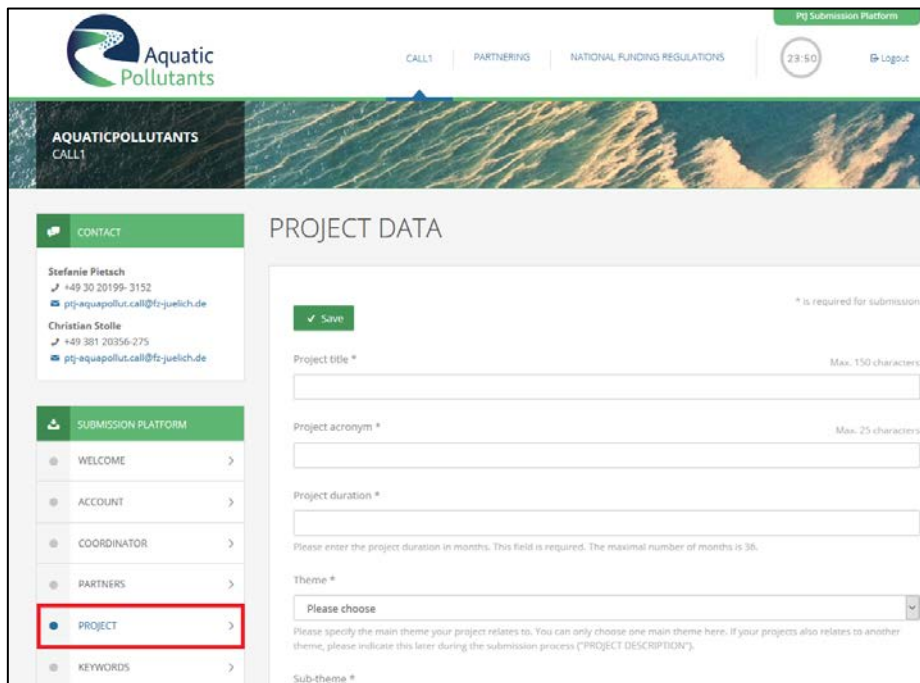
The screenshot shows the 'COORDINATOR PROFILE' page on the Aquatic Pollutants website. The page has a header with the logo and navigation links. A sidebar on the left contains a 'SUBMISSION PLATFORM' menu with 'COORDINATOR' highlighted in red. The main content area is titled 'COORDINATOR PROFILE' and contains a form with fields for 'Contact data', 'Title *', 'Email address', 'First name *', 'Family name *', 'Status of organisation *', 'Website', 'Organisation/Institution/Company *', and 'Department'. A 'Save' button is visible at the top of the form. A note indicates that the asterisked fields are required for submission.

Please note: The Consortium Coordinator should treat the password confidentially. He/she should not give the password to other persons, including full-proposal partners.

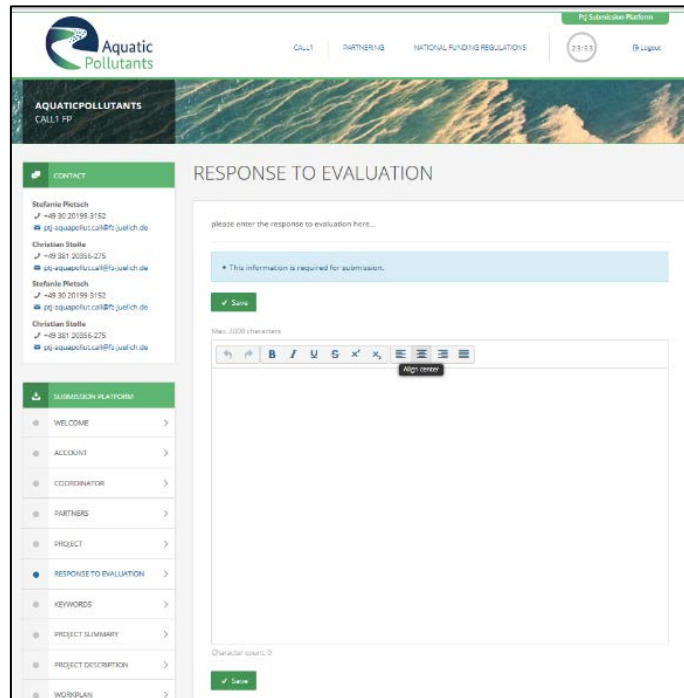
3. **PARTNERS** - shows the list of partners of your consortium (including the Consortium Coordinator).
You may change information here only if explicitly requested in the invitation letter! If you need to add / remove a partner, please contact the Call Office (ptj-aquapollut.call@fz-juelich.de)



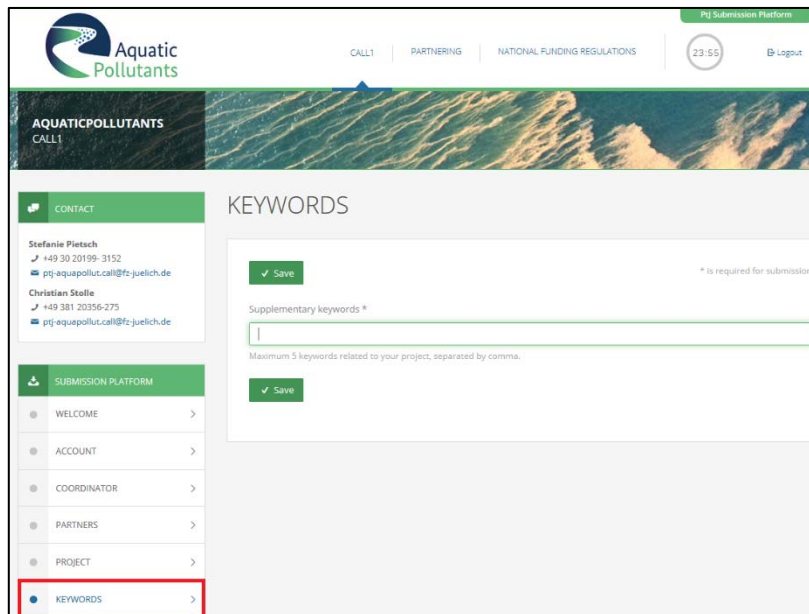
4. **PROJECT DATA – (read only)** Project title, acronym, duration, theme, sub-themes.
Please note, that this section is read-only, no modifications are allowed.



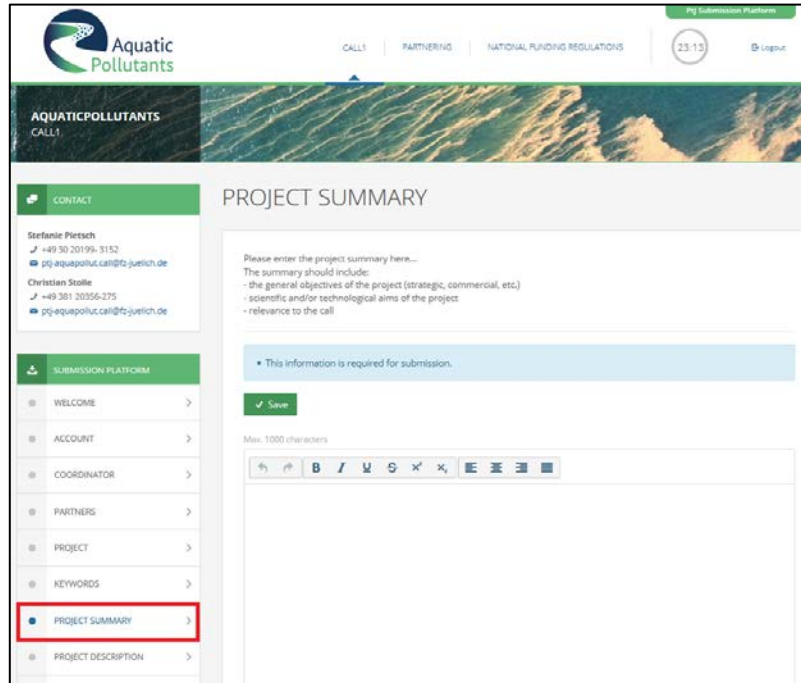
5. **NEW RESPONSE TO EVALUATION** – This section must include information about how and where the comments / requests (from the external reviewers and the funding organisations - included in the invitation letter) have been addressed during full-proposal submission.



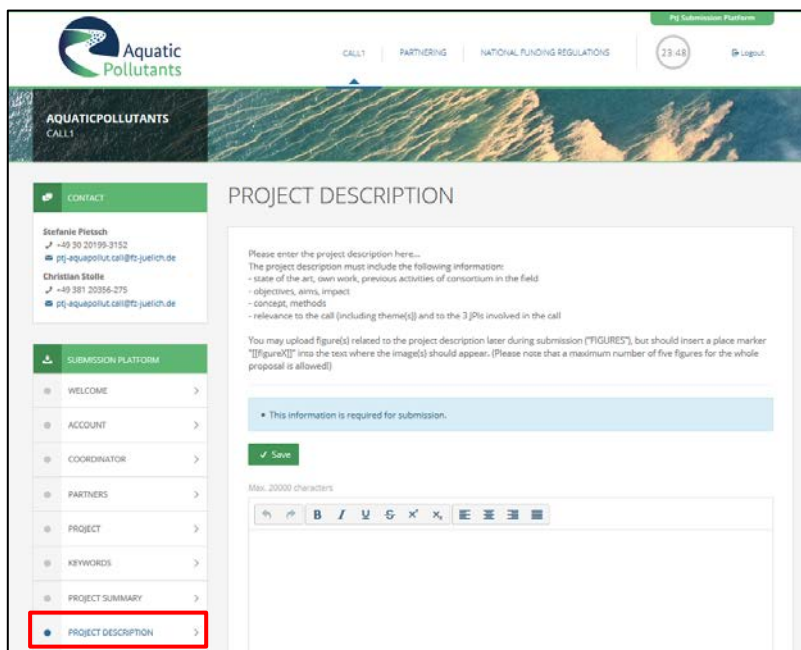
6. **KEYWORDS - (read only)** Maximum 5 keywords related to your project, separated by comma. **Please note, that this section is read-only, no modifications are allowed.**



7. **PROJECT SUMMARY (1.500 characters¹)** - The summary must include the a) general objectives of the project (strategic, commercial, etc.); b) scientific and/or technological aims of the project; c) relevance to the call. ***In the full-proposal the limit of characters has been increased from 1.000 characters to 1.5000 characters.***



8. **PROJECT DESCRIPTION (20.000 characters¹)** - The project description must include a) state of the art, own work, previous activities of the consortium in the field; b) objectives, aims, impact; c) concept, methods; d) relevance to the call (including theme(s)) and to the 3 JPIs involved in the call.



¹ The number of character incl. spaces

9. **WORKPLAN (8.000 characters) - (read only)** This section from the pre-proposal is only for information purpose and read-only. **It will be not included in the factsheet of the full-proposal.** For full-proposal submission, you now have to fill in the work package module (see next step).
10. **NEW WORK PACKAGES** – In this section, you need to describe in detail your work plan by creating work packages. Each work package consists of tasks, milestones, and deliverables, which will be added in subsequent steps. You start by clicking on “Add a new work package”. At the end, a Gantt chart will be created automatically.

For each Work package you need to enter the work package number, a title (max. 40 character), the objectives (max. 1,000 characters), and a description (max. 3,000 characters).

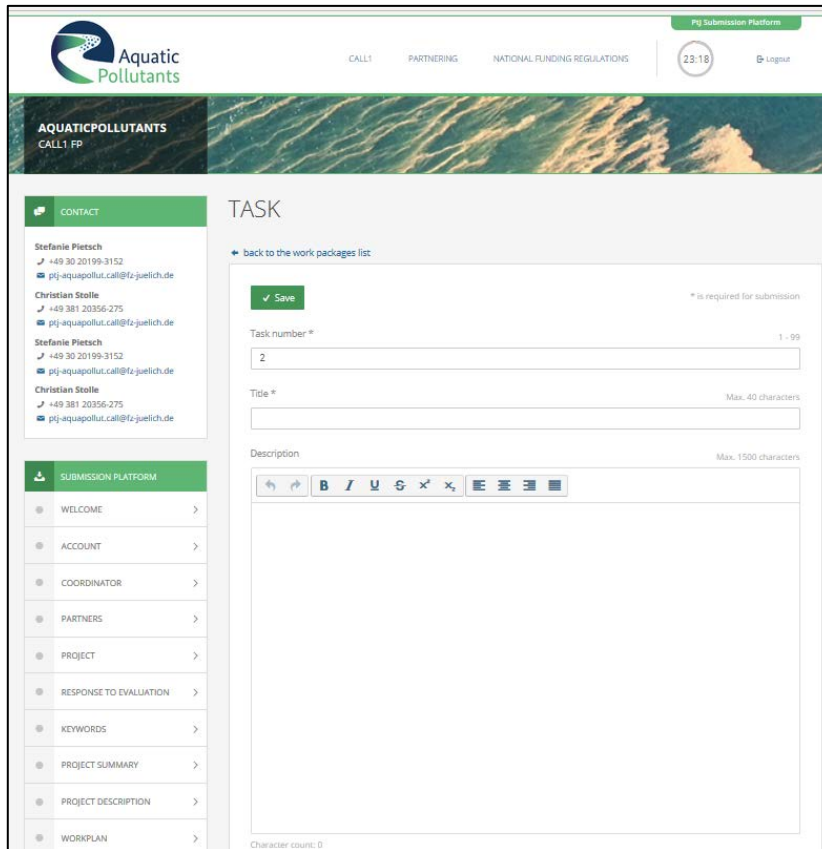
In the next step, you can assign tasks, milestones and deliverables to the work package by clicking on the “+” symbol on the right side of the list.

LIST OF WORK PACKAGES	
+ Add a new work package	
Show gantt chart	
Work package: 1 - Title	+
Tasks	+
Milestones	+
Deliverables	+

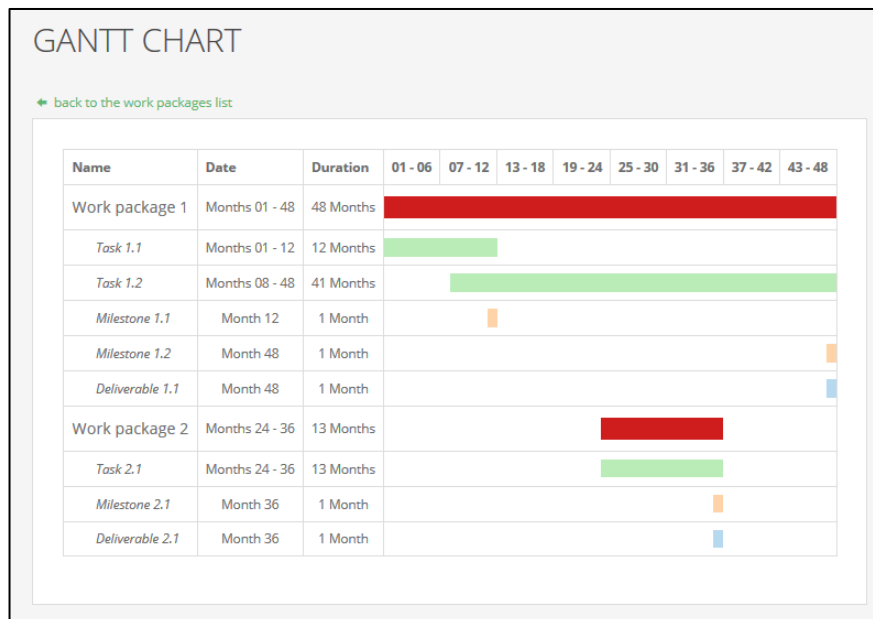
For each task, you need to enter a task number, a title (max. 40 character), and a description (max. 1,500 characters). Moreover, you need to indicate the starting and ending month of this task, as well as the person months of each partner involved. Finally, you need to check the box of which partner will be the responsible team leader.

Please note: The workload distribution within a consortium must be balanced, and no partner should have more than 50% of person months.

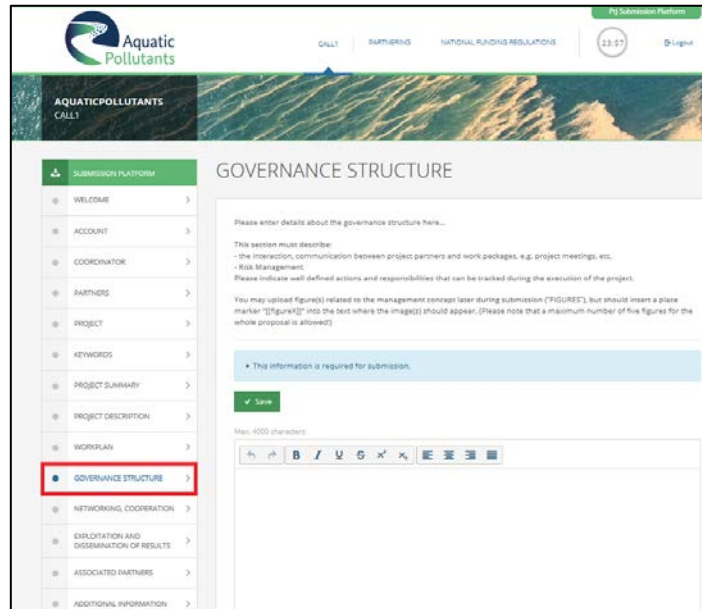
Similarly, **for each milestone and deliverable** you need to enter a respective number, a title (max. 40 character), and a description (max. 500 characters). Moreover, you need to indicate in which month the milestone and deliverable will be reached.



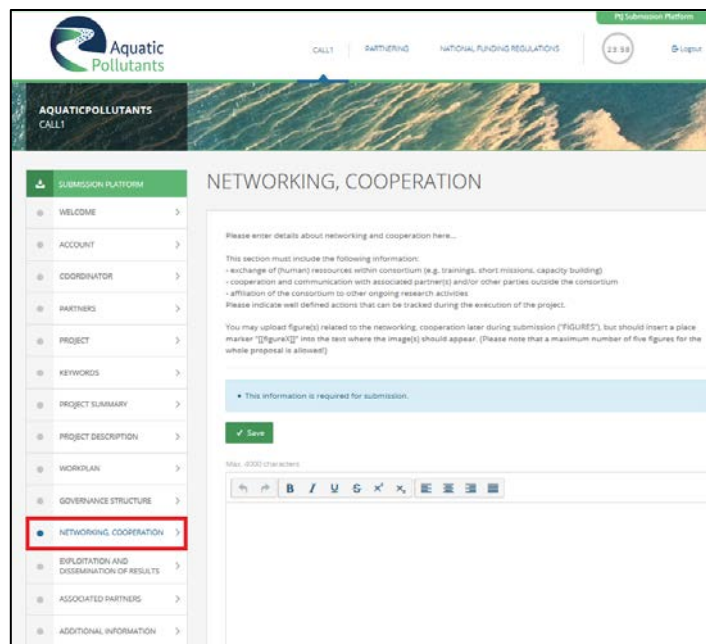
At the end, you can click on “Show Gantt chart” to look at and check the system-generated Gantt chart. An example is giving below. This Gantt chart will be automatically integrated into the factsheet of your proposal (see “FACTSHEET” further below). Please also check if your work packages are displayed correctly in the factsheet.



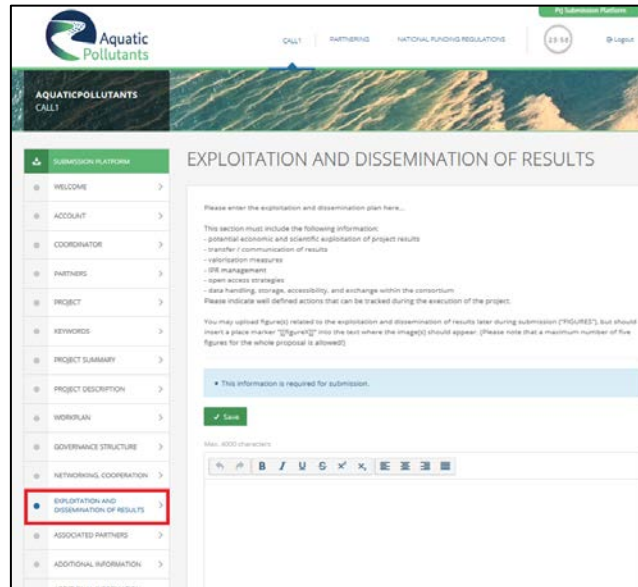
- 11. GOVERNANCE STRUCTURE (5.000 characters)** - The governance structure must describe a) the interaction and communication between project partners and work packages, e.g. project meetings, etc.; b) risk management. Please indicate well-defined actions and responsibilities that can be tracked during the execution of the project. ***In the full-proposal the limit of characters has been increased from 4.000 characters to 5.000 characters.***



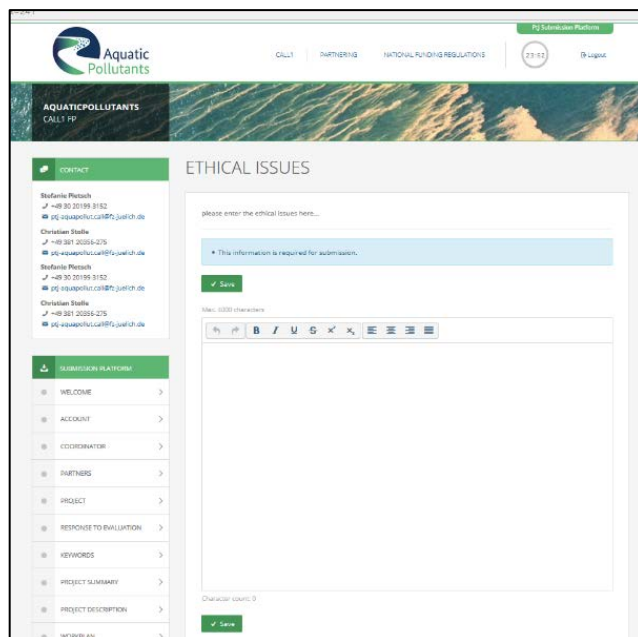
- 12. NETWORKING, COOPERATION (5.000 characters)** - Details about networking and cooperation must include the following information: a) exchange of (human) resources within the consortium (e.g. trainings, short missions, capacity building); b) cooperation and communication with associated partner(s) and/or other parties outside the consortium; c) affiliation of the consortium to other ongoing research activities. Please indicate well defined actions that can be tracked during the execution of the project. ***In the full-proposal the limit of characters has been increased from 4.000 characters to 5.000 characters.***



- 13. EXPLOTATION AND DISSEMINATION OF RESULTS (5.000 characters)** - The exploitation and dissemination plan must describe: a) the potential economic and scientific exploitation of project results; b) the transfer and communication of results; c) valorisation measures; d) IPR management; e) open access strategies; f) data handling, storage, accessibility, and exchange within the consortium. Please indicate well-defined actions that can be tracked during the execution of the project. *In the full-proposal the limit of characters has been increased from 4.000 characters to 5.000 characters.*



- 14. NEW ETHICAL ISSUES (4.000 characters)** - In this section any information about relevant ethical aspects of the project must be included. If a research permit or a statement by an ethics committee is required for the implementation of the project, applicants should provide information on the permits or permit proposals. Any proposal which seems to contravene fundamental ethical principles will not be selected and may be excluded from the evaluation and selection procedure. Judgment of the significance of ethical issues will be made by using the criteria published by the Commission in its [guidelines for the Horizon 2020 Framework Programme](#).



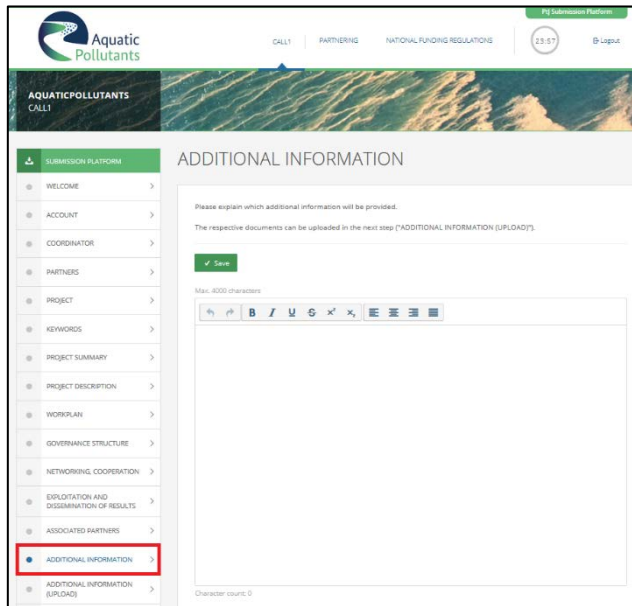
15. **ASSOCIATED PARTNERS** - Please indicate if you want to add any associated partner (checkbox Yes or No). Use the "Comment"-box to provide information of the associated partner including name, contact information, country, and the contribution of this partner to the goals / work plan of the consortium.

The screenshot shows the 'ASSOCIATED PARTNERS' section of the Aquatic Pollutants submission platform. The left sidebar contains a 'SUBMISSION PLATFORM' menu with items like WELCOME, ACCOUNT, COORDINATOR, PARTNERS, PROJECT, KEYWORDS, PROJECT SUMMARY, PROJECT DESCRIPTION, WORKPLAN, GOVERNANCE STRUCTURE, NETWORKING, COOPERATION, EXPLOITATION AND DISSEMINATION OF RESULTS, ASSOCIATED PARTNERS (highlighted with a red box), and ADDITIONAL INFORMATION. The main content area is titled 'ASSOCIATED PARTNERS' and contains the following text: 'Please indicate if you want to add any associated partner (checkbox Yes or No). An associated partner contributes to the consortium, but will not receive any funding from this call. Use the "Comment"-box to provide additional information of the associated partner including name, contact information, country, and the contribution of this partner to the goals / work plan of the consortium. A letter of commitment from the associated partner may be uploaded later during the submission process ("ADDITIONAL INFORMATION (UPLOAD)"). PLEASE NOTE: The letter of commitment from the associated partner must contain the following sentence: "I have read the notes on privacy policy on the call webpage and accept them. Furthermore I declare conformity with requirements of the EU "General Data Protection Regulation" (GDPR)." Below this text is a 'Save' button, a 'Selection options' section with 'Yes' and 'No' checkboxes, and a 'Comment' text area with a rich text editor and a 'Max. 1000 characters' limit.

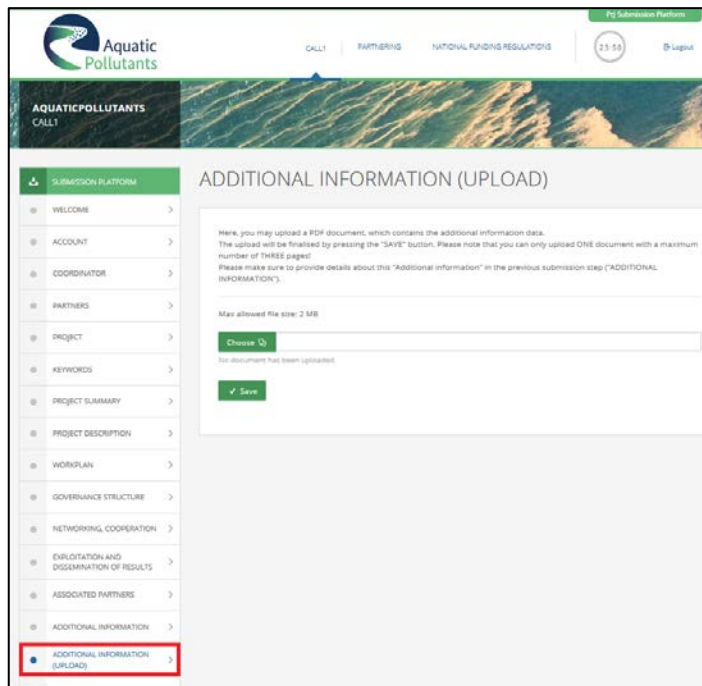
Please note: An associated partner contributes to the consortium, but **will not receive any funding from this call. A letter of commitment from the associated partner has to be uploaded.**

("ADDITIONAL INFORMATION (UPLOAD)"). The letter of commitment from the associated partner must contain the following sentence: "I have read the notes on privacy policy on the call webpage and accept them. Furthermore I declare conformity with requirements of the EU 'General Data Protection Regulation' (GDPR)."

16. **ADDITIONAL INFORMATION (5.000 characters)** - Please explain which additional information will be provided. The respective documents can be uploaded in the next step ("ADDITIONAL INFORMATION (UPLOAD)"). *In the full-proposal the limit of characters has been increased from 4.000 characters to 5.000 characters.*



17. **ADDITIONAL INFORMATION (UPLOAD)** - Here, you may upload one PDF document, containing the additional information data. Please note that you can only upload **ONE document with a maximum number of EIGHT pages** (max allowed file size: 2 MB!). Please make sure to provide details about this "Additional information" in the previous step.²



² Sometimes, pdf-scanning of documents or merging several pdf-files into one may cause pdf-files with a signature, not being recognised by the online tool. If you experience problems while uploading the pdf-file, try first to save the pdf-file as new pdf-file again (using the "save as"-function of your pdf-reader). Alternatively, you may try to "print as pdf-file". If this does not help, please contact the Call Office.

- 18. FINANCES** - the finance table is divided into two parts: requested funding (upper table) and own contribution (lower table). Please enter all values (in €, exact numbers without decimals) for you and your project partners. Maximum value per item is 1.000.000€. **Please note, that you may modify the finances only if explicitly requested in your invitation letter!**

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SUBMISSION PLATFORM

- WELCOME
- ACCOUNT
- COORDINATOR
- PARTNERS
- PROJECT
- KEYWORDS
- PROJECT SUMMARY
- PROJECT DESCRIPTION
- WORKPLAN
- GOVERNANCE STRUCTURE
- NETWORKING, COOPERATION
- EXPLOITATION AND DISSEMINATION OF RESULTS
- ASSOCIATED PARTNERS
- ADDITIONAL INFORMATION
- ADDITIONAL INFORMATION (UPLOAD)
- FINANCES**
- FINANCE COMMENTS
- FIGURES
- FACTSHEET
- VALIDATION
- SUBMISSION

FINANCES

The finances are required for submission.

Save

REQUESTED FUNDING

- Please enter all values (in €, exact numbers without decimals) for you and your project partners.
- Maximum value per item is 1.000.000€.
- Please note: The columns "Total own contribution" and "Total costs" in the upper table will be automatically calculated and filled when entering values in the table "Own contribution" below.
- More information about your entries can be provided in the next step ("Finance comments").

€.

Organisation name	Personnel	Travel	Equipment	Subcontracts	Consumables / Other costs	Requested Funding	Total Own Contribution	Total Costs
Partner Organisation 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0
Overhead	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Partner Organisation 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0
Overhead	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
TOTAL	0	0	0	0	0	0	0	0

Save

OWN CONTRIBUTION

- Please enter all values (in €, exact numbers without decimals) for you and your project partners.
- Maximum value per item is 1.000.000€.
- Please note: The columns "Total own contribution" and "Total costs" in the upper table will be automatically calculated and filled when entering values in the table "Own contribution" below.
- More information about your entries can be provided in the next step ("Finance comments").

€.

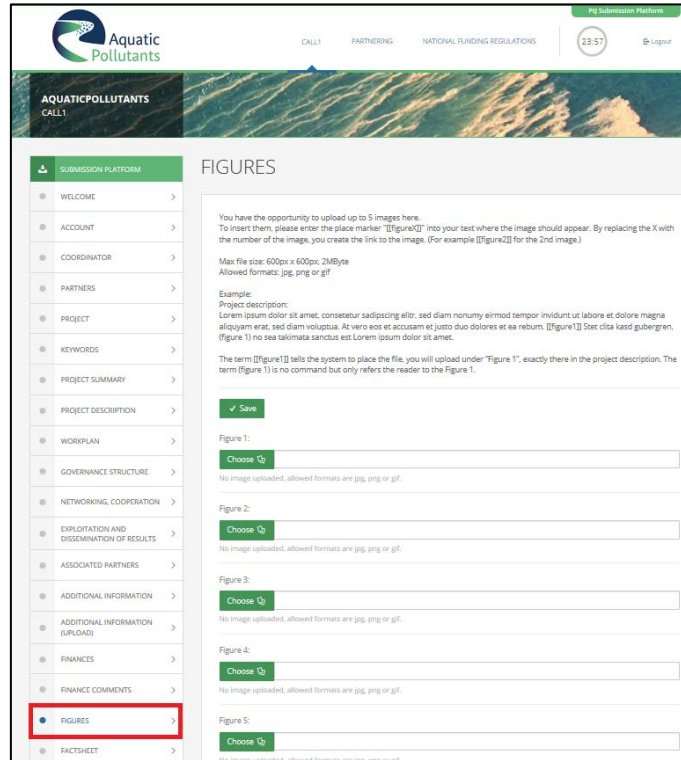
Organisation name	Personnel	Travel	Equipment	Subcontracts	Consumables / Other costs	Total Own Contribution
Partner Organisation 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Partner Organisation 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
TOTAL	0	0	0	0	0	0

Save

19. **FINANCE COMMENTS (1.500 characters)** - please enter a brief description regarding your costs for each position (personell, travel, equipment, subcontracts, consumables/others). For overhead costs, national regulations may apply. If you have other costs, please specify. Please differentiate between funding requested and own contribution. ***In the full-proposal the limit of characters has been increased from 1.000 characters to 1.500 characters.***

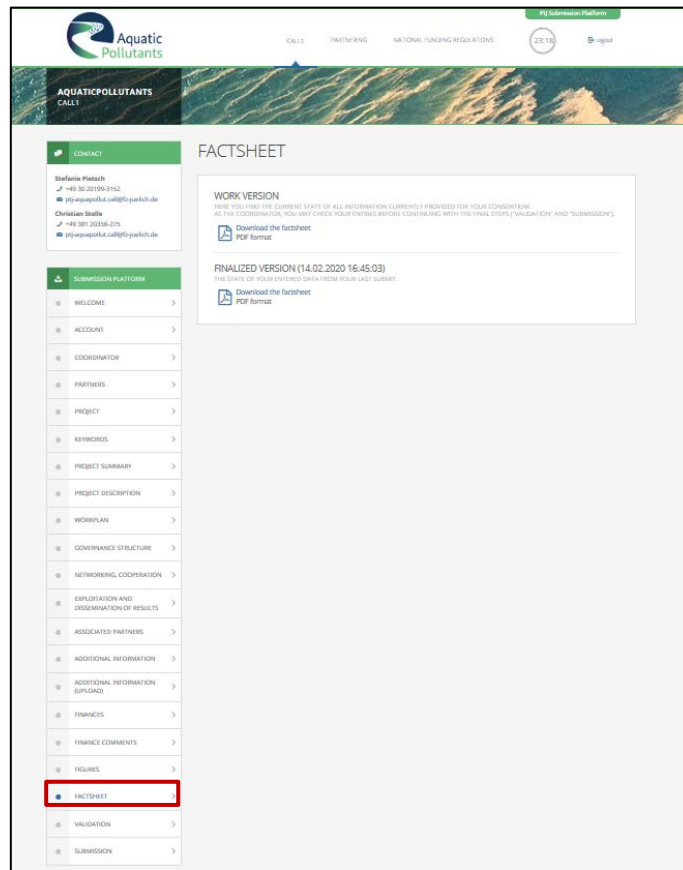
The screenshot displays the 'Aquatic Pollutants' submission platform interface. The top navigation bar includes 'CALL1', 'PARTNERING', 'NATIONAL FUNDING REGULATIONS', a clock showing '23:56', and a 'Logout' button. The main header features the 'Aquatic Pollutants' logo and 'AQUATICPOLLUTANTS CALL1'. A left sidebar menu lists various submission steps, with 'FINANCE COMMENTS' highlighted in red. The main content area is titled 'FINANCE COMMENTS' and contains a message: 'The finance comments are required for submission.' Below this is a 'Save' button and a 'BRIEF DESCRIPTION' section. The description prompt reads: 'Please enter a brief description of your costs which have been specified during the prior submission step ("FINANCES"). Please differentiate between funding requested and own contribution.' There are four tabs: 'Personnel', 'Travel', 'Equipment', and 'Subcontracts / Consumables / Other costs'. The 'Personnel' tab is active, showing a text input field with the label 'Brief Description (max. 500 characters)' and the text 'FZ Juelich'. There are three such input fields stacked vertically. A 'Save' button is located at the bottom of the form.

20. **FIGURES** - you have the opportunity to upload up to 5 images. Formats allowed are jpg, png or gif; max. file size: 600px x 600px, 2 MB.

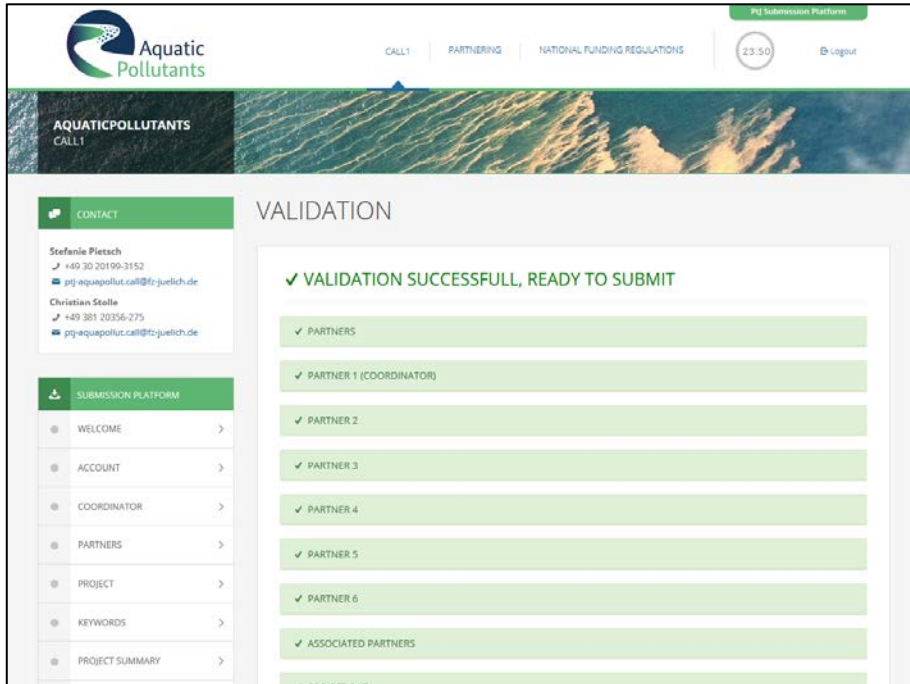


Please note: To insert the figures at the correct position in the above mentioned parts of the submission (“project description”, “work plan”, governance structure”, “networking and communication”, “exploitation and dissemination”), please enter a place marker “[[figureX]]” into your text where the image should appear. By replacing the X with the number of the image, you create the link to the image (e.g. [[figure2]] for the 2nd image). You can check the position of figures in the next step (“Factsheet”). While the term [[figureX]] tells the system where to place the file, you can use the term (figure x) to refer the reader to the Figure X.

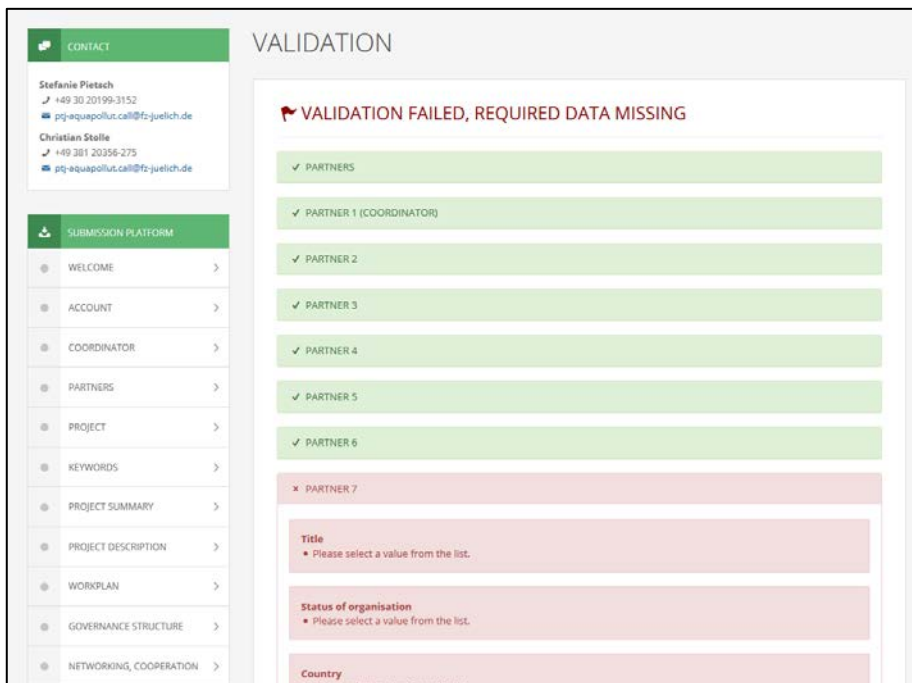
21. **FACTSHEET** - the Consortium Coordinator and the partners can download the “work version” (the current state of your entered and saved data) as well as the “finalized” version (the state of your entered data from your last submission).



- 22. **VALIDATION** – this step checks, on a technical basis, if all mandatory fields have been completed. The full-proposal is ready for submission if all fields are labelled green and the comment says “validation successful, ready to submit”. Download the factsheet and carefully check the content of your entries prior final submission.



If entries are still missing, the validation step will fail and you will not be able to submit your full-proposal. Missing information is highlighted in red as shown below.



Please note: Even if validation failed and you cannot submit your full-proposal, your data entered so far will be saved in the “WORK”-version of your factsheet (see previous submission step). Only for final submission, you must provide all information necessary.

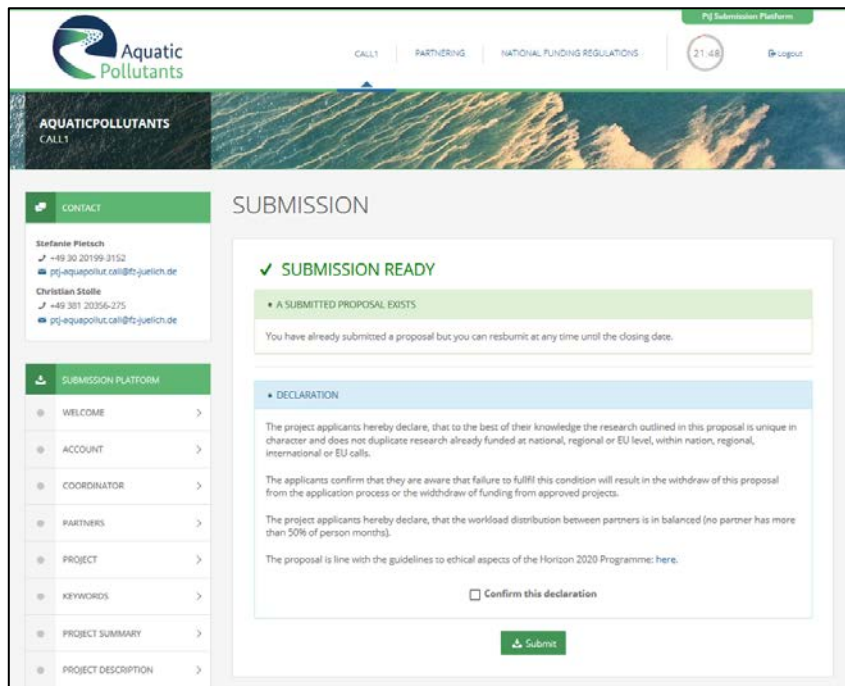
23. SUBMISSION - you have to confirm the following declarations before final submission:

The project applicants hereby declare, that to the best of their knowledge the research outlined in this proposal is unique in character and does not duplicate research already funded at national, regional or EU level, within nation, regional, international or EU calls.

The applicants confirm that they are aware that failure to fulfil this condition will result in the withdraw of this proposal from the application process or the withdraw of funding from approved projects.

The proposal is line with the guidelines to ethical aspects of the Horizon 2020 Programme.

The final step is to press the “Submit”-button. After that, A SUBMITTED PROPOSAL EXISTS. **A submitted full proposal can be changed and resubmitted any time until the closing date.**



If following text is displayed, your full-proposal is not ready for submission because of missing information. You have to go back to the validation step to see which parts are still incomplete.

