

Checklist for the Consortium Coordinator

In order to make sure that your proposal will be eligible to this call, please collect the information required to tick all the sections below before concluding the online submission of the proposal on the ESS. Please note that there can be additional conditions for some partners due to national/regional funding regulations (see Appendix IV of the Call text).

Deadline for Pre-proposal submission	1 April 2021, 17:00 CEST
Deadline for Full Proposal submission	15 September 2021, 17:00 CEST

Update March 24 th 2021	Clarification about the CV and the PM table
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1. General tips:

- The coordinator is aware of the **national/regional requirements** of their partners' funding organisations.
- The Lead Researcher, representing the Consortium Coordinator (Partner 1), registers at the LEAP-RE Electronic Submission System – ESS - (https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1633) well in advance of the proposal submission and completes the coordinator and proposal data.
- The coordinator's Lead Researcher registers all the consortium partners well in advance of the proposal submission by providing each partner's Lead Researcher name, e-mail and login name.
- The Lead Researcher of each Partner, after receiving an email to activate their account, enters his/her own profile.
- The coordinator checks that each partner requesting funding in the project proposal has contacted the respective Funding Organisation and is compliant with the national/regional funding criteria and the regulations of the respective Funding Organisation.
- In the case where a partner of the consortium is from an African country without a funding organisation participating to the call (or is not eligible to receive fund from their national funding organisation), the Coordinator should contact the Joint Call Secretariat (pilier1@leap-re-eu) prior to submission.
- The project must start no later than May 1st 2022. The start of a project is the same for all partners of a project taking in consideration the time for grant negotiations of the funding organizations and other national regulations that can affect this.
- The travels costs to attend two meetings organised by LEAP-RE in Europe or Africa are included in the financial plan of the Consortium Coordinator's Lead Researcher.
- The sections of the proposal's technical description (Form A) are jointly filled by all partners, according to the instructions given for each section. Each individual section can exceed the recommended number of pages if the total length of Form A does not exceed 6 pages for pre-proposal and 30 pages for the full proposal, including a maximum of eight pictures/images/tables.



The pdf format of the proposal technical description (Form A) must not exceed the size of 10 mega bytes.

2. Eligibility of consortium:

A consortium applying to the Call must consist of at least four project partners from 4 different countries (2 from Europe and 2 from Africa). At least one partner of the Consortium of each continent (Europe and Africa) should be from a country participating in the Call and eligible to receive support from the relevant participating funder.

At least half of the partners in a consortium must belong to countries participating in the Call and eligible to receive support from the relevant participating funders.

The Coordinator of the consortium must be eligible to receive support and be established in a country or region participating in the Call.

A Lead Researcher can only represent the Coordinator in one proposal (i.e. if a Lead Researcher coordinates one proposal, he/she can only participate in other proposals as a researcher/key personnel of a consortium partner).

Researchers from the participating Funding Organisations or members of the International Review Panel (IRP) cannot apply to this Call¹.

The total budget assigned to partners from one country in a proposal cannot exceed 50% of the total project efforts (measured in person-months (PM)). PMs per partner should be clearly stated in the respective table (see <http://www.leap-re.eu/wp-content/uploads/2021/03/PM-LEAP-RE.docx> for the pre-proposal stage).

The maximum funding for each project is 1 Million € and the maximum funding per partner in one project is 600 k€. However, not all funding agencies will apply these amounts, please check details given by specific funding organizations relevant to each application.

3. Other rules:

Each partner requesting funding must comply with the national/regional funding rules and regulations of their respective Funding Organisation.

The project duration should be between 12 months and 36 months, if allowed by the participating Funding Organizations.

The language of all communications and submissions to the EU is English.

All sections of the proposal technical description – Form A - (*Calibri, 11pt, single spaced; the pages' margins should be kept*) must be completed and the total length if Form A must not exceed 6 pages in the case of the pre-proposal. The Form A total length does not exceed 30 pages, including up to eight pictures/images/tables and including the Gantt chart, the references and the Ethics issues table for the full-proposal.

A maximum of three CVs (of the Lead Researcher and two key personnel) per consortium partner is allowed and the LEAP-RE CV template must be used which cannot exceed two pages per consortium member (at the pre-proposal stage and the full-proposal stage).

¹ Exceptions can be made by the Call Steering Comitee



- At the pre-proposal stage: All partners applying for funding shall sign a commitment form in the electronic submission system (ESS).
- At the full-proposal stage: For all partners requesting funding, the Coordinator collects the respective Statement of Commitment (Form B) duly signed by the legal representative of the organisation or the Lead Researcher and should upload a single pdf on the ESS (only one document gathering the Forms B filled by each partner of the consortium).
- For all partners that are not requesting funding at all, the Coordinator collects the respective Declaration of Own Funding (Form C) duly signed by the legal representative of the organisation or the Lead Researcher and uploads a single pdf on the ESS (only one document gathering the Forms C filled by each partner of the consortium).
- The detailed budget is submitted at the full-proposal stage using the template “Budget and the funding demand.”

