

# Title of Proposal

[Title] (maximum 50 words or 350 characters)

**Acronym**

[Acronym] (maximum 20 characters)

Coordinator

[Name]

[Institution]

[Country]

[Gender]

|  |  |  |
| --- | --- | --- |
| **Duration (months)** |  | **EDCTP Contribution (€)** |
| [Add text here] |  | [Add text here] |

|  |
| --- |
| **Document history** |
| **Version** | **Date** | **Changes** |
| 1 | 13-12-2016 | Current version |
|  |  |  |

#

# Table Of Contents

1. [Summary Information](#0.2.3)
2. [Excellence](#0.2.4)
3. [Call Specific Questions](#0.2.5)
4. Cofunding
5. [Impact](#0.2.6)
6. References
7. [Implementation](#0.2.7)
8. Participants
9. [Work Plan](#0.2.8)
10. [Work Packages](#0.2.9)
11. [Consortium and Risk Management](#0.2.10)
12. [Budget](#0.2.11)
13. Budget Justification
14. [Supporting Information and Related Applications](#0.2.12)
15. Ethics Issues Table
16. Declarations
17. Nomination and Exclusion of Reviewers

***Please note the following important points:***

* *This template is provided to assist applicants in preparing their EDCTP2 proposals. Please be advised that all information must be transferred to the application form online. Only applications prepared and submitted online via EDCTPgrants will be accepted by EDCTP.*
* *It is strongly advised that applicants allow ample time to prepare and submit the online form. Do not wait until the final day to submit your application, or you run the risk of missing the deadline. Also note that the online system allows for a save and return of content already filled in.*
* *Please note that this template reflects the PDF rendering of the online application form; the order of the questions may differ on the online application system EDCTPgrants.*
* *In the case of a discrepancy between the word form and the online form on EDCTPgrants, the online form takes precedence.*
* ***Confirmation of participation from a co-applicant must be received before the coordinator is be able to submit the proposal.***

## Summary Information

|  |
| --- |
| **Abstract** |
| *Please provide an abstract of the proposal. The abstract should be a short summary to explain clearly:** *The objectives of the proposal*
* *How they will be achieved*
* *Their relevance to the call topic.*

*Do not include any confidential information. Use plain typed text, avoiding formulae and other special characters.* |
| [Add text here] (maximum 400 words) |

**Keywords**
[Add text here]

Please select a maximum of five keywords relevant to the scope of your proposal.

## Excellence

|  |
| --- |
| **Research Proposal***Provide a summary of the purpose, aims, objectives and methods of the proposed work, including details of proposed capacity development and networking activities. For evaluation criteria please refer to the Call text.**The description should include details of:** *Importance and relevance of the proposed activities to EDCTP2 and to the call topic*
* *The concept underpinning the project, including the ideas, models or assumptions*
* *Aims and specific objectives of the proposal and how they fit with the scope and objectives of EDCTP2 and the call topic description. The objectives should be clear, realistic and measurable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project*
* *The approach and methods to be used, with details of the strategic action to be supported, coordination and support activities, capacity development and networking activities*
* *Expected key deliverables*

*References should be cited in text (using Vancouver style); a list of references should be provided in the Reference section of the application form.* |
| [Add text here] (maximum 5000 words) |

**Upload of graphic file in support of application (optional)**

*Please upload a file (such as tables or unpublished data) in support of the application (optional). Supported file formats include: doc, docx, pdf, jpg, jpeg, png or riff. Please note that you can upload only one file and that any pages of the uploaded file above the limit of* ***three pages*** *will be* ***excluded*** *from evaluation.*

## Call Specific Questions

|  |
| --- |
| **Information on the large-scale programme of action** |
| *Provide details of the following:** *Indicate the name(s) or the category of large scale programme(s) (e.g. Development of PV capacities in sub-Saharan Africa or Translation of research into policy and practice or other) for which the strategic action of EDCTP2-funding is requested.*
* *Describe the relevance of the large-scale programme in meeting the objectives of the EDCTP2 programme, in particular increasing the impact of EDCTP-funded activities and their results*
* *Provide information on the composition and scale, as well as on the management structures and procedures of the large-scale programme of actions*
 |
| [Add text here] (maximum 1000 words) |

|  |
| --- |
| **Proposed strategic action** |
| *Provide details on:** *the strategic action for which EDCTP2 funding is requested*
* *the ambition and design of the proposed large-scale programme of actions as well as the relevance of the proposed strategic action within the large-scale programme of actions*
* *support of the large scale programme by the EU, national and/ or international development assistance initiatives and/or other funders. Details of co-funding should be provided in the co-funding section.*

 |
| [Add text here] (maximum 1000 words) |

## Cofunding

**Cofunders overview**

*For each cofunding organisation, please add the necessary details as follows:*

* *Please choose the applicable type of cofunding (cash or in-kind).*
* *Please insert the amount (in Euros) of cofunding provided or committed.*

| **Cofunder** | **Type of cofunding**  | **Amount of cofunding**  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Details of the cofunding** |
| *Please provide details and explanation of the large-scale programme in terms of:** *The parts of the programme for which EDCTP2 funding is requested*
* *The parts of the programme that are supported by cofunding, indicating the source of the cofunding, the type of cofunding (cash or in-kind), whether the cofunding is guaranteed or provisional, and any conditions on use of the cofunding.*

*The value of the cofunding declared should cover only those costs to be incurred within the same time frame as the EDCTP-funded activities and not costs incurred prior to or after the proposed EDCTP project.**EDCTP considers that at least half of the costs of the large-scale programme of actions should be supported by EU, national and/or international development assistance initiatives and/or other funders (such as EDCTP2 Participating States, relevant WHO initiatives or other third parties), in order to ensure complementarity and increase the impact of the results of EDCTP-funded activities.* |

**Cofunding Letters**

*Upload and attach cofunding letters or other any evidence of financial commitments from other funders supporting the large-scale programme.*

## Impact

|  |
| --- |
| **Anticipated impact of proposed work***Describe how your proposal will contribute to the expected impacts listed in the call text and the EDCTP2 work plan.**Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.**Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts listed in the call text will be achieved. (This should not include any risk factors concerning implementation, which are covered elsewhere in the application)* |
| [Add text here] (maximum 2500 words) |

|  |
| --- |
| **Data management and ownership***Please give details on your plans to store, manage and share the data and knowledge that will be generated by this project.**When giving details of your plans, take into consideration:** *The nature of the data that will be generated/collected and how it will be curated and preserved*
* *The value of the data to other researchers and to potential users in a range of sectors (e.g. health, commercial, social, environment, governmental, policy) and potential relevance to policy making, setting standards, skills and educational training*
* *How the data will be exploited and/or shared/made accessible for verification and re-use*
* *Details of the data ownership, any limits to the data sharing, for example to protect study participants or intellectual property, must be provided.*
 |
| [Add text here] (maximum 1500 words) |

|  |
| --- |
| **Results and dissemination*****Give an overview of the communication measures for promoting the project and of how the anticipated results from this project will be taken forward during and after the project to achieve maximum impact.****In your overview, please take into consideration:** *Generalisability of the results beyond this project*
* *Plans to publish the findings in open access journals*
* *Potential users/target audience of the results and how the communications will be tailored to the needs of the various audiences, including groups beyond the project’s own community*
* *Partnerships and linkages that the consortium currently has or plans to develop in order to disseminate the findings and take forward the results.*
 |
| [Add text here] (maximum 1500 words) |

## References

|  |
| --- |
| **References***Please provide a list of references cited up to a maximum of 50 references.**References should be listed in Vancouver style:**Journal articles: Author Surname Initials. Title of article. Title of journal, abbreviated. Date of Publication: Volume Number (Issue Number): Page Numbers and the DOI reference provided, where available.**Example: Oscar W, Arrami N. Choosing wind energy. Renew Sust Energ Rev. 2008:456 (22): 398-400. doi:11.1106/j.rser.2008.05.003**Books: Author Surname Initials. Title: subtitle. Edition (if not the first). Place of publication: Publisher; Year**Example: Cook GC and Zumla AI. Manson’s Tropical Diseases. 22nd Edition. Oxford: Elsevier Ltd; 2009* |
| [Add text here] (maximum 5000 words) |

## Implementation

*Please make sure your details are correct and up-to-date in the ‘Basic information’ section of your EDCTPgrants profile.*

*Data from your CV are used to pre-fill certain sections of the application.  If you wish to update your CV, you must first save and close the online application, then proceed to edit the 'Basic information' section under 'Manage my Details' on the left hand side menu.*

**Coordinator**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | [Add text here] | **Nationality** | [Add text here] | **County** [Add text here] |  |
| **Forename(s)** | [Add text here] | **Gender** | [Add text here] | **Date of Birth** | [Add text here] |
| **Surname** | [Add text here] | **Organisation** | [Add text here] |  |  |

| **Career summary – qualifications***The 'Career Summary - Qualifications section is automatically populated directly from your EDCTPgrants profile* |
| --- |
| **From** | **To** | **Degree** | **Institution** | **Country** | **Subject** |  |
| [Add text here] | [Add text here] | [Add text here] | [Add text here] | [Add text here] | [Add text here] |  |

| **Career summary - employment***The 'Career Summary - Employment' section is automatically populated directly from your EDCTPgrants profile* |
| --- |
| **Start Date** | **End Date** | **Job Title** | **Employer** |
| [Add text here] | [Add text here] | [Add text here] | [Add text here] |

| **Career summary - grants held***List your current grants and the % time you spend on them.* |
| --- |
| **Date** | **Title** | **Awarding Body** |
| [Add text here] | [Add text here] | [Add text here] |

|  |
| --- |
| **Five relevant previous projects or activities connected to the subject of the proposal** *Please list of up to five relevant previous projects or activities connected to the subject of the proposal.**Please list the activity with a summary of the major outputs.**For example:** + 1. *Activity name - narrative summary of major output*
 |
| [Add text here] (maximum 1000 words) |

|  |
| --- |
| **Five of the Coordinator's publications, and/or products, services (including widely-used datasets or software), or other achievements that are most significant or relevant to this proposal***Please list up to five (5) of your publications, and/or products, services (including widely-used datasets or software), or other achievements that are most significant or relevant to this call for proposals**References should be listed in Vancouver style:**Journal articles: Author Surname Initials. Title of article. Title of journal, abbreviated. Date of Publication: Volume Number (Issue Number): Page Numbers and the DOI reference provided, where available.**Example: Oscar W, Arrami N. Choosing wind energy. Renew Sust Energ Rev. 2008:456 (22): 398-400. doi:11.1106/j.rser.2008.05.003**Books: Author Surname Initials. Title: subtitle. Edition (if not the first). Place of publication: Publisher; Year**Example: Cook GC and Zumla AI. Manson’s Tropical Diseases. 22nd Edition. Oxford: Elsevier Ltd; 2009* |
| [Add text here] (maximum 500 words) |

## Participants

### Coordinator

|  |  |
| --- | --- |
| **Organisation** | [Add text here] |
| **Country** | [Add text here] |
| **Full Name** | [Add text here] |
| **Gender** | [Add text here] |

*The Coordinator is the lead applicant and is responsible for submission of the proposal on behalf of all participants and for all correspondence with EDCTP. The Coordinator is responsible for administration and management of the project, if selected for funding.*

*The Coordinator must be registered in EDCTPgrants in order to access the application form.*

*Please make sure that the personal details are correct and up to date in your CV section as they are used to automatically update this section. If you wish to update this information, please save and close the application, and edit the 'Basic information' section under 'Manage my Details' on the left hand side menu.*

**Participants [Organisations, including coordinating organisation]**

| **Organisation** | **Country** | **Role** | **H2020 type of organisation** | **Public or private** | **Profit or non-Profit** |
| --- | --- | --- | --- | --- | --- |
| [Add text here] | [Add text here] | Coordinator | [Add text here] | [Add text here] | [Add text here] |
| [Add text here, and additional rows, as necessary] | [Add text here] | Participant | [Add text here] | [Add text here] | [Add text here] |

*List each organisation participating in the proposal,* ***including*** *the coordinating organisation and its classifications. Include only those organisations which have given their explicit consent concerning their participation, confirmed their financial and operational capacity to carry out the proposed work and their commitment to be jointly and severally liable for the technical implementation of the action (see Article 41.1 of the general EDCTP2*[*multi-beneficiary*](http://ec.europa.eu/research/participants/data/ref/h2020/other/mga/art185/h2020-mga-edctp-multi_en.pdf)*grant agreement) such that they will sign the Accession forms to the grant agreement. Each participating organisation must be represented by an individual (co-applicant) in the application.*

*For H2020 type of organisation, please refer to the* [*H2020 grants manual: Legal entity validation and financial viability check*](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-guide-lev_en.pdf) *for more information.*

**Participants [Individuals]**

| **Co-applicants** | **Organisation** | **Status** | **Gender** |
| --- | --- | --- | --- |
| [Add text here] | [Add text here] | Invited | [Add text here] |
| [Add text here] | [Add text here] | Invited | [Add text here] |
| [Add text here] | [Add text here] | Invited | [Add text here] |

*List each individual participating in the proposal,* ***excluding*** *the coordinator.*

*EDCTPgrants will search for the added participant in the system.*

* *If the participant is already registered with EDCTPgrants, an email will be sent to the participant informing of their addition to the application and asking for confirmation of their participation.*
* *If the participant is not registered with EDCTPgrants, please enter the name and email address of the participant. An email will be sent to the participant with a temporary log-in and password to allow them to login in to EDCTPgrants and confirm their participation.*

***Please note the following important points:***

* *All participants must be registered with EDCTP grants in order to apply*
* *All participants must complete their registration details to ensure that correct and up to date information populates the application form*
* *All participants must confirm their participation in a proposal by clicking the hyperlink in the confirmation email.*
* ***The online application cannot be submitted in EDCTPgrants unless all of the participants have confirmed.***
* *If all of the participants do not confirm, the application cannot be submitted in EDCTPgrants*
* *The edctpgrants@edctp.org email address should be added to your email contacts (and to the contact address book of each project participant) to ensure receipt of emails from EDCTPgrants and to avoid the email ending up in your spam/junk folder. Alternatively, please check your spam/junk folder in case you do not receive the confirmation email.*

*To avoid last-minute problems close to the deadline for submission, the Coordinator must ensure that the participants are registered and have confirmed their participation in the proposal. If you have any questions or problems regarding the registration and addition of participants, please contact**EDCTPgrants@edctp.org**.*

## Workplan

|  |
| --- |
| **Overview of workplan***Please give a summary description of the overall structure of the proposed workplan, including information about the constituent work packages, and how they inter-relate. Please note that subsequent sections of the form request full details of each work package and its deliverables and milestones.* ***Definitions:******Work package****- major sub-division of the proposed project****Deliverable****- distinct output of the project, meaningful in terms of the project’s overall objectives, and constituted by a report, a document, a technical diagram, software or other output****Milestones****- control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must make a key decision concerning the next steps.****Notes on how to complete the workplan and work packages sections of the form:****Overview of workplan:** *Brief description of the overall structure of the proposed workplan*
* *A numbered list of the individual work packages, a brief summary of each workpackage and details of the relationship between them*
* *Indicate the timing of the different work packages and their components (A Gantt chart or similar document may be uploaded)*

*Work packages:**For each individual workpackage, you should provide the following:** *Detailed description of the activities under each work package*
* *List of the deliverables and milestones per work package*
* *Details of the lead participant(s) per workpackage, and their role and responsibilities in the work package*
* *Details of all participants involved in the work package and their roles and responsibilities*

*Please ensure that you provide sufficient details and the information is presented according to the logical structure of the project and the stages in which it is to be carried out. Include details of the resources to be allocated to each work package.**The number of work packages should be proportionate to the scale and complexity of the project.**You should give enough detail in each work package to justify the proposed resources to be allocated.**Please consider the inclusion of a distinct work package on ‘Management’ and to give due visibility in the workplan to ‘dissemination and exploitation’ and ‘communication activities’, either with distinct tasks or distinct work packages.* |
| [Add text here] (maximum 1500 words) |

1. **Work packages**

**WORK PACKAGE(S) 1**

|  |  |
| --- | --- |
| **Work package identifier** | **1.0**  |

|  |  |
| --- | --- |
| **Work package title** |  |

|  |  |
| --- | --- |
| **Organisation that leads the work package** |  |

|  |  |
| --- | --- |
| **Start month of work package** |  |

|  |  |
| --- | --- |
| **End month of work package** |  |

|  |
| --- |
| **Objectives** |
|  |

|  |
| --- |
| **Description of work to be conducted in the work package** |
|  |

**WORK PACKAGE(S) 2**

|  |  |
| --- | --- |
| **Work package identifier** | **2.0** |

|  |  |
| --- | --- |
| **Work package title** |  |

|  |  |
| --- | --- |
| **Organisation that leads the work package** |  |

|  |  |
| --- | --- |
| **Start month of work package** |  |

|  |  |
| --- | --- |
| **End month of work package** |  |

|  |
| --- |
| **Objectives** |
|  |

|  |
| --- |
| **Description of work to be conducted in the work package** |
|  |

**List of Deliverables from Work packages**

| **Deliverable Number** | **Deliverable Name** | **Lead Participant Organisation** | **Type of deliverable\*** | **Dissemination Level\*\*** | **Month of project when deliverable will be achieved** |
| --- | --- | --- | --- | --- | --- |
| [Add deliverable number] | [Add text here] | [Add text here] | [Add text here] | [Add text here] | [Add text here] |
| [Add deliverable number] | [Add text here] | [Add text here] | [Add text here] | [Add text here] | [Add text here] |
| [Add deliverable number] | [Add text here] | [Add text here] | [Add text here] | [Add text here] | [Add text here] |

\***Type of deliverable**

* **R** (*Document, report (do not include the periodic or final reports to EDCTP as deliverables)*)
* **DEC** (*Websites, patents filing, market studies, press and media actions, videos, etc*)
* **Other** (*Software, technical diagram, etc*)

**\*\* Dissemination Level**

* **PU** (*Public, fully open, eg. website*)
* **CO** (*Confidential, restricted under conditions set out in Model Grant agreement*)
* **Cl** (*Classified, information as referred to in Commission Decision 2001/844/EC*)

**List of Milestones from Work packages**

| **Milestone name** | **Means of verification** | **Month of project when milestone will be attained** |
| --- | --- | --- |
| [Add text here] | [Add text here] | [Add text here] |
| [Add text here] | [Add text here] | [Add text here] |

**Gantt chart or similar document upload**

*A Gantt chart or similar document illustrating the project timeline may be uploaded in support of your application*

*To upload a supporting document, please click on the link below. The attachment may be in any of the following file formats:*

* *.doc*
* *.docx*
* *.pdf*
* *.jpg*
* *.jpeg*
* *.png*
* *.tiff*
1. **Consortium and risk management**

|  |
| --- |
| **Management structure and procedures**Describe the organisational structure and the decision-making process *Please give an overview of day-to-day management of the work that will be conducted, including an organogram that sets out the framework for decision-making. Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project.* |
| [Add text here] (maximum 1000 words) |

|  |
| --- |
| **Organogram** |
| (Example Organogram attachment - Organogram.pdf) is included as an appendix within this file.  |

|  |
| --- |
| **Consortium as a whole**Describe the consortium and how it matches with the project objectives. *Consider how the participants complement one another (and cover the value chain, where appropriate). Describe how each participant contributes to the project and how will they be able to work together effectively.**Where applicable, describe the involvement of other stakeholders (e.g. governmental, industrial, commercial) in the project and explain how their involvement will contribute to the successful implementation and to the impact of the project.* |
| [Add text here] (maximum 1000 words) |

**Critical risks for implementation**

 *Describe any critical risks to the implementation of the project, indicating the work package(s) involved and outline the proposed risk-mitigation measures*

| **Description of risk** | **Work package involved** | **Proposed risk-mitigation measures** |
| --- | --- | --- |
| [Add text here] | [Add work package number] | [Add text here] |
| [Add text here] | [Add work package number] | [Add text here] |

## Budget

**Budget Instructions**

*This section requests details of the estimated budget for the proposal. The budget form is organised according to the following categories: Personnel, Travel, Capital Equipment, Other goods and services, Sub-contracting.*

*When filling in the budget categories, you must enter the organisation (participant) to which the budget request relates.*

*The budget is not split into years, rather the amount to be entered is for the entire lifetime of the proposed project. EDCTP only requires a single overall category total per organisation. Each organisation with an overall proposed project total should only appear once within each budget category.*

*More information about the budget form preparation for H2020 can be found at the following links:*

* [*Planning your project*](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/submit-proposals/get-prepared_en.htm)
* [*H2020 Rules for Participation*](http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf)
* [*Annotated H2020 grant agreement with explanations of the budgetary items*](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

*Please note that the online budget form will apply a flat rate of 25% indirect costs to the budget request, where applicable. (Only subcontracting costs do not receive the 25% indirect costs.)*

*IMPORTANT: Check the budget total with the indirect costs added. You must make sure that once the 25% indirect costs are added to your proposal it does not take the budget above the maximum amount per proposal. If your budget total goes above the maximum amount it will be ineligible.*

**A. Direct personnel costs - ACTUAL**

#### Budget Item 1

**A. Direct personnel costs - Actual** Please enter a single combined total per organisation for the combined budget category of

* A.1 Employees (or equivalent)
* A.2 Natural persons under direct contract
* A.3 Seconded persons
* [A.6 Personnel for providing access to research infrastructure]

*A.1 This budget category covers the costs of personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action. The personnel costs must be limited to salaries (including during parental leave), social security contributions, taxes and other costs included in the remuneration, if they arise from national law or the employment contract (or equivalent appointing act).*

*A.2 This budget category covers the costs of personnel working under a direct contract (that is not an employment contract) with the beneficiary. This budget category covers typically the costs for field workers, in-house consultants and similar persons that will work on the action (i.e. self-employed natural persons working part-time or full-time for the action under a contract which is not governed by labour law).*

*A.3 This budget category covers the costs of personnel that work on the action and that are seconded by a third party as an ‘in-kind’ contribution against payment. ‘Seconded’ means the temporary transfer of personnel from a third party to the beneficiary. The seconded person is still paid and employed by the third party, but works for the beneficiary. S/he is at the disposal of the beneficiary.*

*Please note: Each organisation should only appear once within each category*

*Within each category a particular organisation should only appear once, there is no need to itemise the details beyond the organisation level*

| **Organisation** | **Proposed Organisation Total for Entire Project1 (€)** |
| --- | --- |
| [Insert organisation here] | €[Add amount here] |
| [Insert organisation here] | €[Add amount here] |
|  | **€**[Total here] |

**A. Direct personnel costs - UNIT**

#### Budget Item 1

**A. Direct personnel costs - Unit** Please enter a single combined total per organisation for the combined budget category of

* A.1 Employees (or equivalent) ***combined with***
* A.2 Natural persons under direct contract ***combined with***
* A.3 Seconded persons ***combined with***
* [A.6 Personnel for providing access to research infrastructure]

*A.1 This budget category covers the costs of personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action. The personnel costs must be limited to salaries (including during parental leave), social security contributions, taxes and other costs included in the remuneration, if they arise from national law or the employment contract (or equivalent appointing act).*

*A.2 This budget category covers the costs of personnel working under a direct contract (that is not an employment contract) with the beneficiary. This budget category covers typically the costs for field workers, in-house consultants and similar persons that will work on the action (i.e. self-employed natural persons working part-time or full-time for the action under a contract which is not governed by labour law).*

*A.3 This budget category covers the costs of personnel that work on the action and that are seconded by a third party as an ‘in-kind’ contribution against payment. ‘Seconded’ means the temporary transfer of personnel from a third party to the beneficiary. The seconded person is still paid and employed by the third party, but works for the beneficiary. S/he is at the disposal of the beneficiary.*

*Please note: Each organisation should only appear once within each category*

*Within each category a particular organisation should only appear once, there is no need to itemise the details beyond the organisation level*

| **Organisation** | **Proposed Organisation Total for Entire Project1 (€)** |
| --- | --- |
| [Insert organisation here] | €[Add amount here] |
|  | **€**[Total here] |

**B. Direct costs of subcontracting**

*If necessary to implement the action, the beneficiaries may award subcontracts covering the implementation of certain action tasks. Subcontracting may cover only a limited part of the action. The beneficiaries must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests. Please note that the subcontracting costs do not receive the additional 25% indirect costs.*

#### Budget Item 1

**B. Subcontracting**

|  |  |
| --- | --- |
| **Organisation** | **Proposed Organisation Total for Entire Project1 (€)** |
| [Insert organisation here] | €[Add amount here] |

**C-Direct costs of financial support**

#### Budget Item 1

**C. Direct costs of financial support**

| **Organisation** | **Proposed Organisation Total for Entire Project1 (€)** |
| --- | --- |
| [Insert organisation here] | €[Add amount here] |
| [Insert organisation here] | €[Add amount here] |
|  | **€**[Total here] |

**D. Other direct costs**

D.1 Travel

*This budget category covers the travel costs and related subsistence allowances spent for the action. Travel and subsistence costs may relate to the personnel of the beneficiaries as well as to external experts that participate in the action on an ad hoc basis (e.g. attending specific meetings), if the experts’ participation is detailed in the project.*

D.2 Equipment

*Funding for equipment, infrastructure or assets should be entered in this section. This may include the purchase costs (whether the item is new or second-hand), as well as the costs of renting or leasing equipment, infrastructure or other assets. For items of equipment costing less than 5000 Euros please enter this under the category other goods and services.*

*Please note that the requested items must be essential for the action.*

D.3 Other goods and services

*This budget category covers the costs for goods and services that are purchased  for the action (or contributed in-kind against payment), including:*

* *study costs ( consumables, supplies, reagents, raw materials, scientific publications, small equipment) needed to implement the action*
* *training costs*
* *networking costs (meetings and workshops)*
* *dissemination costs (including open access during the action) and conference fees for presenting project-related research*
* *costs related to intellectual property rights (IPR) (including costs to protect the results or royalties paid for access rights needed to implement the action)*
* *costs for certificates on financial statements (CFS) and certificates on methodology (unless unnecessary, for instance because the total direct costs per organisation are less than EUR 325 000)*
* *translation costs (if translation is necessary for the action’s implementation and is justified)*
* *other essential costs to carry out the action*

[*D.4 Costs of large research infrastructure]*

*Please note: Each organisation should only appear once within each category*

*Within each category a particular organisation should only appear once, there is no need to itemise the details beyond the organisation level.*

| **Organisation** | **Proposed Organisation Total for Entire Project1 (€)** |
| --- | --- |
| [Insert organisation here] | €[Add amount here] |
| [Insert organisation here] | €[Add amount here] |
|  | **€**[Total here] |

|  |
| --- |
| **Summary Totals - By Organisation** Does not include the 25% overhead calculation. |
|  |  | **Total**  |
| [Insert organisation here] |  | €[Add amount here] |
| [Insert organisation here] |  | €[Add amount here] |
| [Insert organisation here] |  | €[Add amount here] |
| **Total** |  | €[Total here] |

|  |
| --- |
| **Summary Totals - By Category** Includes Category E - Indirect Overhead Costs which is calculated automatically |
|  | **Total (€)**  |
| A Personnel Actual | €[Add amount here] |
| A Personnel Unit | €[Add amount here] |
| B Sub contracting | €[Add amount here] |
| C Financial support | €[Add amount here] |
| D Other direct costs | €[Add amount here] |
| E Indirect costs | €[Add amount here] |
| **Total** | €[Total here] |

**IMPORTANT:** Check the budget total with the indirect costs added. You must make sure that once the 25% indirect costs are added to your proposal it does not take the budget above the maximum amount per proposal. If your budget total goes above the maximum amount it will be ineligible.

1. **Budget Justification**

|  |
| --- |
| **Budget justification***Please provide a detailed description and justification for the requested budget for the proposal. You should present the justification by organisation (participant) in the proposal. Under each organisation, give an explanation for the budget items requested per budget category. Please ensure that you make reference to the project activities conducted by each participant in your justification.* |
| [Add text here] (maximum 2000 words) |

You may upload documents in support of the budget justification (optional).

*If desired, you may upload a document in support of the budget justification. Supported file formats include:  doc, docx, pdf, jpg, jpeg, png or riff.*

## Supporting Information and Related Applications

|  |  |
| --- | --- |
| Is this or a related application currently being submitted elsewhere? | [Yes or no] |

|  |  |
| --- | --- |
| To which organisation? | [Add text here, if applicable] |

|  |  |
| --- | --- |
| When is a decision expected? | [Add text here, if applicable] |

|  |  |
| --- | --- |
| Has this, or a similar, application been submitted to EDCTP in the past two years? | [Yes or no] |

|  |
| --- |
| In which year was the original application submitted ? |
| [Add text here, if applicable] |

|  |  |
| --- | --- |
| What was the EDCTP reference number? | [Add text here, if applicable] |

|  |  |
| --- | --- |
| What was the application outcome? | [Add text here, if applicable] |

|  |
| --- |
| Justification  |
| [Add text here, if applicable] (maximum 250 words) |

## Ethics Issues Table

|  |  |
| --- | --- |
| 1. Does your research involve human participants?
 | [Yes or no] |
| 1. Does your research involve vulnerable populations?
 | [Yes or no] |
| 1. Does your research involve physical interventions on the study participants?
 | [Yes or no] |
| 1. Does it involve invasive techniques?
 | [Yes or no] |
| 1. Does your research involve human cells or tissues?
 | [Yes or no] |
| 1. Does your research involve personal data collection and/or processing?
 | [Yes or no] |
| 1. Does your research involve further processing of previously collected personal data (secondary use)?
 | [Yes or no] |
| 1. Do you plan to import any material – including personal data – from non-EU countries into the EU?
 | [Yes or no] |
| 1. Do you plan to export any material – including personal data – from the EU into non-EU countries?
 | [Yes or no] |
| 1. If your research involves low and/or middle income countries, are benefits sharing measures foreseen?
 | [Yes or no] |
| 1. Could the situation in the country put the individuals taking part in the research at risk?
 | [Yes or no] |
| 1. Does your research involve the use of elements that may cause harm to the environment, to animals or plants?
 | [Yes or no] |
| 1. Does your research involve the use of elements that may cause harm to humans, including research staff?
 | [Yes or no] |
| 1. Does your research have the potential for biosecurity applications?
 | [Yes or no] |
| 1. Does your research have the potential for malevolent/criminal/terrorist abuse?
 | [Yes or no] |
| 1. Does your research involve Human Embryonic Stem Cells (hESCs)?
 | [Yes or no] |
| 1. Does your research involve the use of human embryos?
 | [Yes or no] |
| 1. Does your research involve the use of human foetal tissues/cells?
 | [Yes or no] |

**If you answer yes to any question**, you must upload a pdf attachment of unlimited page length explaining for each question where you answered yes, how you will address these issues.

Please follow the instructions in the H2020 guide ***[***[***H2020 Ethics Self-Assessment***](http://ec.europa.eu/research/participants/portal/doc/call/h2020/h2020-msca-if-2015/1645175-h2020_-_guidance_ethics_self_assess_en.pdf)***].***

## Declarations

The Coordinator declares:

|  |
| --- |
| 1.To have the explicit consent of all applicants on their participation and on the content of this proposal |
| [Yes or no] |

|  |  |
| --- | --- |
| 2.That the information contained in this proposal is correct and complete | [Yes or no] |

|  |
| --- |
| 3.That this proposal complies with ethical principles (including the highest standards of research integrity - as set out, for instance, in the European Code of Conduct for Research Integrity - and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct) |
| [Yes or no] |

|  |
| --- |
| 4a. The coordinator is exempt from the financial capacity self-check because:* His/her employing organisation is a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual ([Chapter on Financial capacity check](https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/lfv.html));

        or * He/she is a sole participant
 |
| [Yes or no] |

|  |  |
| --- | --- |
| The Coordinator confirms:

|  |
| --- |
| 4b. To have carried out the self-check of the financial capacity of the organisation on <https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/lfv.html>. Where the result was "weak" or "insufficient", the coordinator confirms being aware of the measures that may be imposed in accordance with H2020 Grants Manual ([Chapter on Financial capacity check](https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/lfv.html)). |

 |
| [Yes or no, if applicable] |

The Coordinator hereby declares that the participants have confirmed:

|  |
| --- |
| 5a. That they are fully eligible in accordance with the criteria set out in the specific call for proposals, and |
| [Yes or no] |

|  |  |
| --- | --- |
| 5b. That they have the financial and operational capacity to carry out the proposed action | [Yes or no] |

**Responsibility for the correctness of the information:** *The Coordinator is solely responsible for the correctness of the information relating to his/her own organisation. Each participant remains responsible for the correctness of the information related to him/her and declared above. If this proposal is selected for funding, all beneficiaries will be required to provide a formal declaration in this respect.*

## 16. Nomination and Exclusion of Reviewers

|  |  |
| --- | --- |
| Do you wish to nominate any independent expert reviewers | [Yes or no]  |

*Coordinators of applications to EDCTP may nominate via EDCTPgrants (at the time of submission of their proposal) up to three independent experts as potential peer reviewers of their proposal. Nominated reviewers must be recognised experts in the field of the research proposal. The nominated experts should not be collaborators or researchers with whom the participants have published in the past three years and should not be employed at the same organisation as the applicants. EDCTP reserves the right not to use the suggested experts. This information will not be shared and is for internal use only.*

|  |  |
| --- | --- |
| Full name and title of potential expert reviewer | Current institution of expert reviewer |
| [Add text and rows here, if applicable] | [Add text and rows here, if applicable] |

|  |
| --- |
| General comments on nomination of independent expert reviewers |
| [Add text here, if applicable] (maximum 400 words) |

|  |  |
| --- | --- |
| Do you wish to list any expert reviewers to be excluded | [Yes or no] |

*Coordinators of applications to EDCTP may also request via EDCTPgrants at the time of submission of their proposal that up to three named individuals be excluded from evaluating their proposal. EDCTP may or may not exclude the named individuals from the review of the proposal as EDCTP must remain in the position to have the proposal evaluated comprehensively. This information will not be shared and is for internal use only*

|  |  |
| --- | --- |
| Full name and title of potential excluded reviewer  | Current institution of excluded reviewer |
| [Add text and rows here, if applicable] | [Add text and rows here, if applicable] |

|  |
| --- |
| General comments on nomination of independent expert reviewers |
| [Add text here, if applicable] (maximum 400 words) |