

E-Rare-2 Call for Proposals 2013 for "European Research Projects on Rare Diseases"

Guidelines for applicants Full-proposal application

Submission deadline
Full proposals: May 29, 2013

Further information

<http://www.e-rare.eu>

Joint Call Secretariat:
Dr. Michaela Girgenrath
michaela.girgenrath@dlr.de
+ (49) (0) 228- 3821-1775

Dr. Ralph Schuster
ralph.schuster@dlr.de
+ (49) (0) 228- 3821-1233

PROPOSAL SUBMISSION

Joint full proposals will be only accepted from those applicants explicitly invited by the JCS to submit them.

Only the **full-proposal templates** provided by the call secretariat, also available on the E-Rare web page (www.e-rare.eu) will be accepted. A single pdf document containing all the information solicited in the full-proposal template **must be uploaded in the electronic submission system** (<https://www.pt-it.de/ptoutline/ERARE13>) no later than **29 May 2013 at 08 p.m. GMT time**. The account you have used for the pre-proposal registration will be activated and you will be able to enter additional data for the full submission.

Please note that project coordinators will be provided with the opportunity of studying the assessments of external reviewers and commenting on their evaluations of full proposals (for details see point 5.3.3. *Rebuttal stage* in the "Call text"). The coordinators will have up to one

week (**first or second week of July**) for this **optional response to the reviewers' comments**.

Please note that a signed paper version of your proposal will not be solicited. However, the **full proposals need to be signed** (electronic signature or a scan of the paper containing the signature will be accepted)

Please take into account that the online data entry may be overloaded on the days of the deadlines. It is therefore recommended to transfer all obligatory data in good time.

FULL PROPOSAL STRUCTURE

The information given in the pre-proposal is binding. Thus, any fundamental changes between the pre- and full proposals, e.g. composition of the consortia, objectives of the project, must be communicated to the JCS with detailed justification and will only be allowed by the Call Steering Committee (CSC) under exceptional circumstances.

Please note that only the **full-proposal templates** provided by the call secretariat and available on the E-Rare web page (www.e-rare.eu) will be accepted.

Full proposals must include the following information:

- Project title
- Project acronym
- Duration of project
- Total budget requested
- Keywords (Identify between three and seven keywords that represent the scientific content (medical domain, disease category, thematic, approaches (genetics, pathophysiology, diagnostics, etc), tools (animal models, OMICS, NGS, etc))
- Scientific summary (**max. ½ page**)
- Signature of the coordinator
- Names and full affiliations of each principal investigator and other personnel participating in the transnational project
- Project description:
 1. Background and present state of the art in the research field (**max. 2 pages**)
 - 1.b Previous results (if the application concerns a request for extension of a project previously funded in JTC 2009, description of the scientific results achieved in that project so far) (**max. 2 pages, only if applicable**)
 2. Description of the aims
 3. Work plan (**max. 15 pages**), it must contain:
 - a. Description of the working program including the objectives, the rationale and the methodology, highlighting the novelty, originality and feasibility of the project
 - b. Preliminary results relevant for the application
 - c. If applicable, special attention should be given to the description of patient recruitment / characterization of already available cohorts, biometric/statistical methods and power calculations, as well as availability and quality assurance for the collection of biomaterials. For linkage

- analysis, sufficient genealogical information should be given in the application.
- d. Clearly defined responsibilities and workloads [expressed in person months] of each participating research group, time plan, project coordination and management
 - e. References
 - f. Diagrams and figures
4. Diagram which compiles the work plan, the contribution of the partners to each work package and their interactions (max. 1 page)
 5. Added value of the proposed transnational collaboration (max. 1 page)
 6. Potential health impact and exploitation / dissemination of project results (max. ½ page)
 7. Description of patents and present / future position with regard to intellectual property rights, both within and outside the consortium (e.g. any barriers to sharing materials or results) (max. ½ page)
 8. Ethical and legal issues - according to national regulations if applicable (e.g. informed consent, data protection, use of animals)
 9. Description of ongoing or submitted research grants of each participating group related to the present topic (indicating funding sources [include at least: ID number, amount and duration of funded project; funding agency] and possible overlaps with the proposal) (max. ½ page per research group)
 10. Scientific justification of requested budget (If applicable, please also specify co-funding from other sources necessary for the project as well as the number of person months (PM) and qualification (Si: scientist, e.g. postdoc; PhD: PhD-student; N: non-scientist, e.g. technician; Ot: other) of personnel participating in the project for which no funding is requested but which do perform essential parts of the work programme.) (max. ½ page per research group)
 11. Financial plan: sum of year 1-3. Please describe the requested budget only. Refer to overheads as given in annex 2 of this document.
 12. Brief CVs for each participating group leader (with a list of up to five relevant publications within the last five years demonstrating the competence to carry out the research project) (max. 1 page per group leader)
 13. Signature of coordinator

Applicants are invited to **name potential experts** suited for the evaluation of their full proposals as well as experts not suited due to conflict of interest.

PLEASE NOTE

Some advice to succeed with your proposal:

- **please read the call text carefully**, including the aim of the call and the evaluation criteria
- make sure to highlight in your proposal the items which will be evaluated (read the evaluation criteria in the call text)
- prepare your proposal in advance
- enter the requested information on the submission site as soon as possible
- respect the length limitations and format of each section in the proposals

Essential steps to submit your proposal

1. Use the full proposal form provided by the call secretariat, which can be downloaded on the e-rare website
2. Complete all sections in the form
3. Add the electronic signature of the coordinator on the last page of the form (electronic signature or scanned copy are accepted)
4. Save your document in a pdf format
5. Verify that your proposal contains all the information required, and that each section respects the length limitations and the format (arial 11 single space)
6. Verify that your pdf document does not exceed 10 MegaByte before uploading it
7. Upload full proposal via the electronic submission system <https://www.pt-it.de/ptoutline/application/erare13>, and complete the other fields on the on-line submission form

Only the full-proposal templates provided by the call secretariat and available on the E-Rare web page (www.e-rare.eu) will be accepted. Please note that full proposals that are incomplete, use a different format or exceed length limitations of any section will be rejected without further review.

ANNEX 1: List of national/regional contact points

Country/Region	Institution	Website	National contact
Austria	FWF	www.fwf.ac.at	Stephanie Resch Phone: +43(1) 505 67 40-8201; Email: stephanie.resch@fwf.ac.at Iris Fortmann Phone: +43(1) 505 67 40-8211; Email: iris.fortmann@fwf.ac.at
Belgium (Flanders)	FWO	www.fwo.be	Olivier Boehme Phone: 00 32 2 550 15 45; Email: Olivier.Boehme@fwo.be
Belgium (french speaking community)	FNRS	http://www.frs-fnrs.be/	Arnaud Goolaerts Phone : +32 (0)2 504 93 09 ; E-mail : arnaud.goolaerts@frs-fnrs.be
Canada	CIHR	http://www.cihr-irsc.gc.ca	Marilyn Desrosiers Deputy Director, Strategic Program Design and Analytics, CIHR Telephone: 613-954-6242 Email: marilyn.desrosiers@cihr-irsc.gc.ca
Canada (Québec)	FRQS	http://www.frsq.gouv.qc.ca/	Fonds de recherche du Québec-Santé (FRQS) Anne-Cécile Desfaits (514) 873-2114, ext 1368 annececile.desfaits@frq.gouv.qc.ca
France	ANR	www.agence-nationale-recherche.fr	Natalia Martín + (33) (0) 1 73 54 81 33 natalia.martin@agencerecherche.fr Mariana Lassalle + (33) (0) 1 73 54 81 93 mariana.lassalle@agencerecherche.fr Health and Biology Department Agence Nationale de la Recherche-ANR- 7 rue de Watt- 75013 Paris, France
Germany	BMBF/PT-DLR	www.gesundheitsforschung-bmbf.de	Michaela Girgenrath (++49) (228) 3821-1775 Michaela.girgenrath@dlr.de Ralph Schuster (++49) (228) 3821-1233 Ralph.Schuster@dlr.de

			Project Management Agency of the German Aerospace Centre (PT-DLR) -Health Research-
Hungary	OTKA	http://www.otka.hu/	Béla Melegh University of Pécs Department of Medical Genetics tel: +36-30-298-8711 (mobile) +36-72-536-427 (office) email: bela.melegh@aok.pte.hu
Hungary	UNIPECS	http://english.pte.hu/	Béla Melegh University of Pécs Department of Medical Genetics tel: +36-30-298-8711 (mobile) +36-72-536-427 (office) email: bela.melegh@aok.pte.hu
Israel	CSO/ MOH	www.health.gov.il	Zelina Ben-Gershon Phone: +972 2 5681209, +972 548190069 Email: zelina.bengershon@moh.health.gov.il ; zelina_bengershon@yahoo.com
Italy	MoH	http://www.ministerosalute.it/	Dr.Gaetano Guglielmi Head Office 3 Health Research General Directorate for Health, Biomedical Research and Health Research Institutions Supervision Ministry of Health Tel: +39 0659942186 e-mail: g.guglielmi@sanita.it erare.italy@iss.it
Poland	NCBIR	www.en.ncbir.pl/	Marcin Chmielewski National Centre for Research and Development. Poland (NCBIR) phone: +48 22 39 07 109; e-mail: marcin.chmielewski@ncbr.gov.pl
Portugal	FCT	www.fct.pt	Anabela Isidro E-mail : Anabela.Isidro@fct.pt ; Phone: +351 21 391 1552 Foundation for Science and Technology (FCT)
Romania	UEFISCDI	http://uefiscdi.gov.ro/	Simona Cristina Stoian Executive Agency for Higher Education, Research, Development and Innovation Funding Phone: +40213023893 E-mail: simona.stoian@uefiscdi.ro
Spain	ISCIII	www.isciii.es	Ignacio Baanante

			SG de Evaluación y Fomento de la Investigación Phone: +34 9182 22576; Email: ibaanante@isciii.es
Switzerland	SNSF	http://www.snf.ch	Claudia Rutte Division of Biology and Medicine Swiss National Science Foundation Phone +41(0)31 308 22 41; E-mail: claudia.rutte@snf.ch
Turkey	TÜBİTAK	www.tubitak.gov.tr	Nihan Eryilmaz The Scientific and Technological Research Council of Turkey (TUBİTAK) EU Framework Programmes National Coordination Office Tel (country code): +90- (0)312- 468 53 00 (1007) E-mail: erare2_eranet@tubitak.gov.tr

ANNEX 2: Overheads in each country/region

COUNTRY/REGION	FUNDING AGENCY	OVERHEADS
Austria	The Austrian Science Fund (FWF)	Overheads are not eligible costs for FWF
Belgium (Flanders)	Research Foundation Flanders (FWO)	Overheads are not eligible costs for FWO
Belgium (french speaking community)	Fund for Scientific Research (FNRS)	Overheads are not eligible costs for FNRS
Canada	Canadian Institutes for Health Research (CIHR)	Overheads are not eligible costs for CIHR
Canada (Quebec)	Fonds de recherche du Québec-Santé (FRQS)	Overheads are not eligible costs for FRQS
France	French National Research Agency (ANR)	Up to 4% of the direct cost of the project, intended to cover the management costs ("frais de gestion") of the institution that hosts the research team
Germany	German Federal Ministry for Education and Research (BMBF)	Overheads refer to "Gemeinkosten" (applicable for Helmholtz-centres and Fraunhofer-Society) as well as "Projektpauschale" (applicable for universities and university hospitals). For projects starting in 2012, the "Projektpauschale" generally amounts to 20% of the applied total project expenditure. For further information on the "Projektpauschale" please refer to http://www.kp.dlr.de/profi/easy/bmbf/pdf/0026p.pdf or contact the German national contact point for this E-Rare call.
Hungary	Hungarian Scientific Research Fund (OTKA)	According to general OTKA regulations.
Israel	Chief Scientist Office, Ministry of Health (CSO/MOH)	10% of the direct costs of the project
Italy	Ministry of Health (MoH)	Up to 10% of the direct cost of the project, intended to cover the general cost of the institution that hosts the research team and which cannot be used by the research team

Poland	National Centre for Research and Development (NCBiR),	Project Investigators should contact their national contact point for details.
Portugal	Foundation for Science and Technology (FCT)	Overheads based on the real costs incurred due to execution of the project and which are imputable to it on a pro-rated basis according to a fair and equitable method of calculation duly justified and periodically reviewed, up to a limit of 20% of the eligible direct costs of the corresponding participation in the project; the methodology for clearing these charges may be replaced by the application of a flat rate system, on the basis of the direct expenditure resulting from the project, under conditions to be determined by the Instituto Financeiro para o Desenvolvimento Regional, IP (IFDR).
Romania	Executive Agency for Higher Education, Research, Development & Innovation Funding (UEFISCDI)	Up to 20% of the direct costs (excluding subcontracting).
Spain	National Institute of Health Carlos III (ISCIII)	Overheads are not eligible costs for CIBERER groups
Switzerland	Swiss National Science Foundation (SNSF),	Overheads are not eligible costs for SNSF
Turkey	The Scientific and Technological Research council (TUBITAK)	Overheads are not eligible costs for TUBITAK on ERA-NET funded projects, there are special agreements with universities in addition to the project budgets, (10% of the direct costs of the project, intended to cover the general management costs of the organisation that hosts the research team and the use of the amount depends on the internal regulations of the organization)