

GENDER-NET Plus Joint Call on Gender and UN Sustainable Development Goals Full Proposal Guide

In addition to this Guide, applicants should also consult the following documents which are available on the [GENDER-NET Plus website](#):

[General Eligibility Requirements](#)

[Evaluation criteria and Timeline for the call](#)

[Funding Organisation Rules](#)

[Announcement of Opportunity – Topics](#)

[Funding Organisation Contact Points](#)

Full Proposals must be submitted by Project Coordinators via the online submission system EPSS (hosted by ETAg) before the deadline of **Monday, 23 July 2018, 17:00 (Central European Time – CET)**. The EPSS will open in early July and the coordinators will receive an invitation email notifying them when the system has opened. Project Coordinators must submit the Full Proposal on behalf of all partners of the Collaborative Research Project (CRP).

In addition to the proposal submitted via EPSS, applicants (both coordinators and PIs) from several countries are required to submit parallel proposals to their funding organisations. **All PIs must contact their [Funding Organisation Contact Points](#) to confirm if such a parallel submission is required well before the submission deadline.** Note that this requirement may only apply for the full proposal stage, i.e. while no parallel submission was required at the pre-proposal stage, applicants should check if such a requirement may be in place at Full Proposal stage.

In developing the Full Proposals, applicants must follow the guidelines and the application structure as explained below, build on their Pre-Proposal, and continue to ensure a strong fit to the topics outlined in the [Announcement of Opportunity – Topics](#) document.

Applications submitted to the Full Proposal phase should be consistent with the initial Pre-Proposals. However, we recognise that Pre-Proposals may evolve and changes may be required in case of *force*

majeure or to address feedback from the Pre-Proposal phase. **If major changes, such as a new PI, or a substantial realignment of the project focus are considered necessary, applicants should first contact both their National Contact Point(s) and the GENDER-NET Plus Call Secretariat (at gendernet@research.ie) for advice as to whether such amendments are acceptable.**

Should you wish to change project details on the EPSS, such as the project title or acronym, please notify the Call Secretariat at gendernet@research.ie and all relevant Funding Organisations.

Format of the Full Proposal: online application process and proposal structure

Proposals must comply with the Full Proposal template provided and follow the structure as specified. All sections must be completed. The document must be written in English and all pages must be numbered. Calibri font 11pts, single-spaced, margins min. 2 cm. Late or incomplete proposals, and those exceeding the length limitations, will not be evaluated.

Detailed Project Description

The main elaboration in the full proposal stage concerns the “**Detailed Project Description**” to be uploaded in the EPSS.* Applicants should address all sections (1-7) in their entirety including those outlined below.

Sections 1-4: These refer to key project details including project acronym, title, abstract and name of project coordinator, as entered in the EPSS.

Section 5: Scientific Description of the project

This section should be no more than 15 pages in length. In addition, each section has a maximum page limit. All page numbers are inclusive of text, tables (excluding the budget table), references, diagrams and pictures.

The research proposal must provide a detailed description of the scientific and technical aspects of the proposal, demonstrating the originality and novelty of the research, the proposed research methodology and its potential impact. Particular attention must be given to how the research

* EPSS will open in early July. The project coordinators will be notified accordingly.

integrates a gender dimension in the research content of the proposed project. The description includes:

Part A - Description of the Collaborative Research Project (CRP): Detailing how the project proposes to address the call topics; research background and progress beyond state of the art (why the proposed research is important for the particular topic(s), new perspectives); clearly specified objectives of the proposal; and the proposed research design and methodology. *(max. 6 pages)*

Part B - Knowledge Exchange and potential Impact: Expected relevance of the research outcomes and their potential value inside and/or outside of academia; measures to maximise knowledge transfer and for the dissemination and/or exploitation of results. *(max. 3 pages)*

Part C - Quality and efficiency of the implementation: Management structure and procedures including how the consortium will ensure active collaboration across all partners throughout the project; structure of the consortium as a whole (including complementarity, balance, level of integration and collaboration); relevant experience and expertise of the individual participants; allocation and justification of the resources to be committed. *(max. 2 pages)*

Within the Scientific Description, proposals must also address the following aspects in detail:

Part D - Added value of the international cooperation (max. 1 page)

Part E - Gender equality and sex and gender analysis in the research content (max. 1 page) - Applicants must consult the [H2020 Online Manual for Gender](#) to complete this section.

Part F - Statement on ethical issues (max. 1 page). Applicants must consult the [H2020 ethics self-assessment guide](#) to complete this section

Part G - Data management and open access plan (max. 1 page). Applicants must consult the [H2020 Online Manual for Open Access](#) and the [Further Requirements](#) document on the Gender-Net Plus website. Furthermore, applicants should be cognisant of the General Data Protection Regulations (GDPR) and any other national guidelines that may be applicable in the relevant jurisdiction.

Section 6: Overview Budget

Full proposals must complete the budget overview. **The overall requested budgets may not be changed** between Pre- and Full Proposal stages, except if explicitly requested by the Call Secretariat and/or a Funding Organisation.

Those PIs who did not comment on their budgets in the Pre-Proposal stage will be asked to comment on each budget line in the text box beneath the budget table in the EPSS. **Including an explanation about each budget line is mandatory in the Full Proposal stage.** All costs must be eligible according to your [Funding Organisation rules](#). As the European Commission is funding this call through the Horizon 2020 Programme, other EU funding applied for or awarded to the project must be declared. In general, other EU funding cannot be used alongside GENDER-NET Plus grant towards the same eligible costs.

Section 7: Project partners, description of partner teams and Associate Partners: including a short (max. 1 page) description of each partner team, highlighting the project management and gender expertise within the team.

Annexes to the Proposal

In addition to uploading the Full Proposal template, Project Coordinators must upload the following additional documents directly to the EPSS:

Annex 1

An academic CV for each Principal Investigator (PI), included in one document and uploaded to the EPSS - A short CV in English of each of the PIs (max. 1 page per CV) starting with the Project Coordinator. CVs must include the following:

- PI main domain of research.
- Up to 5 of the most relevant publications.
- A link to the personal webpage.
- ORCID ID or other link to research work and publications and/or grants.

CVs of main or senior researchers and/or Associate Partners involved in the project can also be included in this PDF.

Annex 2

The contents of Annex 2 of the proposal must be scanned copies of the original, signed and stamped statements of host institutions and Associate Partner(s). These PDF scans must be included in one document and uploaded to the EPSS. Unsigned documents will be discarded. This document must include:

1. A Letter of Endorsement from the host institution of each of the PIs (including the Project Coordinator). This letter must be sent to the Project Coordinator for uploading (an electronic copy of a signed and stamped statement in English, max. 1 page), and it must contain the following information:
 - Title and acronym of the proposed project.
 - Full name of the PI from the host institution concerned.
 - Confirmation of the employment/contract status of the PI: the title of the PI's position as well as the start and end dates of the contract.
 - Confirmation that the institution will employ the PI during the proposed project, should the project receive funding.
 - Confirmation that the institution designated by the PI shall be the institution where the proposed research is conducted.
 - Confirmation of approval of the requested budget of the activities of the PI and her/his team concerned or other requirements.
 - Confirmation of any additional (in-kind) contribution to the proposed project's budget provided by the host institution, if applicable.
 - Signatures and full names of the PI and the competent authority of the host institution; date and place.

2. Project Coordinators should also upload an electronic copy of the signed and stamped letter of commitment on the part of the Associate Partners where relevant. For **Associated Partners** the information to be provided is the same as in the Pre-Proposal stage (an electronic copy of a signed and stamped statement in English, max. 1 page). The letter should specify the APs contribution to the proposed project.

Important notes

Altogether, three PDF documents should be uploaded in the EPSS:

- The Detailed Project Description that conforms to the full-proposal template.
- CVs of the Project Coordinators and all PIs.
- Letters of Endorsement from host HEIs and Letters of Commitment from APs, as specified above.

Check-list for all PIs (including the Coordinator)

- All PIs have contacted their respective Funding Organisations to check if there are any parallel submission requirements and have submitted this information via the required channels, and by the respective deadlines.
- All sections of the full-proposal template have been completed according to the relevant page count and format instructions.
- The budget table within the EPSS has been checked for eligibility. Comments are provided in the text box beneath the project table for each budget row.
- All team members are eligible for the funding organisation.
- All PIs have obtained a letter of support from their respective host institutions, and have submitted them to the coordinator of the proposed project for inclusion on the EPSS.
- All PIs have updated their CVs and have sent them to the coordinator of the proposed project for inclusion on the EPSS.
- The coordinator has confirmed that the planned activities are not financed from any other domestic or foreign source.
- The necessary permits and approvals will be in place by the start of the relevant research activities e.g. regarding ethical review.

Check-list for the Coordinator of the proposed project

- All sections in the Detailed Project Description template, and all required boxes in the EPSS, are filled in.
- No substantial changes such as changes to proposed PIs, budget adjustments (other than those requested by the Call Secretariat or the Funding Organisation), or a substantial realignment of the project focus, have been made in the proposal since the pre-proposal stage, without explicit agreement by the respective Funding Organisation(s) and the Call Secretariat.
- Three required PDF documents are uploaded in the EPSS: (a) the “Detailed Project Description”, (b) CVs of the coordinator and all PIs, (c) required letters of endorsement/commitment letters.

- All PIs, their team members and budgets are eligible according to their Funding Organisations' requirements.
- All PIs whose Funding Organisations request separate submissions have submitted the requested information via required channels, and by the respective deadlines.

For further general questions regarding the call details, please contact the relevant [Funding Organisation Contact Points](#) or the Call Secretariat: gendernet@research.ie

For any technical issues, please contact the EPSS helpdesk: Taavi Tiirik, epss.gender@g.etag.ee