

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. 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	September 23rd 2022, 17:00 CEST
Deadline for Full Proposal submission	January 12nd 2023, 17:00 CET

1. General rules:

- The coordinator has checked and is aware of the **national/regional requirements** of their partners' funding organisations.
- The project coordinator (Partner 1), registers on the LEAP-RE Call 2022 electronic submission system, based on the French National Research Agency (ANR) electronic submission platform, ([registration link](#)) well in advance of the proposal submission and completes the coordinator and proposal data **Erreur ! Référence de lien hypertexte non valide..**
- The coordinator 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 different lead researchers and/or the coordinator add the members of each partner to the platform (note that only the coordinator and the leads researchers will have access to the proposal on the electronic submission system)
- The coordinator checks that each partner requesting funding in the project has contacted the respective funding organisation and is compliant with the national/regional funding criteria and the regulations of the respective funding organisation.
- Partner(s) from African country(ies) without a funding organisation (or not eligible to receive funds from their national funding organisation), must contact the Joint Call Secretariat (pilier1@leap-re.eu) prior to submission and LGI (leonard.leveque@lgi.earth).
- The project must start no later than July 1st 2023. 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 travel costs to attend three meetings organised by LEAP-RE in Europe or Africa are included in the financial plan of the 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.
- The PDF format of the proposal technical description (Form A) must not exceed the size of 10 megabytes.



2. Eligibility rules for the consortium:

- A consortium applying to the Call must consist of at least four project partners from 4 different countries (2 from Europe¹ 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 funding organisation.
- 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 funder.
- The coordinator of the consortium must be eligible to receive funding 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 organisations² or members of the International Review Panel (IRP)/experts of the call cannot apply to this Call.
- Each consortium must include at least one partner from the public sector (academic, public research ...) and one partner from a commercial company located in participating (to this Call) countries
- The total funding rate of partners from the same country in a proposal cannot exceed 50% of the full funding of the project
- The maximum funding for each project is 700 k€ and the maximum funding per partner in one project is 300 k€. However, not all funding agencies will apply these amounts, please check details given by specific funding organisations relevant to each application.

3. Additional rules:

- The project duration should be between 12 months and 24 months, if allowed by the participating funding organisations
- Each partner requesting funding must comply with the national/regional funding rules and regulations of their respective funding organisation.
- The language of all communications and submissions is English.
- LEAP-RE Templates must be used (form A, B, C, Budget and the funding demand)
- 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 for the full-proposal.
- A maximum of three CVs (of lead researcher and two key personnel) per consortium partner is allowed. Each CV must not exceed 2 pages. LEAP RE CV template must be used.

¹ EU Member States and associated countries

² Exceptions can be made by the Call Steering Committee

- At the pre-proposal step: online validation of the “Commitment of applicants” for each partner on the submission platform
- 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 and should upload a single pdf on the electronic platform (only one document gathering the Forms B filled by each partner of the consortium. For all partners not requesting funding (on own funds), the coordinator collects the respective Statement of own funding (Form C) duly signed by the legal representative of the organisation and should upload a single pdf on the electronic platform (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 Excel template “Budget and the funding demand.”

