**Project coordinator guidelines**

**for a project funded through a non-competitive funding mechanism**

**Subject: Initiation of Euphresco project entitled:**

***[Add title]***

**To: Project coordinator:** [Add name]

**From: Euphresco network coordinator: Baldissera Giovani**

**CC: Euphresco topic coordinator:** [Add name]

**Date:** (Add date)

Dear [add name] (Project Coordinator),

We are happy to inform you that a new round of non-competitive projects is being initiated via Euphresco. The topic description developed within the Euphresco funding consortium is provided in annex 1. In annex 2, you will find who is participating in your topic.

Euphresco now formally initiates this project and invites you and your consortium to produce a written work plan, which should be provided to the Euphresco coordinator when finalised. This note provides some guidelines about your role as project coordinator and about the preparation of the research project proposal.

# The role of the research consortium coordinator

Each research consortium will need a research consortium coordinator, who will have the following roles (over and above those of other participants):

* be the single point of contact between the Euphresco network coordinator and the researchers involved in the project, from submission of the application onwards;
* submit the research proposal on behalf of the research consortium;
* compile and submit reports to the Euphresco coordinator on behalf (and with the support) of the research consortium (see section ‘reporting requirements’);
* sustain efficient dissemination of project’s activities and results (see section ‘dissemination requirements’)

The research consortium coordinator will NOT be responsible for the financial management of Euphresco research funding, which will be handled directly between national researchers and their national research funders in each participating country.

The research consortium coordinator shall inform the Euphresco coordinator of any event that might affect the implementation of the project.

**PROPOSAL REQUIREMENTS**

* The research project coordinator should contact all participants in the project (see Annex 2).
* The project coordinator should write a research proposal in collaboration with the other research partners, based on the template provided in annex 4. This document needs to be agreed on by all partners of the research consortium.

**CONSORTIUM ENLARGEMENT**

* The research consortium investigates, as appropriate, if non-Euphresco, non-EPPO countries are interested in participating and could usefully be included.
* Although encouraged, it should be noted that engagement with additional participants is purely at the discretion of the project coordinator/research consortium; such additional partners also participate entirely at their own cost (unless there is specific subcontracting agreed by the appropriate national Euphresco funder/s).
* The Euphresco coordinator is in front line for the development of collaborations with non-Euphresco organisations in the framework of Euphresco research projects.

**REPORTING REQUIREMENTS**

* Reports are coordinated by the project coordinator and the Euphresco coordinator, who, in turn, liaises with all Euphresco members.
* Interim Report: [enter either: “No formal interim report is required” Or enter “An interim report is required [add frequency and timing of interim reports]”].
* A final report (using the template provided by the Euphresco coordinator) at the end of the project (and no later than 6 months after the end of the project) should be delivered electronically to the Euphresco coordinator (acting on behalf of the funding consortium).

**DISSEMINATION REQUIREMENTS**

* Public access to project results should be given a high priority by the research consortium and they will be expected to proactively promote the knowledge and results arising from the work undertaken. A high priority for dissemination of results (in an appropriate format) to policy makers at the European level is also expected.
* A fiche with information about the project will be produced at the beginning of the project by Euphresco network coordinator with information provided by the consortium.
* Executive summaries (to be provided in the common report form) suitable for web publication will be required as a minimum for dissemination via the Euphresco website within 2-6 months of the end date of the project. Two months is the required timing for dissemination of results from proficiency tests or for projects of short duration (one year or less).
* Research consortia should consider any early release of information on results addressing solutions to emergency problems.
* The full scientific and technical report will be made available publicly on the Euphresco website unless specified otherwise by the research project coordinator and the research consortium. In case of publication or IP issues the publication (and dissemination outside Euphresco network) of the final report could be delayed up to 12 months. If an embargo of the publication will be requested, the report will only be distributed to the Euphresco funders during the embargo period. If the full report is of high policy relevance, it is expected that it will be provided by Euphresco to the Standing Committee on Plant Health. It is also expected that results will be made available on request (in advance of publication of the final report) to pest risk analysts where data supports EPPO or EFSA pest risk analyses.
* The research consortium partners shall acknowledge Euphresco and the individual national funding organisations in any documents that are produced (in written, oral or electronic form) within the research project.
* Euphresco fully supports open access and open data policy, and researchers involved in Euphresco funded projects are invited to consider these options to ensure an easy access to publications, projects results and raw data.

If you have any queries, please contact the Euphresco coordinator: [bgiovani@euphresco.net](mailto:bgiovani@euphresco.net) **Annex 1: Topic description**

**[Add topic description]**

**Annex 2: Project information and participants**

**Nominated researchers**

[Add research providers as provided by the funders]

|  |  |  |
| --- | --- | --- |
| **Partner** | **Contact person** | **Email** |
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***Duration of the project***:

[Add approximate length in months]

[Add the earliest start date]

[Add the formal fixed end date].

**Annex 3: IPR statement (excerpt from the ‘Contract Conditions’ document)**

Results and new Intellectual Property Rights (IPR) resulting from projects funded through Euphresco will be owned by the researchers’ organisations (provided the national rules on IPR).

Where several participants have jointly carried out work generating new Intellectual Property Rights, they shall agree amongst themselves the allocation of ownership of IPR, taking into account their contributions to the creation of those IPR as well as the [Framework on State Aid](http://ec.europa.eu/competition/consultations/2013_state_aid_rdi/cisneros_mario_en.pdf).

The results of the research project and IPR created should be actively exploited and made available for use, whether for commercial gain or not, in order for public benefit to be obtained from the knowledge created. Researchers will be expected to make available either free of charge or for fair and reasonable royalties the IPR created in the projects.

All Euphresco network members shall have the right to use documents, information and results submitted by the research partners and/or to use the information and results for their own purposes, provided that the owner’s rights are kept and taking care to specify their provenance.

**Annex 4: Proposal template**

**Euphresco call**

**PROPOSAL TEMPLATE: *Full Proposal***

|  |
| --- |
| Project full title (acronym in brackets) |
|  |

**This application is submitted under the topic area** *(please tick one)***:**

*Topic title 1*

*Topic title 2*

*Topic title 3*

*Topic title 4*

*Topic title 5*

*Topic title 6*

*Topic title 7*

*Topic title 8*

*Topic title 9*

# Administrative Details

*Names and contact information of all participating institutes should be provided, including those from outside of the Euphresco network.*

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant / Coordinator – Partner 1 | | | |
| **Organisation** |  | | |
| **Name of contact** (incl. Title) |  | **Gender**: |  |
| **Postal address** |  | | |
| **E-mail** |  | | |
| **Phone** |  | | |

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| Applicant – Partner 2 | | | |
| **Organisation** |  | | |
| **Name of contact** (incl. Title) |  | **Gender**: |  |
| **Postal address** |  | | |
| **E-mail** |  | | |
| **Phone** |  | | |

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| Applicant – Partner 3 | | | |
| **Organisation** |  | | |
| **Name of contact** (incl. Title) |  | **Gender**: |  |
| **Postal address** |  | | |
| **E-mail** |  | | |
| **Phone** |  | | |

*Please make as many copies of this table as necessary.*

# Short project description

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| --- | --- |
| Project summary, including aims and objectives*Please describe briefly the overall goal of the project, its objectives, the work plan, and the expected results. Describe how your proposal and consortium will meet the specifications of the topic (max. 2 pages).**[Goals are broad, general, and intangible. Example: The goal of PROJECT is to support the work of officials in the detection of Xylella fastidiosa. Objectives are narrow, specific, tangible and measurable. Example: The objectives of PROJECT are: to map the population of Drosophila suzukii; to improve and adapt existing pheromone traps; to develop decision support systems (DSS); etc.]* | |
|  | |
| **Project duration:** | DD/MM/YY – DD/MM/YY |

# Detailed project description

**Overview of Work-packages**

*There should be at least one work package for management of the project. The total number of work-packages should be appropriate for the project size.*

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| --- | --- |
| Work-packages (WP) | |
| **No. of WP** | **Title** |
| 1 | Project management and co-ordination |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| N |  |

|  |
| --- |
| Work Package Description *Describe each work-package in terms of the headings given below. Copy this part of the form as necessary for each work-package. Within each WP description it should be clear:*   * + *what will be the contribution of each partner*   + *what will be tested, including as appropriate: materials, methods and protocols, quality criteria and statistical procedures*   + *when the activity will be performed*   *If involving proficiency tests or tests performance studies the proposal should contain:*   * + *Budget estimates for production, purchase, postage, and handling of any testing materials and agreement between partners about how this will be financed*   + *Information on who provides any biological material to be tested*  *A work-package describing the management and coordination of the project consortium is mandatory.* |
| Work-package No. & Title   * Work-package objectives * Tasks   *For each task, please provide information on: participants, activities carried on (and by whom), timing, deliverables and milestones.* |
| Project deliverables *Indicate the main deliverables (i.e. results) that will be produced during the project. The number of deliverable should be proportioned to the size of the project. Deliverables as separate documents from the final report are not requested for the evaluation of the project, but the research consortia will be required to indicate in the final report if the expected deliverables have been produced during the projects (i.e. if the expected results have been obtained).*  *Ex: Deliverable D2.1-real-time PCR primers design and evaluation; Pathogenicity and virulence of* Xylella fastidiosa *strains on susceptible hosts; Model for spatio-temporal distribution of tropical* Meloidogyne *species; etc.* |
|  |

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| --- |
| Dissemination and Exploitation *Describe in detail the dissemination and exploitation plan of the project results. Think about communication goals, stakeholders, target groups and communication activities.*  *Please indicate how you will deal with IPR, and confirm you can conform to the Euphresco IPR statement (annex 3).* |
|  |

Research consortium members have read and will conform to the Euphresco IPR statement.

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| Risk Identifier (optional) *Please identify possible risks that might prevent or delay achievement of the project objectives and outline how you will deal with these risks.*  *Ex: Fail to design primers that enable identification at species level; epidemiological data not available; project coordinator or WP leaders unable to ensure their role; over-spending, etc.* |
|  |

# Resources

*This section requires applicants to enter figures for specific costs. The eligibility of costs will be determined by the national funders, and this will be different in each country. Applicants should obtain information on eligibility of costs and the handling of VAT in each country, before attempting to complete the application.*

*Applicants are advised to build up the project budget on a heading by heading basis, giving clear thought to the amounts required for delivery of the project under each budget heading. Once the project has commenced, shifts of budget between headings should only be made with good reason and after confirmation from each relevant funder. All applicants should complete the tables in Euros. However, where national currencies are not the Euro, national contracts will be offered and awarded on the basis of the local national currency.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Summary of Budget Requested (Euros) | | | | | |
|  | **Organisation 1** | **Organisation 2** | **Organisation 3** | **Organisation 4** | **Organisation 5** |
| Staff Costs |  |  |  |  |  |
| Staff PM (optional) |  |  |  |  |  |
| Cost per PM (optional) |  |  |  |  |  |
| Travel & subsistence |  |  |  |  |  |
| Consumables |  |  |  |  |  |
| Other costs |  |  |  |  |  |
| Overheads |  |  |  |  |  |
| Total costs |  |  |  |  |  |
| Own funding contribution[[1]](#footnote-1) |  |  |  |  |  |
| National[[2]](#footnote-2) funding requested |  |  |  |  |  |
| Total funding requested |  | | | | |

***(Use as many columns as necessary)***

# Coordinator’s declaration

I declare that I have read the terms and conditions relating to applications for funding from each of the funding bodies and that the information given in this application is complete and correct.

The proposed work raises no sensitive ethical consideration relating to human beings, human biological samples, personal data (whether identified by name or not), genetic information, or animals. Any work on quarantine plant pests will be done under an appropriate national licence.

I consent to the information collected on this form being collected and stored electronically and used to process my application for a research contract with the funder. I consent to the information being sent to any of the Euphresco research funders, or to third parties for the purposes of assessing and reviewing the application. I acknowledge that:

a. Euphresco research funders may be required to release information including personal data and commercial information;

b. Euphresco research funders will not permit unwarranted breach of confidentiality or act in contravention of applicable data protection laws.

The contents of the electronic (.pdf) copy of this application is identical to the paper copy.

I have been authorised by all the participants in this proposal to submit this application on their behalf.

**To be signed by a duly authorised signatory of the coordinator’s organisation**

**Name:**

**Date:**

**Signature:**

1. If applicable [↑](#footnote-ref-1)
2. Check the maximum national funding allocated to the project (see Annex 1 ‘Topic description’) [↑](#footnote-ref-2)