KORANET
Korean Scientific Cooperation Network with the European Research Area

Joint Call on "Green technologies"

GUIDELINES FOR APPLICANTS
(version of 14 February 2012)

Proposal Submission Period:
6th February 2012 to 6th April 2012, 3.00 p.m. GMT
(7th April 2012, 00.00 a.m. Korean time)

Websites:
http://www.koranet.eu/en/229.php (for Call Text and Guidelines for Applicants)
www.ptoutline/koranet2 (for online proposal submission)

Contact:
KORANET Joint Call Secretariat
Centre national de la recherche scientifique (CNRS)
Ms. Céline Timmermans
E-mail: celine.timmermans@cnrs-dir.fr
Phone: +33 1 44 96 47 55
Fax: +33 1 44 96 48 56

Table of content

1. How to submit a proposal using the PT-Outline tool

To submit a proposal for the KORANET Joint call on Green Technologies, you will have to use the online webtool PT-Outline at: **www.ptoutline.de/koranet2**

Only one of the project coordinators (the principal project coordinator) should formally submit a proposal on behalf of the whole project consortium. The second project coordinator and the project partners do not have to submit a separate proposal.

To prepare the proposal online, you first have to register by clicking on the blue *Registration* keyword.
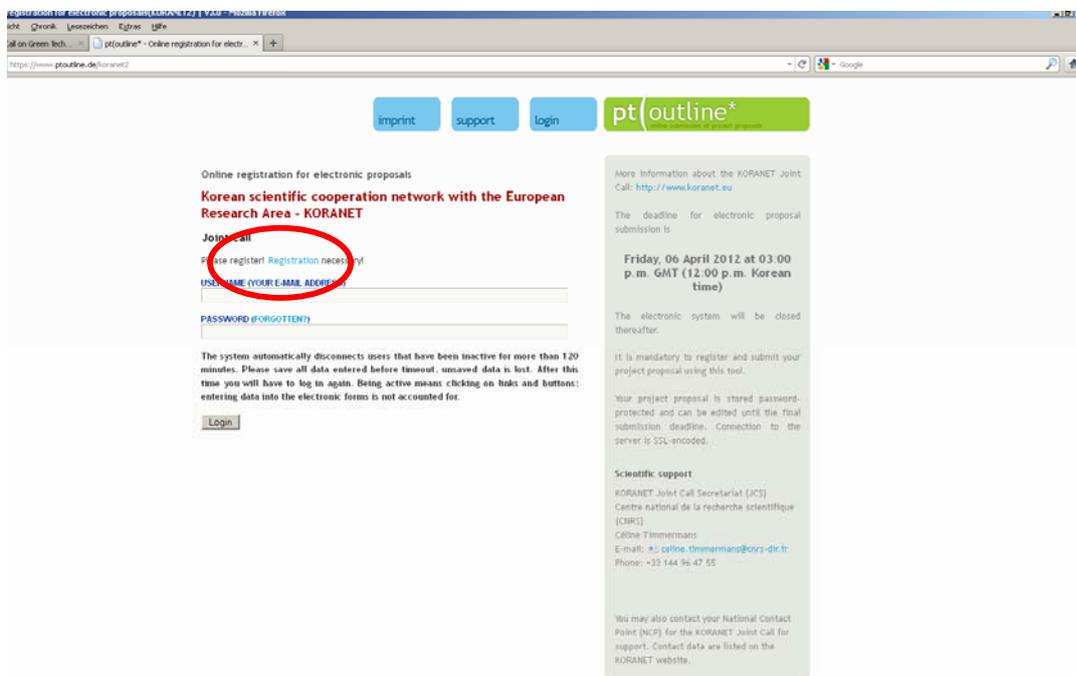
You will then be guided to the **Registration page** where your email address has to be entered. A link to an individual password will then be sent to your email address. The individual password will be displayed only once; please make sure that you remember it during the whole proposal submission phase. The password is case-sensitive and cannot be changed.
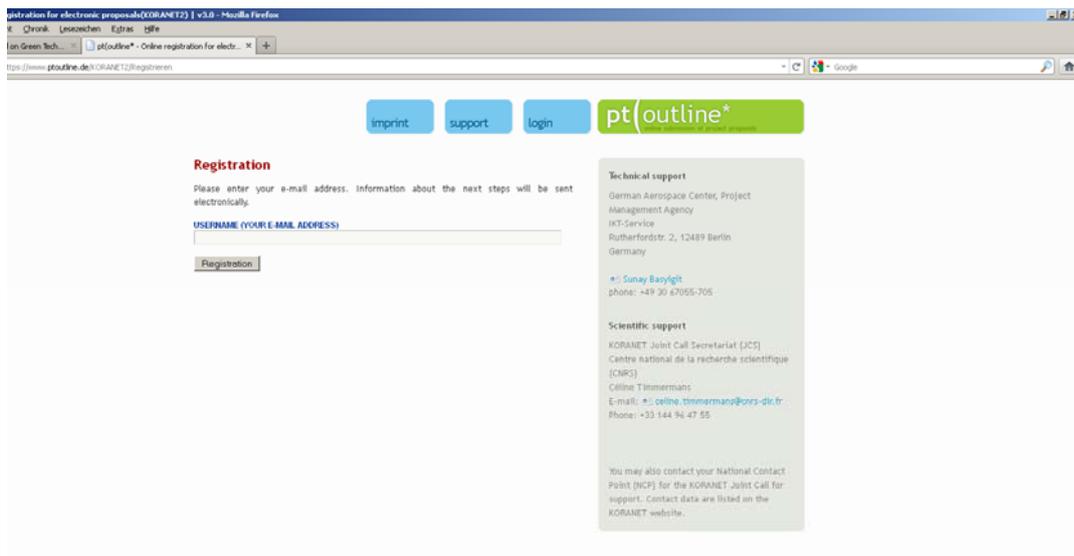
After having logged in with the username (email address) and password, you will be guided to the **Overview page** which gives information on how to proceed.

The following four pages need to be filled in online with information: General information, principal project coordinator, project coordinator and project partners, project description (see grey box on right hand side).

To start filling in the General information page, please click on the blue keyword in the grey box. This page requests information on the thematic area of the proposal including keywords, project title and acronym, duration and a short abstract. All fields marked with a yellow star are mandatory fields and need to be filled in.

To save the information, click on the grey *Save* button at the end of the page. Please note: to save information, all mandatory fields on this respective page have to be filled in.

Your data has been saved when the green bar below is shown at the top of the page.
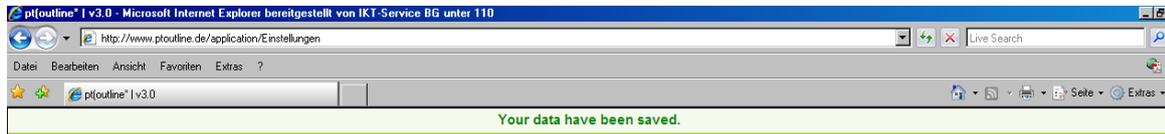
Your data could not be saved when red bars are shown at the top of the page. The fields that still need to be filled in before saving will then be highlighted in red.

After having saved the data, please proceed to the next page **principal project coordinator**. Here, you will first have to fill in background information on the principal project coordinator only. Secondly, give the information on the principal project coordinator's requested budget according to the five sub-categories (travel costs, living expenses, expenses for the organisation of small scientific events, costs for research material and small-scale research equipment and personnel costs) for 2012, 2013 and 2014 respectively. More information on the national regulations for the cost categories can be found in Annex 3 of the *Call Text,* available at **http://www.koranet.eu/en/229.php.**
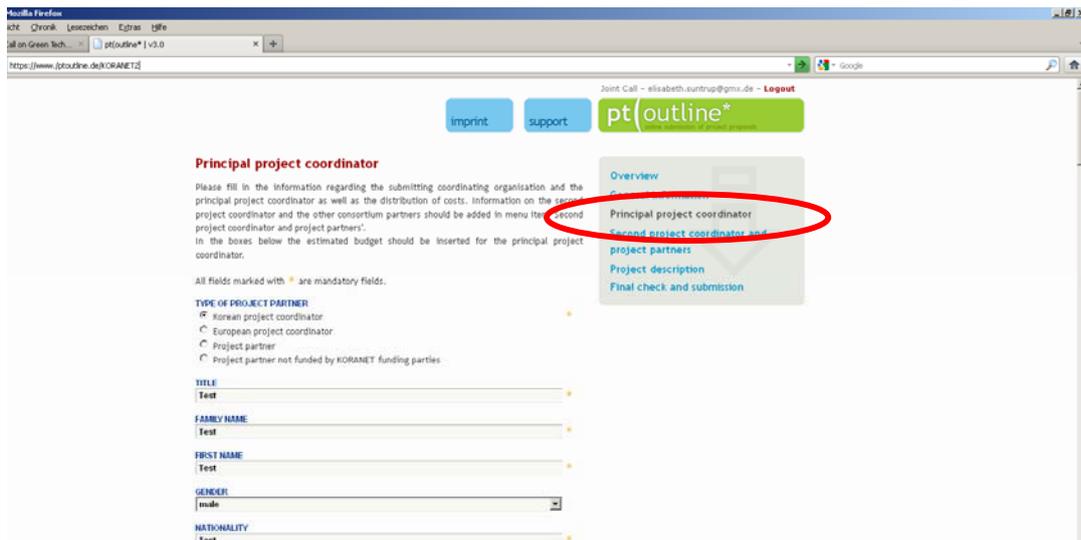
After having saved the information, proceed to the next page **second project coordinator and project partners**. Here background and budget information on the second project coordinator and all other project partners should be given separately. Begin with providing information on the second project coordinator. After having saved the information on the second project coordinator, you will have the option to add information on the other project partners, and so on.
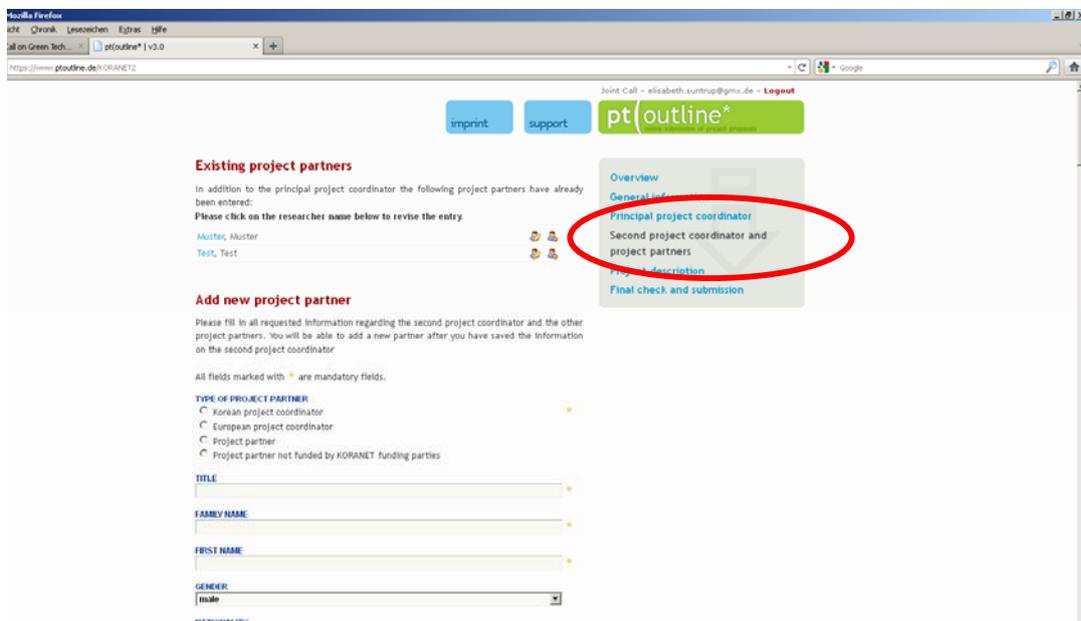
After having saved the information of the last partner, proceed to the next page **Project description**.

From this page, you will have to download the *Project description template* (word format), fill it in and then upload it again with the required information. Please do not forget to add short CVs of the participating researchers (max. 1 page per researcher) and their track record summarizing the most relevant scientific accomplishments. In case a project partner comes from a countries other than the participating funding countries (Korea, Austria, Germany, Poland, Slovakia, Sweden, Switzerland and Turkey), a *Letter of commitment* ensuring the funding of this project partners from other sources has to be added as well.

Please note that only one PDF file can be uploaded. Other file formats will not be accepted by the system. The name of the file you upload should not contain any spaces or special letters. The file name will automatically be changed during the upload process. **If you have already uploaded a file before, it will be overwritten by any subsequent file uploaded.**
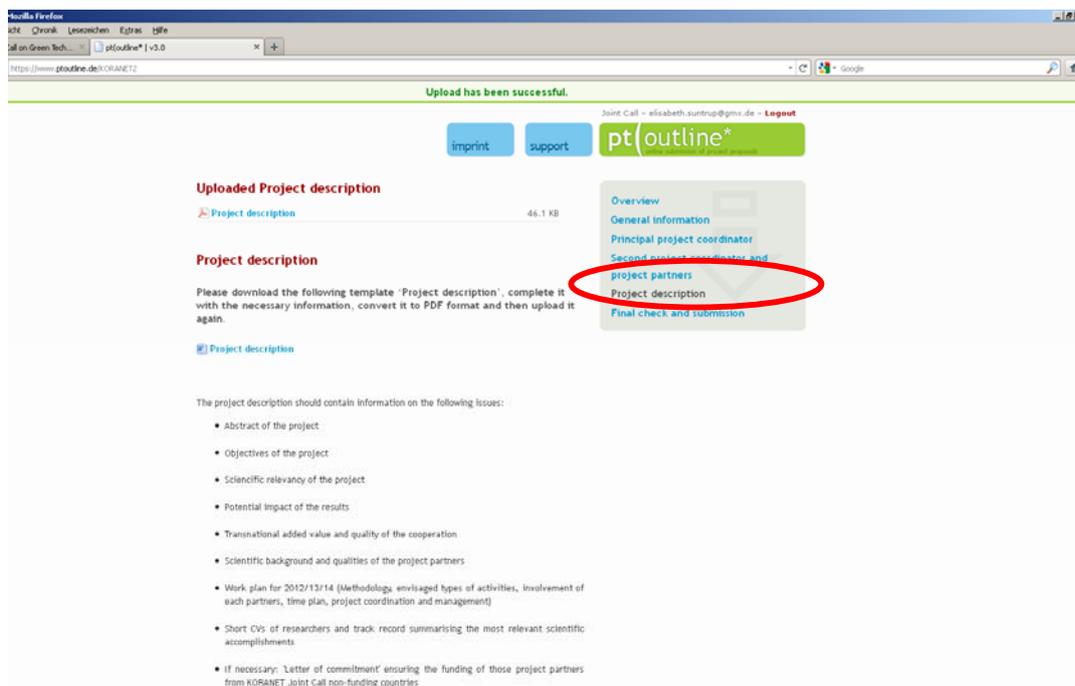
To finally check all the information provided by you go to the page **Final check and submission**. Here, you can download a data sheet preview and get an overview of the overall budget requested for your project.

To submit your project proposal please click on the yellow *Submit now* button at the bottom of the page. Only after having clicked on this button will your proposal be considered as submitted. Please note that after the binding submission NO FURTHER CHANGES can be made to your proposal.

Please remember that the deadline for submission is **Friday, 06 April 2012 at 03.00 p.m. GMT (i.e. 7 April 2012, 00.00 a.m. Korean time)**. The electronic submission system will be closed afterwards.

After having successfully submitted the proposal you will receive an automatic email confirming the submission.

2. FAQs

GENERAL

1. What is an ERA-NET scheme?

ERA-NET is an instrument that was introduced under the EU's Sixth Framework Programme for Research, Technological Development and Demonstration Activities (FP6). Its main purpose is to support transnational activities between EU Members States and Associated Countries in order to coordinate national research policies and finding approaches. International ERA-NETs such as KORANET target a specific Third Country.

2. What is KORANET and what does it stand for?

KORANET is an ERA-NET project funded under the EU's Seventh Framework Programme from 2009 to 2012. It consists of a consortium of European and Korean S&T and funding institutions involved in promoting research cooperation between Europe and Korea. The project aims to strengthen the international dimension of the European Research Area (ERA) and to provide a gateway to European S&T for networking with Korean S&T platforms.

The name KORANET refers to the full title of the program: Korean scientific cooperation network with the European Research Area.

3. What are KORANET's aim and main activities?

The overall aim of KORANET is to strengthen the research partnership between Europe and Korea through the analysis of the S&T cooperation of ERA with Korea.

There are several main activities by which KORANET will attain this goal among which:

1. The **identification of research hotspots** in Europe and in Korea from the point of view of common scientific interest and complementary expertise:

> a) collect, share and exchange information between the ERA and the Korean research area on programmes, institutions and scientific activities of relevance for science & technology cooperation;

> b) develop and strengthen the network of actors and institutions.

2. The **implementation of joint calls for proposals**, aiming at developing harmonized tools and efficient evaluation and monitoring processes for future joint activities, identifying research areas of mutual interest and enhancing transnational joint funding programmes between Europe and Korea

3. The **organisation of joint events such as conferences and workshops** to network the European and the Korean research community

4. What is the aim of the KORANET Joint Call?

The goal of the Joint Call is to bring together Korean and European researchers to collaborate on a joint topic of mutual interest, and thus pave the way for long-lasting cooperation between research institutions from the ERA and Korean partner organisations.

5. What is the scope of the KORANET Joint call?

The programme offers opportunities in the field of **Green Technologies.** More specifically the JC targets:

1. **Reduction of carbon footprint**: e.g. ecosystem services, ecological restoration, ecological engineering, societal impact of bio-energies

2. **Technologies for a sustainable development**: e.g. fresh water security & food security improvement, natural hazard risk management (cyclones, storms, floods, droughts)

3. **Renewable energies and energy efficiency**: e.g. bio-energy, biomass, solar cells, wind power, hydrogen energy, hybrid electric vehicles, fuel efficiency, energy conservation, green buildings.

6. Which are the Funding parties of the Joint Call?

The 9 funding parties participating in the KORANET Joint Call and contributing to the KORANETJoint call budget are:

- **Austria** – Federal Ministry for Science and Research (BMWF)

- **Germany** – Federal Ministry of Education and Research (BMBF)

- **Korea** – Ministry of Education, Science and Technology (MEST) and Ministry of Knowledge Economy (MKE)

- **Poland** – National Centre for Research and Development (NCBiR)

- **Slovakia** – Slovak Academy of Science (SAS)

- **Sweden** – Swedish Research Council (SRC)

- **Switzerland** – Swiss National Science Foundation (SNSF)

- **Turkey** – The Scientific and Technological Research Council of Turkey (TÜBITAK)

7. What is the Funding principle of the Joint Call?

The KORANET Joint Call follows the *juste retour principle* whereby national contributions to a "***Virtual Common Pot***" are assigned to project partners of that respective country only. In this model national funding is applied in a transnationally coordinated way. This means that:

- funding of each country will be based on national regulations;

- the maximum funding amount per funding country will therefore differ between countries;

- eligibility of costs varies between countries;

The *juste retour* principle means that national contributions to the virtual common pot are distributed only to project partners from that particular country. If a country has already spent the whole amount it originally contributed to the virtual common pot, the next ranked project with participants from that country cannot be funded from the call budget. In such cases, these projects, even if highly ranked, will not be considered eligible for funding.

The country contributions to the virtual common pot are listed in Annex 2 of the Call text.

8. What is the role of the Joint Call Secretariat?

The Joint call Secretariat is responsible for the implementation and operational management of the KORANET Joint call. The Joint call Secretariat is in charge of the reception and eligibility check of the proposals, the selection of the panel of evaluators, the supervision of the reviewing procedure and the communication with the applicants.

9. What is the role of the National Contact Points?

National Contact Points (NCPs) are constituted by representatives of the funding parties. The NCPs are in charge of the implementation of the KORANET Joint call and of its

communication and dissemination at national level. They will give applicants detailed information about the KORANET Joint call (eligibility, submission rules, PT-Outline, evaluation criteria, etc.) and they can also help them with partners' search. The contact data for all NCPs are available in Annex 1 of the Call Text.

10. Is a Joint call proposal similar to an FP7 application?

No. The KORANET Joint call is not part of FP7 and thus follows separate rules and regulations for application, submission and evaluation of research proposals.

RESEARCH TEAM

11. Who can apply?

Proposals may be submitted by **public and/or private entities** that are eligible **according to the funding regulations of the funding institutions participating in the JC**. These can be public research institutions, private research institutions, higher education institutions, SMEs and/or industries.

Since eligibility criteria are subject to national regulations, all applicants are strongly advised to take a close look at the details given in the country specific requirements listed in Annex 3 of the call text and contact the respective National Contact Points (Annex 1) prior to submitting a proposal.

12. What does a KORANET project consortium look like?

Each project consortium should consist of at **least 3 partners, one Korean partner** and **two European partners** from two different European countries participating in the KORANET Joint Call (Austria, Germany, Poland, Slovakia, Sweden, Switzerland and Turkey).

In case more than one researcher participating in a project proposal is from the same research institution, they are together considered as one project partner.

The number of project partners should be appropriate for the aims of the research project and reasonably balanced in terms of national participation. Each project should clearly demonstrate the added value from working together.

13. Can researchers from other than the funding countries join a project as partner?

Additional researchers from other than the funding countries may participate as partners in a research project if they secure their own funding from other sources, confirmed by a binding Letter of Commitment. The Letter of Commitment has to be attached to the Project description and uploaded to the PT-Outline electronic proposal submission tool.

14. What is the role of the project coordinators and from which country should they come from?

Each project consortium submitting a project proposal has to name **two project coordinators, one from Korea and one from a European country participating in the KORANET join call,** from among all partners of the respective project, who will represent the project externally and are responsible for the management of the project internally.

However, **only one** of the project coordinators (the "principal project coordinator") will formally submit the proposal on behalf of the consortium.

15. What happens if one of the partners is ineligible?

After submission of the proposal, the eligibility of the partners is assessed on the basis of general KORANET and specific national regulations. This is an administrative step which does not contain a judgement on the merit of the proposal.

In case one of the project poordinators or a project partner is ineligible, the whole proposal will be rejected and the two project coordinators will receive a notification by the Joint Call Secretariat.

16. How can I find Korean and/or European project partners?

On the KORANET website you can find relevant information on both Korean and European organisations and researchers. **An Experts' Profiles Brochure** is available on **http://www.koranet.eu/en/229.php** with information on the academic background, research work and the contact data of researchers that have expressed their interest in participating in

the KORANET Joint Call and are open to be contacted by other researchers with the aim of forming a project consortium. You can also contact your National Contact Point or the Joint Call Secretariat. They might be able to help with further contacts or more information.

17. Is a Consortium Agreement required?

It is **strongly recommended** that project partners of each consortium funded under the KORANET Joint call sign a **Consortium Agreement**, listing the rights and responsibilities of each project partner, before the start of their project. The Consortium Agreement should cover specific Intellectual Property Rights issues such as access to background, dissemination, ownership of foreground, etc. and any other issues that might require special clauses.

FINANCIAL MODALITIES

18. What can be applied for?

Funding can be applied for the following project costs within the thematic scope of the JC:

1. **Travel costs:** only travels to the countries participating in the JC and to Brussels are eligible (exception: if researchers from a country other than those participating in the JC secure their own funding to participate in a project, travels to this respective country are also eligible); travel costs are at the charge of the sending countries, meaning that each funding institution will pay for the travels of its own researchers.

2. **Living expenses**: only expenses incurred in the countries participating in the JC (and as an exception countries from which researchers participate in a project on their own costs) are eligible; living expenses are at the charge of the sending country, meaning that each funding institution will pay for the living expenses of its own researchers.

3. **Expenses for the organisation of small scientific events**: costs for room rent, catering, printing of conference brochures, travel and accommodation of invited external experts (that are not part of the project consortium but are necessary for the success of the event) are eligible;

4. **Costs for research material and small-scale research equipment**: costs for consumables, small equipment and subcontracting (for example for the fabrication of

samples at a specialised facility) are eligible if its need is listed in detail and duly justified. The percentage of costs for this cost category should not be more than 20% of the budget of each individual partner;

5. **Personnel costs**: only according to national regulations (and should either not exceed 20 % of the budget of each individual partner or represent one Person-Month maximum)

All project partners are advised to contact their KORANET National Contact Point (see Annex 1) for further information on eligible costs and national specifications. **All of the above-mentioned costs are funded according to national regulations.**

19. How much is the maximum funding amount available per project?

The maximum amount available per project depends on the number of participating partners. The level of the funding may be up to **25.000 Euro per partner per year.**

In case two project partners in a proposal are from the same country, they may together request up to a maximum of 25.000 Euro per year.

Example: The maximum overall budget for two years for a consortium consisting of 1 Korean partner, 2 German partners and 1 Turkish partner is 150.000 Euro (i.e. 75.000 Euro per year; the Korean and Turkish partners may individually ask for a maximum annual amount of 25.000 Euro, the two German partners may jointly ask an annual amount of 25.000 Euro).

20. How long is the period of funding?

Projects will be funded for a maximum period of **two years** starting in October 2012.

PROPOSAL SUBMISSION

21. How can I apply?

Application is done using the PT-Outline webtool at: **www.ptoutline.de/koranet2**. All requested information must be submitted **in English**.

22. In addition to the online submission procedure, should I submit a paper copy of the proposal?

There is no need to submit paper copies of the project proposal.

23. When can I apply?

Proposals should be submitted from the 6th of February 2012 to the 6th of April 2012 (03.00 p.m. GMT, i.e. 7th April 2012, 00.00 a.m. Korean time).

PROPOSAL EVALUATION

24. What is the evaluation procedure for the project proposals?

Step 1: Eligibility check

Each project proposal will be checked for eligibility according to the general KORANET and specific national regulations.

The following general **eligibility criteria** will be checked:

- Appropriate length of the proposal
- Inclusion of all necessary information in English
- Eligibility of the two project coordinators and the project partners (in case one of the project coordinators or a project partner is ineligible, the whole proposal will be rejected)
- Participation of researchers from a minimum of two different European countries participating in the Joint Call and Korea
- Eligible thematic focus
- Eligibility of claimed costs

Step 2: Peer review

Independent reviewers in the field of Green technologies will carry out anonymous peer reviews of the eligible project proposals according to evaluation criteria set up by the KORANET funding institutions. Each proposal will be evaluated by one reviewer nominated by the Korean side and one reviewer nominated by the European side.

The peer reviewers are asked to submit their evaluations online in English using the PT-Outline proposal review tool based on the following **four JC evaluation criteria:**

1. Scientific excellence of the project
- quality (sound concept and quality of objectives)
- innovative potential
- quality and effectiveness of the methodology and work plan
- feasibility (governance, adequate budget, resources, time schedule)

2. Potential impact of the results
- responses to economic and societal needs
- possible resulting applications (new products and systems etc. and/or improvement of existing ones)

3. Transnational added value of the cooperation
- cohesion of the proposed research
- level and balance of the collaborative interaction between project partners
- added value of the international project consortium
- sustainability of the expected collaboration

4. Scientific excellence and qualities of the project partners
- scientific excellence
- scientific track-record
- publications in scientific journals
- standing of the organisation the applicants belong to
- inclusion of young researchers and women

For each evaluation criterion a **score** (on a scale from 0 to 5 to be chosen from a drop-down menu) has to be awarded. No weightings will be applied.

- **0: fails or missing/incomplete information** (the proposal fails to address the criterion in question or cannot be judged due to missing or incomplete information)
- **1: poor** (the criterion is addressed in an inadequate manner, or there are serious inherent weaknesses)

- **2: fair** (while the proposal broadly addresses the criterion, there are significant weaknesses)
- **3: good** (the proposal addresses the criterion well, although improvements are necessary)
- **4: very good** (the proposal addresses the criterion very well, although certain improvements are still possible)
- **5: excellent** (the proposal successfully addresses all relevant aspects of the criterion in question)

Step 3: Scientific Council meeting

A Scientific Council consisting of ten high level experts in the domain of Green Technologies (one per funding party and a chairperson) will discuss the evaluation reports of the peer reviewers and prepare a ranking of all reviewed project proposals.

Step 4: Programme Steering Committee meeting

The final funding decision will be taken jointly by the Programme Steering Committee (consisting of **one high-level representative per participating funding institution)** deciding on the projects to be funded taking into account the ranking list prepared by the Scientific Council.

25. What happens if the two peer reviewers do not agree?

If the evaluation reports of the two peer reviewers are very different, the Scientific Council will take a final decision by examining the project proposal and the two evaluation reports.

26. What is the indicative timetable for the eligibility check and the evaluation?

The indicative period for the Eligibility check and the peer review is from April to June 2012.

The Funding decision should be taken in July 2012.

The indicative project start is October 2012.