GENDER·NET Plus
Promoting gender equality in H2020 and the ERA

Frequently Asked Questions (FAQs)

Deadline for submission of Full Proposals: Monday, 23 July 2018, 17:00 (Central European Time – CET).

Please note that this document will be updated regularly. If your question is not answered here, please contact the GENDER-NET Plus Call Secretariat gendernet@research.ie. For questions about national issues, please contact the national contact persons listed in the Funding Organisation Rules.

Questions and answers that have been added to this document since the last version was published are in red font.

Which countries require parallel submissions?

Parallel submissions are required of applicants (including project partners, i.e. not only project coordinators) who are based in the following countries: Austria, Canada, Belgium, Cyprus, France, Ireland, Sweden.

Scientific description of the project

Can all non-academic, external partners and collaborators (organizations, groups, businesses) act as Associate Partners?

As per the general eligibility document on the GENDER-NET Plus website: "An Associate Partner (AP) is a partner that will participate in the research but will not be funded by the GENDER-NET Plus. The AP is not considered in the minimum number of three (3) partners mentioned above. The AP should demonstrate or provide a formal declaration to have secured its own funding for participation in the CRP. For each AP a letter of commitment must be submitted which specifies the contribution of the partner to the CRP. The contribution of these partners to the CRP's knowledge exchange potential should be well integrated in the work plan. CVs of Associate Partners can be, but need not be, included in the proposal."

What is meant by "Main or Senior Partners" (referenced on page 4 of the guidelines)?

The CVs of the Coordinator and all PIs for the CRP (Collaborative Research Project) must be included. It is also possible to include the CVs of key researchers from each team (the main or senior researchers) but this is at the discretion of the project partners.

Are "Team Members" (referenced in section 7 on page 3) all of the other co-applicants?

This refers to the team members of each partner team (i.e. each team lead by a PI) who are involved in the CRP (Collaborative Research Project).

I wonder whether in Section 5 (i.e. Scientific description of the project), the work-plan, work packages and deliverables should be described in part A (e.g. in "proposed research design and methodology"), or in part C (e.g. in "allocation and justification of the resources to be committed").

As long as the relevant topics of parts A, B, and C are covered and justified, it is at the applicant's discretion whether the work-plan and related issues should be described in part A or C.

We have consulted the H2020 ethics self-assessment guide, and we would like to know which documents we should use as a guide. Is there a one-page template we should follow?

The H2020 ethics self-assessment guide is meant to provide applicants with the list of all the potential ethical issues they may encounter while carrying out their research. If any of those issues bear on your proposal, please state for each of them how you intend to tackle them. If none of those issues applies, you need to state that this is the case. Given that only a statement is needed, we do not provide a template.

What kind of contribution is meant in this sentence: "Confirmation of any additional (in-kind) contribution to the proposed project's budget provided by the host institution, if applicable". If there is no contribution in kind specified in the budget, can we leave this sentence out?

If there is no in-kind contribution by the host institution, you may leave this sentence out of the letter.

I see from the guidelines that the overall budget should not change between pre-and full proposal stage, but I guess if there are changes within budget lines, we should make this clear?

While the overall *requested* budget may not exceed the budget requested in the pre-proposal, adjustments in the budget lines are allowed as long as applicants consult with their Funding Organisation Contact Point in advance.

In the Full Proposal Guide it is stated: "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". Did I understand correctly that the requested comment on each budget line should be provided only in the EPSS while this should not be provided in the Full-proposal section 6 (Requested budget overview - totals only)?

Yes, the requested comments on the budget must be provided only on the EPSS.

We have question about self-financing and the budget. It says in the guidelines that we cannot change the budget. But can we add self-financing that was not included in the pre-proposal budget?

The requirement that there should be no changes in budget only concerns the *requested budget*, that is the budget requested by the Funding Organisations. Applicants are welcome to increase their in-kind participation any time.

Does the workshop budget to Madrid needs to be included in Year 1 or 2 of the project?

Year 2.

May we include about half a page of photos?

You can certainly include photos in your scientific description of the proposal. However, we wish to remind you that each section has a maximum page limit, and all page numbers are inclusive of text, diagrams, and/or pictures.

Is it possible to change the title between the pre-proposal and the full-proposal stage?

Yes, you can email epss.gender@g.etag.ee to make sure that the title is updated on the system as well.

Annexes

In the detailed project description it is said that we need to submit "letters of endorsement from our host institutions". However, there is no template available. Where can we find it?

We do not provide a template for Endorsement Letters but there is information on page 5 of the guidelines on the contents of these letters.

Is it necessary to get a letter from each external partner in each country?

As stated in the guidelines: "For each AP a letter of commitment must be submitted which specifies the contribution of the partner to the CRP".

Should Endorsement Letters be provided also by Associate Partners?

While Endorsement Letters are required for the host institutions of the PIs from the CRP, all Associate Partners should provide Commitment Letters.

Are the Letters of Commitment provided in the pre-proposal stage still valid or should they be updated?

Yes, the letters from stage 1 could feasibly be used again assuming that they are still appropriate and there are no significant changes in the content of the proposal and/or in the tasks of the AP. The letters must be uploaded again, however.

In the Guidelines you include in Annex 2 letters of host institutions and Associate Partners. In our proposal, we will include stakeholders (NGOs) in the project, and stakeholders will participate in a workshop. My question is if we should we include letters from stakeholders in annex 2?

Commitment Letters from stakeholders are welcome, though not mandatory. As long as stakeholders contribute to the dissemination or to other related project activities/events without actually contributing to the research, commitment letters are not required. However, should their involvement be more significant (e.g. related to the actual development of the research), such letters would be mandatory, as stakeholders would be considered partners of the research team, without whom the research plan could not be completed. We appreciate that there might be different forms of involvement of stakeholders between these two extremes. Commitment Letters are always welcome as long as they are intended to strengthen the research proposal.

We have received a letter with all the information that is needed. The PI is a Professor which means she has no end date on her contract. Is it okay that the endorsement letter is without an end date of the contract? The letter also states that the PI will be employed during the whole project period.

It is sufficient if the letter states that the PI will be employed during the whole project period. Also, if the letter specifies that the PI has a permanent contract or tenure, it will be clear why there is no end date.

We have several research institutions (or sub-contracts) involved in some of our teams. Does this mean that we have to include letters of endorsement from all not just the PI's institution?

Applicants need to include Endorsement Letters from all the Pis of the research institutions involved, after consulting with their FO to make sure that these are eligible institutions and that subcontracting is allowed.

Concerning the Letter of Endorsement from the host institution, by reading the Full Proposal Guide (page 5 point 1), it is not clear whether these letters should be provided in the form of declaration/s of the competent authority of the host institution without the need to indicate a specific addressee of this letter; or whether they should include an addressee (and in this case, who?).

Please, notice that Endorsement Letters should include all the items detailed on page 5 of the Full Proposal Guide. Letters can be addressed directly to the GENDER-NET Plus Joint Call Secretariat, or be headed by a general "To whom it may concern".

Concerning the full proposal Guide, page 6, "check-list for all PIs (including the coordinator)", last bullet point: "The necessary permits and approvals will be in place by the start of the relevant research activities e.g. regarding ethical review". Since to obtain these permits and approvals takes a lot of time, should we start to ask for these permissions right now, or are we allowed to start asking for these permissions once (and whether) the proposal will be funded?

As stated in the guidelines, the necessary permits and approvals will be in place by the start of the relevant research activities. As the latest start of funded project is expected in March 2019,

applicants can ask for those approvals after the notification of the funders' final decision in autumn. However, applicants may consider preliminary enquiries with their respective committees.

Do we need to have the font size at 11 in the CVs or can it be 10? And does it need to be Calibri?

Yes, CVs should comply with the overall format of the full proposal.