



ERA-MIN3

RAW MATERIALS FOR THE SUSTAINABLE DEVELOPMENT
AND THE CIRCULAR ECONOMY

ERA-MIN Joint Transnational Call 2023

RAW MATERIALS FOR SUSTAINABLE DEVELOPMENT
AND THE CIRCULAR ECONOMY

Guide for proposal submission

Link to [«ERA-MIN3 Joint
Transnational Call
2023»](#)

Link to the [Electronic Proposal Submission System \(ESS\)](#)

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1. Proposal documents

All the documents related to the proposal submission are available in a Word or Excel format for download at the section “Calls” of the ERA-MIN 3 website (<https://www.era-min.eu/joint-call/era-min-joint-call-2023>), namely:

- Form A – Proposal Description, including Gantt Chart, References and Ethics Issue table (Word file template);
- Gantt Chart (Excel spreadsheet);
- Financial plan (Excel spreadsheet);
- Curriculum Vitae of key personnel (Word file template);
- Form B - Statement of Commitment (Word file template);
- Form C - Statement of Own Funding (Word file template);

The proposals are both submitted on the Electronic Submission System (ESS) (<https://www.submission-era-min.eu/call2023>) and must contain the information provided by the coordinator and the partners, as follows:

- **Coordinator and partner data** (to be filled in online).
- **Project data** which include project title and acronym, project start/end dates (month/year), the project duration (in months), one topic and one, or more, sub-topics addressed by the proposal, abstract and publishable abstract, project start and target TRL, up to 5 keywords (to be filled in online by the coordinator).
- **Form A – Proposal Description** - maximum 35 pages, which includes Gantt Chart (1 page), references (up to 2 pages) and Ethics issues table (2 pages), uploaded on the ESS by the coordinator in pdf format (maximum 5 MB).
- **Financial plan and comments** (to be filled in online by the coordinator for all partners).
- **Curriculum Vitae** (ERA-MIN template up to one page) of maximum 3 key personnel per partner institution in a pdf format uploaded on the ESS by each partner.
- **Form B - Statement of Commitment** from each partner requesting funding (in a pdf format uploaded on the ESS by the respective partner).
- **Form C - Statement of Own Funding**, only in the case of partners not requesting any funding, the so-called Associated Partners (in a pdf format uploaded on the ESS by the respective partners).



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2. Proposal Description (Form A)

The Proposal Description (Form A) is composed of three sections (1. Scientific excellence, 2. Impact, 3. Quality and efficiency of the implementation) and the Gantt chart, references and the Ethics issues table. The maximum number of pages for the sections 1, 2 and 3 is thirty (30) pages, plus one (1) page for the Gantt chart, two (2) pages for the Ethics issues table and up to two (2) pages for references. Each section must be completed following the instructions below.

The font and size letter must be **Calibri, 11pt, single-spaced**; the template's margins of the pages must be kept, **the pictures/images/graphs/tables must be included in the maximum number of 30 pages for proposal sections 1, 2 and 3.**

The **Form A Word template** must be converted in a pdf file format and uploaded on the ESS by the coordinator.

1. Scientific and/or technological excellence

1.1 Objectives with detailed account of their relationship to the call topic and expected impact.

If applicable, indicate if a similar proposal has been submitted to previous ERA-MIN calls. If this is the case, please provide details on how the recommendations of the evaluation were addressed in the appropriate sections of this form.

1.2 Research methodology and approach, highlighting the type of research and innovation activities proposed.

1.3 Current state-of-the-art and progress beyond the state-of-the-art; originality and/or innovation of the concept and approach, indicate start and target TRL.

1.4 Consideration of interdisciplinary approaches and, where relevant, use of stakeholder knowledge.

2. Impact

2.1 Expected outcomes and expected impacts – contribution to the expected impacts at European and/or international level of the relevant topic and sub-topics. Any substantial impacts that would enhance innovation capacity; any barriers/obstacles, and any framework conditions such as regulation, standards, public acceptance, workforce considerations, financing of follow-up steps, cooperation of other links in the value chain, that may determine whether and to what extent the expected impacts will be achieved.



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- 2.2 **Expected outcomes and impacts – enhancing innovation capacity, creating new market opportunities, strengthening competitiveness and growth of companies, address issues related to barriers/obstacles, and any framework conditions such as regulation, standards, public acceptance, workforce considerations, financing of follow-up steps, cooperation of other links in the value chain, or bring other important benefits for society.**
- 2.3 **Proposed activities for exploitation, dissemination and communication of project results to different target audiences including the wider society.** Applicants should describe how their results will be disseminated to the public. Special attention should be paid to reconnecting raw materials to society.
- 2.4 **Contribution to the Strategic Implementation Plan of the European Innovation Partnership on Raw Materials¹ and the ERA-MIN Research Agenda².**
- 2.5 **Contribution to the development of non-technological solutions to address environmental, social impact and health safety issues, within a life cycle analysis approach, or the development/deployment of tools, applications, and services enabling circular economy strategies.**

3. Quality and efficiency of the implementation

- 3.1 **Work Plan.** Provide a detailed work plan description.

Complete the table provided with the work packages' (WP) title, objectives and description, including the type of activity and TRL, the task title and description, WP/task duration, the lead partner of each WP/task and the respective Person-Months³ (PMs) of each partner.

Complete the next two tables with the list of deliverables and list of milestones and indicate the lead partner and due month.

Add new rows as needed at the end of each table.

The tables below show an example of how it should be filled in.

In the Partner column, write the leader of WP or Task in bold. The same must be applied in the PM(s) column.

Work Plan

¹ <https://www.era-min.eu/sites/default/files/publications/eip-sip-part-1.pdf> and <https://www.era-min.eu/sites/default/files/publications/eip-sip-part-2.pdf>

² https://www.era-min.eu/sites/default/files/publications/era-min_research_agenda.pdf

³ For example, one person-month means one person working full time in a project during one month.



WP/Task No.	WP Title, Objectives and Description (type of activity ⁴ /TRL)/Task Title and Description	Start Month	End Month	Partner	PM(s)
WP1	Title: Coordination Objectives: ... Description: ...	M1	M36	P1, P2... Pn	2, 4... n
T1.1	Title: Consortium meetings Description ...	M1	M36	P1, P2... Pn	2, 4... n
T1.n		M	M		
WP2	Chemical characterization Objectives Description ...	M5	M18		
T2.1					

Table of person-months

No.	Partner acronym/name	Country/region	Total person-months

For each partner and associated partner indicate their efforts in Person-Months, including eligible for requesting funding and own funded in the respective table.

All partners requesting funding and associated partners participating with own funds only must be listed in this table. This table will be used to calculate the effort in person-months per country, which is an eligibility criterion, as written in the Call Text.

Table of Deliverables

No.	WP	Lead Partner	Deliverable title and description	Due month
D1.1	1	P1	Meeting minutes	M1
D2.1	n	Pn		

⁴ The type of activities for each Work package must be described. The options are: BR (Fundamental/Basic Research); AR (Industrial/Applied Research); ED (Experimental development); MGT (Management) or OTH (Other).



Table of Milestones

No.	WP	Lead partner	Milestone title and description	Due month
M1.1	1	P1	Kick-of meeting	M1
M1.2	1	Pn		
M2.1	2	Pn		

3.2 Description of project management structures and procedures, including risk and innovation (including IPR) management. Include a brief description of the principles of the Consortium Agreement.

Include a brief description of the Consortium Agreement, its principles – describe partners’ rights and duties, conflict solving, position with regards to intellectual property rights (IPR) management.

The table of risk assessment must have, at least, one risk identified.

Definition of critical risk: A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

Definition of level of likelihood: The likelihood is the estimated probability (low, medium or high) that the risk will materialize.

Table of Risk Assessment

Nº	Work Package(s) involved	Description of risk	Level of likelihood: Low/Medium/High	Proposed risk-mitigation measures
1				
n				

3.3 Describe the expertise of the consortium partners, and how their complementary profiles contribute to the successful implementation of the project (including distribution of efforts between partners).

3. Gantt chart

The Gantt chart must be completed in the Excel spreadsheet given and then copied to the end of section 3 of Form A.



The first row of the table shall represent the number of months of your project duration. In the example below, the first row represents the twelve months of the year. In the first column, write the number and title of the WP and tasks.

Shadow the cells to indicate the start and end date of each WP and Task. Add the deliverables and milestones in the correspondent due month, as seen in the example.

The Gantt chart corresponds to one page of the proposal.

	1	2	3	4	5	6	7	8	9	10	11	12
	Year											
	1	2	3	4	5	6	7	8	9	10	11	12
WPx - Title		Mx.y										
Taskx.y- Title												
Taskx.y- Title		Dx.y										
Taskx.y- Title												
WPx - Title												
Taskx.y- Title												
Taskx.y- Title												
Taskx.y- Title												

4. References

This section in Form A should not exceed two A4 pages.

5. Ethics issues table

The H2020 “Ethics issues table” that must be filled in with **yes/no** (drop-down menu). Applicants should always describe any relevant ethical aspects in their research plans. If a research permit or a statement by ethics committee is required for the implementation of the project, applicants shall provide information on the permits or permit proposals. This table is included in the Word template Form A – Proposal Description.

ERA-MIN3 recommends that the national/regional funding organisations observe these issues (e.g. post-evaluation review) for their respective funded projects.

6. Curriculum vitae of key personnel

The Lead researchers⁵ of the coordinator and the consortium partners prepare a brief CV (maximum one page per person) for a maximum of three key personnel (including the Lead Researcher). The short CV is composed of work experience, education and professional training and a list of the 5 relevant

⁵ The Lead Researcher is the main responsible person of a legal entity who is the contact point with the corresponding national/regional Funding Organisation.



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publications and/or patents within the last five years, demonstrating the competence to carry out the project.

The CV template provided in Word format by ERA-MIN must be used.

Each Lead Researcher must upload his/her own CV (mandatory) and up to two key personnel's CV (optional) on the ESS in a single pdf format.

7. Form B - Statement of Commitment

The Lead Researcher of a coordinator/partner organisation requesting funding must complete a Statement of Commitment (Form B), duly signed by a legal representative of the organisation **or** the Lead Researcher. The provided Form B Word template given must be completed by coordinator/partners that are requesting any percentage of funding.

Each partner requesting funding is responsible for signing and uploading the respective Form B (maximum 2 MB).

8. Form C - Statement of Own Funding

Only in the case of partners not requesting funding at all (the so-called **Associated partners**), a Statement of Own Funding (Form C) must be completed and duly signed by the legal representative of the organisation **or** the Lead Researcher. This Form C Word template given can only be completed by partners and not by the coordinator.

Each Associated partner not requesting funding is responsible for signing and uploading the respective Form C (maximum 2 MB).

9. Support Letter

Only in the case of other organisations not listed as partners or associated partners, the coordinator can provide one, or more support letters (maximum 3 MB) for which no template is provided by ERA-MIN.

10. Recommendations

- Make sure **the proposal meets the ERA-MIN Call eligibility criteria**, as well as the national/regional eligibility criteria and requirements, as it otherwise will be declined without further review.
- **Refer to Appendix IV of the "Call Text" for more information on national/regional funding regulations and rules.**
- Provide a detailed description of the proposal in sections 1 to 3, jointly filled in by all partners. Take into consideration the above instructions per section.



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- The coordinator can check and download the state of the data completed and uploaded on the ESS by clicking on the menu “Factsheet” in the left-hand side navigation bar on the ESS.
- By clicking on the menu “Validation” it allows the coordinator to check the missing proposal and partner’s data on the ESS.

Only when all mandatory fields are completed, the coordinator is able to click on the menu “Submit” which completes the submission of the application.

The coordinator will receive an automatic e-mail confirming the submission of the proposal. We encourage the coordinator to check the downloaded proposal before submission and save a copy.

It will be possible to resubmit proposals until proposal deadline.

11. Checklist for the Consortium Coordinator

In order to make sure that your proposal is 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).

- General tips:

- The project proposal addresses **only one** of the five main topics of the call on the ESS.
- The project proposal addresses, **at least, one sub-topic area** (described in the Appendix I of Call text) of any of the five main topics. The incorporation of more than one sub-topic area across the different main topics is possible and encouraged.
- The coordinator is aware of the **national/regional requirements** of the partners’ funding organisations.
- The Lead Researcher, representing the consortium coordinator (Partner 1), registers at the ERA-MIN Electronic Submission System – ESS well in advance of the proposal submission and completes the coordinator and proposal data. Access to the system as well as all relevant information and documents will be provided on the central call website: <https://www.era-min.eu/joint-call/era-min-joint-call-2023>.
- The coordinator’s Lead Researcher registers all the consortium partners, including associated partners, well in advance of the proposal submission by providing each partner’s Lead Researcher name, e-mail and login name.
- The partners’ Lead Researchers, after receiving an email to activate their account, enter their own respective profiles and complete the partner data, upload CVs, as well as Form B or Form C (Associated partner).
- The coordinator checks that each partner requesting funding in the project proposal has contacted the respective Funding Organisation; complies with the national/regional funding criteria and



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regulations of the respective Funding Organisation and will submit submission forms or other documents directly to the Funding Organisation according with its deadlines.

The consortium fixes a common project start date, no later than 1st April 2024, taking into consideration the time for grant agreement preparation of the funding organisations and other national regulations that can affect this.

The travels costs to attend two meetings (Mid-Term and Final funded projects Seminars) organized by ERA-MIN3 are included in the financial plan of the consortium coordinator's Lead Researcher.

The pdf format of the proposal description (Form A) does not exceed the size of 10 megabytes.

- **Eligibility of consortium:**

The consortium comprises, at least, **three** independent legal entities eligible and **requesting funding** from the participating Funding Organisations of, at least, **three different countries** where, at least, **one** country is an **EU Member State** named in the Call **or** EU Associated Country (**Turkey**). At least half of the partners in a consortium must belong to countries participating in the Call.

The coordinator of the consortium must request funding from, and be established in, a country or region of a Funding Organisation 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 lead researcher/key personnel of a consortium partner).

The coordinator checks that no lead researcher/key personnel in the project is a researcher at the participating Funding Organisations or a member of the Scientific Evaluation Board (SEB).

The coordinator checks that the total efforts of partners from one country in a proposal is not exceeding 70% of the total project efforts (measured in Person-Months). Total person-months (PM) per partner should be clearly stated in the **Person-months table** in Form A.

- **Other eligibility rules:**

To comply with the national/regional eligibility criteria, each partner requesting funding must contact the respective Funding Organisation before the proposal submission deadline to confirm the eligibility of: i) project idea; ii) call topics and sub-topics; iii) type of organisations; iv) type of research and TRL; v) type of project costs; vi) minimum and maximum requested funding and funding rates; vii) person-months; viii) project duration; ix) other specific national/regional rules (as described in Appendix IV of Call Text).

Additional information/documentation may be required to be sent by partners requesting funding **to the national contact persons** of certain participating Funding Organisations. Please consult Appendix IV of the Call Text).



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- The sections 1 to 3 of the **proposal description** (Form A) are jointly filled by all partners, taking into consideration the above instructions per section. The number of pages in each section 1–3 is not limited, but **the total length of sections 1–3 must not exceed 30 pages, including pictures/images/graphs/tables.**
- Each consortium coordinator/partner prepares brief CV's using the ERA-MIN Word file template (maximum of one page per person) for a maximum of three persons, and uploads these merged into a single pdf (3 pages, 2 MB maximum) on the ESS before proposal deadline.
- All **partners requesting funding** must upload the respective **Statement of Commitment (Form B)**, duly signed by the legal representative of the organization or by the Lead Researcher, as a single pdf on the ESS before proposal deadline.
- All **partners not requesting funding** (the so-called Associated Partner) must upload the respective **Declaration of Own Funding (Form C)**, duly signed by the legal representative of the organization or by the Lead Researcher, as a single pdf on the ESS before proposal deadline.
- The project duration is between 12 and 36 months, if allowed by the participating Funding Organizations (see **Table 3 of Call Text**).



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Appendix I - Online proposal and partners data

The proposal and partners' data are to be filled online on the ERA-MIN Electronic Proposal Submission System (ESS). Access to the system is provided on the central website of the ERA-MIN Joint Transnational Call 2023: <https://www.era-min.eu/joint-call/era-min-joint-call-2023>.

The coordinator registers at the ERA-MIN Electronic Proposal Submission System and receives a registration e-mail. After registration the coordinator can add new partners and associated partners (name/loginname/e-mail address) to the online proposal.

The partners will receive a notification e-mail to login and then complete their profile and upload their CV.

Coordinator/partner contact data- *to be completed via ESS*

Contact Data	
Title	E-mail
First name	Family name
Status of the organisation ⁶	Website
Name of the organisation	Department
Country/region - Funding organisation (select from a top-down menu)	
Street number	P.O. box
Zip/Postal code	Town/City
Phone number	Mobile Phone number

⁶ UNI-university; PRO-Private Research Organisation; PUB-Public Research Organisation; SME-Small medium enterprise; IND-large enterprises; CO-consultancy; OTH-Others.



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Fax number	Country code auto completion
Key personnel (enter up to 2 names for additional key personnel whose Curriculum vitae will be annexed.)	
Title	E-mail
First name	Family name
Phone number	Function (incl. department/institution in case it deviates from the lead researcher)

Tasks
Please describe your task(s) in this project. The maximum length is 500 characters.
Upload curriculum vitae
Use the ERA-MIN Word file template given (max. 1 page per person; max. 3 persons (in one pdf); max. 2 MB, PDF file format)
Declaration 1 - National/regional regulations
<input type="checkbox"/> I am aware of the national/regional funding regulations (see Call Text).
Declaration 2 – Privacy Policy
<input type="checkbox"/> I have read the notes on privacy and accept them.
Additional Fields
VAT n ^o .
PIC n ^o .
To get a PIC (Participant Identification Code) number on the Funding & Tenders Portal of the European Commission, you first have to register on the Portal and create an EU Login. It is a 9-digit number that serves as a unique identifier for legal entities participating in European funding programmes.
Declaration 3 – Permission to be published



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In case of recommendation for funding, I hereby authorize ERA-MIN3 to publish the information provided in the publishable abstract as well as the consortium partner organisations. I agree that the coordinator contact person details (name and e-mail address) will be published.

yes

Declaration 4 - GDPR

ERA-MIN3 will comply with the Protection of Personal Data Requirements by following the ethical standards and guidelines of Horizon 2020, as well as applicable EU and national law. I agree that submitted data will be used by ERA-MIN 3 for statistical purposes and will not be disclosed without my informed consent.

yes

- a) Proposal data/abstract/publishable abstract/keywords - to be completed by the coordinator via ESS

Proposal full title (<i>Max. 150 characters</i>)			
Proposal acronym/short name (<i>Max. 25 characters</i>)			
Start date ⁷ (month/ year)		End date (month/ year)	
Project duration in months			
<i>Automatically calculated</i>			
Topic ⁸			
Choose from the list only one main topic of the proposal.			
Sub-topic			
Choose from the list, at least, one sub-topic of the proposal. Several sub-topics from different main topics may be chosen.			
Supplementary keywords			

⁷ Before completing, each partner should inquire with the respective Funding Organisation.

⁸Select the main topic addressed by the proposal and one, or more, sub-topics.



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<p><i>(Maximum 5 keywords related to your project, separated by comma.)</i></p>
Abstract
<p>(Describe briefly the background, objectives, needs addressed, methodology, work planning, stakeholder involvement and expected impact of outcomes and potential benefits and suggested collaborative project; max. 4000 characters)</p>
Publishable abstract
<p>(Describe briefly the background, objectives, needs addressed, methodology, work planning, stakeholder involvement, expected impact of outcomes, potential benefits and the proposed collaborative project; max. 2000 characters)</p>
Technology Readiness Level (TRL)
<p>Please indicate the project start TRL. <i>(You can select a maximum of one option.)</i></p>
<p>Please indicate the project target TRL. <i>(You can select a maximum of one option.)</i></p>



Appendix II - Financial plan and comments

a) Financial plan – to be completed via ESS

The table “TOTAL COSTS” is to be filled in, only the grey areas are editable on the ESS. The table contains the total costs/budget for all partners, including partners not requesting funding (Associated partners), per each cost category (personnel, travel, consumables/equipment, subcontracts, other costs, and indirect costs).

The total costs are the sum of eligible costs for funding with own contribution, if applicable. Associated partners must indicate total costs.

In the Table “OWN CONTRIBUTION AND REQUESTED FUNDING”, **own contribution (in EUR) per partner** should be indicated and the total requested funding is automatically calculated, except for Associated partners, for which total requested funding is automatically zero. Please note that it is only possible to write in the grey cells of the Tables below.

New rows are automatically added to both tables when the coordinator invites a new partner to the consortium.

The coordinator may use the Financial Plan excel file provided on the ERA-MIN website to compile and work on the proposal budget with the consortium partners. However, **this Excel file is NOT uploaded on the ESS.**

TOTAL COSTS (in EUR)

Organisation name	Personnel	Travel	Consumables/ Equipment	Subcontracts	Overhead	Other	Total Costs
TOTAL:							

OWN CONTRIBUTION AND REQUESTED FUNDING (in EUR)

Organisation name	Total Own Contribution	Requested Funding	Total Costs
Associated partner		0	
TOTAL:			

b) Financial comments

The coordinator provides for each partner requesting funding, and associated partner, on the ESS, a brief description of their total costs to justify the requested funding considering the national/regional funding regulations⁹, and/or their own contribution to the project. The brief description must be written in the text box for each category (personnel, travel, consumables/equipment, subcontracts, other and overhead) with a maximum of 1000 characters.

⁹ Read the Appendix IV “National/regional funding regulations” of the Call text.