

Proposal Form Instructions 2023 Document 03B Belmont Forum / JPI Cultural Heritage / JPI Climate – CRA Climate and Cultural Heritage (CCH) 2023 7 April 2023

Collaborative Research Action (CRA) Climate & Cultural Heritage (CCH) 2023

Proposal Instructions

The Full Proposal must be submitted by the Lead Principal Investigator (referred to as Consortium Lead on BFgo – see below) through the online submission system BFgo, accessible through <https://www.bfgo.org>, by the application deadline. Lead Principal Investigators are asked to write directly into the system. The Proposal Form may be used to formulate your proposal and to share drafts among your Consortium Members, as it mirrors the required information in BFgo.

Please note the Call for Proposals use slightly different terminology than the BFgo Call system, Proposal Form and Proposal Form Instructions:

- Lead Principal Investigators must be registered, on the BFgo, as Consortium Lead;
- Principal Investigators must be registered, on the BFgo, as Partner Principal Investigators;
- Associate Principal Investigators must be registered, on the BFgo, as either:
 - In-Kind Collaborator if they receive in-kind support from CRA funding agencies, or
 - Fully Self-Financed Collaborator if they do not receive funds or in-kind support from CRA funding agencies;
- Societal Partners must be registered, on the BFgo, as Stakeholder.

NB Lead Principal Investigators and Principal Investigators must carefully read the Annex of the Funding Organization which they seek funding from and contact their representatives to ensure that they meet all eligibility requirements and, if required, to receive detailed guidance on how to submit a copy of the proposal through their supporting grant operations systems.

General guidance for all applicants:

- responses must be written in English.
- the different sections of the application should not exceed the prescribed maximum number of characters. **Characters beyond the limit will be removed.**
- non-text descriptions such as **graphic charts, diagrams or figures can be presented only in sections 16 (Project description) and 17 (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 the Panel of Experts.
- monetary figures must be provided in thousands of euros (€ / EUR).

1. Project title

Choose a project title which clearly reflects the research content of your proposal.

2. Project acronym

Choose a short acronym for your project, which can be used for communication purposes.

3. Themes

Projects should address one or more of the following themes:

- Theme 1: The Impact of Climate Change on Cultural Heritage;
- Theme 2: Cultural Heritage as a Resource for Climate Mitigation and Adaptation;
- Theme 3: Sustainable Solutions for Heritage.

4. Duration

Indicate the duration of the project and anticipated start date. The starting date of the project should be between 01 January 2024 and 30 June 2024. The project can last up to 3 years (36 months).

5. Project summary (max 2100 characters including spaces, suitable for public release)

Provide a summary describing the proposed research project and expected impact in language suitable for a general audience. Summaries will be published in case the proposal is selected.

6. Keywords

Give at least three and up to ten key words that represent the scientific content of your proposal.

7. Suggested reviewers

Suggest the names (and provide address, affiliation and e-mail) of at least 3 reviewers who you think might be asked to evaluate your proposal. Reviewers should be experts in the field, and not have known conflicts of interest with any of the Partner Principal Investigators or Funding Agencies.

8. Potential non-referees 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.

9. Suggested International Conferences

Please provide suggestions for major international conferences alongside which it would be appropriate to hold Programme Meetings for this CRA. Please note that kick-off, mid-term and end-term meetings typically take place at the Sustainability Research and Innovation Congress but that other events particularly relevant to the call themes will also be considered.

10. Summary of participating organizations

A brief summary of information on the participating organizations and their role in the consortium will automatically be generated in the online submission system from the information provided in sections 10.1 – 10.n (Participating Organizations).

In sections 10.1 – 10.n, please provide detailed information on each organization, including the organizations of the Consortium Lead, Partner Principal Investigators, In-Kind Collaborator, Fully Self-Financed Collaborators, and Stakeholders. Please provide the information on the host institution of the Consortium Lead in 10.1. Please provide the information on the organizations of the other Consortium members (Partner Principal Investigator/In-Kind Collaborators, Fully Self-

Financed Collaborators and Stakeholders) in 10.2 and 10.n. There should be at least four participating organizations, including three research partners (Consortium Lead/Partner Principal Investigator) requesting funding and one stakeholder (Stakeholder).

11. Invitation to Personnel

To ensure that personnel listed in this application consent to the use of their personal information, you must invite them to join this application and submit their details through the BFgo.org system. Do this by having them visit the invitation link (generated in BFgo.org) or by sending them a BFgo.org generated email.

Please invite each person who has been involved / plans to be involved in this project for a minimum of two months that is not already part of the report, including inviting yourself as the consortium lead.

Note: you will be unable to set a person's organization and role until the person has consented to be included in the report in the BFgo.org system.

12. Summary of Consortium Members

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 12.1 – 12.n (Partner Principal Investigators).

Consortium Leads / Partner Principal Investigators / In-Kind Collaborator / Fully Self-Financed Collaborators / Stakeholders

Provide detailed information on the Consortium Lead and each Partner Principal Investigator, including organization (from section 10. Participating Organization). Please check with your relevant Funding Organizations' Annex for eligibility requirements.

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 Consortium Lead or Partner Principal Investigator, but will work on the project with them, should be provided (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 Consortium Lead's / Partner Principal Investigator's institution, department, etc. The Consortium Lead and Partner Principal Investigator should check the policies and guidelines of the relevant Funding Organization to ensure that the budgeted personnel costs are eligible.

In-Kind Collaborators, Fully Self-Financed Collaborators and Stakeholders who bring their own secured budget are allowed from any country. Their contact details and roles in the projects must also be described in the dedicated boxes. Please note however that certain Funding Organizations in this Call have adopted policies that may not allow funding for individuals if there is a person, public or private institution, company, or association from Russia or Belarus involved in the Consortium in any capacity (Consortium Lead, Partner Principal Investigator, In-Kind Collaborator, Fully Self-Financed Collaborator, Stakeholder). Consortia may be deemed ineligible for this reason.

13. Funding plan

The Consortium Lead and each Partner Principal Investigator 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 the Consortium Lead and each Partner Principal Investigator's relevant Funding Organization.

Partners involved in funded projects are expected to participate in coordinated activities throughout the lifespan of the project including Kick-Off, Mid-Term, and End-Term activities to be held at the Sustainability Research and Innovation Congress (SRI) or at any other relevant events as agreed with the Thematic Programme Office of this Call. **The expenses for these activities should be accounted for in the budget to allow participation from three Research Consortium members.** The TPO recommends that each Consortium Lead/Partner Principal Investigator budgets up to 3K€ per Consortium Lead/Partner Principal Investigator for each of the three annual valorization event and that In-Kind Collaborators, Fully Self-Financed Collaborators and Stakeholders also budget for such travel expenses. This request 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 Theme Programme Office would welcome suggestions as to which international conferences might be the most appropriate (see Section 8).

Details about the meeting location and dates will be communicated by the Thematic Programme Office, should the proposal be funded. Subsequent to a proposal being awarded funding, individual Funding Organizations may contact Consortium Lead/Partner Principal Investigator to confirm the exact amount available for 'Travel Expenses' to these Programme Meetings, and other organizational conditions for funding.

In-Kind Collaborators, Fully Self-Financed Collaborators and Stakeholders should indicate here (under 'External funding / support') the value of the funding (including in-kind contributions) that they are committing to the proposal.

Please note the following definitions:

Total requested funding: the funds requested from this Call (i.e. what each Consortium Lead / Partner Principal Investigator is requesting from their relevant Funding Organization).

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

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. Data Management Plan (maximum 7000 characters; including spaces)

All proposed projects will require a data management plan. Data management plan templates are available from the [Belmont Forum website](#). The plan should include information about types of data, information, models, software, workflows and code, or other digital products being generated by the project. It should outline the accessible archives or other open repository where these products and accompanying metadata will be housed.

Belmont Forum Open Data Principles are intended to improve and promote the dissemination of knowledge, the access to the data and their reuse thereby improving the efficiency of scientific discovery and maximizing the return on research funding. The funded CRA projects are expected to make their best efforts to ensure open access to data as soon as possible. Awarded projects will be checked for compliance to open data procedures at the kick-off and end-term valorization events using information provided to the BFgo reporting system.

Please note Funding Organizations may have specific Data Management and Open Access requirements, which funded projects must adhere to. These are typically described in Funding

Organizations' Annexes. Applicants are invited to consider those carefully and/or to contact Funding Organizations' representatives before submitting their application.

14.1 Expected Outputs

What types of datasets and other digital outputs of long-term value do you expect the project will produce or reuse?

"Long-term" means those data and digital outputs that will or may be of value to others within your research community and/or the wider research, innovation, and stakeholder communities.

14.2 Policy Conformance

How do you intend to ensure that the data and digital outputs from your project conform to the [Belmont Forum Open Data Policy and Principles](#), and the [FAIR principles](#).

14.3 Plan Personnel

Which member(s) of your team will be responsible for developing, implementing, overseeing, and updating the Data and Digital Outputs Management Plan?

14.4 Output Protection

How do you intend to manage the data and digital outputs during the project to ensure their long-term value is protected?

For example, where will the data be held during the project, who will have access, and will a specialized data manager be part of the project team?

14.5 Post-Project Data Management

How and by whom will the data and other digital outputs be managed after the project ends to ensure their long-term accessibility?

For example, will the outputs be published with a Persistent Unique and Resolvable Identifier (such as a Digital Object Identifier [DOI], Accession Number, Handle, etc.), and be placed in a recognized, trustworthy long-term domain or other repository or data center? When will this occur? (Further information about repositories include, but is not limited to, [re3data.org](#) registry of research data repositories, [CoreTrustSeal](#) list of certified data repositories, etc.).

14.6 Restrictions

What restrictions, if any, do you anticipate could be placed on how the data and digital outputs can be accessed, mined, or reused?

Belmont Forum policy is that the data should be as open as possible to commercial and non-commercial users, though with managed access where appropriate and necessary, for example, if there are sensitive data involving human subjects.

14.7 Preservation of Restrictions

How will you ensure that any data security, privacy, and intellectual property restrictions associated with datasets and digital outputs will be honored and preserved in derivative products?

14.8 Documentation and Metadata for Reuse

What supporting documentation and other information (e.g., metadata) do you plan to make publicly accessible to support the longer-term reuse of the data and digital outputs?

14.9 Long-Term Support Costs

How have you accounted for the costs required to manage the data and digital outputs to ensure long-term accessibility?

Details for the remaining sections need to be uploaded as separate PDF documents (one PDF per section)

Please carefully read the following sections, as well as the Evaluation Criteria described in the Call for proposals as these are the criteria that the Panel of Experts (PoE) will use to evaluate the proposals.

15. Executive summary (maximum 7000 characters; including spaces)

Provide an overarching summary of the goals of the research project, with particular reference to the scientific quality of the Research 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 transdisciplinarity, competence and expertise of the team and the complementarities of the consortium. Explain how users/societal actors, including the Stakeholder(s), have been engaged in the proposal and the potential impact of the research on society, policy, economy, etc.

16. Project description (maximum 35000 characters; including 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; graphics over a half page and up to a full page count as 400 characters.

16.1 Background

Describe 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 references to the significance of preliminary studies, describing how the proposed project is embedded within the research currently funded in the Partner Organizations and how it adds value to this Call. Please explain how your proposal addresses one or several of the chosen Call themes.

16.2 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 a transdisciplinary Panel of Experts, so proposals should be prepared in that context. PoE members will have been chosen so that there is sufficient expertise to cover the breadth of the call topic, but not all PoE 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.

16.3 Competence and expertise; complementarities of consortium; transdisciplinary approaches; global geographical diversity

Describe clearly the contribution and role of each Consortium Member to your project. It is expected that unless the participation is at the level of sub-contracting for specific tasks, all other partners in the consortia 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.

Demonstrate that the project adopts a transdisciplinary approach, as defined in this Call¹.

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

17. Management plan (maximum 17500 characters including spaces)

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

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 researchers, dissemination of results and engagement with stakeholders).

Please include a brief mention of the Kick-Off, Mid-Term and End-Term meetings for this Call and how your proposal will interact with these overarching 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.

Ethical issues – indicate where ethical issues might arise and how they would be addressed.

NB for funded proposals: this Call strongly encourages that a Consortium Agreement (including Intellectual Property Rights) be signed between the partners of a research consortium. It is the Consortium Lead'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.

18. Impact, engagement, and dissemination plan (max 17500 characters including 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 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.

¹ In the context of this call, is research involving researchers from more than one of the following research fields: social sciences, humanities, natural sciences (including physical and biological sciences), technology, including all sub-disciplines therein and which also includes at least one societal partner (i.e. policy-makers, citizens, industry, civil society organizations etc.). Transdisciplinary projects should use participatory, co-design, co-development and co-implementation approaches.

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

In relation to Section 13 (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 requested funding. Please also indicate any additional support that is currently being sought, where the funding decision is independent of this 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?).

Please note that In-Kind Collaborators, Fully Self-Financed Collaborators, and Stakeholders must provide supporting letters. These should be uploaded at the same time as the Proposal Form (see section 22). Supporting letters do not need to be included where 'external funding' is coming from the Lead or Partner Principal Investigator's own institution.

20. Budget 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 their funding rules. For the appropriate forms and any other questions, please contact or refer to the website of your Organizational Contact Point (see the organizational annexes at <https://www.belmontforum.org/cras>).

21. References cited

Please list the references that were cited in the proposal

22. Supporting Letters

Please provide supporting letters for In-Kind Collaborators, Fully Self-Financed Collaborators and Stakeholders and, if desired, supporting letters from any other organizations not listed in the proposal but involved in the project. These should be uploaded as a single PDF file.

23. Funding Annexes

Include any Funding Annex that some Funding Organizations might require in addition to the Budget already provided at section 13.

When preparing the Proposal it is useful to remember the Selection Evaluation Criteria on which it will be evaluated – please see the Call for Proposals at <https://www.belmontforum.org/cras> for details.

For questions, contact the Thematic Programme Office at cultural-heritage-climate-2023@anr.fr and cch@nwo.nl and/or Funding Organizations' contact point, as indicated in the organizational annexes at <https://www.belmontforum.org/cras>.

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