2022 Joint Call for Proposals

GUIDELINES FOR APPLICANTS 2022

More transparent agri-food systems for consumers and other stakeholders along the food value chain based on ICT technologies

3rd May 2022

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1. Purpose of this document

The purpose of this guideline is to provide practical technical information to potential applicants in preparing and submitting an application for a project proposal for the ICT-AGRI-FOOD 2022 Joint Call.

In order to be able to apply for the call, the applicant must register to get access to the web-based Online Submission Tool for preparing, uploading and submitting a pre-proposal or a full-proposal.

This document supplements the 2022 Joint Call Announcement (please see "Call Documents" at https://ictagrifood.eu/call_documents/44938). It provides all of the additional information needed to submit a proposal successfully.

FULL PROPOSALS MUST BE SUBMITTED ONLINE BY THE RESEARCH CONSORTIUM COORDINATOR THROUGH THE ICT-AGRI-FOOD ONLINE SUBMISSION TOOL AT:

https://ictagrifood.eu/node/44929

Full-proposals by 15th August 2022 (13:00 CEST)

Applicants should note that the online system may experience high traffic volumes in the last hours before the submission deadline. It is therefore highly recommended to submit the final version of the proposal well in advance of the deadline to avoid any last minute technical problems. Requests for extensions to the deadline due to last minute technical problems will not be considered.

2. Application and selection procedure

The Joint Call will follow a one-step submission and evaluation procedure. In-depth information on the timeline, eligibility and evaluation criteria etc. are in-depth described in the Call Announcement (please see "Call Documents" at https://ictagrifood.eu/call_documents/44938.

3. Preparatory steps

Registration

An applicant first needs to create a user account to get access to the web-based Online Submission Tool at https://ictagrifood.eu/user/register for preparing, uploading and submitting a proposal.

The registration tool can be found in the upper left corner of the ICT-AGRI-FOOD website (https://ictagrifood.eu/).

Your full name, email and country entered in the registration form are used to identify you in the applications to the call.
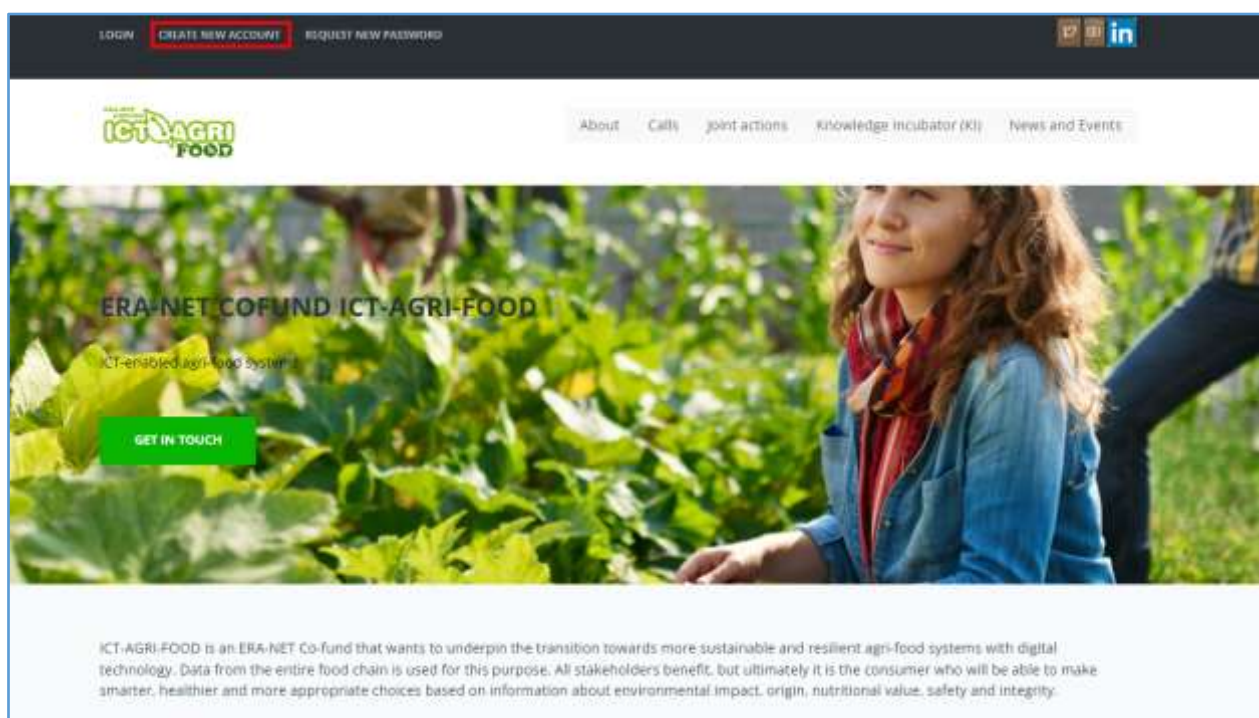

FIGURE 1: WEBSITE VIEW – REGISTRATION PORTAL

Make sure you use a valid e-mail address, as the password will be mailed to you. ICT-AGRI-FOOD needs to validate your data before providing access to the web-based ICT-AGRI-FOOD application. Therefore, make sure to register at least 48 hours before submission.

Personal data

We invite you to fill in your **personal profile**. You need to register the organisation or the company you belong to (if not registered yet). In the profile's CV you can add your professional expertise and interests. Take care to include words you would like to be found by, when other people are searching.
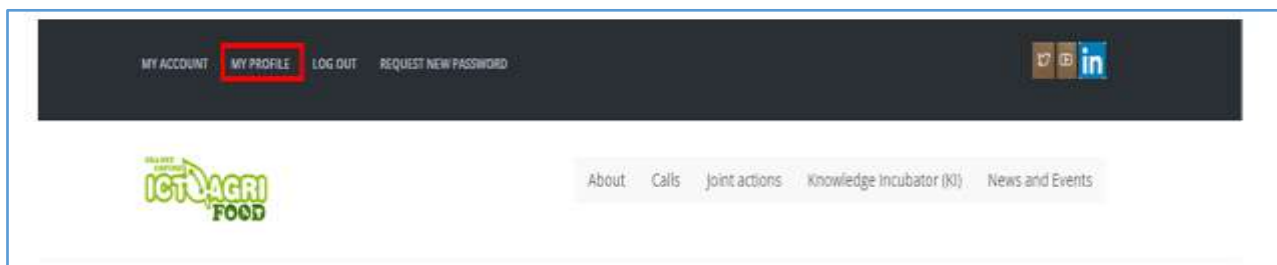

FIGURE 2 WEBSITE VIEW – MY PROFILE

The information about your organisation or company connected to your profile is used to identify your organisation or company in applications to the call.

The ICT-AGRI-FOOD has an online register of the organisations participating in various EU programmes. This allows consistent handling of different organisations' official data and avoids multiple requests of the same information.

Please update your organisation or company information (more information are needed for this call)!

If you don't want to be found in the website, you can disable "Show my data" in your **account settings**.
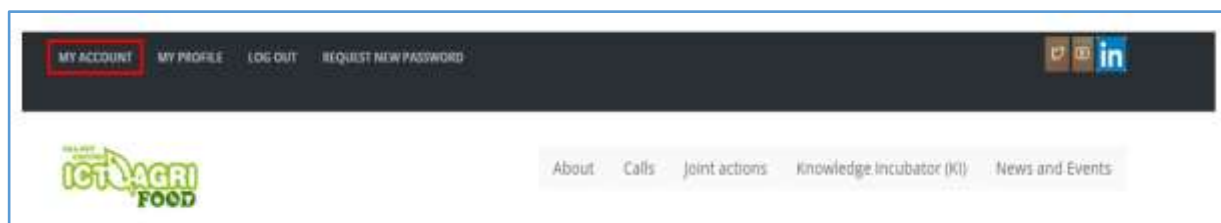

FIGURE 3 WEBSITE VIEW – MY ACCOUNT

You can participate in proposals to the call even if "Show my data" is disabled. Your personal data will then only be shown in connection with elaboration and evaluation of the application.

Your email address is never exposed even if "Show my data" is enabled. You can only be contacted via a contact form showing your name.

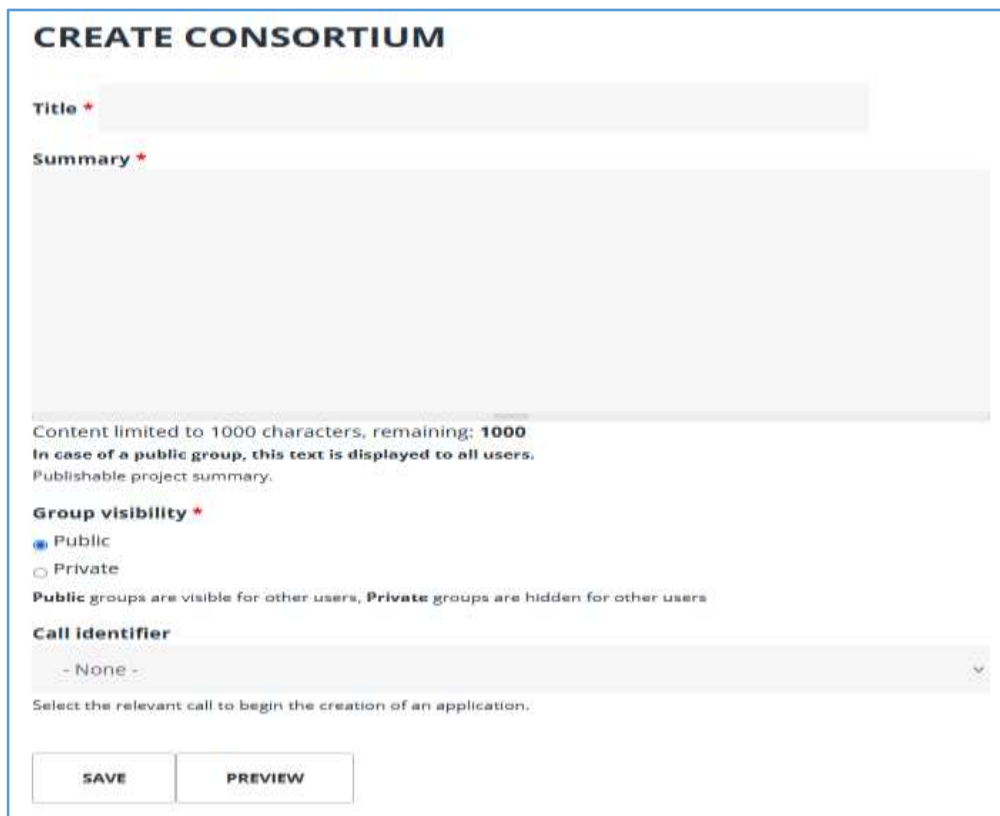# 4. Preparation and submission of a proposal

Creation of an application

After completing or editing your personal profile, you may start or proceed preparing your grant application by clicking on *2022 Joint Call* on the main menu.

On the left side menu, you will find all the information needed for the call

2022 JOINT CALL

- Introduction
- Call documents
- Call schedule
- Funders and contacts
- My consortia
- Create new consortium
- Public proposals

You can start preparing your grant application by clicking *Create a new consortium*. **Only the coordinator should create a consortium**. https://ictagrifood.eu/node/add/group/40175

CREATE CONSORTIUM

Title *

Summary *

Content limited to 1000 characters, remaining: **1000**
In case of a public group, this text is displayed to all users.
Publishable project summary.

Group visibility *
- Public
- Private
Public groups are visible for other users, **Private** groups are hidden for other users

Call identifier

- None -

Select the relevant call to begin the creation of an application.

SAVE   PREVIEW

FIGURE 4 WEBSITE VIEW – CREATE NEW CONSORTIUM

Matching/partnering tool

You can set the visibility of your consortium as public if you are looking for partners and a certain expertise that is still missing in your consortium. If you have already developed your project consortium, you can set your proposal as private.

Select the tab 'My Consortia' in the side bar menu. To continue preparing an existing application proposal[4] to the call.

The Public / Private setting can be reset during the elaboration of the proposal. In both proposal types, internal communication and memberships are confidential. Files uploaded to the proposal are secured against unauthorised access

N.B.: THE IDENTITY OF CONSORTIUM PARTNERS IN PROPOSALS IS NOT DISCLOSED PUBLICLY. Public proposals can be found using this link: https://ictagrifood.eu/groups/public_groups/44938

Working on your application

To access your proposal in order to work on the content, complete the following steps:

- Click on *My Consortia*

- Click on the *Workspace* link on the proposal on which you are working

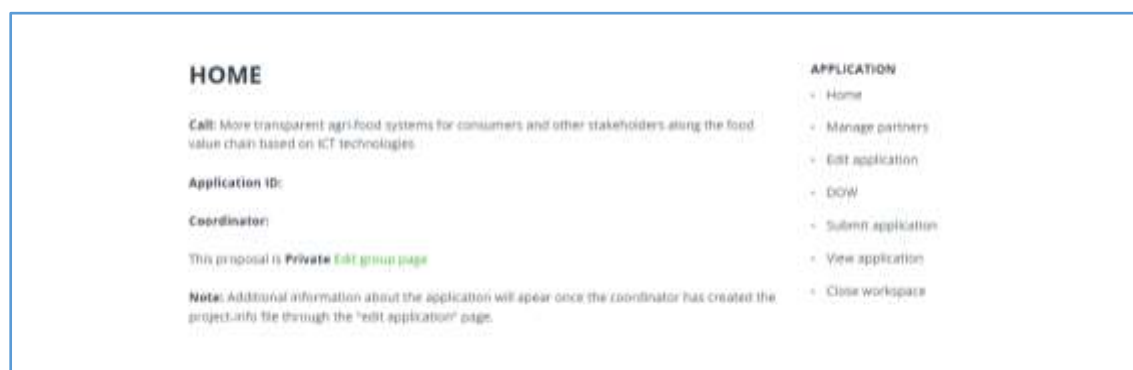- On the Application bar on the right hand side you can then choose the following links

FIGURE 5 WEBSITE VIEW – WORKSPACE: HOME PAGE

Please take care that you login with the right account (use the one with the correct address, name etc. with which you want to apply) and that you work on the right proposal

Manage partners

The project partners (consortium) are selected among the proposal group members. Each project partner must be a legal entity represented by one person. Contact data of this person, partner information and partner budget must be provided.

FIGURE 6 WEBSITE VIEW –PARTNERS MANAGEMENT

The project coordinator must provide project information and is responsible for submitting the application. The project coordinator selects users as representatives of project partners. The coordinator can edit all partner information and partner budgets. The project coordinator can also delegate editing rights to a project editor.

Edit application

FIGURE 7 WEBSITE VIEW – APPLICATION EDITION

Section 1: Project information

The project basic information template must be completed by the project coordinator and contains the following fields:

- Project title

- Project acronym

- Project summary

- Project duration (24 – 36 months)

- Expected project start date and end date

- Keywords

- Topics

- Publishable project abstract

- Consortium as a whole

- TRL position in the beginning of the project and after the project is finished

- Description of work (Part scientific excellence)

- Description of work (Part impact)

- Description of Work (Part quality and efficiency of the implementation)

- Ethical, Legal and Social Aspects (ELSA)

- Attachment: Data Management Plan

CREATE APPLICATION-PROJECT-INFO

Title of the project (max. 250 characters incl. spaces and punctuation)

Title *

Acronym *

Project acronym (max. 25 characters incl. spaces and punctuation):

Project summary

Content limited to 4000 characters, remaining: **4000**

Please provide a project summary. This summary may be used for communication and dissemination activities in case your project being selected for funding. Please make sure that it is publishable. Include specific innovation objectives and methods, needs addressed, potential impact and potential benefits. Please give a comprehensive and readable summary of the most important aims and methods of the project. Please note that if the project is selected for funding this abstract will be published.

Duration

Project duration (24-36 months)

Expected project start date and end date

Month	Year
Apr	2022

Month	Year	to:
Apr	2022	

FIGURE 8 WEBSITE VIEW – PROJECT INFO

Section 2: Partner information

The project coordinator information template must be filled in by the coordinator. The template consists of the following mandatory fields:

- Partner (Name of the participating organisation/company)

- Acronym

- CV*

- Tasks within the project

- Reference

- Team members

*Please also upload a CV of the coordinator (PDF file to be uploaded to the online tool, max. 2 pages A4, Arial 11pt, line pitch 1,15, max. 2 MB) structured in the following way:

- Personal details

- Brief description of your profile including relevant qualification and international expertise in project management and international collaboration

- List of academic and non-academic degrees and year awarded

- List of current and past positions

FIGURE 9 WEBSITE VIEW – PARTNER INFO (coordinator)

- Only for the partners

Role of partner in the project

Content limited to 500 characters. remaining: **500**

Relevant expertise

Content limited to 500 characters. remaining: **500**

Added value to the project

Content limited to 500 characters. remaining: **500**

FIGURE 10 WEBSITE VIEW – PARTNER INFO (Partner)

Section 3: Partner budget

The Partner budget template must be filled by each partner. The coordinator can create and edit partner budgets..

The Partner budget templates are tailored to the conditions of the Funding Agencies participating in the call. The creation of each Partner budget is performed in five steps:

- Select the appropriate Funding agency from a drop down menu showing Funding Agencies from the partner's country

- Enter the total funding requested by the partner to the Funding Agency where applicable

- Fill in budget figures for given eligible cost items as outlined by the Funding agency. Budget figures include total budget and requested budget

- Provide a short explanation for use of resources

- Upload Letter of the financial commitment (pdf)

FIGURE 11 WEBSITE VIEW – PARTNER BUDGET

Description of work

The "Description of Work" template is a MS Word document (provided in the Call Documents) to be filled in and uploaded as a single pdf file to the submission system by the coordinator.

Here you can upload your work plan as a PDF document (template available under call documents on the online submission tool).
Uploading of more than 20 pages is not allowed. The work plan should clearly describe the individual work packages, tasks, deliverables and milestones of the project. The work plan must also include a Gantt-Chart.

When uploading the Description of Work, remember to press "Save".
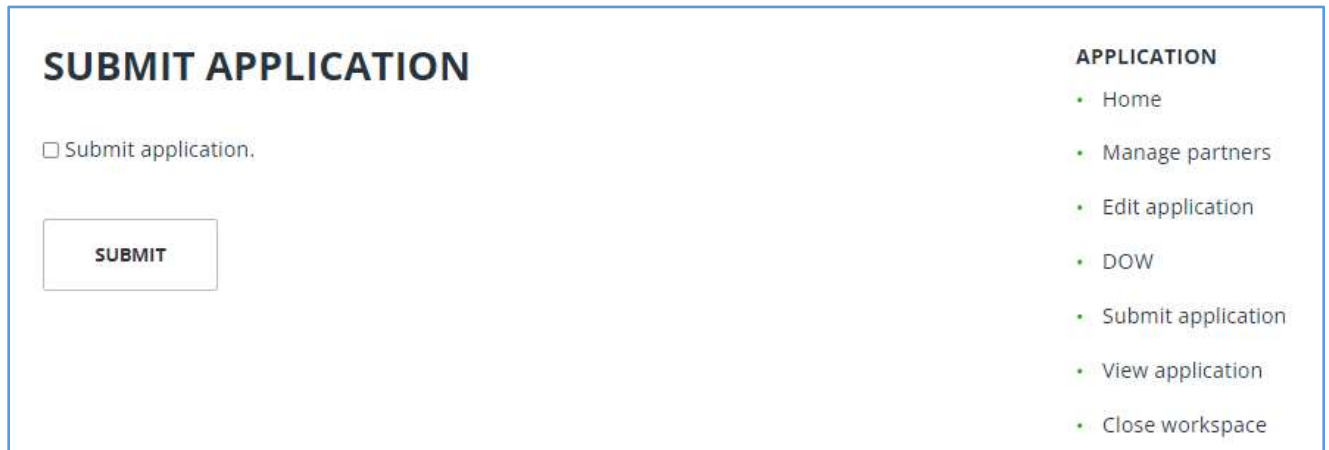
FIGURE 12 WEBSITE VIEW – DOW

5. Submit application

The coordinator is required to submit the application before the submission deadline. Only applications submitted before the submission deadline (full proposals: **15th August 2022 13:00 CET**) will be considered for selection. Requests for extensions to the deadline will not be considered.

The coordinator will receive an email confirmation of the submission.
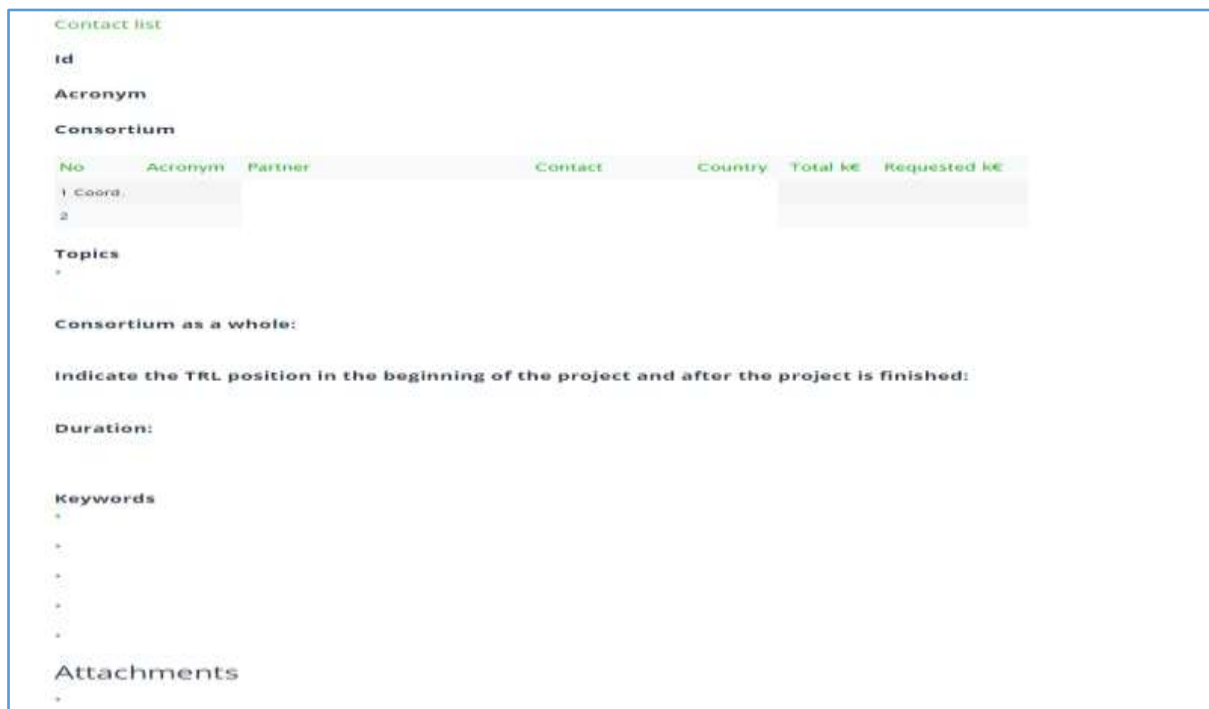
FIGURE 13 WEBSITE VIEW – SUBMIT APPLICATION

6. View application

Here you find an overview of the submitted proposal with attachments.

FIGURE 14 WEBSITE VIEW – VIEW APPLICATION