



EC Sixth Framework ERA-NET Project

## EUPHRESCO

(**EU**ropean **PH**ytosanitary **RE**Search **CO**ordination)

### **Operational Handbook**

*(EUPHRESCO tool book)*

**Instruments, processes and mechanisms  
for transnational joint activities**

**EUPHRESCO Deliverable 4.2**

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## **A Introduction**

### **A.1 Background**

Over the last century, the rate of introduction and establishment of new, economically or environmentally damaging plant pests and diseases has constantly increased mainly as a result of the expansion in global trade of plant material. Policy designed to protect Europe's agriculture and environment from these pest threats is determined at the EU level. However, the research that underpins policy is undertaken primarily at the national level and there is little coordination of these programmes.

The present ERANET project EUPHRESCO taking from 2006 to 2010 and funded by the European Commission under the 6th Framework Programme, addresses these issues through improving and increasing coordination and collaboration between national research programmes, through networking of research activities and mutual opening of national programmes, thus ensuring effective support for EU policy and its implementation. The project is a partnership of 24 leading organisations involved in funding phytosanitary (regulated plant health) research in 17 European countries.

As one of 5 work packages of EUPHRESCO WP 4 was installed to trial (pilot), evaluate and refine the instruments needed for trans-national collaboration and trans-national funding of research in order to establish common, proven instruments and mechanisms for the use beyond the end of the ERA-NET.

### **A.2 Aim and addressees of Handbook**

This operational handbook is intended for use by funding bodies and managing organisations involved in phytosanitary research and research providers in future phytosanitary research activities comparable to the EUPHRESCO network.

It provides options and recommendations for research project call processes and tools based on and refined with the experience obtained through WP4 [Test, evaluate and refine instruments (Pilots)] in the present EUPHRESCO project.

### **A.3 Information sources**

As main sources of information for further refinement of tools and instruments and for the production of the operational handbook, the evaluation of the pilot project call, DL 3.1 [Draft operational handbook (mechanisms/instruments for trans-national collaboration & research commissioning)] and DL.4.1 (Report on the evaluation of instruments, mechanisms and processes tested in the pilot exercise) were used.

### **A.4 How to use the Handbook**

The main text of the EUPHRESCO operational handbook is intended to provide network partners with optional processes and tools for phytosanitary research project initiation and call implementation. Tools and supporting documents referred to in the main text can be found in the annexes. The term 'tool' is used for optional basic templates, which can be adapted for the use in a specific situation outlined in the EUPHRESCO operational handbook (e.g. inserting of new or updated information). 'Supporting documents': these documents should help the user in a given situation to prioritize activities and to plan the work process/flow.

(Note: marked (\*) documents were already mentioned before.)



## A.5 Terms & References

Most of the relevant phytosanitary definitions can also be found in the International Standard for Phytosanitary Measures, No.5 ([ISPM No.5](#), 2009) and in the EUPHRESCO deliverables DL 5.1 (a common strategic phytosanitary research agenda based on shared priorities and an Action Plan for joint trans-national programmes submitted to the Governing Board) and DL 5.2. (a defined and sustainable Network of Phytosanitary research funders/managers established for trans-national collaboration and co-ordination; modus operandi and Collaboration Agreement formalised).

Terms more specifically relevant for EUPHRESCO WP 4 are defined as follows:

- Phytosanitary research projects or programmes should deal with regulated quarantine pests, emerging pests with the potential to become quarantine pests (organisms new to countries, outbreaks in other countries, non-native invasive species relevant for, or associated with, plants) and regulated non-quarantine pests (RNQP) in particular countries.
- The pests under consideration therefore were:
  - under EC regulation (e.g. EC Plant Health Directive 2000/29/EC) or emergency EC measures.
  - under national regulation (e.g. RNQPs): see International Standard for Phytosanitary Measures (ISPM) No. 16, edited by the FAO ([ISPM No.16](#)), the pests considered in the national certification schemes are also included in EUPHRESCO emerging non-native pests with the potential to become quarantine pests,
  - Invasive non-native species relevant to plants are also included.
- Research relevant for EUPHRESCO included:
  - The development and the validation of survey, monitoring or diagnostic methods for regulated or emerging pests.
  - The development and validation of control/management approaches for regulated or emerging pests.
  - Research in support of developing Pest risk Analysis (PRA) Science
- Activities NOT included were:
  - Import inspections and in-land surveillance/monitoring activities for regulated pests (e.g. to meet EC Directive requirements), unless they were specifically part of a research activity.
  - GMO's and common, widely distributed plant pests



- 'Research programme': a grouping of research projects or activities with a common funding and steering mechanism
  - discrete phytosanitary programme: it includes several projects focussed only on phytosanitary research
  - larger "agricultural/agronomic/environmental" programme: the programme of the organisation/institute includes a number of projects focussed on phytosanitary research next to projects with other subjects
  - For a regional programme, region should be understood as an area inside a country (e.g.: Basque country, Flanders, Bavaria ...) It should not be understood as a supra-national area
- 'Research project': a funded unit within or outside a research programme which has defined goals, objectives and timeframe.
- Competitive/non –competitive procurement mechanisms
  - Competitive: process in which several research providers present proposals on a given theme to get funds. These proposals are evaluated and selected, the most relevant ones get the funds
  - Non-competitive: There is no competition for the funds to carry out the research, either because the research provider uses freely its own funds or because the funder decides to work with only one research provider.
- For the transnational pilot activities, three main funding mechanisms were tested:
  - Real common pot for a joint call: each country provides funds into a real 'pot' in a single bank account; the best project/s are funded regardless of the nationality of the researchers involved. There is a trans-national flow of funds.
  - Virtual common pot for a joint call: each country pays only for the involvement of its own researchers in projects resulting from an open common call. Each country commits to providing funds to a virtual pot through a Memorandum of Understanding. This is, like for the real common pot, a competitive mechanism. Once the best projects are chosen, the national funder simply meets the costs of its own researchers through its normal contracting mechanism.
  - Non-competitive (Informal consortia): a science/research problem or topic area is divided between research groups in different countries according to their expertise; each country pays its own researchers to deliver work to the consortium; results are pooled together by mutual agreement.



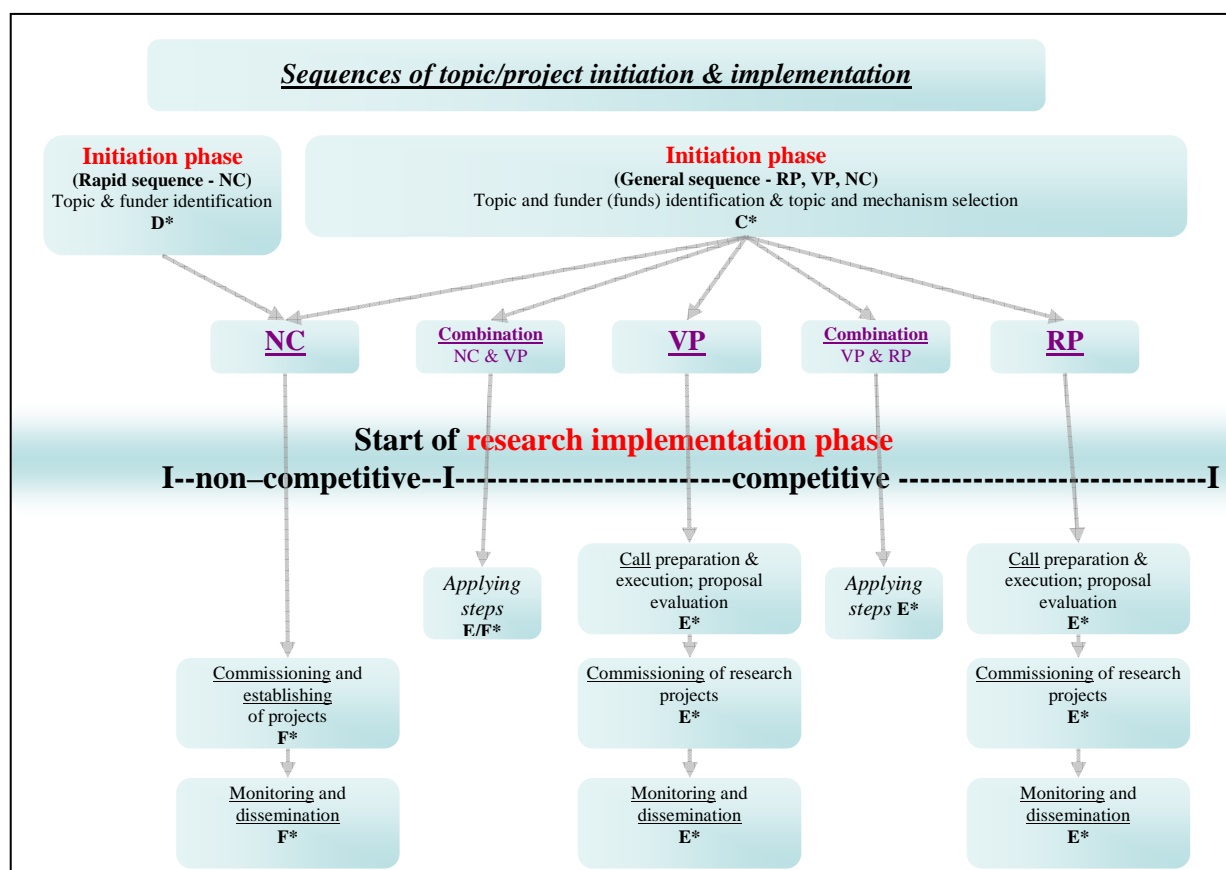
<b><u>Abbrev.</u></b>	<b><u>Actors group</u></b>	<b><u>Notes, explanations</u></b>
Network	EUPHRESCO Network	Consortium of research funders (program owners and managers) of phytosanitary research
NETCO	Network Coordinator	Supervision and Management of network (supported by the <i>Network Secretariat</i> for administrative issues)
NMG	Network management group	Network partners actively involved in specific management tasks with portfolio responsibilities of the network, including the network coordinator
PART	Network partners	Full members of the network (owners (funders) or managers of phytosanitary research programmes)
NMG (PART)	NMG + PART	Members of the network management group with support from all network partners
TC	Topic Coordinator	One network partner taking over the coordination of a topic, supported by other interested network partners
CSC	Call Steering Committee	or similar constructions/substitutes; members are network partners (and maybe observers or stakeholders) funding a specific topic;
NCSC	NC Steering Committee	CSC is used for the funding consortium in competitive mechanisms, NCSC is used for the funding consortium in non-competitive mechanisms
CS	Call Secretariat	or a similar construction/substitute; responsible for the administration of a specific call (/tasks)
NCCP	National Call Contact point/person	if applicable; national contact point for call participants (researcher)
RC	Research Consortium	Consortium of participants (researcher) submitting a research proposal (and carrying out the research)
PC	Project Coordinator	Leader of a research consortium; responsible for the contact with the network and for the delivery of documents; (same as research consortium coordinator as it is used especially in some RP tools)
SPR	Scientific Peer Reviewer	if applicable; scientific experts that take part in the evaluation of project proposals (and reports on results)
other	Advisors, Stakeholders, Observers	network partners with restricted competencies

**Table 1 Survey of different actors in plant health research initiation and commissioning**

Please see also EUPHRESCO DL 5.1 and DL. 5.2.

## B Survey - Phases of research project initiation & call implementation

For principle understanding this chapter provides an overview about the 4 main sequential phases of research project initiation & call implementation supported by flow charts and time charts for both, competitive and non-competitive funding mechanisms. Additionally in the annex of deliverable 4.2 two poster-like overview documents present all issues, actors, actions, timing and other relevant information.



**Figure 1 Sequence of topic/project initiation and implementation**

Legend and explanation to Figure 1:

NC = non-competitive funding mechanism

RP = real common pot funding mechanism

VP = virtual common pot funding mechanism

\* = corresponding to EUPHRESKO operational handbook chapter

In the initiation phase NC topics/projects can be identified both through the general and the rapid sequence. The implementation phase differs for NC projects compared to topics commissioned under a competitive mechanism (VP, RP). For combinations of mechanisms the applying steps need to be identified during the mechanism development; steps can be developed by adapting existing steps from related mechanisms.





## **RESEARCH INITIATION (GENERAL SEQUENCE)**

The initiation phase (call planning) is similar for all funding mechanisms, as principle decisions on the management, the overall timing and the procedure of the research initiation have to be made by the funders and the Network Management Group. Furthermore an initial identification of funders, funds and topics will be carried out and will be followed by a funding decision. Additionally all open administrative questions concerning the topic and its call are clarified. The research initiation phase will be finalised by signing of commitments to chosen topics by the funders. Attached to these commitments are either the ‘call principles’ (roadmap) for the competitive funding mechanism projects or the ‘instructions for elaboration’ of Non Competitive projects.

## **RESEARCH INITIATION (RAPID SEQUENCE for NC)**

As for projects funded under the non-competitive funding mechanism no call will be needed, topics which are intended for this funding mechanism can be developed faster and in a more simple matter by using this alternative rapid sequence.

Starting with a topic idea all discussions and decisions that need to be carried out before a project can start will be done via e-mail consultation, or other communication options (e.g. internet forum) between the network partners. This gives the possibility for an earlier start of the research project(s) as the phase of identification and decision on funders, funds and topics can be shortened significantly.

Similar to the general sequence, this sequence ends after funders have signed their commitments to the topic(s). Attached to these commitments are instructions for the elaboration of NC projects that outline all issues concerning the topics.

## **RESEARCH IMPLEMENTATION – COMPETITIVE MECHANISMS (RP, VP)**

### Call preparation and call execution

For the competitive mechanisms a call will be developed and executed after funders have committed their support to topics. Pre-announcements for the call will be produced and spread, followed by the actual call announcement and the launch of the call. Helpdesk activities will be provided during the whole call phase.

### Evaluation of proposals

After the submission phase of the call has finished several evaluation steps apply. A network eligibility check is followed by a national eligibility check and by a scientific peer review of the proposals to provide funders with scientific information for decision support. For their own evaluation either at a meeting for project selection/decision or remotely (e.g. e-mail consultation) funders decide which projects will be funded. Furthermore they discuss additional details such as the necessity and handling of amendments to project proposals.

### Commissioning of projects

After the funding decision the negotiation and establishment of contracts between the funders and the research providers can be carried out. The signing of all necessary documents provides the legal basis for the start of the research projects.

### Project monitoring and dissemination

During the project phase the research consortia will be asked to provide reports to the network and to their national funders to inform on the development and the results of the project. If decided these reports will be evaluated in various steps beginning with a formal completeness



check, (maybe) a scientific peer review and a funder evaluation. Funders decide on and approve the reports jointly when they fulfil their requirements (e.g. detail, quality, etc.). After this approval the project coordinator (PC) on behalf of the research consortium (RC) receives a 'Final Letter of Discharge' signaling the end of the network process and the beginning of the national process that may include an assessment of the scientific quality of the work and ends with the payment of final holdbacks by the national funding organisations.

The last responsibility for the research consortium (RC) is the providing of a report for publication on the EUPHRESKO website and, if applicable the work on further dissemination activities as outlined in their project.

## **RESEARCH IMPLEMENTATION – NON-COMPETITIVE (NC) MECHANISM**

### Project commissioning and establishment

In the non-competitive mechanism, after the common phase of 'call planning' (general sequence) or the 'rapid sequence', the research project management respectively the research consortium (RC) will be installed. Research consortium partners can declare their support by signing a commitment or declaration for participation in the research project.

### Project monitoring and dissemination

The project monitoring can be carried out comparable to competitive calls, however requirements and evaluation process will be lighter (e.g. no midterm reports, no scientific peer review of final reports).



**Table 2 Refined time chart for competitive funding mechanisms**  
*based on pilot call experience*



**Table 3 Matrix of tasks and responsibilities - competitive funding mechanisms**

<u>Topic / Action</u>	<u>NMG (NETCO)</u>	<u>PART</u>	<u>TC</u>	<u>CSC</u>	<u>CS</u>	<u>NCCP</u>	<u>RC</u>	<u>PC</u>	<u>SPR</u>	<u>other</u>
<b>Research initiation (General sequence)</b>										
<b>Call planning</b>										
<b>Principle decisions (timing, management)</b>										
Discussion & decision on call management structur, timing, call procedure	T, D	I								
<b>Identification of funders, funds &amp; topics</b>										
Collection of suggestions for topics, funders, funds	T	C								C
First topic selection and assignment of topic coordinator	T	I								
Production and spread of first topic description	C, I	C, I	T							I
Prioritization of choices, compiling and spread of rankings/results	T	T, I								I
<b>Decision on topics and funds</b>										
Decision on topics and funds (incl. Mechanism) by representatives of funding organisations		D								I
Providing and collection of national information (eligibility criteria, NCCP)				T	T					
Production and provision of contracting documents					T					
Commitment signing: Funder - Funder (LoC, Lol)				T	I					
<b>Research implementation</b>										
<b>Call preparation</b>										
<b>Call documents</b>										
Provision of call documents	C				T					
<b>Promotion of the call</b>										
Call preannouncement and entry in call announcers (e.g. NETWATCH)	T	C		T						
National promotion of the call				T						
Call announcement and online accessibility of call documents	T			C						
<b>Call execution</b>										
<b>Submission and helpdesk</b>										
Submission of Expression of interest / full proposals							C	T		
(Invitation for submission of full proposals (optionally))			T	C						
Collection of proposals & helpdesk facilitation	C			C	T	T				
<b>Evaluation of Proposals</b>										
<b>Eligibility Check</b>										
Network and national eligibility check and spread of results				T	T			I		

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<b>Expert evaluation of proposals</b>										
Preparation of scientific peer review (suggestions to invitation of scientists)	C	C		T	T				I	(C)
Scientific peer review of proposals (including peer reviewer panel (optionally) and spread of results)	C		C	I	T				T	
<b>Funder evaluation of proposals (&amp; dec.)</b>										
National funder evaluation of proposals (including compilation and spread of results)				T, D	T					
Discussion/decision on project proposals (at meeting for project selection (optionally - alternativ via e-mail consultation))	C		C	D	C					
Spread of negative decisions; amendment dealing				I	T			I		
<b>Commissioning of projects</b>										
<b>Contract negotiation and establishment</b>										
Spread of positive decisions and invitation for contract negotiation		(I)		I	T		(I)	I		
Contract negotiation/signing: Funder - Researcher (national); Cooperation agreement: Researcher - Researcher (optionally)				T			T			
<b>Execution of research projects</b>							T	T		
<b>Project monitoring and dissemination</b>										
<b>Research project reports</b>										
Provision and collection of documents					T					
Production and submission of reports							C	T		
<b>Report completeness check</b>										
Formal completeness check on report(s); amendment dealing				(I)	T			(T)		
<b>Expert evaluation on final reports</b>										
Preparation of scientific peer review (additional suggestions to invitation of scientists)	C	C		T	T				T	(C)
Scientific peer review of report(s) & compilation and spread of results				I	T				T	
<b>Funder evaluation on final reports</b>										
National funder evaluation of report(s) (including decision on reports and compilation and spread of results)				T, D	T			I		
Amendment dealing and approval of reports				C, D	T			I		
<b>Dissemination activities</b>										
Provision of report for EUPHRESKO website and further dissemination activities	C	I		I			C	T		I
<b>Activities:</b>										
T (to do) carry out the task, produce document										
D decide on issue										
C cooperate, collaborate										
I information (provide, receive)										



Phase	Issue	Month (VP / RP Call Launch = month 0)																																														
		-13	-12	-11	-10	-9	-8	-7	-6	-5	-4	-3	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33
<b>Research initiation (General seq.)</b> (Planning phase similar to comp. mechan.)																																																
<b>Call planning</b>																																																
	Principle decisions (timing, management)																																															
	Identification of funders, funds & topics																																															
	Decision on topics and funds																																															
=> go to 'Project commissioning and establishment'																																																
<b>Research initiation (Rapid seq. NC)</b>																																																
<b>Planning and funder contracting</b>																																																
	Project initiation																																															
	Commitment signing (Funder)																																															
=> go to 'Project commissioning and establishment' - timing to be adapted now!																																																
<b>Research implementation</b>																																																
<b>Project commissioning and establishment</b>																																																
	Project establishment issues																																															
<b>Execution of research projects</b>																																																
	Period of research projects																																															
<b>Project monitoring and dissemination</b>																																																
	Research project reports																																															
	Report completeness check																																															
	Evaluation of final reports																																															
	Dissemination activities																																															
<b>Call Management</b>																																																
	Meetings																																															

**Table 4 Refined time chart for non-competitive funding mechanism**  
based on pilot project experience



**Table 5 Matrix of tasks and responsibilities - non-competitive mechanism**

<u>Topic / Action</u>	<b>NMG (NETCO)</b>	<b>PART</b>	<b>TC</b>	<b>NCSC</b>	<b>NCCP</b>	<b>RC</b>	<b>PC</b>	<b>SPR</b>	<b>other</b>
<b>Research initiation (General sequence)</b>									
<b>Call planning</b>									
<b>Principle decisions (timing, management)</b>									
Decision on call management structur, overall timing, overall call procedure	T, D	I							
<b>Identification of funders, funds &amp; topics</b>									
Collection of suggestions for topics, funders, funds	T	C							I
First topic selection and assignment of topic coordinator	T	I							
Production and spread of first topic description	C, I	C, I	T						I
Prioritization of choices, compiling and spread of rankings/results	T	T, I							I
<b>Decision on topics and funds</b>									
Decision on topics and funds (incl. Mechanism) by representatives of funding organisations		D							I
Providing and collection of national information (eligibility critieria, NCCP)			T	T					
Production and provision of contracting documents			T						
Commitment signing: Funder - Funder (LoC, Lol)			I	T					
<b>=&gt; go to 'Project commissioning and establishment'</b>									
<b>Research initiation (Rapid sequence for NC)</b>									
<b>Planning and funder contracting</b>									
<b>Project initiation</b>									
Identification of topic and funders via email consultation	T	T							I
Principle decisions (management, timing, procedure) and topic coordinator assigning	T, D	T, D							
Production and spread of first topic description including request for participation and decision on commitment		I, D	T						(I)
Decision on adminstrative project information				D					
<b>Commitment signing (Funder)</b>									
Commitment signing: Funder - Funder (Lol)				T					
<b>=&gt; go to 'Project commissioning and establishment'</b>									

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<b>Research implementation</b>									
<b>Project commissioning and establishment</b>									
<b>Project establishment issues</b>									
Installation of project management including work plan development and commitment signing:									
Researcher - Funder (LoI), assigning PC									
			T	T		T			
<b>Execution of (research) project(s)</b>									
<b>Project monitoring and dissemination</b>									
<b>Research project reports</b>									
Provision and collection of documents									
			T						
Production and submission of reports									
						C	T		
<b>Report completeness check</b>									
Formal completeness check on report(s); amendment dealing									
			T	(I)			(T)		
<b>Evaluation of final reports</b>									
National funder evaluation of report(s) (including decision on reports and compilation and spread of results) (if scientific peer review applies - see steps in comp. mechn.)									
			T	T, D			I		
Amendment dealing and approval of reports									
			T	C, D			I		
<b>Dissemination activities</b>									
Provision of report for EUPHRESKO website and further dissemination activities									
		I		I		C	T		I
<b>Activities:</b>									
T (to do) carry out the task, produce document									
D decide on issue									
C cooperate, collaborate									
I information (provide, receive)									





## C Research initiation (General sequence)

### C.1 Call planning

#### Principle decisions

For each annual call round principle decisions on the timing, the topic selection criteria and all issues concerning the call procedure including the call management structure have to be agreed by the network management group (NMG). All these decisions are preferably made via e-mail consultation between the network management group (NMG) members, coordinated and overseen by the network coordinator (NETCO and the related supporting structures, e.g. the network secretariat). Results should be compiled by the NETCO and all affected documents should be adopted according to the results (e.g. 'Applicants guide', 'Topic Selection Criteria' and 'Instructions for elaboration NC').

*Supporting document: **Checklist for principle decisions (comp. & NC)***

In case that a Call Secretariat (CS) will be established, the network coordinator (NETCO) is asked to provide this partner(s) with a signed 'mandate' on this workload.

*Tool: **Mandate to Call Secretariat (comp. & NC)***

#### Identification of funders, funds and topics

For the initial identification of topics, funders and funds that will be allocated by them, and furthermore their preferences to specific funding mechanisms, different tools such as online questionnaires can be used.

The given tools 'funder questionnaire' and 'topic questionnaire' could be adapted to the actual call round and spread by the network coordinator (NETCO) to the applying groups.

*Tool: **Questionnaire to identify funders and funds (comp. & NC)***

*Supporting document: **Questionnaire on suggestions for research topics (comp. & NC)***

If no further call management structure is established at this phase of the call planning, the network coordinator (NETCO) is asked to collect and compile the information gathered from the questionnaires and to produce a long list of topics, funders and funds (including mechanism preference) from the completed questionnaires of the different actors groups.

The network management group (NMG) selects topics by producing a short list, along with the information about the funders, funds and suggested funding mechanisms. Furthermore the network management group (NMG), in consultation with the network partners, assigns a topic coordinator (TC) per topic on the short list.

*Supporting document: **Topic selection criteria (comp. & NC)***

*Supporting document: **Topic coordinator tasks (comp. & NC)***

The topic coordinator (TC), supported by interested partners, is responsible for providing a (first/short) topic description to all network partners. The network partners are asked to prioritise their topic choice, confirm their intention to provide funds to the topics and confirm their flexibility (and preferences) concerning funding mechanisms.



The network management group (NMG) has to decide on the form and content of the ‘Table of topic prioritization’ and adapt it, if necessary before spreading it to the network partners. Requested actors groups send their answers to the network coordinator (NETCO) who compiles the topic priorities and information on funding and mechanisms of the potential funders, resulting in the short list including the ranking of the funders (prioritized topics).

**Tool: Short topic description (comp. & NC)**

**Tool: Table for topic prioritization (comp. & NC)**

### **Decision on topics and funds**

The actual decisions on the call topic selection will be carried out at the meeting for call topic selection (M1) which will be organised by the network management group (NMG).

Note: It is necessary that all potential funders are represented at this meeting and that their representatives have the full decision competence (including the funding mechanism, the funds and the topic).

**Supporting document: Checklist for meeting M1 (comp. & NC)**

At the meeting (M1) network partners decide, through their representatives, on the topics that will be funded, including the provided funds. Furthermore they discuss and decide on administrative task, when funders – other than NMG – require different handling of certain issues. If necessary, all previously decided administrative issues can be adapted to the special requirements of the funders of a certain topic.

### National information

Network partners participating in the call need to provide the Call Secretariat (CS) with information concerning details on the national call contact persons (if applicable) and furthermore on the national eligibility criteria. That information is needed for implementation in the call principles and the application documents.

### Provision of contracting documents

The Call Secretariat (CS) (or in NC topics the topic coordinator (TC)) will compile all information gathered at the meeting for call topic selection (M1) and the provided national information and produce the ‘Call principles (Roadmap)’ (separate for all funding mechanisms; if necessary also separate for different topics) or the ‘Instruction for elaboration of non-competitive projects’.

**Tool: Call principles (Roadmap) (comp.)**

**Tool: Instruction for elaboration of NC-project (NC)**

### Contracting

The Call Secretariat (CS) will provide all Call Steering Committee (CSC) members with templates for ‘Letter of Commitments’ for competitive mechanisms (VP, RP) and with ‘Letter of Intents’ (LoI) for non-competitive mechanisms. With these documents involved partners officially declare their commitment (including amount of funds)/intent to support a chosen topic as agreed on the meeting for call topic selection (M1) by signing and returning the document. Different documents/forms can be used for this step if this was previously decided in the meeting for call topic selection (M1).

**Tool: Letter of Commitment (LoC) - funder (comp.)**

**Tool: Letter of Intent – funder (NC)**



After contracts are signed an endorsement on call topic selection can be requested from an optional governing board. For this step the Call Secretariat (CS) prepares a report on the topic selection process and spread it to all the applying network partners.

***Tool: Terms of References (TOR) (comp. & NC)***

After contracts between funders are signed the phase of ‘call planning’ and therefore the part of research commissioning (general sequence) is finished.

For topics funded under competitive mechanisms (a call will be carried out) the next step can be found under ‘Research implementation – competitive mechanisms (RP, VP)’ while for topics funded under the non-competitive mechanism the next step can be found a ‘Research implementation - non-competitive (NC) mechanism’

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## **D Research initiation (Rapid sequence for NC)**

The following alternative sequence can be used only when a specific topic will run under the non-competitive funding mechanism. This sequence provides an **alternative** to the above given ‘**Research initiation (General sequence)**’ for the non-competitive mechanism. After the rapid sequence is finished, the common sequence for non-competitive topics/projects (‘Research implementation - non-competitive (NC) mechanism’) applies ( see F).

### **D.1 Planning and funder contracting**

#### **Project initiation**

A topic idea is proposed by one network partner and distributed to the other partners. Through e-mail consultation coordinated by the topic coordinator (TC) which would favourably be the partner who suggested the topic, the overall timing and the management procedure for the topic is discussed, specified and decided.

*\*Supporting document: **Topic coordinator tasks (comp. & NC)***

The topic coordinator (TC), supported by interested partners, produces a topic description and provides this to all network partners and request them for their commitment and participation in the topic.

*\* Tool: **Short topic description (comp. & NC)***

Partners interested in committing to the topic declare their interest by answering to the topic coordinator (TC), who collects the answers, provides the network with a compilation of participating funders and takes care of the further procedure.

*\* Supporting document: **Checklist for meeting M1 (comp. & NC)***

*\*Tool: **Instruction for elaboration of NC-project (NC)***

#### **Commitment signing (Funder)**

Funders express their intention to support the given topic – and the following research project – by signing a ‘Letter of Intent’ which will be collected by the topic coordinator (TC).

*\* Tool: **Letter of Intent - funder (NC)***

After contracts between funders are signed the research initiation (general sequence) is finished.

For topics funded under the non-competitive mechanism the next step can be found at Research implementation - non-competitive (NC) mechanism’.

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## **E Research implementation – competitive mechanisms (RP, VP)**

After funders have chosen call topics and the administrative issues are agreed and confirmed by signing commitments the next steps in the competitive mechanisms lead directly to a call for proposals where interested researchers are invited to submit completed project application documents.

### **E.1 Call preparation**

#### **Call documents**

The established Call Secretariat (CS) will prepare all project application and call templates and supporting documents. The Call Secretariat (CS) adopts the templates given in the EUPHRESKO operational handbook by inserting the information on chosen topics, funding partners and the related administrative decisions as they are outlined in the call principles.

It is possible that different tools will be needed for the different competitive or mixed funding mechanisms and furthermore for different topics (e.g. one or two step application; different evaluation for different topics etc.).

If the Call Secretariat (CS) has no direct access to the call website, it is necessary to forward all documents in advance to the website provider (which could be the network coordinator (NETCO) or another network partner).

***Tool: Call announcement (comp.)***

***Tool: Applicants Guide (full proposals) (VP)***

***Tool: Application Form (full proposals) (VP)***

***Tool: Applicants Guide for Expression of interest (RP)***

***Tool: Application Form for Expression of interest (RP)***

***Tool: Applicants Guide (full proposals) (RP)***

***Tool: Application Form (full proposals) (RP)***

***Tool: Letter of Declaration (RC) (comp.)***

Next to the application documents the responsibilities of the project coordinator (PC), are outlined in a separate supporting document in the EUPHRESKO operational handbook. This information need to be spread separately if it is not given in the application documents.

***Supporting document: Tasks of project coordinator (PC) (comp.)***

#### **Promotion of the call**

A pre-announcement on the call should be made as timely as possible to provide interested researchers with necessary information to form research consortia (RC). This pre-announcement could consist of a short version of the call announcement which should be posted by the network coordinator (NETCO) on the EUPHRESKO website and distributed through the e-Newsletter. Optionally also the network partners could spread this information by using national sources e.g. national partners websites.

The pre-announcement can be produced by the network coordinator (NETCO) (or other actors) directly after the meeting for call topic selection (M1) when topic description, funders supporting the topic (therefore CSC), the mechanism that will be used for a topic and additional administrative information have been decided.



At about the same time the national promotion of the call by the network partners on their national website or other sources (press release, personal information of researchers, etc.) should be started.

The official call announcement including online accessibility of the call documents can be placed on the call website shortly before the launch of the call to guarantee the accessibility of online tools at the call launch date and have to be left there till the submission phase has ended.

## **E.2 Call execution**

### **Submission and helpdesk**

The Call Secretariat (CS) and the national call contact persons (NCCP) carry out the helpdesk activities if necessary by using the call and application documents as information sources.

In the case of a 2-step application approach research consortia (RC) via their project coordinator (PC) first submit an 'Expression of Interest (EoI)' form which will be forwarded to the Call Steering Committee (CSC) members of the applying topic. The funders decide quickly via e-mail consultation if the research consortium (RC) should be invited to submit a full proposal. The Call Secretariat (CS) informs the project coordinator (PC) about the Call Steering Committees' (CSC) decision and invites the project coordinator (PC) to submit a full proposal, if this applies.

***Tool: Funder evaluation form – Expression of Interest (comp.)***

After this invitation, or in case of a single step application approach, the project coordinators (PC) submit full proposals according to the given guidelines and by using the application documents. Submitted proposals will be collected by the Call Secretariat (CS) (/call website provider and if necessary forwarded to CS) for the following evaluation steps.

## **E.3 Evaluation of proposals**

### **Eligibility Check**

The Call Secretariat (CS) checks the compliance of the submitted proposals with the network eligibility requirements (if only short amendments are needed, CS asks the project coordinator (PC) to fulfil the requirements immediately). If the network eligibility requirements are fulfilled the next step can apply, whereas otherwise the proposal will be rejected.

***Tool: Network eligibility check compilation (Proposal) (comp.)***

After passing the network eligibility check proposals will be forwarded to involved Call Steering Committee (CSC) members to check if the national eligibility criteria are fulfilled and to return the results on this check to the Call Secretariat (CS). Along with the national eligibility check the scope and priority check will be executed by the CSC members, if applicable. Afterwards the Call Secretariat (CS) provides all Call Steering Committee (CSC) members and the project coordinator (PC) with the results of the network and the individual national eligibility check. If the national eligibility requirements are not met, the respective proposals will be rejected. When the requirements are fulfilled the next evaluation step can start.



***Tool: Confirmation of national eligibility check (comp.)***

***Tool: Eligibility check – results per proposal (comp.)***

### **Expert evaluation (scientific peer review) of project proposals**

The scientific peer review of the proposals will be carried out in a format (e.g. number of reviewers, reviewer panel meeting ...) as agreed in the principle decisions (or M1).

For the scientific peer review the selection of scientists and further administrative steps need to be arranged much in advance of the call launch. Suggestions on scientific peer reviewers (SPR) from network partners (and other) are provided to the Call Secretariat (CS) immediately after the meeting on call topic selection (M1).

The Call Secretariat (CS) sends a pre-request to all suggested scientists, invites these scientists to participate in the evaluation and collects their replies. After cross checking with the requirements given in the supporting document ‘Scientific Peer Reviewer check’ the Call Secretariat (CS) compiles a long list of potential scientific peer reviewers (SPR).

***Tool: Scientific Peer Reviewer Check (comp. & NC)***

The Call Secretariat (CS) provides this long list to the Call Steering Committee (CSC) which decides on the approval of the scientific peer reviewers via e-mail consultation. The Call Secretariat (CS) collects and compiles the replies of the Call Steering Committee (CSC), producing a final list of scientific peer reviewers for the proposal evaluation. The Call Secretariat (CS) informs the scientists on the outcome of the Call Steering Committee (CSC) decisions and invites the chosen scientists to sign a confidentiality agreement.

***Tool: Confidentiality agreement for SPR (comp. & NC)***

Furthermore the Call Secretariat (CS) is asked to remind the scientific peer reviewer (SPR) (and furthermore the Call Steering Committee (CSC) members), including provision of details, on the upcoming proposal evaluation.

Project proposals that passed the eligibility checks will be forwarded to the scientific peer reviewers (SPR) by the Call Secretariat (CS), along with related documents, for the scientific evaluation according to the agreed and (in the guidelines) outlined criteria.

***Tool: Scientific Peer Review Form (Proposal) (VP) (comp.)***

***Tool: Scientific Peer Review Guidelines (Proposal) (VP) (comp.)***

***Tool: Scientific Peer Review Form (Proposal) (RP) (comp.)***

***Tool: Scientific Peer Review Guidelines (Proposal) (RP) (comp.)***

If it was agreed that a scientific peer reviewer panel meeting (M1+) should be held, organisation and chairing will be subject to the responsible persons (as agreed in advance (M1)). The meeting could be overseen (/organised) by the network management group (NMG), by the topic coordinators (TC) of the applying topics or other actors. At this meeting the scientific peer reviewers (SPR) compile their results to an agreed scientific peer review result that will be provided to the Call Secretariat (CS) afterwards.

After the scientific peer review evaluation, and if applicable the panel meeting (M1+), the Call Secretariat (CS) compiles the results of the scientific peer review evaluation per topic.





**Tool: Scientific Peer Review compilation (Proposal) (comp.)**

**Funder evaluation of proposals (& decision)**

The Call Secretariat (CS) provides the Call Steering Committee (CSC) members with the proposal documents along with the compilation of the results of the scientific peer review. The Call Steering Committee (CSC) evaluates the proposal(s) by using the guidelines and form and return the completed form to the Call Secretariat (CS).

**Tool: Funder Evaluation Form (Proposal) (comp.)**

**Tool: Funder Evaluation Guidelines (Proposal) (VP) (comp.)**

**Tool: Funder Evaluation Guidelines (Proposal) (RP) (comp.)**

The Call Secretariat (CS) compiles the results of the national funder project proposal evaluation and distributes them anonymously to all Call Steering Committee (CSC) members for information.

**Tool: Funder Evaluation compilation (Proposal) (comp.)**

*The following sequence applies when it was decided that a meeting on project selection (M2) should be held for discussion and decision on the funding of the projects. If no meeting (M2) was planned for this stage, all decisions scheduled for the meeting (M2) need to be done via e-mail consultation between the Call Steering Committee (CSC) members of a particular topic. The given supporting tools (see below) could still be applied.*

The network management group (NMG) is responsible for the meeting on project selection (M2) and provides the network coordinator (NETCO) with suggestions for an adequate chair person who will finally be invited by the network coordinator (NETCO). A matrix to support the decision making process is given in the EUPHRESCO operational handbook and might need to be adopted by the network management group (NMG).

**Supporting document:**

**Decision Matrix for Funding Recommendation on Research Proposals (VP) (comp.)**

At the meeting M2 the Call Steering Committee (CSC) members discuss and decide on the funding of the submitted project proposals, if amendments will be generally required (and possibly if the planned funding mechanism for a specific topic will be kept). Moreover the Call Steering Committee (CSC) needs to address issues especially concerning projects funded under the real common pot mechanism, like the transfer and managing of funds and currency issues, when those details have not been agreed at the meeting on project selection (M1).

Results of the funder evaluation and the project selection process will be distributed by the Call Secretariat (CS). The Call Secretariat (CS) informs the project coordinators (PC) of the rejection of a project proposal and asks for amendments where they are needed. The Call Secretariat (CS) collects amended proposal versions and spread it to involved Call Steering Committee (CSC) members.





## **E.4 Commissioning of projects**

### **Contract negotiation and establishment**

The project coordinators (PC) will be informed about the Call Steering Committee (CSC) decisions by the Call Secretariat (CS) who invites all actors to establish contracts. The Call Secretariat (CS) provides the Call Steering Committee (CSC) and the research consortia (RC) with templates for the contracts upon request.

**Tool: Letter of Confirmation (LoC) (VP) (comp.)**

**Tool: Memorandum of Understanding (MoU) (RP) (comp.)**

**Tool: Contract Conditions (VP) (comp.)**

For both the virtual common pot funding projects and the real common pot funding projects contracts between the research providers and their national funders have to be established (e.g. 'letter of confirmation') which should express the financial commitment of the funder to their national research provider.

If there is more than one funder involved there should be established a 'memorandum of understanding' between funders, containing information on allocated budget and responsibilities per funder. This document should also clarify specific issues like currency issues and responsibilities in managing the funds as previously agreed.

Additionally to the written agreement between the funders in the real common pot mechanism a contract (e.g. consortium agreement) should be established which specifies the responsibilities of the research consortium to the funders but also the researchers in the research consortium to each other. It would be the legal assurance for the cooperation between the research consortium partners and to the funders that the consortium will meet its obligations as outlined in the project proposal. No template or supporting documents can be provided for this agreement so far.

Research consortia in the virtual common pot could optionally establish cooperation agreements between their research participants. Such an agreement could be a 'consortium agreement', a 'letter of intent' or other.

**Supporting document:**

**Notes for production of a Research consortium agreement (VP) (comp.)**

**Tool: Cooperation agreement (VP) (comp.)**

## **E.5 Project monitoring and dissemination**

### **Research projects reports**

In accordance with the previous decisions (meeting M1; decisions on reporting) the Call Secretariat (CS) provides the project coordinator (PC) with templates for interim and final reports.

**Tool: Reporting procedure (VP) (comp.)**

**Tool: Interim report (comp.)**

**Tool: Final report (comp.)**



The project coordinator (PC) of a research consortium (RC) provides the Call Secretariat (CS) with the requested reports in accordance with the reporting requirements and on time.

### **Report completeness check**

The Call Secretariat (CS) checks the received reports for their compliance with the network reporting requirements and asks the project coordinator (PC) to amend the reports if necessary. The Call Secretariat (CS) informs the Call Steering Committee (CSC) if the requirements are still not kept after request from the Call Secretariat (CS) to the project coordinator (PC). In this case the Call Steering Committee (CSC) has to make a decision concerning the further procedure.

***Supporting document: Network reporting requirements (comp. & NC)***

### **Expert evaluation (scientific peer review) of final project reports**

Involved funders had to decide on the evaluation procedure in advance and therefore decided, if a scientific peer review of the final project reports has to be carried out (optionally) and which details apply.

Suggestions on scientific peer reviewers (SPR) for the final report can be provided by network partners to the Call Secretariat (CS) or can be derived from expert data bases.

The Call Secretariat (CS) sends a pre-request to all new suggested experts and to those involved in the proposal evaluation and invites these scientists to participate in order to compile a long list of scientists.

***\* Tool: Scientific Peer Reviewer Check (comp. & NC)***

The Call Secretariat (CS) provides this long list to the Call Steering Committee (CSC) for selection of the scientific peer reviewers via e-mail consultation and to produce a final list of scientific peer reviewers (SPR) for the report evaluation. The Call Secretariat (CS) informs the scientists on the outcome of the Call Steering Committee (CSC) selection process and invites the chosen scientists to sign a confidentiality agreement, if not already done for the proposal evaluation.

***\* Tool: Confidentiality agreement for SPR (comp. & NC)***

While the research projects are carried out a reminder to the scientific peer reviewers (SPR) and to the Call Steering Committee (CSC) members including details on the evaluation will be send by the Call Secretariat (CS).

After the formal completeness check by the Call Secretariat (CS) the scientific peer reviewers (SPR) are provided with the report documents along with the documents for the scientific evaluation.

***Tool: Scientific Peer Review Form (Report) (comp. & NC)***

***Tool: Scientific Peer Review Guidelines (Report) (comp. & NC)***

After the scientific peer review evaluation of the report(s) the Call Secretariat (CS) compiles the results of this evaluation for each project for the funder evaluation of the reports.

***Tool: Scientific Peer Review compilation (Report) (comp. & NC)***



## **Funder evaluation of final reports**

For the funder evaluation of the final project reports the Call Secretariat (CS) provides the Call Steering Committee (CSC) members with all reporting documents along with the compilation of the results of the scientific peer review. Call Steering Committee (CSC) members evaluate the report by using the guidelines and form and return the form to the Call Secretariat (CS).

***Tool: Funder Evaluation Guidelines (Report) (comp.)***

***Tool: Funder Evaluation Form (Report) (comp. & NC)***

The Call Secretariat (CS) compiles the results of the national funder evaluation on the report(s) and spread those anonymously to all the Call Steering Committee (CSC) members and to the research consortia (RC) (via the project coordinator (PC)).

***Tool: Funder Evaluation compilation (Report) (comp. & NC)***

If the Call Steering Committee (CSC) members require amendments to (or a revision of) the report(s), the Call Secretariat (CS) asks the project coordinator (PC) to provide the amended or revised project reports which are forward to all Call Steering Committee (CSC) members by the Call Secretariat (CS). Those Call Steering Committee (CSC) members that have required amendments (/revisions) are now asked to evaluate the report again by using an evaluation form for funders again or to accept the amendments in another agreed procedure. If still amendments or a revision of (the amended version of) the report is required, previous steps will be repeated until all funders have approved the report.

***Tool: Request for amendments (Report) (comp. & NC)***

When all involved funders have accepted the final project report, the Call Secretariat (CS) confirms the approval of the report to the project coordinator (PC) with a signed (CS leader / TC) 'Final Letter of Discharge' and informs the Call Steering Committee (CSC) about this result.

***Tool: Final Letter of Discharge (comp. & NC)***

After the final reports are approved by all funders it will be up to the national funding organisations to assess the scientific quality of the work of their participating research partner and therefore to finalise the projects which means that the network processes pass into national processes. After the national assessment of the project final payments to the research consortium (RC) become due.

## **E.6 Dissemination activities**

The project coordinator (PC) of a research consortium (RC) is requested to provide a report version for the EUPHRESKO website in accordance with previous decisions on the degree of detail and confidentiality issues of the report (principle decisions or decisions in M1).

As outlined in the research project plan, further dissemination activities will be realised by research consortium (RC) partners (publications in scientific journals, etc.).



## **F Research implementation - non-competitive (NC) mechanism**

### **F.1 Project establishment and commissioning**

#### **Project establishment**

The topic coordinator (TC) in cooperation with the NC Steering Committee (NCSC) takes care of the creation of a research consortium (RC) and the identification of a project coordinator (PC). The project coordinator (PC) together with the research consortium (RC) develops a project work plan and description. Along with this, all research partners sign a letter of intent for their participation in the project. All will be provided to the topic coordinator (TC).

***\*Tool: Instruction for elaboration of NC-project (NC)***

***Tool: Letter of Intent research providers (NC)***

### **F.2 Project monitoring and dissemination**

#### **Research project reports**

The topic coordinator (RC) provides the project coordinator (PC) with the necessary templates for reporting. The project coordinator (PC) will deliver all necessary reporting documents to the NC Steering Committee (NCSC) via the topic coordinator (TC).

***Tool: Final report (NC)***

#### **Report completeness check**

The topic coordinator (TC) will check the report(s) for compliance with the network reporting requirements and if necessary ask the project coordinator (PC) to adapt the report(s) in accordance to these requirements.

***\*Supporting document: Network reporting requirements (comp. & NC)***

#### **Evaluation of final reports**

If the NC Steering Committee (NCSC) decides that a scientific peer review of the final project report is needed, the same steps as in the competitive mechanisms would apply here and can be used. The topic coordinator (TC) will then distribute the final project reports which have passed the completeness check to the scientific peer reviewers, compile their results and afterwards pass the reports to the other NC Steering Committee (NCSC) members together with the scientific peer review results.

***\*Tool: Scientific Peer Reviewer Check (comp. & NC)***

***\*Tool: Confidentiality agreement for SPR (comp. & NC)***

***\*Tool: Scientific Peer Reviewer Form (Report) (comp. & NC)***

***\*Tool: Scientific Peer Reviewer Guidelines (Report) (comp. & NC)***

***\*Tool: Scientific Peer Review compilation (Report) (comp. & NC)***

***\*Tool: Funder Evaluation Form (Report) (comp. & NC)***



The topic coordinator (TC) compiles the results of the national funder evaluation on the reports(s) and spread those anonymously to all the NC Steering Committee (NCSC) members and to the research consortia (via the project coordinator (PC)).

***\*Tool: Funder Evaluation compilation (Report) (comp. & NC)***

If the NC Steering Committee (NCSC) members requires amendments on (or a revision of) the report(s), the topic coordinator (TC) asks the project coordinator (PC) to provide those changes.

***\*Tool: Request for amendments (Report) (comp. & NC)***

After the project coordinator (PC) provides the necessary amendments (or revised report version) the topic coordinator (TC) forwards this documents directly to all NC Steering Committee (NCSC) members. Those NC Steering Committee (NCSC) members that have required amendments (/revisions) are now asked to evaluate the report again by using an evaluation form again or by accepting the amendments with another agreed procedure.

When all NC Steering Committee (NCSC) members have accepted a version of the final project report, the topic coordinator (TC) confirms the approval of the report to the project coordinator (PC) with a signed 'Final Letter of Discharge' and informs the NC Steering Committee (NCSC) about this result.

***\*Tool: Final Letter of Discharge (comp. & NC)***

### **F.3 Dissemination activities**

The project coordinator (PC) of a research consortium (RC) is requested to provide a report version for the EUPHRESCO website in accordance with previous decisions on the degree of detail and confidentiality issues of the report.

As outlined in the project work plan, further dissemination activities will be realised by research consortium (RC) partners (publications in scientific journals, etc.).



## G Annex

Additional charts as well as the tools and supporting documents are stored in separate files. Here, a register of these documents is given, in the order they were addressed in the EUPHRESKO operational handbook.

- Full Charts: 2 poster-like overview charts (competitive & non-competitive mechanism) given in a single excel file.

- Tools and supporting documents:

54 separate documents (single count; \* marks documents that have already been mentioned)

Important acronyms used in document names:

Comp.	competitive mechanisms
NC	non-competitive mechanisms
RP	real common pot funding mechanism
VP	virtual common pot funding mechanism
Comp. & NC	tool could be used/adapted in comp. or NC mechanisms

### **C - Research initiation (General sequence)**

*Supporting document*: Checklist for principle decisions (comp. & NC)

*Tool*: Mandate to Call Secretariat (comp. & NC)

*Tool*: Questionnaire to identify funders and funds (comp. & NC)

*Supporting document*: Questionnaire on suggestions for research topics (comp. & NC)

*Supporting document*: Topic selection criteria (comp. & NC)

*Supporting document*: Topic coordinator tasks (comp. & NC)

*Tool*: Short topic description (comp. & NC)

*Tool*: Table for topic prioritization (comp. & NC)

*Supporting document*: Checklist for meeting M1 (comp. & NC)

*Tool*: Call principles (Roadmap) (comp.)

*Tool*: Instruction for elaboration of NC-project (NC)

*Tool*: Letter of Commitment (LoC) - funder (comp.)

*Tool*: Letter of Intent – funder (NC)

*Tool*: Terms of References (TOR) (comp. & NC)

### **D - Research initiation (Rapid sequence for NC)**

\**Supporting document*: Topic coordinator tasks (comp. & NC)

\**Tool*: Short topic description (comp. & NC)

\**Supporting document*: Checklist for meeting M1 (comp. & NC)

\**Tool*: Instruction for elaboration of NC-project (NC)

\**Tool*: Letter of Intent – funder (NC)

### **E - Research implementation – competitive mechanisms (RP, VP)**

*Tool*: Call announcement (comp.)

*Tool*: Applicants Guide (full proposals) (VP)

*Tool*: Application Form (full proposals) (VP)

*Tool*: Applicants Guide for Expression of interest (RP)

*Tool*: Application Form for Expression of interest (RP)

*Tool*: Applicants Guide (full proposals) (RP)

*Tool*: Application Form (full proposals) (RP)

*Tool*: Letter of Declaration (RC) (comp.)

*Supporting document*: Tasks of project coordinator (PC) (comp.)

*Tool*: Funder evaluation form – Expression of Interest (comp.)

*Tool*: Network eligibility check compilation (Proposal) (comp.)



*Tool:* Confirmation of national eligibility check (comp.)  
*Tool:* Eligibility check – results per proposal (comp.)  
*Tool:* Scientific Peer Reviewer Check (comp. & NC)  
*Tool:* Confidentiality agreement for SPR (comp. & NC)  
*Tool:* Scientific Peer Review Form (Proposal) (VP) (comp.)  
*Tool:* Scientific Peer Review Guidelines (Proposal) (VP) (comp.)  
*Tool:* Scientific Peer Review Form (Proposal) (RP) (comp.)  
*Tool:* Scientific Peer Review Guidelines (Proposal) (RP) (comp.)  
*Tool:* Scientific Peer Review compilation (Proposal) (comp.)  
*Tool:* Funder Evaluation Form (Proposal) (comp.)  
*Tool:* Funder Evaluation Guidelines (Proposal) (VP) (comp.)  
*Tool:* Funder Evaluation Guidelines (Proposal) (RP) (comp.)  
*Tool:* Funder Evaluation compilation (Proposal) (comp.)

*Supporting document:*

*Decision Matrix for Funding Recommendation on Research Proposals (VP) (comp.)*

*Tool:* Letter of Confirmation (LoC) (VP) (comp.)  
*Tool:* Memorandum of Understanding (MoU) (RP) (comp.)  
*Tool:* Contract Conditions (VP) (comp.)

*Supporting document:*

*Notes for production of a Research consortium agreement (VP) (comp.)*

*Tool:* Cooperation agreement (VP) (comp.)  
*Tool:* Reporting procedure (VP) (comp.)  
*Tool:* Interim report (comp.)  
*Tool:* Final report (comp.)

*Supporting document:* *Network reporting requirements (comp. & NC)*

*\*Tool:* Scientific Peer Reviewer Check (comp. & NC)  
*\*Tool:* Confidentiality agreement for SPR (comp. & NC)  
*Tool:* Scientific Peer Review Form (Report) (comp. & NC)  
*Tool:* Scientific Peer Review Guidelines (Report) (comp. & NC)  
*Tool:* Scientific Peer Review compilation (Report) (comp. & NC)  
*Tool:* Funder Evaluation Guidelines (Report) (comp.)  
*Tool:* Funder Evaluation Form (Report) (comp. & NC)  
*Tool:* Funder Evaluation compilation (Report) (comp. & NC)  
*Tool:* Request for amendments (Report) (comp. & NC)  
*Tool:* Final Letter of Discharge (comp. & NC)

## **F - Research implementation - non-competitive (NC) mechanism**

*\*Tool:* Instruction for elaboration of NC-project (NC)  
*Tool:* Letter of Intent research providers (NC)  
*Tool:* Final report (NC)  
*\*Supporting document:* *Network reporting requirements (comp. & NC)*  
*\*Tool:* Scientific Peer Reviewer Check (comp. & NC)  
*\*Tool:* Confidentiality agreement for SPR (comp. & NC)  
*\*Tool:* Scientific Peer Reviewer Form (Report) (comp. & NC)  
*\*Tool:* Scientific Peer Reviewer Guidelines (Report) (comp. & NC)  
*\*Tool:* Scientific Peer Review compilation (Report) (comp. & NC)  
*\*Tool:* Funder Evaluation Form (Report) (comp. & NC)  
*\*Tool:* Funder Evaluation compilation (Report) (comp. & NC)  
*\*Tool:* Request for amendments (Report) (comp. & NC)  
*\*Tool:* Final Letter of Discharge (comp. & NC)