



10 October 2019

# Guide for Applicants

## CONTENTS

PREFACE .....	2
I. GENERAL INFORMATION FOR APPLICANTS .....	2
II. SCREENSHOTS OF THE ONLINE APPLICATION PROCEDURE .....	4

## Preface

This “**Guide for Applicants**” provides information about the procedure for the submission of project proposals under the **ERA.Net RUS Plus Call 2019**.

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

If your questions are not answered in this guide, please address first the **Contact Points** of your funding organisation and then the Joint Call Secretariat. For a complete list of contact points, please refer to <http://www.eranet-rus.eu/en/309.php>.

## 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 (2013-2019) 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), Associated Countries (AC) to the EU’s FP7 and Horizon 2020 Programmes and Russia.

### What is the ERA.Net RUS Plus Call 2019?

In 2019, there will be one Joint Call encouraging long-term Science and Technology (**‘S&T’**) collaboration between EU Member States/Associated Countries and Russia. It is developed by and for the organizations participating as funding bodies in the call. These institutions contribute shares of their national budgets into a virtual common pot. This money is used for the competitive support of S&T Projects that will have a significant impact on enhancing the cooperation potential between EU MS/AC and Russia. “S&T” projects are: joint Research and Development projects undertaken by a partnership of institutions (consortium) designed to produce new knowledge through fundamental, experimental and/or theoretical scientific research. Each team of the partnership pursues specific objectives with a view to pooling the results in order to contribute to well-defined objectives.

### Which organisations (Funding Parties) are providing funds for the joint call?

1. Research Foundation – Flanders, FWO (Belgium)
2. Bulgaria National Science Fund, BNSF (Bulgaria)
3. Estonian Research Council, ETAg (Estonia)
4. Academy of Finland, AKA (Finland)
5. Federal Ministry of Education and Research, BMBF (Germany)
6. General Secretariat for Research and Technology GSRT (Greece)
7. State Education Development Agency, VIAA (Latvia)

8. National Agency for Research and Development, NARD (Moldova)
9. Ministry of Science and Higher Education of the Russian Federation, MSHE (Russia)
10. Russian Foundation for Basic Research, RFBR (Russia)
11. Far Eastern Branch of the Russian Academy of Sciences, FEB RAS (Russia)
12. Slovak Academy of Sciences, SAS (Slovakia)
13. Swiss National Science Foundation, SNSF (Switzerland)
14. Scientific and Technological Research Council of Turkey, TÜBİTAK (Turkey)

**The list of participating countries in the ERA.Net RUS Plus Call 2019 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 EU MS/AC countries that are not listed may participate in joint research consortia provided that these project partners agree to fund their total share on their own budget. However, the minimum 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.

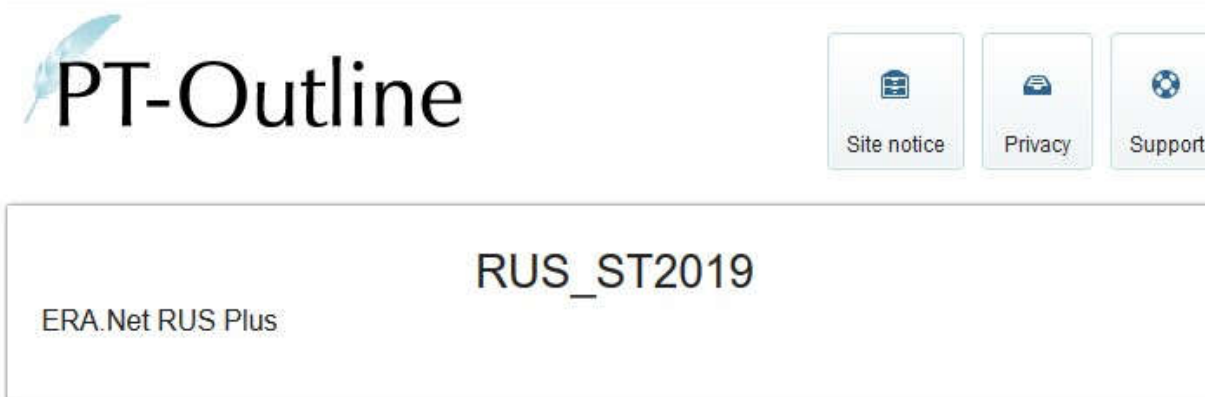
**What is the procedure for submitting a proposal to the ERA.Net RUS Plus Call 2019?**

The process of submitting, evaluating and selecting projects will be done in one step in the ERA.Net RUS Plus Call 2019. 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 2019**

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



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

- Proposal submission is possible only via the submission tool PT-Outline:  
[https://ptoutline.eu/app/rus\\_st2019](https://ptoutline.eu/app/rus_st2019)
- After the **call deadline on 31 January 2020, 15.00 CET (17.00 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 is possible only in English.
- After registration you will see your password only once: please save it!
- Editing your proposal after submission is not possible! You may, however, replace the proposal with a new version before the call deadline. Please send an e-mail to the Joint Call Secretariat if you wish to do so.
- After submission, please generate a PDF file and save it.

Login **Sign up** Recover password

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

Email:

Privacy Policy:

I agree to the processing of my personal data and have taken note of the [data protection declaration](#). In particular, I have taken note of my right of [withdrawal](#). I am aware that my registration data can only be deleted prematurely if I have not yet submitted my complete application.

**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.

**i** 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://ptoutline.eu/app/rus\\_st2019](https://ptoutline.eu/app/rus_st2019)

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

During the registration process you will receive an e-mail 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\_ST2019

ERA.Net RUS Plus

[Login](#) [Sign up](#) [Recover password](#)

Email:

Password

[Forgot your password?](#)

Call: ERA.Net RUS Plus (RUS\_ST2019)

**i** 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 "Science & Technology" call line here by clicking on the button below.

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

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


### Step 2:

**Log in** to the forms for the ERA.Net RUS Plus Call 2019.

[https://ptoutline.eu/app/rus\\_st2019](https://ptoutline.eu/app/rus_st2019)

### Step 3:

Create a proposal.

 This call has not been released for editing yet.

#### General Information

All fields marked with \* are mandatory for completing this form.

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

Submission deadline: 31-01-2020 14:00 UTC  
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.

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

Yes  
 No

**If yes, please indicate the title**

**Call topic \***  
Please select a sub-topic for your proposal.

**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**

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

**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 full project title of the other proposal.

Select the relevant sub-topic for your proposal and chose 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)



**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\***

Please choose...

**Organisation\***  
Please give the full legal name of your organisation.

[...]

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

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**

[...]

**Funding Party\***

All applicants are strongly advised to contact their 'Contact Point' in due time before proposal submission in order to check their eligibility on national level. All contact details are listed on <http://www.eranet-rus.eu/en/309.php>

For RUSSIAN APPLICANTS: Please choose one Russian funding party to which you would like to submit your proposal (for FEB RAS, check the guidelines). In terms of your formal eligibility for the Russian funding parties, please get in touch with your national contact point and carefully read the guidelines for Russian applicants:

**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
- For Russian applicants: Please choose one Russian funding party to which you would like to submit your proposal. In terms of your formal eligibility for the Russian funding parties, please get in touch with your national contact point and carefully read the guidelines for Russian applicants that will be available at <https://www.eranet-rus.eu/en/304.php>.

## FINANCIAL PLAN

In the following please insert the 'requested funds' itemized by cost type (labour cost, travel cost, etc). Adding up all costs will result in the 'requested funds'. Make sure all 'requested funds' are strictly in line with and according to the NATIONAL funding regulations (upper funding limits, etc) of the respective Funding Party.

### Cost overview cost type

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

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

Travel costs (EUR) \*

### Cost overview years

Total Costs 2020 (EUR) \*

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

Total costs 2021 (EUR) \*

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

Total costs 2022 (EUR) \*

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

### Project Partner

Project Partner 1

add project partner

### Step 5.2:

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

- The requested funding refers to the indicative amount for which the project coordinator will ask at his National Funding Party.
- In the **first section**, fill in the funds requested by the coordinator itemized by **cost type** for the complete duration of the project:
  - labour costs, event costs, subsistence, equipment, consumables, subcontracts, overhead and other costs).
  - Give a justification for every cost type.
- In the **second section** (cost overview years) indicate the distribution of funding requested by the coordinator per year.
  - Please make sure that the annual distribution among the partners complies with the rules of the funding agency.
- **Make sure that the sums of the cost overview per year and per cost type match.**
  - ⇒ 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 \***

Please choose...

**Organisation \***  
Please give the full legal name of your organisation.

[...]

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

Please describe the role of the respective project 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**

[...]

**Funding Party \***

All applicants are strongly advised to contact their 'Contact Point' in due time before proposal submission in order to check their eligibility on national level. All contact details are listed on <http://www.eranet-rus.eu/en/309.php>

For RUSSIAN APPLICANTS: Please choose one Russian funding party to which you would like to submit your proposal (for FEB RAS, check the guidelines). In terms of your formal eligibility for the Russian funding parties, please get in touch with your national contact point and carefully read the guidelines for Russian applicants:

[...]

**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
- For Russian applicants: Please choose one Russian funding party to which you would like to submit your proposal. In terms of your formal eligibility for the Russian funding parties, please get in touch with your national contact point and carefully read the guidelines for Russian applicants that will be available at <https://www.eranet-rus.eu/en/304.php>.

## FINANCIAL PLAN

In the following please insert the 'requested funds' itemised by cost type (labour cost, travel cost, etc). Adding up all costs will result in the 'requested funds'. Make sure all 'requested funds' are strictly in line with and according to the NATIONAL funding regulations (upper funding limits, etc) of the respective Funding Party.

### Cost overview cost type

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

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

Travel costs (EUR) \*

### Cost overview years

Total Costs 2020 (EUR) \*

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

Total costs 2021 (EUR) \*

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

Total costs 2022 (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 respective project partner.

- The requested funding refers to the indicative amount for which the respective project partner will ask at his National Funding Party.
- In the **first section**, fill in the funds requested by the respective project partner itemized by **cost type** for the complete duration of the project: labour costs, event costs, subsistence, equipment, consumables, subcontracts, overhead and other costs). Give a justification for every cost type.
- In the **second section** (cost overview years) indicate the distribution of funding requested by the respective project partner per year. Please make sure that the annual distribution among the partners complies with the rules of the funding agency.
- **Make sure that the sums of the cost overview per year and per cost type match.**
  - ⇒ 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.

**1. Scientific and/or technological objectives \***  
Please give detailed information about the overall concept and the scientific and/or technological 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 project proposed, in terms of concrete applications (scientific, technological and innovative). 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.

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

File Attachments

You can upload 1 pdf file with 5 (figures/schemes/tables) and a reference list of 3 pages. Any data provided in excess or additional project description text and CVs will be deleted.

Allowed file format: PDF files only.  
Max. size 5 MB each.

Attachment 1


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


- You can add up to 5 figures or schemes or tables in order to support your proposal.
- You can also add a list of references of up to 3 pages as supporting material to the text provided in the “proposal” form.
- 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).
- CVs provided here will be discarded.

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.

 [download datasheet preview](#)

Project participants
Project Coordinator 1
Project Partner 1
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 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.