ERACoSysMed

2nd Joint Transnational Call for European Research Projects on Systems Medicine

Guidelines for Applicants

Submission deadline for pre-proposals: **March 17th, 2017**

(17:00h C.E.T.)

Online access: https://www.eracosysmed.eu/call2

For further information please visit www.eracosysmed.eu

or contact

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Content

1. INTRODUCTION

The call text of ERACoSysMed's 2nd Joint Transnational Call (JTC-2) provides the essential information about the evaluation procedure, eligibility and evaluation criteria. These guidelines briefly explain the whole evaluation procedure, the bodies involved in the management of the call and some technical issues related to the proposal submission.

2. GENERAL INFORMATION

Under the umbrella of ERACoSysMed (www.eracosysmed.eu), 13 funding organisations launch the 2nd Joint Transnational Call for transnational research projects to fund effective multidisciplinary collaboration in the field of Systems Medicine. The participating funding organisations and the aim of the call are described in detail in the call text (see section 1 and section 2 of the call text).

3. MANAGEMENT OF THE CALL

The role of the three bodies that are responsible for the implementation and management of JTC-2 are outlined in this section. Any person being involved in one of these bodies will not be allowed to submit or participate in proposals within this call.

The Joint Call Secretariat (JCS) lead by the National Institute of Health Carlos III (ISCIII) is responsible for the implementation and management of the call. It is a point of contact for both applicants and the partner funding organisations.

The Peer Review Panel (PRP) is composed of internationally renowned scientific experts from the respective fields of research with regard to the call. The PRP is responsible for the scientific evaluation of proposals at both the pre- and full proposal stage. The PRP will rank the proposals according to the evaluation criteria and will make funding recommendations to the Call Steering Committee.

The Call Steering Committee (CSC) is composed of representatives from each funding organisation. All decisions concerning call procedures will be taken by the CSC. Based on scientific recommendations from the Peer Review Panel (PRP) and budget considerations it will, confirm the list of consortia that will be invited to submit

full proposals and also the final funding recommendations to the national/regional funding organisations.

3.1 Evaluation

The evaluation of proposals will be carried out with the assistance of independent experts. Experts are selected based on their scientific expertise by the CSC. They act on their personal capacity and do not represent any organisation. ERACoSysMed ensures confidentiality during and after the procedures by requesting experts to sign a declaration of confidentiality before giving them access to proposals. ERACoSysMed will take all necessary steps to avoid conflict of interest.

Applicants may recommend names of potential experts suited for the evaluation of their proposals. Applicants may also ask for exclusion of up to three particular experts from the evaluation of their proposals in order to avoid conflict of interest. **These recommendations must reach the Joint Call Secretariat (JCS) by 17th March 2017 (17:00h C.E.T.) at the latest** and will be treated confidentially.

The project coordinator will represent the consortium externally and towards the JCS. S/he will be responsible for its internal scientific management (such as consortium agreement, monitoring and reporting). Each project partner will be represented by one principal investigator. Within a joint proposal, each project partner (principal investigator) will be the contact point for the relevant country/regional funding organisation.

Applicants must refer and comply with regulations of the regional/national funding organisations (see Annex II of the call text) and therefore should contact the respective contact person for any queries related to these regulations.

3.2 Process overview

The procedure is divided into two steps: submission and evaluation of pre-proposals followed by invited submission and evaluation of full proposals. In both cases, one joint proposal should be prepared by the consortium members. The proposals must be electronically submitted by the project coordinator via the online submission tool available at https://www.eracosysmed.eu/call2.

STEP 1

3.3 Submission of a pre-proposal

First, the coordinator has to register in the submission tool. A user can be registered several times in the submission tool with the same e-mail account but different usernames, one for each proposal. In this way, a correct assignment to proposals is ensured in the submission tool. However, some funders cannot accept multiple applications from the same applicant (Please check with the pertinent regional/national funding organisation).

After registration a link will be sent to the registered e-mail account to activate the registration.

The coordinator can enter, edit and save the electronic forms, add partners to the consortium, upload the project description and submit the proposal. Partners can enter and edit their own data only. In addition, the coordinator may reedit and resubmit the proposal before the submission deadline. In this case, only the latest submitted version will be used for evaluation. **Proposals can only be submitted and/or modified prior to March 17th, 2017 (17:00 CET).** After successful submission the coordinator will receive an automatically generated confirmation of receipt.

Each project coordinator should make sure to register early enough. After the deadline, the website will neither accept modification nor submission of any proposal. The project coordinator should also not underestimate the effort needed to collect the required information from their project partners or fill in the online forms. Therefore, it is strongly recommended to submit the first version of proposals well before the deadline.

The pre-proposal consists of two parts: an online form and a project description.

- The online form consists of the following information: consortium composition, project abstract, keywords, categories/disciplines and budget issues. The budget overview table serves as information source for the funding organisations to estimate the requested funding per funding organization. The information given in the pre-proposal is binding in terms of consortium composition and maximum requested budget.

- The project description presents the scientific part. Please keep in mind that the project description should allow experts to evaluate its relevance to the aim of the call and its excellence despite the limited space for details. The project description should not exceed 12000 characters. References can be added in the annex (max. one page).

The limits in the template are given in maximum number of characters (4000 characters are approximately one A4 page of text).

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

Only the newest uploaded file will be saved. If the project description is not elaborated, that particular proposal will be considered ineligible. The pre-proposal must be filled out online in the submission tool https://www.eracosysmed.eu/call2. A template can be found in Annex I.

If consortium partners are requested to submit separate or different proposal documents towards their national funding organisation (see Annex II of the call text), the consortium partner(s) concerned shall submit these documents directly to the respective national / regional funding organisation.

3.4 Eligibility check and evaluation of pre-proposals

The JCS will examine all pre-proposals to ensure that they meet the call's formal criteria (See section 3.1 of the call text). The JCS will forward the pre-proposals to the national/regional funding organizations, which will perform a formal check of compliance with their respective regulations (See Annex II of the Call Text).

After completion of the eligibility check the pre-proposals not considered eligible will be rejected without further review. The coordinators of the non-eligible pre-proposals will be informed accordingly by the JCS.

Each pre-proposal will be evaluated by three evaluators and ranked accordingly. In principle, the number of proposals that will be invited to submit full proposals may be

limited to a total of two or three times the available budget of the call. The JCS will inform the coordinators about the evaluation results of the pre-proposals during the second half of **May, 2017**.

STEP 2

3.5 Submission of full proposals

Full proposals will be accepted only from applicants explicitly invited by the JCS.

The coordinator cannot add or edit any partner(s) in the submission tool in this step.

A full proposal consists of two parts: an online form and a project description.

- Fields containing data already entered in the pre-proposal online forms like proposal title, proposal acronym, project duration, project abstract, keywords, categories and profiles of the partners will be pre-filled in the online form for full proposals and cannot be edited.

- The project description contains the scientific part. The full proposal template indicates the particular parts of the project description with character limitations.

Up to five figures can be embedded in the text through place markers. The same technical conditions apply as in the pre-proposals, namely the figures should be uploaded as .jpeg, .gif or .png files and should have a maximum size of 600 pixels.

Only the newest uploaded file will be saved. If the project description is not elaborated, that particular proposal will be considered ineligible.

The full proposal must be filled out online in the submission tool https://www.eracosysmed.eu/call2. A preliminary template can be found in Annex II.

3.6 Eligibility check, evaluation of full-proposals including rebuttal step

Eligibility and evaluation (ERACoSysMed)

An eligibility check of the full proposals will be performed by the JCS to ensure that they meet the formal criteria of the call and have not changed substantially from the respective pre-proposals in terms of objectives and budget. **Any major change will lead to the ineligibility of the proposal.**

Each full proposal will be remotely evaluated by at least three evaluators according to the evaluation criteria. In addition, each full proposal will be evaluated by at least two internationally renowned independent experts in ethics.

Rebuttal (project coordinator)

The individual evaluation reports will be made available through the submission system for the corresponding project coordinator. They will be informed by e-mail. Project coordinators may comment on possible factual errors or misunderstandings and reply to the evaluators' questions by submitting their explanations through the online submission system from **August 25th until September 4th, 2017 at 17:00 (C.E.T.)**. The project coordinator may consult the project partners, but only one response per evaluation report may be submitted. Coordinators' comments may not exceed 4000 characters per evaluation report. Issues which are not related to the comments cannot be addressed and the work plan cannot be modified at this stage.

The deadline for submission of the comments is **September 4th, 2017 at 17:00 (C.E.T.)**. This step is optional. The evaluators will have access to the submitted comments.

4. DATA MANAGEMENT ISSUES

The Data Management Plan (DMP) is an integral part of the application that should build on Security and FAIR principles (Findability, Accessibility, Interoperability and Re-usability). See Data Management on the Call Text.

In order to elaborate a data management plan which fulfils the requirements set in section 2.2 of the call text, it may help to follow the guiding questions found in the Data Management Plan (DMP) template in Horizon 2020[1]. In the pre-proposal phase, these questions can be answered in a preliminary fashion. Further explanations can be found in the Guidelines on FAIR Data Management in Horizon 2020[2].

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[1] http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tpl-oa-data-mgt-plan_en.odt
[2] http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

5. CONSORTIUM AGREEMENT

A Consortium Agreement (CA) must be signed by all consortium partners of funded projects, ideally before the projects start, specifying the following points as minimal requirements:

- expected start date and duration of the research project
- purpose and definitions
- names of organisations involved
- organisation and management of the project
- role and responsibilities of each research consortium coordinator and research partner: person in charge, their obligations, key tasks and conditions for their change
- resources and funding
- confidentiality and publishing
- Intellectual Property Rights (how this issue will be handled between research partners)
- decision making within the consortium
- handling of internal disputes
- the liabilities of the research partners towards one another (including the handling of default of contract).

Support for the preparation of a consortium agreement can be found on the DESCA webpage (http://www.desca-2020.eu/).

ANNEX I

A. Template pre-proposal

PROJECT TITLE

A meaningful, concise project title

CATEGORY (FIRST CHOICE)

Diagnostics

CATEGORY(IES) (SECOND CHOICE)

Personalized therapy
Pharmaceutical development

PROJECT DURATION	TOTAL REQUESTED FUNDING	TOTAL COSTS
36 Months	163.000 €	175.000 €

CONSORTIUM

P 1	Dr. Sylvia Krobitsch Name of organisation, Dept. xyz (coo) Principal investigator	Street, no., 12345 Town/city Germany	s.krobitsch@fz-juelich.de Tel.: 0049 111111111111 Fax: 0049 1111111111 http://www.eracosysmed.eu
P 2	Dr. Zsuzsa Nagy Name of organisation, Dept. xyz (Partner 2) Lab leader (Partner 2)	Street, no. Partner 2, 12345 Town/city Partner 2 Austria	k.nagy@fz-juelich.de Tel.: 0043 22222222222 Fax: 0043 2222222222 http://eracosysmed.eu
P 3	Dr. Mauricio Garcia-Franco Name of organisation, Dept. xyz P3 Medical doctor	Street Pthree, 33, 333333 Town P3 Belgium FNRS	k.nagy@fz-juelich.de Tel.: 0032 3333333 http://eracosysmed.eu

KEYWORDS

Pre-defined keywords	systems medicine
Additional keywords	keyword1, keyword2, max. 5 keywords

ABSTRACT

The abstract of your proposal will be published on the ERACoSysMed website in case your project will be selected for funding. Make sure that it is publishable and does not contain any confidential information.

The abstract should not exceed 2000 characters.

It is the abstract. it is the abstract. It is the abstract. It is the abstract.

PROJECT DESCRIPTION

The project description should allow experts to evaluate its excellence, its impact and the quality of its implementation despite the limited space for details. In addition, it should allow the estimation of expected progress beyond the state-of-the-art.

Description of the working programme including the objectives, the rationale, the methodology highlighting the novelty, originality and feasibility as well as the added value of the collaboration. A short description of a data management plan in a preliminary fashion.

Up to two figures can be embedded into the text under the section "Image uploads" in the left navigation bar. The project description should not exceed 12 000 characters.

It is the project description. It is the project description. It is the project description. It is the project description. It is the project description. It is the project description. It is the project description.

Figure 1 describes whatever.

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PARTNER DATA

Partner 1 (Consortium Coordinator): Name of organisation, Dept. xyz (coo)

JUSTIFICATION FOR BUDGET OVERVIEW

Personnel	A short justification (max. 1000 characters) for Budget calculation for personnel (coo). Who works on which tasks ideally with estimation of required number of person months. Pay attention on national regulations if any.
Travel	A short justification (max. 1000 characters) for Budget calculation for travel (coo). Travel to two status seminars should be taken into account. Pay attention on national regulations if any.
Consumables / Equipment	A short justification (max. 1000 characters) for Budget calculation for consumables/equipment (coo). Pay attention on national regulations if any.
Subcontracts	A short justification why subcontracting is needed (coo). Short description of what will be subcontracted and if already possible to whom. Pay attention to national regulations if any. Max. 1000 characters.
Data management/other costs	A short justification (max. 1000 characters) for Budget calculation for data management or other costs which do not fit in the previous cost types. (coo). Pay attention on national regulations if any.

PLEASE DESCRIBE YOUR TASK(S) IN THE PRESENT PROPOSAL.

Please describe your task(s) in the present proposal. This field is required. The maximal length is 1000 characters.

Task description, task description.

LITERATURE REFERENCES

- Author 1, Author 2, Author 3
  Title
  Journal (Volume), 123 (1901)
  Link/DOI

ADDITIONAL INFORMATION

Related ongoing research projects which you are involved in and your expertise/role	Please describe related ongoing research projects which you are involved in by indicating project title, funding source and amount and potential overlap or link with the present proposal if any. The maximal length is 1000 characters.
Are you a medical doctor?	yes
Are you a clinical researcher?	yes
Are you a translational researcher?	no
Are you a bioinformatician or a modeller?	no
Are you a data management expert?	no
Were you involved in the 1st ERACoSysMed call?	yes

Partner 2: Name of organisation, Dept. xyz (Partner 2)

JUSTIFICATION FOR BUDGET OVERVIEW

Personnel	A short justification (max. 1000 characters) for Budget calculation for personnel (Partner 2). Who works on which tasks ideally with estimation of required number of person months. Pay attention on national regulations if any.
Travel	A short justification (max. 1000 characters) for Budget calculation for travel (Partner 2). Travel to two status seminars should be taken into account. Pay attention on national regulations if any.
Consumables / Equipment	A short justification (max. 1000 characters) for Budget calculation for consumables/equipment (Partner 2). Pay attention on national regulations if any.
Subcontracts	A short justification why subcontracting is needed (Partner 2). Short description of what will be subcontracted and if already possible to whom. Pay attention to national regulations if any. Max. 1000 characters.
Data management/other costs	A short justification (max. 1000 characters) for Budget calculation for data management or other costs which do not fit in the previous cost types. (Partner 2). Pay attention on national regulations if any.

PLEASE DESCRIBE YOUR TASK(S) IN THE PRESENT PROPOSAL.

Tasks of Partner 2 in the present proposal. This field is required. The maximal length is 1000 characters.

Task description, task description, task description,task description,task description,task description,task description,task description,task description, task description, task description, task description,task description,task description,task description,task description,task description,task description,task description.

LITERATURE REFERENCES

- Author P2
  Title P2
  Journal P2 (123), 123 (1901)
  Link/DOI P2
- Author2 P2
  Title 2 P2
  Journal 2 P2 (), ()
  Link
- Ref 3
  Ref 3
  Journal 3 (12), 56 (34)
  Link
- Author Ref 4
  Title Ref 4
  Journal Ref 4 (), ()
  Link ref 4
- Author Ref 5
  Title Ref 5
  (), ()

ADDITIONAL INFORMATION

Related ongoing research projects which you are involved in and your expertise/role	Please describe related ongoing research projects which you are involved in. Project title 3, funding source and amount and potential overlap or link with the present proposal. Project title 4, funding source and amount and potential overlap or link with the present proposal.
Are you a medical doctor?	no

Are you a clinical researcher?	no
Are you a translational researcher?	yes
Are you a bioinformatician or a modeller?	yes
Are you a data management expert?	no
Were you involved in the 1st ERACoSysMed call?	no

Partner 3: Name of organisation, Dept. xyz P3

JUSTIFICATION FOR BUDGET OVERVIEW

Personnel	A short justification (max. 1000 characters) for Budget calculation for personnel (Partner 3). Who works on which tasks ideally with estimation of required number of person months. Pay attention on national regulations if any.
Travel	A short justification (max. 1000 characters) for Budget calculation for travel (Partner 3). Travel to two status seminars should be taken into account. Pay attention on national regulations if any.
Consumables / Equipment	A short justification (max. 1000 characters) for Budget calculation for consumables/equipment (Partner 3). Pay attention on national regulations if any.
Subcontracts	A short justification (max. 1000 characters) for Budget calculation for consumables/equipment (Partner 3). Pay attention on national regulations if any.
Data management/other costs	A short justification (max. 1000 characters) for Budget calculation for data management or other costs which do not fit in the previous cost types. (Partner 3). Pay attention on national regulations if any.

PLEASE DESCRIBE YOUR TASK(S) IN THE PRESENT PROPOSAL.

Tasks of Partner 3 in the present proposal. This field is required. The maximal length is 1000 characters.

Task description, task description.

LITERATURE REFERENCES

- Author 31
  Title 31
  Journal 31 (31), 31 (1901)

ADDITIONAL INFORMATION

Related ongoing research projects which you are involved in and your expertise/role	Related ongoing research projects which you are involved in by indicating project title, funding source and amount and potential overlap or link with the present proposal if any.
Are you a medical doctor?	yes
Are you a clinical researcher?	no

Are you a translational researcher?	no
Are you a bioinformatician or a modeller?	no
Are you a data management expert?	no
Were you involved in the 1st ERACoSysMed call?	no

BUDGET OVERVIEW

Budget overview **[in k€]**

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Data management/other costs	Requested funding	Total own contribution	Total costs
Name of organisation, Dept. xyz (coo)	40	5	15	1	5	71	7	78
Overhead	2	1	1		1			
Name of organisation, Dept. xyz (Partner 2)	20	3	10			36	4	40
Overhead	1	1	1					
Name of organisation, Dept. xyz P3	20	5	14	6	4	56	1	57
Overhead	1	2	2	1	1			
TOTAL	84	17	43	8	11	163	12	175

1 k€ = 1000 €

Own contribution [in k€]

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Data management/other costs	Total own contribution
Name of organisation, Dept. xyz (coo)	2	1	2	2		7
Name of organisation, Dept. xyz (Partner 2)					4	4
Name of organisation, Dept. xyz P3					1	1
TOTAL	2	1	2	2	5	12

1 k€ = 1000 €

Curriculum Vitae

Coordinator

Your CV

Your CV

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ANNEX II

Template full proposal

This is a preliminary template to give an overview on the sections to be filled in and the character limitations. A proper template generated in the submission tool will be provided at a later point.

Proposal title: Pre-filled

Proposal acronym: Pre-filled

Categories/disciplines: Pre-filled

Project duration: Pre-filled

Project abstract: Pre-filled

Keywords: Pre-filled

Did you already submit a project proposal to ERACoSysMed's previous joint transnational call (JTC-1)? (Check box)

Consortium:

- Coordinator=Partner 1
    - Salutation Pre-filled
    - Family Name: Pre-filled
    - First Name: Pre-filled
    - Sex: Male/Female
    - Affiliation: Pre-filled
    - Institution's activity: Pre-filled
    - Department and position: Pre-filled
    - Address: Pre-filled
    - Postal Code: Pre-filled
    - City: Pre-filled
    - Country: Pre-filled
    - Phone: Pre-filled
    - Fax: Pre-filled
    - E-mail: Pre-filled
    - CV: (max. 4000 characters): Brief CV for each group leader and a list of the 5 most relevant peer-reviewed publications /patents and a description of ongoing research projects related to the present topic (indicating funding source [include at least: ID number, amount and duration of funded project; funding organisation] and possible overlaps with the proposal.
    - Clinical expert (Check box)

22

Computational biologist (Check box)

Industrial partner (Check box)

- Partner 2

  - Salutation Pre-filled
  - Family Name: Pre-filled
  - First Name: Pre-filled
  - Sex: Male/Female
  - Affiliation: Pre-filled
  - Institution's activity: Pre-filled
  - Department and position: Pre-filled
  - Address: Pre-filled
  - Postal Code: Pre-filled
  - City: Pre-filled
  - Country: Pre-filled
  - Phone: Pre-filled
  - Fax: Pre-filled
  - E-mail: Pre-filled
  - CV: (max. 4000 characters): Brief CV for each group leader and a list of the 5 most relevant peer-reviewed publications /patents and a description of ongoing research projects related to the present topic (indicating funding source [include at least: ID number, amount and duration of funded project; funding organisation] and possible overlaps with the proposal.

    Clinical expert (Check box)

    Computational biologist (Check box)

    Industrial partner (Check box)

- Partner x

- External collaborator 1

- External collaborator 2

BUDGET OVERVIEW/Requested funding

Partner	Personnel: scientists in person month (incl. PhD students)	Travel	Consumables & Equipment	Subcontracting	Data management/other costs	Requested funding	Total own contribution	Total costs
Partner 1								
Overhead								
Partner 2								
Overhead								
Partner 3								
Overhead								
Partner 4								
Overhead								
Partner 5								
Overhead								
Partner 6[3]								
Overhead								
Partner 7[4]								
Overhead								
Total								

Some types of costs may not be fundable by all funding organisations. For overhead costs national regulations apply.

Total own contribution will be filled in by entering the figures in the table "Total own contribution". Total costs are calculated as a sum of "requested funding" and "Total own contribution".

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[3] Only possible with inclusion of partners from Slovenia or Slovakia

BUDGET OVERVIEW/total own contribution

Partner	Personnel: scientists in person month (incl. PhD students)	Travel	Consumables & Equipment	Subcontracting	Data management/other costs	Total Own Contribution
Partner 1						
Partner 2						
Partner 3						
Partner 4						
Partner 5						
Partner 6[4]						
Partner 7[5]						
Total						

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[4] Only possible with inclusion of partners from Slovenia or Slovakia

B. Project description (full proposal)

Please note that you can save your text only if it does not contain more character than pre-defined.

Concept (max. 8000 characters)

Describe and explain the research hypothesis and define the scientific and technological objectives of the project. The objectives of the project should be achievable within the project duration.

Background and state of the art in the research field (max. 8000 characters)

Describe the scientific basis for your project and describe the state-of-the-art of your project research topic. Highlight the novelty, originality and feasibility of your project. Identify important gaps of the current knowledge. Describe how the proposed project is embedded within the currently existing research.

Impact (max. 12000 characters)

Explain the impact of the expected results, including the potential for social and/or economic benefits of systems medicine. Define the contribution of the project to the advancement, implementation and consolidation of systems medicine. Describe the dissemination, publication, and exploitation.

Work plan (max. 40000 characters)

Provide a work plan description broken down into individual work packages and tasks including timelines. Provide a list of deliverables and milestones. Justify the chosen methodology and define the responsibilities. Inclusion of a PERT chart explaining the participant's role and contribution to each work package (including partners, external collaborators, Patient Organisations, Industry, etc.) and depicting the interactions among the work packages is recommended.

Gantt chart

Data management (max. 12000 characters)

It is compulsory to provide an appropriate and reliable Data Management Plan (DPM) addressing all aspects listed in Section "2.2 Data Management" of the Call Text.

Consortium and project management (max. 8000 characters)

Describe the overall collaborative structure of the consortium in terms of expertise and interdisciplinary approach. Explain the added value of the transnational collaboration. Describe the overall coordination of the project. Explain how information flow and communication will be organized within the project.

Budget justification

Provide concise justification for the personnel requested and for non-personnel costs (equipment, material, travel and other costs).

Ethical and legal aspects relevant to the project (max. 8000 characters)

Proposals need to be in compliance with the legal and ethical national/European Union/international standards. It will be necessary to include in the proposal a summary about which partner is responsible for which part of experiments, what the ethical issues are, what the supporting national documents are.

An ethical self-assessment form must be filled-in, according to the H2020 "Guidance How to complete your ethics self-assessment" (Version 5.2., 12 July 2016) and should be uploaded in the submission tool.