# Guideline and Full Proposal Application Form

1. **Background**

Under the umbrella of NEURON, the‚ Network of European Funding for Neuroscience Research established under the ERA-NET scheme of the European Commission ([www.neuron-eranet.eu](http://www.neuron-eranet.eu)), a joint transnational call (ELSA-JTC-2023) is now launched. The aim of the call is to facilitate multinational, collaborative research projects that will address **Ethical, Legal and Social aspects (ELSA) of Neuroscience** (see Call Text for further specifications).

1. **Proposal submission**

Proposals must be written in English and must be submitted to the Joint Call Secretariat (JCS) by the coordinator through the electronic submitting system exclusively **(**[**https://ptoutline.eu/app/elsa\_neuron\_2023**](https://ptoutline.eu/app/elsa_neuron_2023)**)**

**Proposals** must be submitted by the project coordinator before **the May 4th 2023 at 14:00 CEST**.

**Please use the template below, you can delete the guiding instructions in *italic font*.**

Call deadlines are final and will be strictly enforced. The electronic system will not allow submissions after call deadlines. **Please take into account that the submission system may be overloaded on the day of the deadline.** It is therefore recommended to upload all the required material well before the deadline.

For further information, please contact the NEURON Joint Call Secretariat:

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German Aerospace Centre Project Management Agency, DLR-PT

**Checklist for the Coordinator:**

***In order to make sure that your proposal will be eligible for this call, please collect the information required to tick all the sections below before starting to complete this application form.***

* **General conditions:**

The project proposal addresses and is in conformity with national/international regulations regarding human or animal experimentation.

The content of the proposal has not been submitted elsewhere (double funding is not allowed!).

**I declare that I addressed all the detailed information required in the proposal form**

* **Composition of the consortium:**

The project proposal involves at least 2 eligible project partners from at least 2 different countries participating in the call.

The project proposal involves a maximum of 5 eligible research partners (either asking for funding or participating on own funds).

There are not more than two partners who secure their own funding (additionally to the eligible partners).

The project proposal does not include more than two partners from the same country.

The coordinator and the partners in the consortium requesting budget are eligible for funding.

* **Eligibility of consortium partners:**

I have made sure that all partners involved in the project proposal have **checked their eligibility** to receive funding by its funding agency (see **funder-specific information** here: <https://www.neuron-eranet.eu/wp-content/uploads/ELSA_JTC2023_All_funders_regulations.pdf>

I verifiedthat the general information and the budget in this proposal are identical to the information entered in the submission platform. In case of inconsistency between the information registered in the electronic submission tool and the information included in the PDF of this application form, the **information entered in the proposal prevail.**

**Please note:**

* **Some funding agencies require extra procedures such as parallel-submission. Please verify the funder-specific regulations.**
* Proposals that **do not meet the national/regional eligibility criteria and requirements may be declined without further review**.
* Partners partaking on own funds can upload a Letter of Commitment assuring the necessary resources.
* **Use of the template is mandatory.** Do not remove the margins, titles, headers, logo, etc of your finalized proposal. Blank pages are not allowed.
* All fields must be completed using **DIN-A4; font: Arial, 10pt; single-spaced, page limits incl. references.** Incomplete proposals, proposals using a different format or exceeding length limitations of any sections **may be rejected without further review**.
* Once completed the proposal must be converted into a **single PDF document** before being uploaded to the submission website.

**Full Proposal Application Form**

Basic Project Data

**Acronym (7-10 characters):**

**Project Title:**

**Project Coordinator:**

|  |  |
| --- | --- |
| Name |  |
| Institution/Department |  |
| Position |  |
| Address |  |
| Country |  |
| Phone + Fax |  |
| Email |  |

**Partners:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Country | Name of the group leader *(one person only)* | Institution, position and full affiliations (e.g. address, phone + fax, e-mail, ORCID number) | Signature  (digital sufficient) |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**Total funding applied for:** €

* **Scientific abstract of the project** (max. 1/2 page)
* **Lay Abstract** (max. 1/2 page). *Please ensure the readability for lay readers e.g. share the abstract with non-scientists.*

Detailed Information

*It is mandatory to follow the provided format. Please delete the guiding instructions in italic font upon completion of the form.*

**1. Background and present state of the art in the research field, and rationale *(max. 2 pages)***

**2. Work plan *(max. 16 pages)***

*(aims, methodology, work package structure, involvement of partners in each work package, time plan, project coordination and management, list of references.* ***max. 16 pages****)*

1. **Data Management Plan -DMP *(max. ½ page)***

*Briefly outline which data will be collected, processed and/or generated and/or reused; which methodology and standards will be applied; whether data will be shared/made open access; how data will be curated and preserved.*

*A more detailed DMP* *will be requested from the consortium coordinator of each project selected for funding; with the first annual report (if not required earlier by the national funding organisation). You can consult the extended NEURON DMP template and other relevant information documents at the* https:/www.neuron-eranet.eu/resource-hub/tools-templates. *The use of NEURON DMP template is not mandatory but addresses the main points to be considered.*

**4. Justification of requested budget for each partner** *(also specifying co-funding from other sources necessary for the project, if applicable;* ***max. 1 page****)*

**5. Added value of the proposed collaboration *(max. 1 page)***

**6. Possible exploitation of expected project results** *(including data management and data sharing)* **and potential health and clinical impact *(max. 1 page)***

7. Brief CVs for each partner with a list of up to five relevant publications within the last five years demonstrating the competence to carry out the project, description of ongoing projects of each participating group related to the present topic, indicating funding sources and possible overlaps with proposal *(only one CV per partner, max 1 page each)*

***Electronic proposal submission is mandatory within the deadline and under observation of the given format and proposal structure (DIN-A4; font: Arial, 10pt; page limits). All items (such as figures, tables, list of references: Arial 8pt) have to be included in the work plan (in Section 2, 16 pages max). Do not add any additional attachments. For “Letters of Confirmation“ of partners with own funds please use the online upload. Proposals not meeting the formal criteria will be rejected.***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ERA-NET NEURON ELSA Call 2023** | | | | |  | | | |  | | |  |  | |  | |
|  | Budget plan of the project | | | | | | | | |  | | |  |  | |  | |
|  | Project Acronym: | | | | | | | | | | | | |  | |  | |
|  |  | Coordinator | | | Partner 2 | | Partner 3 | | Partner 4 | | | Partner 5 | | |  | |
|  | **Name (group leader)** |  | | |  | |  | |  | | |  | | |  | |
|  | **Institution** |  | | |  | |  | |  | | |  | | |  | |
|  | **Country** |  | | |  | |  | |  | | |  | | |  | |
|  | **Funding organisation** |  | | |  | |  | |  | | |  | | |  | |
|  | **PROJECT COSTS (€)** |  | | |  | |  | |  | | |  | | | **Total** | |
|  | **Personnel €** |  | | |  | |  | |  | | |  | | |  | |
|  | **Consumables €** |  | | |  | |  | |  | | |  | | |  | |
|  | **Equipment €** |  | | |  | |  | |  | | |  | | |  | |
|  | **Travel €1** |  | | |  | |  | |  | | |  | | |  | |
|  | **Other direct costs €2** |  | | |  | |  | |  | | |  | | |  | |
|  | **Overheads €3** |  | | |  | |  | |  | | |  | | |  | |
|  | **Total budget €4** |  | | |  | |  | |  | | |  | | |  | |
|  | **Requested budget €4, 5** |  | | |  | |  | |  | | |  | | |  | |
|  |  |  |  |  | | | |  | | |  | | |  | |  | |
|  | **We strongly recommend checking the funders’ call texts and consulting with the national/regional contact points.** | **1 When planning the travel costs, please take into account that coordinators and PIs shall present the projects at a midterm symposium taking place during a NEURON conference (cf. call text).**  **2 e.g. subcontracting, provisions, licensing fees; may not be eligible costs in all countries (will be handled according national regulations)**  **3 Overhead costs: funding according to national/regional regulations**  4 **Those countries whose currency is different than €, shall include their national currency in brackets**  **5 PIs from funders using full cost model shall give here the proportion of their total budget requested from the funding organization; in case a research group participates by own contribution they should indicate “0”** | | | | | | | | | | | | | | | |

**Confirmation**

*to be completed by the coordinator*

As Coordinator, I have contacted all the consortium partners listed above and referred them to their national/regional contact points (as listed in the NEURON Call Text) to consult on the eligibility rules and funding regulations of the respective funding organization. I furthermore certify that all consortium partners listed above agree to their participation in this consortium and are aware of the content of this proposal.

Project Coordinator signature (digital signature suffices): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Annex I : Ethical considerations *(mandatory form)*

*Please fill in the requested information.*

|  |  |  |
| --- | --- | --- |
| **Section 1: HUMAN EMBRYOS/FOETUSES** | | YES/NO |
| **Does this research involve Human Embryonic Stem Cells (hESCs)?** | |  |
| **If** **YES**: | - Will they be directly derived from embryos within this project? |  |
| - Are they previously established cells lines? |  |
| **Does this research involve the use of human embryos?** | |  |
| **If** **YES**: | - Will the research lead to their destruction? |  |
| **Does this research involve the use of human foetal tissues / cells?** | |  |
| **IMPORTANT:**  *The following are not eligible for funding under Horizon 2020:*   * *Research directed at human cloning for reproductive purposes;* * *Research intended to modify the genetic make-up of human beings that could make such changes heritable (except research related to cancer treatment of the gonads);* * *Research activities intended to create human embryos solely for the purposes of research or stem cell procurement including somatic cell nuclear transfer;* * *Research that leads to the destruction of human embryos.* | |  |
| **Compliance (Brief description of compliance procedures, no upload document needed)** | | |
| **Section 2: HUMAN SUBJECTS** | | YES/NO |
| **Does this research involve human participants?** | |  |
| **If YES**: | - Are they volunteers for social or human sciences research? |  |
| - Are they healthy volunteers for medical studies? |  |
| - Are they patients? |  |
| - Are they vulnerable individuals or groups? |  |
| - Are they persons unable to give informed consent? |  |
| - Are they children/minors? |  |
| **Does this research involve physical interventions on the study participants?** | |  |
| **If YES**: | - Does it involve invasive techniques? |  |
| - Does it involve collection of biological samples? |  |
| **Compliance (Brief description of compliance procedures, no upload document needed)** | | |
| **Section 3: HUMAN CELLS / TISSUES** | | YES/NO |
| **Does this research involve human cells or tissues?** (o*ther than from Human Embryos/Foetuses, see section 1)* | |  |
| **If YES:** | - Are they available commercially? |  |
| - Are they obtained within this project? |  |
| - Are they obtained from another project, laboratory or institution? |  |
|  | - Are they obtained from a biobank? |  |
| **Compliance (Brief description of compliance procedures, no upload document needed)** | | |
| **Section 4: PERSONAL DATA** | | YES/NO |
| **Does this research involve personal data collection and/or processing?** | |  |
| **If YES:** | - Does it involve the collection and/or processing of sensitive personal data *(e.g. sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)*? |  |
| - Does it involve the collection and/or processing of Health data (e.g. Genetic or biometric information) |  |
| - Does it involve tracking or observation of participants? |  |
| **Does this research involve further processing of previously collected personal data (secondary use)?** | |  |
| **Compliance (Brief description of compliance procedures, no upload document needed)** | | |
| **Section 5: ANIMALS** | | YES/NO |
| **Does this research involve animals?** | |  |
| **If YES:** | - Are they vertebrates? |  |
| - Are they non-human primates (NHPs)? |  |
| - Are they genetically modified? |  |
| - Are they cloned farm animals? |  |
| - Are they endangered species? |  |
| *Please indicate the species involved* | |  |
| **Compliance (Brief description of compliance procedures, no upload document needed)** | | |
| **Section 6: Non-EU COUNTRIES** | | YES/NO |
| **In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?**  *Specify the countries involved:* | |  |
| **Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?** | |  |
| **Is it planned to import any material – including personal data – from non-EU countries into the EU?** | |  |
| **If Yes**: | *Specify material and countries involved* |  |
| **Is it planned to export any material – including personal data –from the EU to non-EU countries?** | |  |
| **If Yes**: | *Specify material and countries involved* |  |
| **In case this research involves** [**low and/or lower-middle income countries**](http://data.worldbank.org/about/country-classifications/country-and-lending-groups)**, are any benefit-sharing actions planned?** | |  |
| **Could the situation in the country put the individuals taking part in the research at risk?** | |  |
| **Compliance (Brief description of compliance procedures, no upload document needed)** | | |
| **Section 7: ENVIRONMENT & HEALTH AND SAFETY** | | YES/NO |
| **Does this research involve the use of elements that may cause harm to the environment, to animals or plants?** | |  |
| **Does this research deal with endangered fauna and/or flora/protected areas?** | |  |
| **Does this research involve the use of elements that may cause harm to humans, including research staff?** | |  |
| **Compliance (Brief description of compliance procedures, no upload document needed)** | | |
| **Section 8: ARTIFICIAL INTELLIGENCE** | | **YES/**NO |
| **Does this activity involve the development, deployment and/or use of Artificial Intelligence-based systems?** | |  |
| **Section 9: OTHER ETHICS ISSUES** | | YES/NO |
| **Are there any other ethics issues that should be taken into consideration (e.g misuse[[1]](#footnote-2) of research results)?**  *If yes, please specify:* | |  |

**Legal references which should be used during the ethics evaluation process**

Clinical Trials

Regulation 536/2014 of the European Parliament

Commission Directive 2005/28/EC

Human genetic material and biological samples

Directive 2004/23/EC

Use of animals

Directive 2010/63; Council Directive 98/58/EC; Council Directive 2008/120/EC; Council Directive 2008/119; Council Directive 2007/43; Council Regulation (EC) 1/2005; Council Regulation 1099/2009

Data Protection

Directive 95/46/EC is repealed with effect from 25 May 2018

Regulation (EU) 2016/679 on the protection of natural persons and processing personal data and its free movement (as from 25/05/2018)

Developing countries and politically sensitive issues

Declaration/Charter (EU Fundamental Rights; UN Rights of Child, UNESCO Universal Declaration

Environmental Protection and safety

Directive 2001/18/EC; Directive 2009/41/EC; Regulation EC No 1946/2003; Directive 2008/56/EC; Council Directive 92/43/EEC; Council Directive 79/409/EEC and Council Regulation EC No 338/97

Dual use in the context of security/dissemination

Council Regulation (EC) 428/2009

Access to Genetic Resources

The Nagoya Protocol, Secretary-G

1. Guidance note – Potential misuse of research results:

   <http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/guide_research-misuse_en.pdf> [↑](#footnote-ref-2)