



**Conférence Européenne
des Directeurs des Routes**
**Conference of European
Directors of Roads**

Guide for Applicants

for

**CEDR TRANSNATIONAL ROAD RESEARCH
PROGRAMME**

Call 2017

November 2017

PREAMBLE

This Call for Proposals is a Transnational Research Programme initiated by CEDR and funded by Austria, Belgium-Flanders, Denmark, Finland, Germany, Ireland, Norway, the Netherlands, Slovenia, Sweden and UK.

This open call for proposals will be conducted as contest, according to the national law and regulation of the Programme Management, Austria. This contest is partly based on Directive 2004/18/EC respective BVergG 2006 (Austria).

It refers to § 10 z13 BVergG 2006 specific exclusion for R&D services, therefore the European and Austrian public procurement directives and rules are not applicable.

The Austrian Research Promotion Agency (FFG) will conduct this competition in accordance with EU fundamental principles (transparency, equality of treatment, non-discrimination).

The technical details of the Call for Proposals are given in the attached **Descriptions of Research Needs**.

The Call for Proposals opens on 22nd November 2017 and closes on 1st March 2018. Submissions on the templates provided should be made using the FFG eCall system.

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1 Introduction

This Guide for Applicants (GfA) relates to a Call for Proposals entitled **CEDR Transnational Road Research Programme Call 2017** launched by the Austrian Research Promotion Agency (FFG, Österreichische Forschungsförderungsgesellschaft mbH) on behalf of the Conference of European Directors of Roads (CEDR). CEDR is an organisation which brings together 27 road directors of European countries. The aim of CEDR is to contribute to the development of road engineering as part of an integrated transport system under the social, economical and environmental aspects of sustainability and to promote co-operation between the national road administrations. The website www.cedr.eu contains a full description of its structure and activities.

CEDR recognises the importance of research in the development of sustainable transport and has established a Working Group (WG) to monitor European research activities and to advise the CEDR Governing Board (GB) on issues relating to research. WG Innovation (WGI) responsibilities include dissemination of research results as well as initiating research programmes that support CEDR members in current and future situations.

The Call for Proposals involves three separate research programmes covering the following topics:

1: New Materials& Techniques (Budget: ~2,2 Mio €)

- A) Reliable life cycle and social cost-benefit analysis of “green asphalt”
- B) Simplifying the use of RAP
- C) Usability of Super Materials

2: Automation (Budget: ~1,8 Mio €)

- A) How will automation change the core business of NRA's?
- B) What new options do NRAs have from digitalisation and automation?
- C) Practical learnings for NRAs from test sites

3: Collaborative Planning of Infrastructure and Spatial Planning (Budget: ~0,9 Mio €)

- A) Exploring effective approaches for future-proof road networks based on trends in mobility and spatial development
- B) Planning and designing the interface between (trans)national road networks and local transportation ('last mile')
- C) Assessing the added value from spatial development as a factor in infrastructure planning.

Full details of each of these programmes are provided in the attached **Descriptions of Research Needs (DoRNs)**. The content of the DoRNs was developed initially within the framework of CEDR. The participating members within each of the three programmes will establish a Programme Executive Board (PEB) made up of experts in the topics to be covered: the PEB will act as a steering committee for the programme.

The FFG (AT) will take on the role of Programme Manager on behalf of CEDR: this includes organisation of the Call for Proposals, programme co-ordination, financial governance and general project management.

The research budget is being provided jointly by the CEDR members as listed in the DoRNs who will nominate participants to the PEB for the programme being funded. The PEB members will designate one member of the PEB to act as PEB Chair.

2 General information for applicants

The aim of the CEDR Transnational Road Research Programme is to promote cooperation between the various European road administrations in relation to road research activities. The topics covered by this Call were developed by WG Innovation to fulfil the common interests of the CEDR members. The objectives of these topics are contained in the attached DoRNs.

The Austrian Research Promotion Agency (FFG - Österreichische Forschungsförderungsgesellschaft mbH) provides a **Research & Development Service Contract** (see draft copy) which will be signed by all project partners. A general principle of the CEDR Transnational Road Research Programme is that all research outputs are widely disseminated and implemented. Through a Collaboration Agreement, the funding Parties of CEDR agree that research outputs will be made available to all CEDR members for use in their national standards, codes of practice and specifications as appropriate.

2.1 Project types

The aim of the CEDR Transnational Road Research Programme is to procure applied research which original investigation undertaken to acquire new knowledge. It is, however, directed primarily towards specific practical aims and objectives as defined in the DoRNs – see attached documents.

2.2 Duration

The duration of this programme is 48 months from November 2017 to October 2021. The duration for individual **projects can be up to 24 months** within the programme timescale. Projects should start in summer 2018.

2.3 Language

The programme language is English and consequently the project language of the proposals shall be **English**.

2.4 Selection procedure

The selection procedure for this joint call for proposals will consist of the following three phases:

- Phase 1 (Application): The Call for Proposals is published in the Supplement of the Official Journal of the European Union and eTenders: the NRA invites organisations to submit proposals as outlined herein.
- Phase 2 (Evaluation): Evaluation of eligible project proposals is carried out by representatives of the Parties (the PEB members), applying the defined evaluation criteria as presented below.
- Phase 3 (Selection): Final discussion and agreement on a joint priority list will take place within the PEB. The final decision and responsibility lies with the PEB.

The PEB will select the most appropriate projects according to the agreed joint priority list to address all the Programme objectives. The maximum number of projects selected will be determined by the size of the available budget. All applicants will get feedback from the evaluation process when the selection process is complete.

3 Submissions of proposals

3.1 General

This Call for Proposals is conducted as an open, competitive procurement process. It is based on trust, common understanding and commitment and on European Law as implemented in Austria. This **Guide for Applicants** provides general information for applicants (the coordinator of the consortium): technical information is provided in the respective **Description of Research Needs** (DoRN).

Applicants should ensure that proposals are clearly **linked to one of the objectives** defined in the respective DoRN and should clearly state the transnational benefit of the project outcomes.

Applicants must use the template provided when making a submission in response to this Call for Proposals. The template for project description is called:

“CEDR Call 2017 Template for submission ACRONYM COORDINATOR.doc”

This file name should be revised so that ACRONYM is the project acronym chosen by the applicant and COORDINATOR is the name or institution of the applicant. The pdf of the **project description** has to be uploaded via the FFG- eCall system

Planned costs have to be submitted electronically via the FFG-eCall system.

A **draft copy** of the **Research & Development Service Contract** that will be used to form the agreement between the parties has been included. Submission of a proposal implies acceptance of the terms and conditions of the agreement. There will be no negotiation of the contract.

3.2 Eligibility criteria

Submissions can be made by any legal entities subject to the following eligibility criteria.

Applications must be submitted by a Project Coordinator of a **consortium**

- of at least two independent legal entities (including the coordinator)
- from different countries.
- A maximum 75% of the workload can be assigned to one partner.
- Project **coordinator** must be a legal entity in Europe.

The management structure must be appropriate and resources for successfully carrying out the proposed activities must be adequate. A project consortium requires a Consortium Agreement between the project partners: the purpose is to clarify the management of the project, the roles and responsibilities of the partners, intellectual property rights issues, dispute resolution, etc. **A draft Consortium Agreement** must be included with the submission (no template is provided).

Submissions must include the following:

- Technical provisions (tasks of the partners, project schedule, etc)
- Management of the project (co-ordinator, responsibilities of partners, etc)
- Financial arrangements (financial plan, payments, costs, invoice schedule)
- General provisions (duration, outputs, communication, dissemination, etc)
- Dissemination of the research (methods of dissemination to national road administrations, industry, public)
- Implementation plan (strategy for implementation by national road administrations).

Organisations that were involved in the preparation of the DoRNs for this programme (members of the “Task Force” as noted on the cover page of each DoRN) are not eligible to take part in any capacity in any submissions made in response to the Call for Proposals.

3.3 Evaluation criteria

Eligible applications/projects from Phase 1 will be assessed on the basis of the following five evaluation criteria:

- 1. Extent to which the proposal meets the requirement of the DoRN (30%)**
 - Background to the research requirements
 - Understanding of programme objectives
 - Understanding of technical requirements
 - Transnational benefits

- 2. Technical quality of proposal (20%)**
 - Methodology for reaching the objective of the project
 - Conditions for implementing expected results
 - Innovations contained in the proposal
 - Dissemination activities

- 3. Track record of consortium members (20%)**
 - Qualifications of partners
 - Experience of the programme objectives
 - Evidence of involvement with similar projects
 - Composition of project team (appropriate academic/industry mix)

- 4. Management of project (15%)**
 - Role of Project Coordinator and responsibilities of partners
 - Scheduling of tasks, milestones, deliverables and other project outputs
 - Financial plan, control of costs, invoice profile
 - Identification and evaluation of risks
 - General: project duration, outputs, communication, dissemination, etc

- 5. Value for money (15%)**
 - Overall costs for the project
 - Cost of different components of the proposal (staff costs, equipment, etc)
 - Cost in relation to outputs (quality/price ratio)
 - Potential for exploitation
 - Added value in relation to transnational benefits

Evaluation of each of these criteria will be carried out by the PEB members on the basis of a score of 1 to 10, where 1 is very poor and 10 is excellent. The weighting attached to these criteria is as presented above. The final score for each submission will be taken as the average score from all PEB members. A threshold score of 7/10 for each of the above criteria is required in order for a proposal to be considered for inclusion in the programme.

3.4 Budget for Call 2017

The total budget committed for this Call for Proposals is EUR 4,9 million: additional funding may be allocated at a later stage. The budget allocated to the separate topics is given in the respective DoRN. It is expected that as many of the best projects as possible will be commissioned following the ranking list of the evaluation. Selected projects will be funded up to 100% of the total eligible costs.

Eligible costs must be incurred within the timescale of the project. They can include:

- Personnel: type of work with personnel cost rates (including overheads)
- Equipment: only depreciation during the project can be considered
- Sub-Contracting: public procurement directive must be applied
- Others: travel, meetings, etc related to the project.

The Austrian Research Promotion Agency (FFG - Österreichische Forschungsförderungsgesellschaft mbH) is not eligible for input tax deduction and has no VAT Number, so there is **no reverse charge mechanism** in possible. Where local VAT regulations apply, this must be included in the costs quoted.

The payment will be done in 3 instalments (30% / 30% / 40%)

- First instalment (advance payment incl. VAT) after conclusion of the Contract for R&D Services and submission of first invoice
- Second instalment after approval of the interim report and interim invoice, incl. VAT (on request by FFG)
- Final instalment after approval of the final report and final invoice, incl. VAT (on request by FFG)

Each contractor has to provide a „**Declaration by legal entities for the purpose of tax treaty relief at source**“, according to Sec. 2 of the ordinance on DTC-relief, Federal Gazette III No. 92/2005 as amended in Federal Gazette II, No. 44/2006 and the Double Taxation Convention between Austria and the respective country, before payments can be done.

3.5 Method of submission

This Contract Notice is published on the FFG website at www.ffg.at/cedr2017 .

Submissions using the **templates** provided (www.ffg.at/downloadcenter_cedr2017)

Project proposals may only be submitted electronically via eCall at <https://ecall.ffg.at> within the submission deadline.

Queries on the submission process should be directed **not later than 15th January 2018** to the following contact point:

dietch.leihs@ffg.at

Questions and Answers will be published then on 29th January 2018.

4 Programme timescale

The duration of this programme is 48 months from November 2017 to October 2021.
The target dates within this programme are:

Call opens:	22 nd November 2017
Call closes:	1st March 2018 at 12:00 (CET) sharp
Evaluation:	March/April 2018
Selection:	April 2018
Project commencement:	May/June 2018

Submissions received after the above deadline will not be considered.