

Belmont Forum International Opportunities Fund Instructions for Proposals 2014

A copy of the Proposal must be submitted by the Leading Principal Investigator (PI) (or the Leading PI's Institute, where appropriate, in accordance with requirements in the National Annexes) through the electronic proposal system accessible at <https://www.bfgo.org/>, by 31 July 2014. Leading and Partner PIs of each consortium may also be contacted separately by their national Funding Agencies, as appropriate, for detailed guidance on how to submit one copy of the Proposal through their national systems.

Proposals are to be submitted through the electronic proposal system and Leading PIs are requested to write the proposals directly into the system. However, MS Word File Form could be used in the process of completing the proposal and used to share the proposal among your consortium members.

General guidance for all applicants:

- the proposal must be written in English
- the different sections of the application should not exceed the prescribed maximum number of characters. Characters (including spaces) beyond the limit will be removed
- non-text descriptions such as **graphic chart, diagrams, figures, etc., can be presented only in the two sections, 10 (Project description) and 11 (Management Plan)** and should be uploaded into the system in a PDF format; graphics up to half a page count as 200 characters per graphic, over a half page and up to a full page as 400 characters per graphic
- any documents other than those requested as part of the proposal **will not be forwarded** to External Reviewers or Panel members

1. Project title

Indicate the title of the Project.

2. Project Type and Theme(s)

Indicate the Project Type that you are applying to. Each application may only apply to a

single Project Type. An application may address one or more Themes.

3. Duration

Indicate the duration of the project and anticipated start date. The starting date of the project should be between 1 January 2015 and 1 July 2015. Type 1 and Type 2 projects should last up to 3 years and Type 3 projects should last up to 5 years.

4. Project reference

Leave Blank. (This is completed by the Call Program Office for administration purposes only).

5. Project summary (Maximum 2100 characters; including spaces; to be suitable for public release)

Provide a summary describing the proposed research program and expected impact in plain language suitable for general audience.

This summary will be published if the proposal is selected.

6. Key words

Give at least three and up to ten keywords that represent the scientific content of your proposal. These will be used to assist in identifying reviewers.

7. Summary of applicants

A brief summary of information on consortium members and their role in the consortium will automatically be generated in the online submission system from the information provided in section 8 (Principal Investigators).

8. Principal investigators

Provide detailed information on each Leading and Partner PI, including institution and contact details. Please check the relevant National Annex or with the relevant National Funding Agency for eligibility requirements and any limits on the number of official Partner PIs.

For each PI, provide a 1400 character summary of key achievements that are relevant to the research proposed. Up to 5 most recent relevant publications should also be included (with a character limit of 1250).

Details of personnel who are not listed as a Leading / Partner PI but will work on the project should be provided here (including what their role is in the consortium and what proportion of their time will be given over to this role). Such personnel might include those

to be sub-contracted or other individuals within the Leading / Partner PIs institution, department, etc. The Leading / Partner PI should check the policies and guidelines of the relevant National Funding Agency.

Each Leading and Partner PI should provide details of his / her funding plan under the headings in the table. **Funding information should be entered as “thousands of Euros” (K€, for example where K€ 25 would represent € 25,000).** Disbursements set against the different categories of expenditure in the funding plan should be provided according to the standard guidelines for each Leading and Partner PI’s relevant National Funding Agency.

It is anticipated that all partners involved in the project, should it be funded, will travel to one mid-term and one end-of-term Belmont Forum International Opportunities Fund Programme Meeting. A **provisional funding request¹ (of up to €2000 per partner per meeting, under ‘Travel Expenses’)** should be included in the funding plan and should be within the current financial limits of the funding plan since the Call will be supporting these activities within its current funding envelope.

These Programme Meetings are likely to be held alongside other major international conferences and the Call Programme Offices would welcome suggestions as to which international conferences might be the most appropriate (see Section 18). A decision on this will be made at the Funders Meeting.

Final details will be made available by the relevant Call Programme Office, should the proposal be funded. Subsequent to a proposal being awarded funding, individual National Funding Agencies may contact Leading and Partner PIs to confirm the exact amount available for ‘Travel Expenses’ to these Programme Meetings.

PIs ineligible to request funding from this Belmont Forum Call should indicate here (under ‘External funding / support’) the value of the funding (including in-kind contributions) that they are committing to the proposal.

Fully self-financed partners who bring their own secured budget are allowed from any country.

¹ For CSIRO PIs, whose other costs are provided for by in-kind contributions, CSIRO will cover travel costs to attend these two meetings.

Please note the following definitions:

Total requested funding: the funds requested from this Belmont Forum Call (i.e. what each Lead / Partner PI is requesting from their participating funding agency).

External funding / support: please indicate any funding / support you expect to be committed to the proposed project, which is not being requested from this Belmont Forum Call. This includes, for example other institutional or national funding, the value of contributions from partners who are ineligible to request funding from this Belmont Forum Call and are therefore providing their own funding/ in-kind contribution, etc.

9. Executive summary (Maximum 7000 characters; includes spaces)

Give an overarching summary of the goals of the research project, with particular reference to the scientific quality of the consortium and of the proposed research, and the innovativeness of the approach. Describe the added value to be expected from the international collaboration with reference to the specific trans-disciplinarity, competence and expertise of the team and the complementarities of the consortium. Explain how users have been engaged in the proposal and the potential impact of the research on society, policy, economy, etc.

10. Project description (Maximum 35000 characters; includes spaces)

Describe the research plan of your consortium, including the goals and objectives, in no more than 35000 characters. Graphics can be included in this section. Graphics up to half a page count as 200 characters per graphic, over a half page and up to a full page as 400 characters per graphic.

10.1 Background

Give the scientific basis for your proposal and describe the present state-of-the-art. Identify important gaps to be filled in the current knowledge. Include reference to the significance of preliminary studies, describing how the proposed project is embedded within the research currently funded in the consortium institutes and how it adds value to this broader program.

10.2 Research plan

Give an overall description and the general approach and methodology chosen to achieve the objectives. Highlight the particular advantages of the methodology chosen; quantify the expected project result(s).

Break down the research program into individual tasks, showing the interrelationship between the tasks. Explain why there is synergy between different tasks of the project

and how this is going to be exploited. Remember that proposals will ultimately be assessed by an interdisciplinary panel of reviewers so applications should be prepared in that context. External reviewers and panel members will have been chosen so that there is sufficient expertise to cover the breadth of the call topic, but not all panel members will have specific expertise relevant to all proposals. Applications should be prepared with these two audiences in mind.

Added-value – In instances where the proposed work builds on previous activities, describe how this collaborative proposal will complement or build on previous activities as well as the incremental value of the proposed work.

10.3 *Interdisciplinarity, transdisciplinarity and complementarity of the team (added value of the consortium)*

Describe clearly the contribution and role of each partner to your project. It is expected that unless the participation is at the level of sub-contracting for specific tasks, individual applicants will be true research partners in the consortia and will contribute significantly to the development of the research program. Evaluators will be asked to comment on and rate the value added by the involvement of all partners in order to assist the assessment of these projects. All projects must involve both a natural and social/economic science element.

Demonstrate how the project will increase synergy between teams across partner countries and how international collaboration adds a particular value.

11. Management Plan (Maximum 17500 characters; includes spaces)

Graphics can be included in this section. Graphics up to half a page count as 200 characters per graphic, over a half page and up to a full page as 400 characters per graphic.

Describe how the overall coordination, monitoring and control of the project will be implemented. Outline the management processes foreseen in the project (decision boards, coordination meetings, etc) and clearly indicate the distribution of tasks among the consortium members. It is recommended that milestones be presented in a detailed diagram (e.g. PERT or Gantt charts) providing the time schedule of the tasks and marking their interrelationships; add when decisions on further approaches will have to be made; indicate a critical path marking those events which directly influence the overall time schedule in case of delays. Explain how information flow and communication will be managed and enhanced within the project (e.g. collaboration and task meetings, exchange of scientists, dissemination of results and engagement with stakeholders).

Please include a brief mention of the mid-term and end-of-term meetings for this Belmont Forum International Opportunities Fund Programme and how your proposal will interact with these over-arching activities, particularly in terms of timing and individual milestones.

Risk management: Indicate where there are risks of not achieving the objectives and describe potential solutions, if appropriate.

NOTE for funded proposals: a Consortium Agreement (including Intellectual Property Rights) must be signed among the partners of a research consortium. The consortium agreement must be signed and submitted prior to the start of the project. The signatures must to be provided in accordance with each country's funding agency procedures.

It is the LPI's responsibility to ensure that this agreement clearly specifies:

- the distribution of the tasks, human and financial resources and deliverables
- the sharing of the intellectual property rights linked to findings obtained within the framework of the project
- the project start and end dates
- the conditions of publication / dissemination of the results; and
- the application and transfer of project findings

12. Impact, engagement and dissemination plan (17500 character limit; includes spaces)

Detail how users will be engaged in the project: *who* may benefit from or make use of the research, *how* they might benefit from and/or make use of the research, and *methods* for engaging with users and exchanging / disseminating data/knowledge/skills in the most effective and appropriate manner.

Describe how information generated in the course of the project will be captured, stored and managed. Also explain any plans for longer-term archiving and for the release of data to the wider scientific and user community. The application will be expected to demonstrate the necessary resourcing to achieve these aims.

Describe how the consortium will deal with the dissemination, publication, and, protection of results generated in the project. Notably: the access rights for academic and/or private research purposes to the research results, the delay before research results to be publicly available.

It is expected that arrangements will be made for timely release of information and resources from publicly funded research projects.

13. Funding plan

This is generated automatically from the funding information provided by each Lead / Partner PI in section 8 (Principal Investigators). Time dedicated to this project is to be reported as the number of months in a calendar year that will be dedicated to this project. For example, 1 day per week over a year would represent 52 days/365 days or approximately 1.7 months.

14. External Funding from other sources (including current and pending support)

In relation to Section 8 (External funding / support), please indicate if funding / support from these external sources (including in-kind contributions) will be used to augment resources provided through the award. Please also indicate any additional support that is currently being sought, where the funding decision on that support is independent of this Belmont Forum Call. Where funding from external sources is expected / being sought, the relationship between these various funds and the proposed project should be explained (e.g., what role do the funds play in achieving the goals and expected outcomes of the proposed project; what value will these funds add to the proposed project?).

Letters of Support should be included from these external sources of funding (including providers of in-kind contributions and partners who are ineligible for this Belmont Forum Call, but who are providing a contribution to this proposed project); they should be uploaded at the same time as the Proposal Form. Letters of Support do not need to be included where 'external funding' is coming from the Lead or Partner PI's own institution.

Letters of Support should be on headed paper and should provide information on the level of funds committed and how firm that commitment is. Where the contribution is in-kind, a monetary value of that contribution alongside details of what the contribution is should also be provided.

15. Funding justification

In this section, a summary of the total funding requested from this call together with that from external sources should be included. Applicants should provide clear evidence of how the funds requested will be used to fulfill the activities of each partner and a clear justification that the requested funds together with any funds / support provided by external sources, are sufficient to achieve the work proposed².

In addition to the summary, some funding agencies require a detailed budget specification according to national funding rules. For the appropriate forms and any other

² In relation to the 'Travel Expenses' requested to attend the mid-term and end-of-term Programme Meetings, reviewers and panel members will be advised of the necessarily provisional nature of these requests and to view them accordingly.

questions you should contact or refer to the website of your National Contact Point (see the national annexes at <https://bfgo.org/calls/index.jsp>).

16. Suggested reviewers

In addition to the reviewer names that you may already have provided, please suggest the names (and provide address, affiliation and e-mail) of at least 3 further reviewers who might be asked to evaluate your proposal. Please complete this section even if you have already provided reviewer suggestions to the Call Programme Office. Reviewers should be experts in the field, and should not have known conflicts of interest with any of the Principal Investigators (PIs) or Funding Agencies.

17. Potential reviewers to avoid for direct competition reasons or conflict of interest

List the names (and provide his/her country and affiliation) of potential reviewers who, you think, should not be asked to evaluate the project for reasons of direct competition and partiality. Also provide the names of significant collaborators that should not be used as reviewers due to conflicts of interest.

18. Suggested International Conferences

Please provide suggestions for major international conferences, alongside which it would be appropriate to hold mid-term and end-of-term Programme Meetings for this Belmont Forum Call.

19. References Cited

Please list the references that were cited in the proposal.

20. Supporting Letters

Please provide, if desired, letters of support from partners not listed in the proposal including stakeholder groups involved in the project. These should be uploaded as a single PDF file.

When preparing the Proposal it is useful to remember the Selection Criteria on which it will be evaluated – please see the Call for Proposals at <https://bfgo.org/calls/index.jsp> for details.

For questions, contact your National Call Contact Points, as indicated in the national annexes at <https://bfgo.org/calls/index.jsp>.