Please note: this Guide is based on the rules and conditions contained in the legal documents applicable to the ERA.NET RUS Pilot Joint Call in Collaborative S&T Projects and the national funding schemes of the ERA.NET RUS Programme Owners/Programme Managers in the Member States.
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PREFACE

This “Guide for Applicants” provides information about the procedure for the submission of project proposals under the ERA.Net RUS Pilot Joint Call in Collaborative S&I Projects.

Part I provides some general information for applicants by a frequently asked question section. In part II you are shown exemplary screenshots of the actual online submission procedure via the online submission tool “pt-online” and some step-by-step advice on how to proceed with your submission. However, the submission of a project via the online tool should be self-explanatory.

For additional information about the Pilot Joint Call, please refer to the ERA.NET RUS website, available at http://www.eranet-rus.eu/en/175.php

If your questions are not answered in this guide, please contact the National Contact Point (NCP, see Annex) of your country of residence or the Joint Call Secretariat at the International Bureau of the Federal Ministry of Education and Research at the German Aerospace Centre (DLR, Germany): era.net-rus@dlr.de.
I. GENERAL INFORMATION FOR APPLICANTS

What is an ERA.NET scheme?
ERA.NET is an instrument that was introduced under the EU’s Sixth Framework Programme for Research, Technological Development and Demonstration Activities (FP6). Its main purpose is to support transnational activities between EU Members States and Associated countries in order to coordinate national research policies.

What is the ERA.Net RUS project?
ERA.NET RUS is an ERA-NET project funded by the European Commission within the 7th Framework Programme for Research and Technology Development (FP7) under the Coordination Action. Its aim is to link Russia to the European Research Area by the Coordination of MS'/AC's S&T programmes towards and with Russia.

What are the main objectives of the ERA.NET RUS project?
- Raising knowledge on bilateral and national S&T programmes with or towards Russia and on relevant activities of other programme owners
- Learning lessons from ongoing (thematic) ERA-NETs involving Russian programme owners and identifying good practice from other international ERA-NETs
- Identifying common ground across bilateral S&T programmes of EU MS/AC with Russia and providing a basis for a joint programmatic approach
- Developing an appropriate instrumental setting for joint funding activities
- Testing a scenario and learning lessons from a pilot joint call
- Developing and promoting a sustainable joint programme with Russia

What is the Call for Collaborative S&T Projects?
The Call for Collaborative S&T Projects is a unique transnational research support instrument for the implementation of the ERA.Net RUS project. It is developed by and for the countries participating as funding institutions in the call. These institutions contribute shares of their national budgets into a common pot. This money is used for the competitive support of Collaborative S&T Projects that will have a significant impact on enhancing the cooperation potential between EU MS/AC and Russia.

Which countries are participating in the ERA.NET Pilot Joint Call on Collaborative S&T projects?
Estonia, Finland, France, Germany, Greece, Norway, Poland, Russia, Spain, Switzerland, Turkey

Which institutions are providing funding for the call?
The “Group of Funding Parties” comprises the following institutions:
- Federal Ministry of Education and Research, BMBF (Germany)
- Russian Foundation for Basic Research, RFBR (Russia)
- Russian Academy of Sciences (RAS), Central Part (Russia)
The list of participating countries does not comprise all EU Member States and Associated countries. Does that mean that the countries that are not listed are not eligible for participation and funding?

Partners from countries that are not listed may participate in joint research consortia provided that the project partner agrees to fund its total share on its own budget.

What are the fundamental principles of the Pilot Joint Call?

The fundamental principles of the call guiding the selection of projects to be funded are:

- **Transparency.** The process for reaching funding decisions will be clearly described and available to any interested party.
- **Equality of treatment.** All proposals shall be treated alike, irrespective of where they originate or the identity of the proposers.
- **Ethical considerations.** Any proposal that contravenes fundamental ethical principles may be excluded from being evaluated and selected at any time.

What research topics are eligible for funding under the Pilot Joint Call?

Research proposals regarding the following thematic fields can be submitted (please make sure that your research topic matches with the topics listed below):

1. Innovative materials and cutting edge technological processes
   - ultrahigh-power laser sources
   - intelligent materials and nanomaterials
   - quantum optics

2. Environmental research and climatic change
   - biodiversity and ecophysiology of natural ecosystems
   - climate change in the arctic and subarctic regions
   - Material sciences connected with energy conversion and storage

3. Research on serious human health problems
- viral infections: HIV and Hepatitis
- auto-immune diseases
- neurodegenerative diseases

4. Contemporary socio-economic studies
- Social security systems and welfare state (in the context of globalization)
- Labour, labour market, and employment
- Transformation of the educational system

A few funding parties have limitations on their topics (e.g. the Russian Foundation for Humanities funds topic 4 only). In order to check whether there are limitations to the topics indicated above please refer to the Annexes with internal/ national rules of each funding party.

**Do I need to have an agreement with my national funding body in order to submit a proposal within the Pilot Joint Call?**

No. Any eligible institution from a country participating in the ERA.NET RUS call can submit a proposal directly to the Joint Call Secretariat using the Call Management System PT-Outline (online submission).

The participating countries have appointed National Contact Points (NCP) that will help research institutions from the respective countries to submit applications. If you need special support and assistance for your project preparation, please contact your NCP (a list of NCPs is provided in the Annex and also at the ERA.NET RUS website at [http://www.eranet-rus.eu/en/175.php](http://www.eranet-rus.eu/en/175.php)).

**What is the “juste retour” principle?**

The “juste retour” principle means that national contributions are distributed only to selected research teams from that particular country. If a country has already spent the whole amount it originally contributed to the common call budget, the next ranked project with participants from that country cannot be funded from the call budget. In such cases, these projects, even if highly ranked, will not be considered eligible for a grant.

The country contributions are listed in the Funding Contribution Table (Annex).

**Are the research proposals under ERA.NET RUS Pilot Joint Call identical to FP7 proposals?**

No. The ERA.NET RUS Pilot Joint Call is a different programme that follows separate rules and regulations for application, submission and evaluation of research proposals.

**How do I submit a project proposal under the ERA.NET RUS Pilot Joint Call?**

Project proposals are submitted through the web-based Call Management System PT-Outline. In order to start the application procedure, please go to [http://www.pt-it.de/ptoutline/application/stprojects](http://www.pt-it.de/ptoutline/application/stprojects). Please do not forget to save your data every time you have worked on your proposal. All information will then be saved until you enter the system again with your log-in data and continue working on your proposal. Note that proposals submitted by post, e-mail, fax or any other means will not be accepted and rejected without notice.
In addition to the online submission procedure, should I submit a paper copy of the proposal?

No, there is no need to additionally send a paper version of the project proposal, unless specific internal/ national criteria of a funding party applies. For that please refer to the Terms of References of the call and its Annexes with all national criteria.

Is there a deadline for the submission of a project proposal?

Yes. The deadline for the submission of a research proposal is **31 May 2011**, 18:00 CET. Note that access to the on-line submission system will be closed after the deadline.

What are the national eligibility criteria?

The ERA-NET RUS call in the field of Collaborative S&T Projects comprises 18 different national funding bodies with a joint call management system. To respect the necessary national funding rules and procedures, national eligibility criteria have been defined by the participating countries. Project partners are advised to check in advance what type of costs are eligible for national beneficiaries as well as the funding rates and limits of the countries in question. For that please refer to the internal/ national Eligibility and Funding Rules (Annexed to the Terms of References) and also to your National Contact Point (available at the website).

What kinds of applicants are eligible for participation and funding?

Concerning your institution’s eligibility for funding, please check the specific internal/ national funding regulations of the respective funding party and contact your NCP (Annex).

Can I be an evaluator and a partner of a project proposal at the same time?

No. Evaluators are selected by the Joint Call Secretariat from a database following a selection procedure. The evaluators are chosen by the JCS from the EVAL-INCO – Evaluators database for International Cooperation.

If you are the coordinator or a partner in a project proposal of the ERA.NET RUS Pilot Joint Call, you are not allowed to perform as an evaluator.

What is the role of the coordinator?

The coordinator of a project consortium has the overall responsibility for the project, he/she is the contact person to the Joint Call Secretariat. The coordinator is responsible for submitting the proposal, signing the Umbrella Project Contract with the JCS and taking care of its implementation towards the projects objectives. The coordinator will receive the results of the evaluation and is in charge of submitting the annual scientific report to the JCS.

What partners have to be included in the project proposal at the submission stage?

The whole consortium should be identified and included at this initial stage of the project. It is very important to ensure that the minimum participation requirements are met (please refer to the related call documents) and that all consortium partners are eligible for funding under the rules of the Pilot Joint Call. Please check the eligibility of your organization with your National Contact Point (Annex) and refer to the internal/ national eligibility and funding rules (Annex).
How many partners should cooperate in a project proposal?

The project consortium must comprise project partners from at least 3 different countries, of which at least one from Russia. These project partners must be eligible for funding by their respective national Funding Party which are members of the Group of Funding Parties. Each project partner will be represented by a team leader. One of the team leaders must be designated as Coordinator. Applicants non-eligible for funding could join any consortium submitting a proposal in the context of this PJC, however on their own expenses. Applicants can represent research and higher education entities and companies.

Can I submit more than one proposal as a coordinator?

No. However, one research institution – as a legal entity – is allowed to participate as a coordinator or partner in several project proposals.

Are there specific funding rules for companies?

Yes, specific funding rules apply to companies. Please refer to the respective National Eligibility and Funding Rules.

As an indication, the EC policy requires enterprises to make an appropriate contribution – at least 50%, as a rule – towards the eligible costs incurred. The Funding Parties may also take into account in their national funding rules the principles of the Community Framework for State Aid for Research and Development. However, these Community policies are not binding for the Funding Parties which are not in a Member State of the EU.

What happens if one of the project partners is found ineligible after the submission of a project proposal?

The coordinators of the proposals will be informed by the Joint Call Secretariat at the DLR about the rejection of the ineligible partner by e-mail and by regular mail no later than three weeks after the submission deadline. If the minimum criteria are fulfilled by the project consortium even though one or more partners are not eligible, the coordinator has to inform DLR within one week about his/her decision to continue (without this partner or with new partners) and present a revised version of the application. If the coordinator is not eligible, the whole proposal will be discarded.

Should I provide a detailed financial plan when submitting a project proposal?

Yes. The project coordinator is expected to calculate the overall costs and the requested amounts per partner. During the on-line submission process, it is required to give a detailed description of the requested funds with respect to the allocation to different cost categories (labour costs, travel and subsistence, events, equipment, consumables, subcontracts, overheads, other costs).

How many applicants from a country are allowed to participate in a project?

There is no limit on the number of applicants from a country that can participate in a project, provided that the minimum requirements for the consortium are met.

What are the evaluation criteria for a project proposal?

There are five evaluation criteria:
I. Scientific merit of the project
II. Expected impact of the project
III. Quality of the consortium
IV. Quality of the project management
V. Quality of the presentation of the proposal.

What is the threshold for each criterion?
Proposals are assessed against a set of criteria, each of which may be awarded a maximum of 5 points per criterion. For criteria I-IV the threshold is 3/5.

What is the evaluation procedure for the ERA.NET RUS Pilot Joint Call?
The selection of the proposals for funding is based on an international, independent peer-review procedure. A dedicated pool of evaluators, consisting of external independent experts, assesses anonymously the merits of the submitted proposals. Each proposal will be evaluated by three external evaluators. A Scientific Council, consisting of high level scientific experts, consolidates the results of the evaluation and makes recommendations to the Group of Funding Parties (GFP). The final funding decision rests with the Group of Funding Parties.

What is the schedule for the call?

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication of the Pilot Joint Call/STP</td>
<td>15 March 2011</td>
</tr>
<tr>
<td>Deadline for submission of proposals</td>
<td>31 May 2011</td>
</tr>
<tr>
<td>Deadline for eligibility check</td>
<td>15 June 2011</td>
</tr>
<tr>
<td>Deadline for evaluation of proposals</td>
<td>15 September 2011</td>
</tr>
<tr>
<td>Decision making meeting of the GFP/STP</td>
<td>Until 15 October 2011</td>
</tr>
<tr>
<td>Tentative date for starting the projects</td>
<td>January 2012</td>
</tr>
<tr>
<td>Tentative date for termination of the projects</td>
<td>At the latest December 2013</td>
</tr>
</tbody>
</table>

Where can I find more information about the ERA.Net RUS project and the Pilot Joint Call?
Please visit the website http://www.eranet-rus.eu for further information about the ERA.NET RUS project and the Pilot Joint Call on Collaborative S&T projects.
II. Screenshots of the Online Application Procedure

Step 1 is the registration process. Before you can log into the electronic proposal submission system, you need to register. Please click on “Registration”, enter your E-mail address and follow the instructions. During the registration process you will receive back a password via the given E-mail address. Then you can log into the online submission system (with E-mail address and password). After login you can enter data and information about your research project.
Step 2: This page gives you a general overview of the different parts of the online submission procedure (see the different menu items) and the Application Procedure.
Step 3: Here, you are requested to give some general information about your research project such as choosing the thematic focus of your project and the selection of keywords. You are also requested to provide a summary of your project.
Step 4: Here, please provide information about the “Project Coordinator”. The “Financial Plan”, which is referred to, you will find in section “IV Project Description and Financial Plan”. Please complete the Financial Plan first, it will automatically calculate the overall costs for each partner which should be inserted into the online application tool and then come back to this page and fill in the fields “Breakdown of Costs”.
Step 5: “Add a new project partner” follows the same procedure as for the “Project Coordinator”. Note that adding additional partners requires saving the information for the first partner etc.
Step 6: Please download the template “Project Description” and the file “Financial plan” (excel table), complete both files and upload them together as one ZIP file, since it is possible to upload one file only.
Step 7: On the last page, you will be able to see your Project Description and the Financial Plan, which you have uploaded. You will also be able to generate a data sheet preview showing all the information you have inserted into the system. Please check again! If everything is finally checked, please click on the “Submit now” button for final submission of your research proposal. After submission, you will receive a confirmation e-mail about the successful submission of your proposal.
## ANNEX – National Contact Points

<table>
<thead>
<tr>
<th>Country</th>
<th>Organization</th>
<th>Contact person</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estonia</td>
<td>Estonian Science Foundation</td>
<td>Mr. Meelis Sirendi</td>
<td><a href="mailto:meelis.sirendi@etf.ee">meelis.sirendi@etf.ee</a></td>
<td>+372-6996216</td>
</tr>
<tr>
<td>Finland</td>
<td>Academy of Finland</td>
<td>Mr. Mikko Ylikangas</td>
<td><a href="mailto:mikko.ylikangas@aka.fi">mikko.ylikangas@aka.fi</a></td>
<td>+358977488378</td>
</tr>
<tr>
<td>France</td>
<td>National Centre for Scientific Research</td>
<td>Mrs. Virginie Robin</td>
<td><a href="mailto:virginie.robin@cnrs-dir.fr">virginie.robin@cnrs-dir.fr</a></td>
<td>+3 31-44-96-47-55</td>
</tr>
</tbody>
</table>
| Germany | International Bureau of the Federal Ministry of Education and Research at the Germany Aerospace Centre | For scientific issues: Mrs. Marion Mienert  
For administrative issues: Mrs. Andrea Kröll | marion.mienert@dlr.de  
amanda.kroell@dlr.de | +49-228-3821-469  
+49-228-3821-413 |
| Greece  | Ministry of Education, Life Long Learning and Religious Affairs, The General Secretariat for Research and Technology, International S&T Cooperation Directorate, European Union Division | Mrs. Maria Gialouri             | m.gialouri@gsrt.gr                 | +30-210-7458093  |
| Norway  | Research Council of Norway                                                  | For scientific issues: Mrs. Birgit Jacobson  
For administrative issues: Mrs. Eli Margrethe Walseth | bija@rcn.no  
emw@rcn.no | +47 22037264  
+48 22 24 42 858  
+48 515 061 540 |
| Poland  | The National Centre for Research and Development                           | Mrs. Hanna Sroczynska  
Mr. Cezary Blaszczyk | h.sroczynska@ncbir.pl  
h.sroczynska@ncbir.pl | +48 22 24 42 858  
+48 515 061 540 |
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<th>Organization</th>
<th>Contact Person</th>
<th>Email Address</th>
<th>Phone Numbers</th>
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<tr>
<td>Russia</td>
<td>Russian Academy of Sciences- Central Branch</td>
<td>Mrs. Elena Rovenskaya</td>
<td><a href="mailto:eroven@mail.ru">eroven@mail.ru</a></td>
<td>+7-499-135-8842/ +7-499-135-8842</td>
</tr>
<tr>
<td>Russia</td>
<td>Russian Academy of Sciences- Ural Branch</td>
<td>Mr. Nikolay Mushnikov</td>
<td><a href="mailto:mushnikov@prm.uran.ru">mushnikov@prm.uran.ru</a></td>
<td>+7 343 3745934</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs. Tamara Deeva</td>
<td><a href="mailto:deewa@prm.uran.ru">deewa@prm.uran.ru</a></td>
<td></td>
</tr>
<tr>
<td>Russia</td>
<td>Russian Academy of Sciences- Siberian Branch</td>
<td>Mrs. Irina Zharkova</td>
<td><a href="mailto:perevod@sbras.nsc.ru">perevod@sbras.nsc.ru</a></td>
<td>+7 383 330 82 40</td>
</tr>
<tr>
<td>Russia</td>
<td>Russian Academy of Sciences- Far East Branch</td>
<td>Mr. Yury Kulchin</td>
<td><a href="mailto:kulchin@hq.febras.ru">kulchin@hq.febras.ru</a></td>
<td>+ 7-4232-268890</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs. Marina Shtets</td>
<td><a href="mailto:ompp@hq.febras.ru">ompp@hq.febras.ru</a></td>
<td>+79084483200</td>
</tr>
<tr>
<td>Russia</td>
<td>Russian Foundation for Basic Research</td>
<td>Mr. Yaroslav Sorokotyaga</td>
<td><a href="mailto:ysorokot@rfbr.ru">ysorokot@rfbr.ru</a></td>
<td>+74959525682</td>
</tr>
<tr>
<td>Russia</td>
<td>Russian Foundation for Humanities</td>
<td>Mr. Yuri Vorotnikov</td>
<td><a href="mailto:info@rfh.ru">info@rfh.ru</a></td>
<td>+ 8 (499) 702-85-52</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Andrey Blinov</td>
<td><a href="mailto:blinov@rfh.ru">blinov@rfh.ru</a></td>
<td>+ 8(499) 702-85-64</td>
</tr>
<tr>
<td>Spain</td>
<td>Ministry of Science and Innovation</td>
<td>Mrs. María Colmenares</td>
<td><a href="mailto:maria.colmenares@micinn.es">maria.colmenares@micinn.es</a></td>
<td>+34 916038761</td>
</tr>
<tr>
<td>Switzerland</td>
<td>University of Geneva - Swiss Leading House for Swiss-Russian scientific cooperation</td>
<td>Mrs. Irina Niggli</td>
<td><a href="mailto:irina.niggli@unige.ch">irina.niggli@unige.ch</a></td>
<td>+41 22 379 71 96</td>
</tr>
<tr>
<td>Turkey</td>
<td>The Scientific and Technological Research Council of Turkey</td>
<td>Mr. İlter Haliloglu</td>
<td>İ<a href="mailto:lter.haliloglu@tubitak.gov.tr">lter.haliloglu@tubitak.gov.tr</a></td>
<td>+90-312 4685300/2781</td>
</tr>
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</table>
## ANNEX – Funding Contribution Table

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<th>Country</th>
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</tr>
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<tbody>
<tr>
<td>Estonia</td>
<td>Estonian Science Foundation, ETF</td>
<td>100.000 €</td>
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<tr>
<td>Finland</td>
<td>Academy of Finland, AKA</td>
<td>1.000.000 €</td>
</tr>
<tr>
<td>France</td>
<td>National Centre for Scientific Research, Europe of Research and International Cooperation Office, CNRS</td>
<td>300.000 €</td>
</tr>
<tr>
<td>France</td>
<td>Ministry for Higher Education and Research, MESR</td>
<td>500.000 €</td>
</tr>
<tr>
<td>France</td>
<td>Institute for Agricultural Research, INRA (France)</td>
<td>80.000 €</td>
</tr>
<tr>
<td>Germany</td>
<td>Federal Ministry of Education and Research, BMBF</td>
<td>500.000 €</td>
</tr>
<tr>
<td>Norway</td>
<td>Research Council of Norway, RCN</td>
<td>500.000 €</td>
</tr>
<tr>
<td>Poland</td>
<td>The National Centre for Research and Development, NCBIR</td>
<td>300.000 €</td>
</tr>
<tr>
<td>Russia</td>
<td>Russian Academy of Sciences- Central Branch, RAS</td>
<td>400.000 €</td>
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<td>Russian Academy of Sciences- Ural Branch, RAS</td>
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<td>Russia</td>
<td>Russian Academy of Sciences- Siberian Branch, RAS</td>
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<td>Russia</td>
<td>Russian Academy of Sciences- Far Eastern Branch, RAS</td>
<td>150.000 €</td>
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<tr>
<td>Russia</td>
<td>Russian Foundation for Basic Research, RFBR</td>
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<tr>
<td>Russia</td>
<td>Russian Foundation for Humanities, RFH</td>
<td>150.000 €</td>
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<tr>
<td>Spain</td>
<td>Ministry of Science and Innovation, MICINN</td>
<td>300.000 €</td>
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\(^1\) Amount of RFBR contribution is subject to the Federal Authority approval for the RFBR budget in 2012-2013.
<table>
<thead>
<tr>
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<th>Institution</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Switzerland</td>
<td>University of Geneva - Swiss Leading House for Swiss-Russian scientific cooperation</td>
<td>550,000 €</td>
</tr>
<tr>
<td>Turkey</td>
<td>The Scientific and Technological Research Council of Turkey, TUBITAK</td>
<td>100,000 €</td>
</tr>
</tbody>
</table>

\[2\] All grants for 2012 are subject to the budgetary approval by the Swiss Parliament in 2011.