ERANID

"Understanding drug use pathways"

Guidelines for Applicants

GENERAL BACKGROUND

Under the ERA-NET scheme "European Research Area Network on Illicit Drugs" (www.eranid.eu), 10 funding organisations have agreed to launch the 1st Joint Transnational Call for collaborative research projects in **"Understanding drug use pathways"**. A *virtual common pot* model is applied for this first joint call, where each country funds its own approved partners with the envisioned amount of money. This call will be launched with funding from: **Belgium, France, Germany, Italy, the Netherlands, Poland, Portugal, Sweden and the United Kingdom**. You can find more information on the call and the funding organisations in the call for proposals.

Applicants are advised to carefully read the topic of the call and might seek further inspiration from the Strategic Research Agenda on which the topic of this call is based. The SRA can be found on the Eranid website.

ELIGIBILITY

Please carefully read the document "call for proposals" before starting your proposal, in order to ensure you fulfil the **call's formal criteria** (p. 6-8 call for proposals) and the **national rules** (annex 2 of call for proposals).

SUBMISSION OF PROPOSALS AND PROPOSAL STRUCTURE

The submission system is managed by ZonMw, the organisation that coordinates the ERANID-project.

This section provides a step by step guidance for the project Principal Investigator (PI) to complete his application on behalf of his research consortium in the online submission system. Only PI's can submit an application in the system.

The application procedure consists of **two steps** which are detailed below.

Step 1: REGISTRATION

As a PI, you are requested to register on the online submission system and select 'New User'. You will be prompted to enter the *username* and *password* of your choice.

Next, you will need to provide information on your organisation. You can search your organisation via the organisation name (or part of the organisation name) and the location (i.e. the city where the organisation is based). It may be that your organisation is not registered with ZonMw. The message ‘Unknown organisation’ is displayed. You can then use the ‘Add organisation’ form or you can send an email to projectnet@zonmw.nl requesting that your organisation be added.

Next, the PI has to fill out his/her personal details. The information requested by the online submission system is the following:

- Academic title
- Initials: should be separated by a full stop, e.g., J.P.
- First name and surname
- Prefix: If you do not have a prefix, it is not compulsory to answer this question
- Postfix
- Sex
- Telephone
- Fax
- Position
- Qualification: It is not compulsory to answer this question. The question refers to the Dutch qualification system where you have three types of education:
    - MBO: Senior secondary vocational education and training
    - HBO: University of applied science, where a Bachelor's degree can be obtained.

- WO: Research university where a Bachelor/Master of Arts or a Bachelor/Master

- Discipline

- E-mail

Your account is now created.

STEP 2: APPLICATION FORM

Once your account is created, you can upload your proposal. This will finalise your submission in the system.

In order to harmonise the information on projects from all applicants, an *application form* is created that you can download in the online submission system.

General information on the application form

- This form should be completed by the PI on behalf of the research consortium;
- it should be completed in Arial 10 single line spacing;
- the space allocated to the items of the application form should be strictly respected;
- it should be signed and dated by the PI (see last page of the application form);
- any annexes to the application form will not be taken into account;
- it should be converted in a PDF document ;
- it should be uploaded in the online submission system.

Information on the sections of the application form

We will now provide step by step instructions to help you fill out all the sections of the application form.

Section 1 - Summary and administrative information on applicants

This first section is mainly intended to provide an overview of the consortium, the requested and total budget and the content of your proposal. This will be used to source potential reviewers, to inform funding bodies etc.

- ✓ The **planned start date** is by default May 2016, unless another date in 2016 is justified in the proposal and after checking with all concerned funding bodies.
- ✓ The **duration of the project** cannot exceed 36 months. This is an eligibility criterion.

- ✓ **PI, co-PI and Partner**:
  - ➢ A **Principle Investigator** can be an individual or the appointed person representing a group of people. This group of researchers can, according to national rules, come from the same institution (e.g. a university) or from different institutions. The researchers who have nominated a PI are called **partners**. The PI must be eligible for funding (eligibility criteria); partners might be eligible for funding or not. In this latter case, they must ensure that they have secured their own financial contribution to the project. Next to his/her scientific contribution to the project, the PI will also take the responsibility for coordinating the various scientific contributions to the project and for managing the consortium. He/she will represent the consortium externally, to the Joint Call Secretariat and the Funding Group of this call;
  - ➢ A **Co-PI** can be an individual or the appointed person representing a group of people. This group of researchers can, according to national rules, come from the same institution (e.g. a university) or from different institutions. The researchers who have nominated a co-PI are called **partners**. The co-PI may not necessarily be eligible for funding. However, more than half of the network (PI + co-PI's) must be eligible for funding (eligibility criteria). The partners who appointed the co-PI might be eligible for funding or not. If the latter, they must ensure that they have secured their own financial contribution to the project.
  - ➢ If the PI and/or the co-PI's are representing partners, details of these partners should be mentioned under the corresponding PI/co-PI in the table of section 1.1 and 1.5 of the application form (for section 1.5, duplicate the table for each partner);
- ✓ **Requested funding/total costs**: *requested funding* is the funding requested from eligible partners to their respective funding agencies. Eligible partners might have additional funds from other sources. Those will be accounted for in the *total costs*. Non-eligible researchers will mention the budget they have secured through other sources in *total costs*;

• *Section 2 - Description of the project*

In section 2.1, you will describe at length your project: clearly explain its objectives, the way it is positioned in the scientific state of the art, the way the objectives are developed through a methodology that uses data. Describe with great care the data you want to use or collect (qualitative and quantitative) and ensure that existing data are accessible in a reasonable span of time.

In section 2.2, explain how the project addresses the requirements of the call. This will be used by reviewers to assess the degree to which the proposal is in or out of scope.

In section 2.3, describe on-going projects including those with possible overlaps or synergies with your project.

Section 2.4, define how the project innovates in scientific terms, in particular how it builds on or departs from existing knowledge. Innovation comes with a risk that you will assess in this section.

Section 2.5, describes the international dimension of the project in terms of the way the topic is addressed. This section asks you also to emphasize the international collaboration and the multidisciplinary approach you envisage.

- ***Section 3 - description of the project plan***

In maximum 5 pages, you will break down your project in tasks and work packages on a time line, assigning each task and work package to a (number of) members of the research network. Information on work effort (in person/month) will be indicated.

A Gantt chart containing this information will provide a good overview of the way the project will evolve over time.

- ***Section 4 - Information on the research consortium***

Each member of the research consortium (PI, co-PI's and partners) will have the opportunity to provide details about past experience and publications that are relevant to the project. In order for the reviewers to assess your expertise, it is wise to translate the title of your articles and projects to English and to add web links if possible.

The CV of the PI and the co-PI's can be detailed in up to 1 page. The CV of partners will be limited to 1/2 page.

• *Section 5 - Cost calculation*

Each member of the research consortium (PI, CO-PIs and partners) will provide a breakdown of costs per year and category, distinguishing funds requested to funding organisation participating in this call from other funding sources. These sources should clearly be mentioned.

The table presented in the application form gives a list of possible costs categories. Each member will only fill out the costs for the categories that are eligible according to national conditions. Should the list be incomplete, you are invited to insert a line in the table provided in the application form.

You will then provide details on the nature of eligible costs per category. You are strongly advised to contact your funding organisation to inform on the exact nature of the costs that are eligible in each category: subcontracting/personnel/equipment/consumables/travel/indirect costs. The nature of the costs and their amounts are indicative (estimates) and may vary in the national research contracts should the proposal be selected and funded.

As for subcontracting costs, you will also provide, if possible and relevant, the nature of the tasks that will be subcontracted and the name of the (potential) subcontractor.

• *Section 6 - Engagement in Responsible Research and Innovation*

RRI implies that researchers engage with policy makers and societal actors during and after the project by providing relevant and tailor-made input from the project and by integrating other forms of expertise within the field of the project.

Applicants are invited to

- provide information on the initiatives they will take in order to engage with society and decision-makers during and after the project;
- address the gender dimension, both in terms of the network composition as in the content of the project;
- tackle ethical issues by adopting national or international codes of conduct in research, especially when dealing with vulnerable groups.

In addition to RRI, applicants will provide information on how Intellectual Property Rights will be handled at the **start of the project** - background (or pre-existing) knowledge of each member and sharing modalities in the course of the project (licences, access rights...), **and at the end of the project** - handling of foreground (of produced) information generated in the course and at the end of the project.

- ***Section 7 - Additional information***

Depending on national conditions, applicants can insert here any additional information requested from funding organisations (e.g. financial, open access, dissemination in specific national fora...).

- ***Section 8 - Checklist for proposals***

This checklist is destined to stress a few important points that applicants should consider before submitting their proposal.

- ***Section 9 - Declaration***

The PI will approve the declaration and sign the proposal before converting it in PDF and uploading it on the online submission system.

NEXT STEPS

DATE	ACTIVITY
24th November 2015	Closure of the online submission system
8th December 2015	Deadline for eligibility check
End January 2016	Deadline for peer-evaluation

DATE	ACTIVITY
End February 2016	Deadline panel-meeting of experts/peer-evaluators and representatives; selection of funding candidates (short list)
End March 2016	Funding Group (FG) decide of projects to be funded
Beginning of April 2016	JCS communicates to applicants (PI of (un)successful project proposals must inform each project partner of these consortia). Applicants should contact the relevant funding agency to start national /regional negotiations and administrative procedures
As soon as possible but approximately May 2016	Expected start time of funded projects
No later than three months after the official project start date	Inter partners Project Consortium Agreements signed by project partners

CONSORTIUM AGREEMENT AND RESEARCH CONTRACTS

For proposals that are selected, it is expected from the PI to draw up a Consortium Agreement (CA) suitable to the research network in order to manage the delivery of the project activities and to avoid disputes which might be detrimental to the completion of the project.

The project consortium is strongly encouraged to sign this CA before the official project start date, and in any case the CA has to be signed no later than three months after the official project start date, and must address (as a minimum), the following points:

- Common start date and duration of the research project
- Organization and management of the project
- Role and responsibilities of each partner resources and funding
- Confidentiality and publishing
- Intellectual Property Rights
- Decision making within the consortium
- Handling of internal disputes

- The liabilities of the research partners towards one another (including the handling of default of contract). Any issues regarding funding are a bilateral matter between each project partner and the relevant funding organization and should be excluded from the consortium agreement.

The CA, together with any other information required by national regulations, must be made available on request to the national funding agencies.

In addition to the CA, each member of the research network will have a **research contract** with its national funding organisation that, according to national regulations, might contain additional requirements (e.g. in terms of dissemination to national stakeholders, financial reporting...).

The elements of the CA cannot contradict the dispositions of the research contracts.

CALL TIMELINE

The Call submission system opened on 15 September 2015. **Proposals must be submitted in English by the Principal Investigator (PI) by 24 November 2015 – 2pm, CET.** Projects will be expected to start in approximately May 2016.

JOINT CALL SECRETARIAT AND NATIONAL CONTACT POINTS

For any question about the call or online registration system not addressed in this document, please contact the Joint Call Secretariat or the contact person of your national funding organisation:

FUNDING ORGANISATION	COUNTRY	CONTACT DETAILS
Federal Public Planning Service Science Policy (BELSPO)	Belgium	Mr Aziz Naji aziz.naji@belspo.be
Fonds Wetenschappelijk Onderzoek Vlaanderen (FWO)	Belgium	Mr Toon Monbaliu Toon.Monbaliu@fwo.be
Mission Interministérielle de	France	Mrs Florence Lafay-Dufour

Lutte contre les Drogues et les Conduites addictives (MILDECA)		florence.lafay-dufour@pm.gouv.fr
Bundesministerium für Gesundheit - Referat 425 - Sucht und Drogen	Germany	Mr Albert Kern albert.kern@bmg.bund.de
Dipartimento per la Politiche antidroga, Presidenza del Consiglio dei Ministri	Italy	Mrs Patrizia De Rose eranidnetworkdpa@governo.it
National Bureau for Drug Prevention	Poland	Mr Artur Malczewski artur.malczewski@kbpn.gov.pl
Serviço de Intervenção nos Comportamentos Aditivos e nas Dependências (SICAD)	Portugal	Mr Manuel Cardoso manuel.cardoso@sicad.min-saude.pt Mr Mário Castro mario.castro@sicad.min-saude.pt
Forte - Swedish Research Council for Health, Working Life and Welfare	Sweden	Mrs Kerstin Carsjö Kerstin.carsjo@forte.se
The Netherlands Organisation for Health Research and Development (ZonMw)	The Netherlands	Mrs Simone Korff de Gidts eranid@zonmw.nl
The Department of Health, England (DH)	The United Kingdom	Natalie Owen natalie.owen@dh.gsi.gov.uk