



**INNO INDIGO**  
**Innovation driven Initiative for the Development and**  
**Integration of Indian and European Research**

**INNO INDIGO Partnership Programme**  
**Joint Calls for Proposals in the Field of**  
**Bioeconomy**  
**Innovation Call for Proposals**

## **GUIDELINES FOR APPLICANTS**

**Proposal Submission Period**

15 April 2016 – 31 August 2016 (12:00 CET / 15:30 IST)

**Websites**

[https://indigoprojects.eu/funding/indigo-calls/innovation\\_call\\_2016](https://indigoprojects.eu/funding/indigo-calls/innovation_call_2016) (for Call Text and National regulations, Guidelines for Applicants)

[https://secure.pt-dlr.de/ptoutline/app/IPP3\\_INNO](https://secure.pt-dlr.de/ptoutline/app/IPP3_INNO) (online submission tool)

**Contact**

INNO INDIGO Joint Call Secretariat  
Centre National de la Recherche Scientifique (CNRS)

Ms. Lucie Durocher

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**Beyond these guidelines it is highly recommended to contact the joint call Secretariat. It is also strongly advised that each consortium partner contacts his IPP National Contact Point and read the national regulations of his respective country.**

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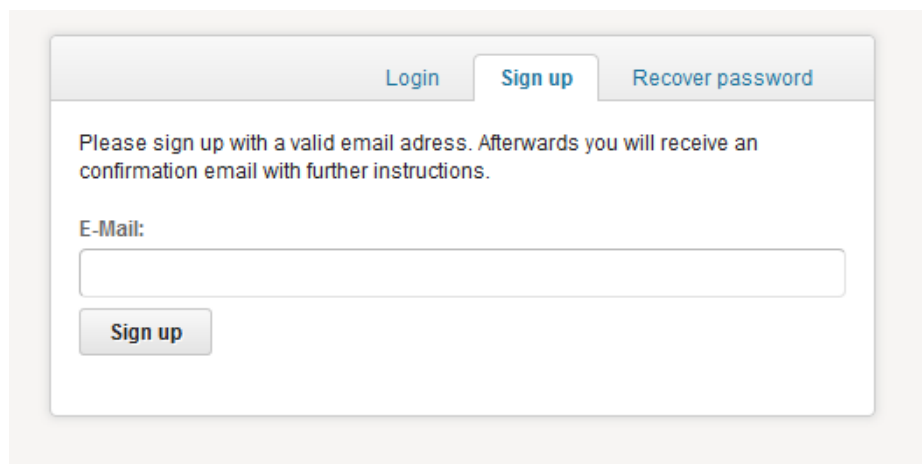
# 1. How to submit a proposal using the web tool?

Proposals for the INNO INDIGO Partnership Programme Innovation Joint Call on Bioeconomy are submitted online through the PT-Outline web tool at: [https://secure.pt-dlr.de/ptoutline/app/IPP3\\_INNO](https://secure.pt-dlr.de/ptoutline/app/IPP3_INNO)

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

## *1<sup>st</sup> STEP: REGISTRATION*

To prepare the proposal online, you first have to register by clicking on “Sign up”. On this page, you will have to enter your email address. A link to an individual password will then be sent to your email address. Once you clicked on the link, you will be redirected to a page showing your password. **This individual password will be displayed only once**; please make sure that you remember it during the whole proposal submission phase.



The screenshot shows a web form for registration. At the top, there are three tabs: "Login", "Sign up" (which is selected), and "Recover password". Below the tabs, there is a message: "Please sign up with a valid email adress. Afterwards you will receive an confirmation email with further instructions." Underneath this message is a label "E-Mail:" followed by a text input field. Below the input field is a "Sign up" button.

After having logged in with the username (email address) and password, you will be guided to the very first page (“Overview”) where you will find general information about the submission tool.

cover page session timeout: 17:17 o'clock (UTC±0h)

forms (IPP3\_INNO-001)

**Overview**

- General Information
- Project Coordinator
- Project Partner
- Upload project description
- Proposal Submission

Call details

Call acronym  
IPP3\_INNO

Call deadline  
31-08-2016 21:59 UTC±0h

Deutsches Zentrum für Luft- und Raumfahrt e. V. (DLR)  
German Aerospace Center

phone: +49 228 3821 1473  
email: Hans.Westphal@dlr.de

Technical Contact:  
German Aerospace Center (DLR),

**Overview**

The five menu items on the right (General Information, Project Coordinator, Project Partners, "Financial Plan", Final Check and Submission) will guide you through the process of preparing and submitting your proposal. In order to fill in the different forms, please click on each of the menu items. The proposal can be saved and edited at a later stage until the final submission. However, to save a site, mandatory fields on this respective site have to be filled in. Once the proposal is bindingly submitted by clicking on the 'Submit now' button on the last menu item NO FURTHER CHANGES can be made to your proposal.

Proposals must be submitted exclusively using this online tool. Proposals submitted via E-mail, fax, paper copy will not be considered.

Only the coordinator of a project consortium should register, enter the name and contact data of the other consortium partners, edit and save the electronic forms, upload the 'Financial Plan' and finally submit the proposal on behalf of the project consortium. The other consortium partners should not submit a separate proposal.

The proposal is stored password-protected. Connection to the server is SSL-encoded and data safety and protection of confidence are warranted.

**Application Procedure**

- 1 Please complete the electronic forms (General Information, Project Coordinator, Project Partners, Financial Plan) by inserting project-specific data into the designated fields.
- 2 Please download the template for the "project description" (word document), complete it and then upload the file again (word document).
- 3 Please **check** all entries and complete the **binding submission** of the proposal by clicking on the 'Submit now' button.

2<sup>nd</sup> STEP: ONLINE WEB FORM

To start filling the web form, click on one of the items on the left hand side of the webpage. The following three pages need to be filled in online: **General information, Principal project coordinator, Project Partner.**

forms (IPP2)

**General Information**

- Project Coordinator
- Project Partner
- Upload project description
- Proposal Submission

Call details

Call acronym  
IPP2

Call deadline  
15-06-2015 21:00 UTC±0h

Lucie Durocher  
CNRS  
3 rue Michel-Ange  
75016 Paris, France  
Tel : +331.44.96.47.14  
Email: lucie.durocher@cnsr-dirfr

**General Information**

All fields marked with \* are mandatory.

Submission deadline: 15.06.2015, 12:00 pm CET / 3:30 pm IST.  
After the deadline, a proposal submission is no longer possible as PT-Outline will be automatically closed.

**Project title \***

**Project acronym \* \***

**Summary \***  
(2000 characters maximum, including whitespaces and line breaks)  
characters left: 2999

To start filling in the “**General Information**” page, please click on the blue keyword in the box. This page requests general information on the project: title and acronym,

summary and keywords. All fields marked with a **yellow star** are mandatory fields and need to be filled in.

To save the information, click on the **Save** button at the end of the page. Keep saving the information you enter on a regular basis as there is no automatic back-up.

You can save your data even if all mandatory fields are not filled in but a warning message will appear to remind you that information is missing. **To submit your proposal all mandatory fields will have to be filled in.**

The screenshot displays the PT-Outline online submission interface. The page title is "PT-Outline" with the subtitle "online submission". In the top right corner, there are buttons for "Site notice" and "Support". A session timeout notice indicates "17:23 o'clock (UTC+0h)". The main content area is titled "forms (IPP3\_INNO-001)" and shows a "Successfully saved" message. The "General Information" section is active, displaying a submission deadline of "23.06.2015, 12:00 pm CET / 3:30 pm IST." and a warning that "After the deadline, a proposal submission is no longer possible as PT-Outline will be automatically closed." The "Project title" field is filled with "Test Proposal". The "Project acronym" field is empty, and a red warning message states "The Project acronym \* field is required." The left sidebar contains navigation options: "Overview", "General Information" (highlighted with a red oval), "Project Coordinator", "Project Partner", "Upload project description", and "Proposal Submission". Below this, "Call details" are listed: "Call acronym: IPP3\_INNO" and "Call deadline: 31-08-2016 21:59 UTC±0h".

After having saved the data, please proceed to the next page **“Principal project coordinator”**.

The screenshot shows the 'Project Coordinator' form in the PT-Outline system. The left sidebar contains a navigation menu with the following items: 'Overview', 'General Information', 'Project Coordinator' (highlighted with a red circle), 'Project Partner', 'Upload project description', and 'Proposal Submission'. Below the navigation menu is a 'Call details' section with the following information: 'Call acronym: IPP3\_INNO', 'Call deadline: 31-08-2016 21:59 UTC±0h', and 'Deutsches Zentrum für Luft- und Raumfahrt e. V. (DLR) German Aerospace Center'. The main content area is titled 'Project Coordinator' and contains the following text: 'All fields marked with \* are mandatory.' and 'Here, please give only information about the project coordinator. Information about further project partners should be added in the next menu item 'Project Partner''. Below this text are three mandatory fields: 'Type of project partner\*' (a dropdown menu with 'Bitte auswählen...' selected), 'Title\*' (a text input field with the placeholder 'For example: Prof., Dr., etc.'), 'Family name\*' (a text input field), and 'First name\*' (a text input field). The top right corner of the form indicates a 'session timeout: 17:24 o'clock (UTC±0h)'.

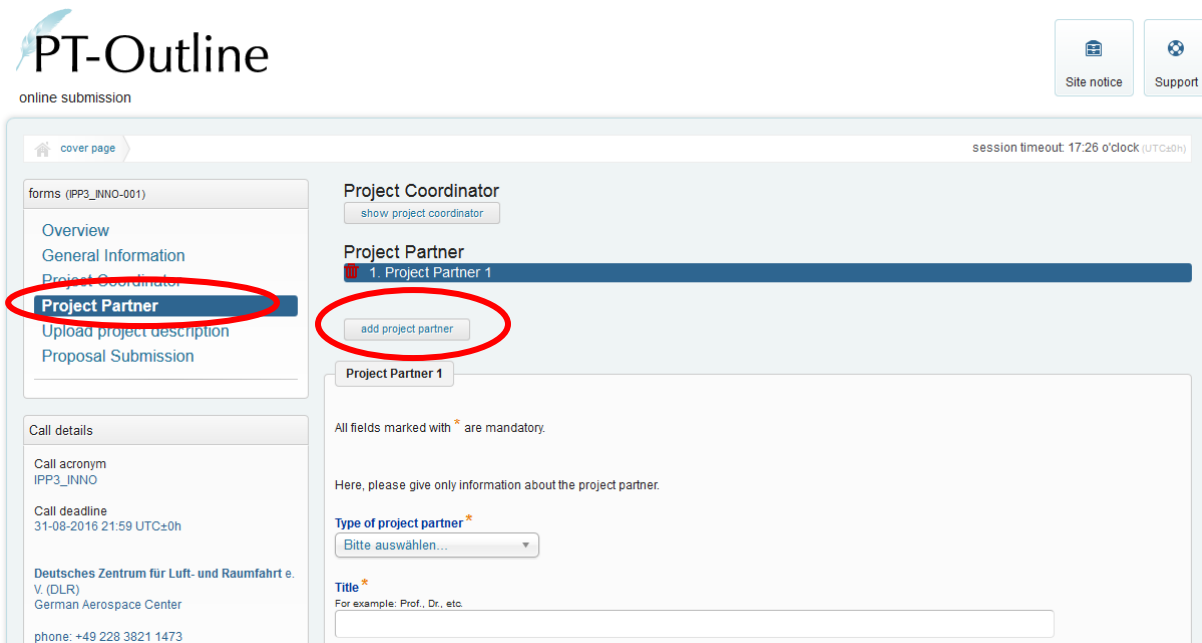
Here, you will first have to fill in background information for the principal project coordinator only. Secondly, give the **information on the principal project coordinator's requested budget according to the seven sub-categories** (personnel costs, travel costs, equipment, consumables, subcontracting costs, indirect costs, other costs) for Year 1, Year 2 and Year 3 respectively.

#### PLEASE NOTE:

- It is highly recommended to consult the national regulations before filling in the cost overview.
- All costs must be given in EUROS.
- Expected starting date of the projects: May 2017
- Make sure that the costs in the web form match the costs you declare in the financial overview in the elaborated project description as well as the total requested funds.

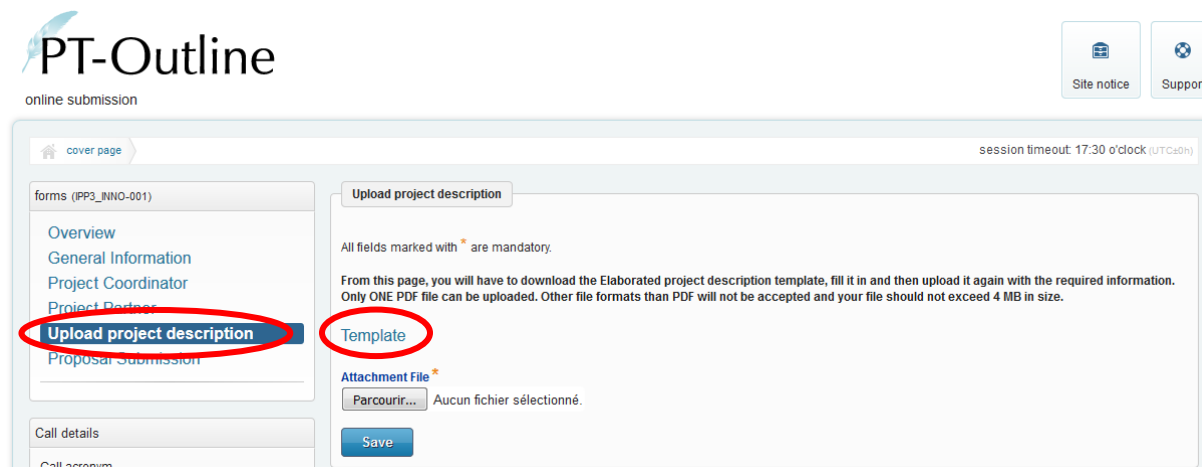
After having saved the information, proceed to the next page "**Project partner**". In this webpage, the background and budget information on the second project coordinator and all other project partners should be given separately. Begin with providing information on the

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 by clicking on **“Add project partner”**, and so on.



After having saved the information of the last partner, proceed to the next page, **“Upload Project description”**.

### 3<sup>rd</sup> STEP: UPLOAD PROJECT DESCRIPTION



From this page, you will have to download the **Elaborated project description template** (word format), fill it in with the required information and then upload it again in PDF. The document you will upload should contain:

- A description of the project (background and objectives, technical and innovation highlights of the project, work plan and milestones, management and added value of multilateral cooperation, potential impact and exploitation of results)
- Overview of the requested budget: financial plan (per partner, per year, per category and in euro). Please use the provided template to prepare the financial plan.
- Short CVs of key staff involved in the proposal and, if relevant, a list of the most relevant publications (2 pages max per CV).
- In case a project partner comes from a country other than the participating funding countries a letter of commitment ensuring the funding of this project partner from other sources has to be added as well.
- Consortium agreement, if requested by the respective funding agencies

The Elaborated Project Description cannot exceed 16 pages (excluding financial plan, references and annexes). Note that the following formatting rules apply: 1.5 line spacing and font size: Arial 11.

Only ONE PDF file can be uploaded. Other file formats than PDF will not be accepted and your file should not exceed 4 MB in size. It may take some minutes to complete the upload. 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.**

#### *4th STEP: SUBMIT PROPOSAL*

To finally check all the information provided by you, go to the page **“Proposal submission”**. Here, you can download the data sheet preview. To submit your proposal, you will first have to click on **“Verify Submission”** to check whether all requested fields are filled in.



cover page session timeout: 17:52 o'clock (UTC±0h)

forms (IPP3\_INNO-001)

- Overview
- General Information
- Project Coordinator
- Project Partner
- Upload project description
- Proposal Submission

Call details

Call acronym  
IPP3\_INNO

Call deadline  
31-08-2016 21:59 UTC±0h

Proposal Submission

[download datasheet preview](#)

Project participants	REQUESTED FUNDING	TOTAL PROJECT COST	FQ
Project Coordinator 1	0€	0€	0%
Project Partner 1	0€	0€	0%
<b>Overall</b>	<b>0€</b>	<b>0€</b>	

[Verify Submission](#)

After checking the data, you can submit your proposal by clicking on “**Submit now**”. Your proposal will be considered as submitted only after you clicked on this button.

cover page session timeout: 17:58 o'clock (UTC±0h)

forms (IPP3\_INNO-001)

- Overview
- General Information
- Project Coordinator
- Project Partner
- Upload project description
- Proposal Submission

Call details

Call acronym  
IPP3\_INNO

Call deadline  
31-08-2016 21:59 UTC±0h

Deutsches Zentrum für Luft- und Raumfahrt  
V. (DLR)  
German Aerospace Center

✓ All required fields are filled in.  
You may now submit your outline by clicking the "submit now" button at the end of this form.

Proposal Submission

[download datasheet preview](#)

Uploaded file:  
ipp3\_inno-001\_upload.pdf

Project participants	REQUESTED FUNDING	TOTAL PROJECT COST	FQ
rr	0€	0€	0%
aa	0€	0€	0%
<b>Overall</b>	<b>0€</b>	<b>0€</b>	

[submit now](#)

Please note that after the binding submission **NO FURTHER CHANGES** can be made to your proposal. After the successful submission of a proposal within the PT-Outline system the principal coordinator will receive an **automatic confirmation e-mail by the PT-Outline System**. This e-mail will be proof for the correct and on time submission. Therefore the principal coordinator is asked to save this e-mail. **In case this e-mail is not received**

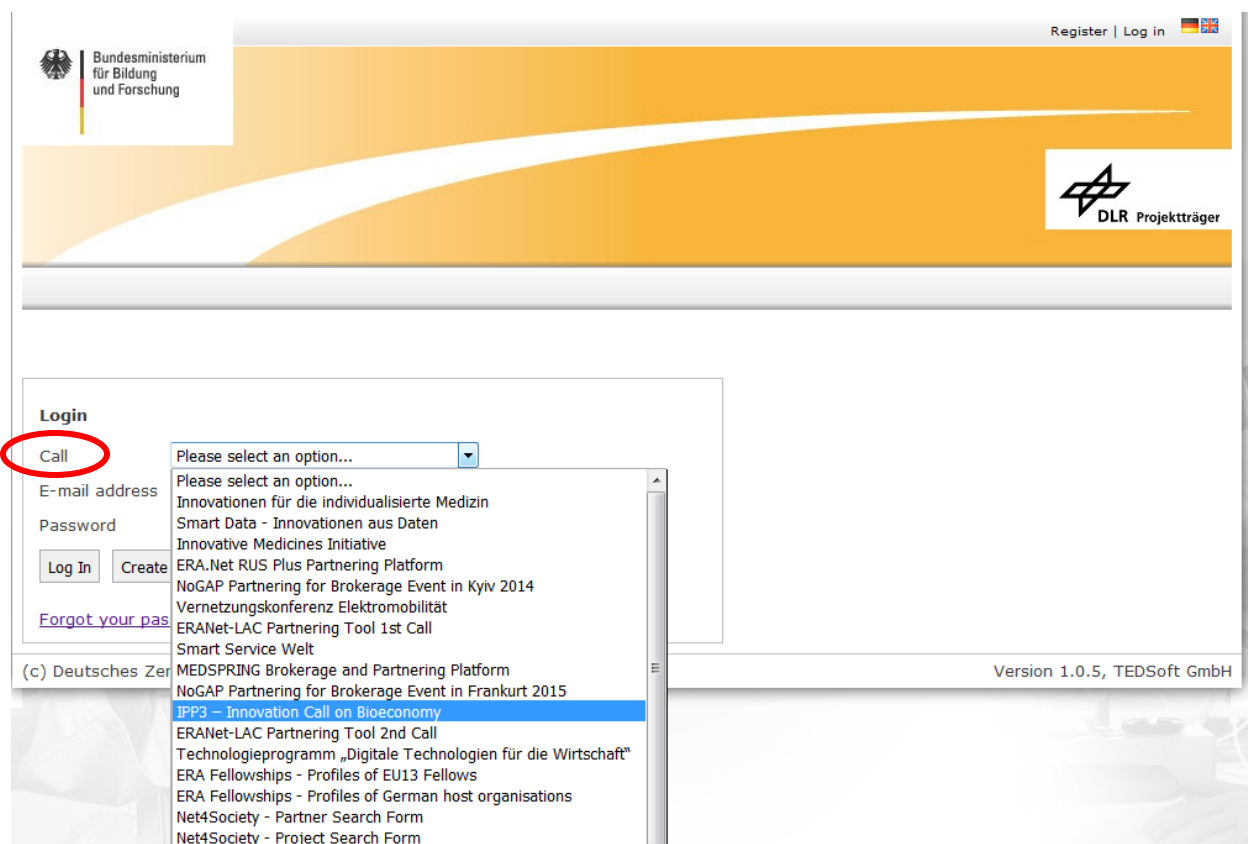
**immediately after the submission, please contact the call secretariat.** This does especially apply for proposals submitted a short time before the deadline.

Please remember that the deadline for submission is **Wednesday 31 August** (deadline 12:00 pm CET/ 3:30 pm IST). The electronic submission system will be closed afterwards.

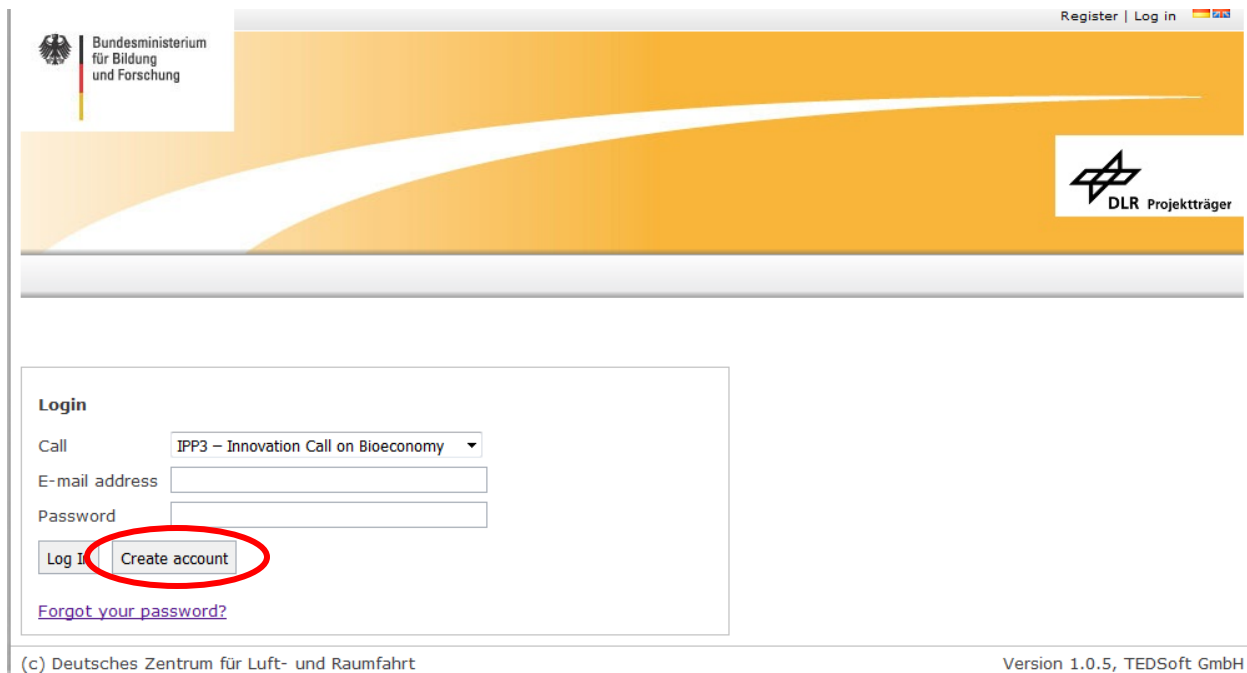
## 2. How to use the online partnering tool?

INNO INDIGO provides you with a dedicated online partnering tool that allows you to publish your project idea and search for partners.

To access the partnering tool, go to <http://partnering.pt-dlr.de/>, switch the language to English (UK flag on the upper right-hand corner) and select in the “Call” drop down menu “IPP3 – Innovation Call on Bioeconomy”.



Then click on “Create account”. To create your account you will have to enter your email address and to choose a password.



Register | Log in

Bundesministerium für Bildung und Forschung

DLR Projektträger

**Login**

Call: IPP3 – Innovation Call on Bioeconomy

E-mail address: [input field]

Password: [input field]

Log In | **Create account**

[Forgot your password?](#)

(c) Deutsches Zentrum für Luft- und Raumfahrt Version 1.0.5, TEDSoft GmbH

Once you are logged in you can either create your profile or browse through the already existing profiles.



Imprint | Log out

**INNO INDIGO**

**My profile** | Search | Administration

IPP3 – Innovation Call on Bioeconomy

Status: ●


My profile: If you are interested in finding partners in order to form an eligible project consortium, please complete the profile form. Potential applicants will be enabled to view your profile form and to contact you.

Search: On this page you can look for potential partners. The search can be filtered by organisation type or listed topics. Potential partners will be shown on the right side of the form. You will be able to select the respective profiles and contact the potential partners.

Please complete your profile All fields with \* must be filled in

To submit your profile you will have to :

1. Complete all requested fields on the page “My profile”
2. Activate your profile at the bottom of the page
3. Save your profile

Activation of your Profile \* 

Yes  No

[I agree with the terms and conditions \(see imprint\) for the usage of my data \\*](#)

## 3. FAQs

### GENERAL

#### 1. What is an ERA-Net scheme?

The ERA-Net scheme 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.

#### 2. What is INNO INDIGO and what does it stand for?

INNO INDIGO stands for Innovation driven Initiative for the Development and Integration of Indian and European Research. It is a geographical ERA-Net with India funded by the European Commission under the 7<sup>th</sup> Framework Program (November 2013 - October 2016) and a follow-up of the New INDIGO project (2009-2013), which successfully launched four calls for proposals and developed a scheme for EU-India transnational calls.

The overall aim of INNO INDIGO is to strengthen scientific, technologic and business collaborations between Europe and India, especially through the launch of joint transnational calls for proposals (the INDIGO Partnership Program).

#### 3. What is the aim of the INDIGO Partnership Program?

The aim of the INDIGO Partnership Program (IPP) is to support high quality research and innovation projects involving partners from Europe and from India.

The INNO INDIGO calls for proposals target existing networks to foster collaborations and/or to initiate new ones. The objective is to pave the way for long-lasting cooperation between R&D entities from the European Research Area (ERA) and from India.

#### **4. Which type of projects will be funded under IPP3 Innovation Call on Bioeconomy?**

Joint R&D projects designed to lead to innovative products, services or processes of significant economic and/or societal value are eligible for funding. Innovation projects should aim at developing innovative technologies/products/services in the field of bioeconomy of high utilization and with a high market potential and of particular importance for Europe as well as for India.

The joint innovation projects shall also address applied research and technological development implemented in partnership between innovative SMEs and research performing institutions base in India and Europe.

#### **5. What is the thematic scope of IPP3 Innovation call?**

The aim of the Innovation call is to create long-term R&I collaboration between innovation stakeholders based in India and Europe and to pave the way for potential joint market exploitation in the field of bioeconomy.

Bioeconomy comprises those parts of the economy that use renewable biological resources from land and sea – such as crops, forests, fish, animals and micro-organisms – to produce food, materials and energy.

The full description of the topics is available in the call text.

#### **6. Which are the funding parties of IPP3 Innovation Joint Call?**

The 5 funding parties participating in the IPP3 Innovation Joint Call and contributing to the call budget are:

- India – Indian Department of Biotechnology (DBT)
- India – Indian Department of Science and Technology (DST)
- France – Bpifrance Financement (Bpifrance)
- Germany – AIF Projekt GMBH
- Norway – Research Council of Norway (RCN)

- Spain – Centre for the Development of Industrial Technology (CDTI)

### 7. What is the funding principle of the INDIGO Partnership Program?

The INDIGO Partnership Program follows the *juste retour* principle whereby national contributions to a “Virtual Common Pot” are assigned to project partners of that respective country only.

This means that:

- funding of each country will be based on national regulations;
- the funding amount committed per funding parties will therefore differ between countries;
- eligibility of costs varies between countries.

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

The joint call Secretariat (hosted by CNRS) is responsible for the implementation and operational management of the INDIGO Partnership Program. The joint call Secretariat is mainly responsible for the communication with applicants. The joint call Secretariat is also in charge of coordinating the evaluation process and final funding decision.

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

National Contact Points (NCPs) are representatives of the funding parties. The NCPs are in charge of the implementation of the INDIGO Partnership Program and of its communication and dissemination at national level. They will give applicants detailed information about the national eligibility criteria.

The contact data of all NCPs are available in Annex 1 of the Call Text.

### 10. What is the indicative timetable?

Launch of the Call for Proposals	15 April 2016 <i>(12:00 pm Central European Time / 3:30 pm Indian Time)</i>
Deadline for proposal submission	31 August 2016 <i>(12:00 pm Central European Time / 3:30 pm Indian Time)</i>

	<i>Indian Time)</i>
Evaluation and selection process	September – November 2016
Information to applicants about the results of the evaluation	Mid-December 2016
Preparation of national/regional funding contracts/funding decisions	December 2016 – April 2017
Start of projects	April 2017

**11. If my project is funded, what are my obligations towards the INNO INDIGO project in terms of reporting, project output and acknowledgements?**

*Project monitoring*

- Besides following the obligations of the national funding agencies, the funded participants will have to report updated contact details, project progress and achievements to INNO INDIGO. All IPP3 monitoring activities will be embedded in an interactive system on the INNO INDIGO website which collects all information related to the projects funding under INDIGO calls (<http://indigoprojects.eu/funding/funded-projects>). All funded projects can access this webpage to update the information on their project thus allowing an on-going monitoring.
- The projects will also be asked to submit, through this web platform, annual monitoring reports. Together with these reports, the projects will be asked to complete an indicators table so as to measure the achievements of the project according to a list of quantitative indicators.
- Project participants may also need to report to the national funding agencies according to national regulations. Contact your NCP to have further information about the monitoring and reporting requirements of your respective country.

*Project output*

- Whether or not INNO INDIGO specifically asks for the information, the project coordinators must report on any academic publication or other form of output resulting

from the research for which the grant is awarded. A copy of the publication must also be sent to the INDIGO Joint call secretariat.

#### *Acknowledgements*

- In any publication of results of the research for which grant is awarded, mention must be made of the support received from INNO INDIGO.
- The project coordinators, or alternatively the management of the host institution, must ensure the inclusion of the INNO INDIGO logo in publications relating to the project.

## COMPOSITION OF THE CONSORTIUM

### 12. Who can apply?

Proposals for collaborative innovation projects may be submitted by **public and/or private entities which are eligible according to their respective national/regional regulations**. Depending on the national rules of each funding agency, these can be higher education institutions, public research institutes, private research institutes, companies, etc.

Eligibility is subject to national regulations, therefore all applicants are strongly advised to take a close look at their respective national regulations **and** contact their NCPs (Annex I and Annex II of the call text).

### 13. How should a consortium look like?

Only transnational projects will be funded.

Each consortium should consist of at least **3 eligible partners**, **one Indian partner** and **two partners from two different European countries** participating in the call (France, Germany, Norway, Spain).

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 of working together.



**The participation of SMEs, industries and clusters in consortia is strongly recommended.**

#### **14. How can I find Indian and/or European project partners?**

INNO INDIGO provides an **online partnering tool** to facilitate the search for potential partners in response to IPP calls. To access the dedicated online partnering tool go to <http://partnering.pt-dlr.de> and select “IPP3 – Innovation Call on Bioeconomy” in the list of calls. On this web tool, you will be able to publish your profile and project ideas and to consult other Indian and European experts’ profiles.

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.

In addition, applicants can also use the following tools:

- [CORDIS Partners Service](#), a free database for researchers run by the European Commission
- [Enterprise Europe Network](#) partner search tool

#### **15. Can partners from other countries than the funding countries join a consortium?**

Additional partners can participate in a research project if they secure their own funding or 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.

However, they are not counted as partner for the size of the eligible consortium (2+1) and they are not allowed to coordinate the project.

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

Each project proposal has to name **two project coordinators, one from India and one from a European country participating in the INDIGO Partnership Program**. They will represent the project externally and are responsible for the management of the project internally.

However, **only one** of the project coordinators (named the “principal project coordinator”) will formally submit the proposal on behalf of the consortium. The latter is responsible for the correct and on time submission of the proposal.

Although the coordinators bear the overall responsibility for the project, each group leader is fully responsible for the project’s outcome towards the respective funding organisation.

#### **17. What happens if one of the partners is ineligible?**

After the submission of the proposal, the eligibility of all partners is checked on the basis of the general criteria of the joint call and the specific national regulations.

**In case one of the project coordinators or a project partner is ineligible, the whole proposal is rejected.**

The joint call Secretariat informs the two project coordinators of their ineligibility right after the closure of the eligibility check.

### *FINANCIAL MODALITIES*

#### **18. What can be applied for?**

Costs that can be applied for are subject to the national regulations of the funding parties. Eligible costs therefore vary from country to country. Each consortium partner is invited to consult its respective national regulations and contact its NCPs (see Annexes of the Call Text).

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

The maximum amount available per project depends on the number of consortium partners.

**The amount that can be applied for by each partner differs and depends on national regulations.**

Kindly check the national regulations of your respective country for more information about the maximum funding you can apply for (Annex II of the Call text).

## 20. How long is the period of funding?

Projects will be funded for a maximum period of **three years starting in April 2017 (expected date)**.

Considering the multilateral aspect of the call and the different national timeline for release of funds, partners are strongly advised not to plan core activities in the beginning of their projects.

## *PROPOSAL SUBMISSION*

## 21. How can I apply?

Application is done using the PT-Outline webtool at: [https://secure.pt-dlr.de/ptoutline/app/IPP3\\_INNO](https://secure.pt-dlr.de/ptoutline/app/IPP3_INNO). **All requested information must be submitted in English and the budget should be in Euros.**

## 22. When can I apply?

Proposals should be submitted between **15 April and 31 August 2016, 12:00 pm CET / 3:30 pm IST. It is strongly recommended not to submit at the last minute.** Proposals submitted after this deadline will not be considered.

After the submission of the proposal, the coordinator will receive an automatic confirmation e-mail by the web tool. This e-mail will constitute a proof for the successful and correct submission within the deadline. The applicants are strongly advised to save this e-mail for proof. **In case this e-mail is not received, the principal coordinator shall contact the IPP call secretariat immediately.**

## 23. What is the structure of the proposal?

The proposals shall include two documents:

- A) An online form generated by the PT-Outline webtool including the following data:**

- Title and acronym of the proposal
- Short publishable abstract
- Keywords from the list of keywords provided by the joint call Secretariat and free keywords
- Names and contact details of European and Indian project coordinators
- Names and contact details of project partners
- Short presentation of participating organisations
- Estimated budget per partner (requested costs - in €)

**B) The elaborated project description to be submitted in a separate PDF document to be uploaded in the webtool** (max. 16 pages excluding financial plan, references and annexes, max. 4MB):

- Description of multilateral research project, including:
  - Background and objectives (max. 2 pages)
  - Technical and innovation highlights of the project (max. 5 pages)
  - Work plan and milestones (max. 1 page)
  - Management and added value of transnational cooperation (max. 3 pages)
  - Potential for economic impact and exploitation plan (max. 5 pages)
- Financial plan per partner, per calendar year, including justification, in Euro
- Annexes:
  - CVs of key staff and, if relevant, publication lists (maximum 2 pages per person)
  - If applicable:
    - a binding Letter of Commitment securing willingness to collaborate and funding by partners from countries not funding the INDIGO Partnership Program.
    - Consortium agreement

All information of part A) is entered through an online form within the PT Outline web tool.  
All information of part B) is uploaded in one PDF document within the PT Outline webtool.

Aspects of eligibility and application procedures to take into account:

**It is strongly advised to contact your NCPs before submission of the proposal for further information.**

#### **24. Is a consortium agreement required?**

It is **strongly recommended** that project partners of each consortium funded under the INDIGO Partnership Program **sign a Consortium Agreement**, listing the rights and responsibilities of each project partners.

In case of participation of a French and Spanish partner in a consortium, a consortium agreement is compulsory and should be submitted together with the proposals.

### *PROPOSAL EVALUATION*

#### **25. What does the evaluation procedure look like?**

##### STEP 1: Eligibility check

The Joint Call Secretariat and the NCPs check the eligibility of all submitted proposals. The Joint Call Secretariat is taking into consideration the multilateral criteria of the IPP. The National Contact Points check the eligibility of the applicants against their respective national regulations.

The following general eligibility criteria will be checked:

- Composition of the consortium (2 eligible European partners + 1 Indian partner)
- Duration of the project
- The project is well balanced in terms of R&D activities and resources between partners
- All required information is correctly provided and in English

##### STEP 2: Peer-review

Independent reviewers in the field of bioeconomy will carry out anonymous peer reviews of the eligible project proposals. Each proposal will be evaluated by at least two independent reviewers. They are asked to evaluate the proposals based on the three evaluation criteria of the IPP.

##### STEP 3: Innovation Council

An Innovation Council consisting of **high-level experts in the domain of bioeconomy** will discuss the scoring and reports of the peer reviewers. The Innovation Council members will be tasked with the scientific evaluation of the proposals and their ranking according to their quality.

They will formulate ranking advices consisting of three categories:

- **Category A)** Proposals that are worth to be funded;
- **Category B)** Proposals that are good, but have no funding priority;
- **Category C)** Proposals that should not be funded.

#### STEP 4: Program Funding Committee

The Program Funding Committee consists of **one representative per participating funding institution**. Based on the ranking list prepared by the Innovation Council and available budget, they will draft the list of funded proposals, to be confirmed by funding agencies afterwards.

If the committed budget of a funding party has been spent, the next ranked project with participants from that respective country cannot be funded.

#### STEP 5: Funding

The funding will be administered according to the terms and conditions of the participating national funding institutions, taking into account the applicable national regulations.

### **26. What are the criteria and scoring system for the peer review process?**

The set of criteria includes the following:

1. Potential impact and expected outcomes of the project
2. Scientific/Technological merit and innovativeness of the project idea
3. Management, Transnationality and Cooperation

Evaluation scores will be awarded for each these three criteria. The evaluators should pay specific attention to the following sub-criteria when evaluating the proposals:

1. Potential impact and expected outcomes of the project (scoring from 0 to 10)
  - Social and/or market related impact
  - Potential to meet market, economical and societal needs and significant exploitation potential

- Prospects for establishing efficient and sustainable partnership within the network, including transfer of know-how and experience
- Appropriateness of measures for the dissemination and/or exploitation of transnational projects results, and management of intellectual property

2. Scientific/Technological merit and innovativeness of the project idea (scoring from 0 to 10)

- Sound concept, quality of objectives
- Innovativeness of the project idea: capacity of a project to contribute to the development of a new technology, service or product.
- Quality and effectiveness of the methodology and associated work plan
- Good balance between the technology/knowledge available at each participating team
- Complementarity of qualifications and relevant experience of the coordinator and the individual participants/participating teams

3. Management, Transnationality and Cooperation (scoring from 0 to 10)

- Quality and effectiveness of the management structure and distribution of tasks
- Added value of transnational cooperation
- Appropriate allocation and justification of the resources to be committed (budget, staff, equipment)

The total score of the proposal is the weighted average of the individual scores given to each criterion, rated from 0 to 10. The table below summarizes the scores and weight coefficients per criterion:

	Criteria	Score	Weight
1.	Potential impact and expected outcomes of the project	0-10	50%
2.	Scientific/Technological merit and innovativeness of the project idea	0-10	35%
3.	Management, Transnationality and Cooperation	0-10	15%
	TOTAL	0-10	100%