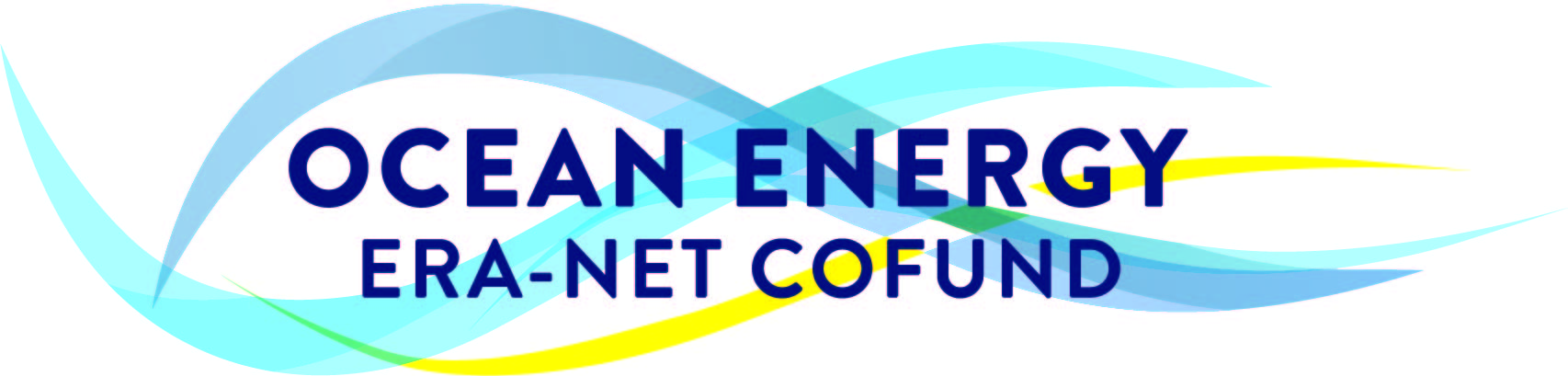
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**OCEANERA-NET COFUND**

**JOINT CALL 2019**

**Instructions for drafting your Expression of Interest**

***Please delete these instructions when you are ready to submit your Expression of Interest*.**

# Introduction

Each applicant organisation (i.e. each member of a project consortium) must contact the relevant national/regional funding organisation before the submission of the Expression of Interest, in order to check the eligibility of the project, proposed activity and the applicable grant rates.

Expression of Interest to this call must be submitted electronically, using the Electronic Submission and Evaluation System (ESES) accessible from the call page on the OCEANERA-NET COFUND website.

The Expression of Interest comprises 2 parts:

Part A – data to be completed in the on-line form;

Part B – The Expression of Interest, to be completed using the template provided and uploaded as a pdf on the ESES.

This document provides guidance on completion of each part.

**The deadline for submission of the Expression of Interest is 1st March 2019, 17:00 CET (Brussels) time.**

All parts of the Expression of Interest must be completed, uploaded and submitted by the deadline for submission. Projects which have not completed submission by the deadline will not be considered.

Consortium members should be aware that additional applications to the national/regional funding organisations may be required at Expression of Interest and/or Proposal stage. Please check the Guidelines for Applicants for information and contact the relevant funding organisations for instructions. If one or more partners fail to comply with national/regional requirements, the project proposal may not be considered for funding.

# Registration

To access Part A, the Project Coordinator (lead partner) for the proposed project must register on the Electronic Submission and Evaluation System (ESES). On registration, the Joint Call Secretariat will approve the user, and a login name and password will be created. These will be used to log in to create and update the Expression of Interest.

# Confidentiality and Data Protection

The content of project proposals submitted to the OCEANERA-NET COFUND Joint Call 2019 will be used by the FOs (and their nominated national/regional delivery agencies) for the purpose of assessing and evaluating proposals and subsequently for monitoring projects which are selected for funding. The content of project proposals will also be used by the independent evaluators appointed by the FOs to evaluate the proposals.

Coordinators and project partners planning to submit a project proposal should be aware that personal data relating to persons involved in the project will be collected in the on-line form, EoI and Proposal documents. Coordinators should receive consent from each individual person, including from other project partners, before providing any personal data, including names and email addresses. By consenting to the provision of personal data, individuals are consenting to the use of their data as set out in this Guide for Applicants and the EoI and Proposal templates and the Privacy Statement on the OCEANERA-NET COFUND website.

The content of the Expressions of Interest and Proposals received under the call will be treated as confidential, with the exception of the lists of applications, list of projects selected for funding and publishable project abstracts. Expressions of Interest, Proposals and Evaluation Reports will be stored and accessed within the secure OCEANERA-NET COFUND ESES. Independent evaluators will be required to sign declarations of confidentiality and no conflict of interest before they are able to access proposal details on the ESES.

Applicants should be aware that the information provided may be subject to requests for publication or disclosure in accordance with national, regional or EU-wide access to information legislation. If OCEANERA-NET COFUND or any of the FOs receives a request for disclosure of information, the OCEANERA-NET COFUND Steering Group will consider the request in line with the relevant exemptions or exceptions provided in the legislation and will normally consult with the provider(s) of the information before making any decision to release.

# How to Complete and Edit Part A

Part A is completed on-line.

Part A constitutes an integral part of your Expression of Interest.

A new proposal is created by the Coordinator selecting the **“Create New Proposal”** button in his or her application management area, following log-in. Once the “Create New Proposal” button has been selected, the ESES will send an automated email to the Coordinator with a unique project number for the proposal.

The Coordinator will need to login with the unique project number to start the new proposal submission.

A Coordinator can submit more than one proposal to the call by using the “Create New Proposal” button to create new projects. Each project will have a unique number.

The Project Coordinator should complete the information on behalf of the other partners.

Each section of Part A can be opened, edited and saved separately. These sections can be edited as often as needed up until the deadline for submission. Once data has been entered or amended, please ensure that you save any changes.

The Part A comprises the following information.

## Section 1: Project Details

In this section, the project name, acronym, key words, and a short publishable abstract (maximum 300 words) should be provided.

The total costs (for all partners) and total requested contribution (for all partners) should be completed.

## 

## Section 2: Project Coordinator

In this section, the organisation name, legal status, address, main contact person and contact details for the Project Coordinator must be provided. This information should be automatically completed using the information provided in the registration form.

The estimated costs for the Project Coordinators’ work on the project, funding requested and name of the funding agency from which the funding is sought should also be completed. The Coordinator should ensure that only the project costs and funding requested for their own organisation are included in this section, not the total project costs and grant requested.

## 

## Section 3: Project Partners

The Coordinator should click the **“Add Partner”** button to open a form for a new partner.

In this section, the organisation name, legal status, address, main contact person and contact details should be provided for each of the partners in the proposed project. The estimated costs for the partner’s work on the project, funding requested and name of the funding agency from which the funding is sought should also be completed.

If a partner needs to be removed from the project, please use the **“Delete Partner”** button.

Please ensure that the information submitted in Part A, including the numbering order of the project partners, is consistent with Part B.

# How to Complete Part B

### Project Scope and Eligibility

Part B of the Expression of Interest contains the details of the proposed project. At the Expression of Interest stage the information will be used to assess the eligibility of the project according to the transnational eligibility criteria and the fit of the project objectives and outputs with the call objectives and call topics, as set out in the Call Announcement and Guidelines for Applicants. It will also be used by the national/regional funding organisations to assess the eligibility of individual partners and the activity they will undertake as part of the project, according to the national/regional rules, which are summarised in the Call Announcement and Guidelines for Applicants.

We would advise you to consider each of the award criteria and address them in the appropriate section of the template. Instructions are provided for each section on what should be covered. The explanatory notes aim to explain the evaluation criteria without being exhaustive.

We would also strongly advice all project partners to discuss their role in the project with their respective national/regional funding organisations and ensure they have consulted the Call Announcement and Guidelines for Applicants and any additional documentation provided to ensure they understand the national/regional requirements.

Due to the evaluation process required for Joint Calls, only projects which have demonstrated that all transnational and national/regional eligibility criteria have been me will be allowed to proceed to Step 2.

### Structure of Proposal

Applicants must structure their proposal according to the headings in the Part B Expression of Interest template and the instructions given, including the maximum length specified for each section.

The page size is A4 and margins (top, bottom, left and right) should be at least 15 mm (not including any headers and footers), except where a table has already been formatted for completion. Please use the same font and style for the whole proposal – Times New Roman, 11 pt, single spacing. Literature references should be listed as footnotes, font size 9 pts. Footnotes will count towards the page limit.

Please ensure that Part B carries as a header to each page the proposal acronym and all pages are numbered in a single series as footer to the page, to avoid errors during handling. It is recommended that the numbering format “Page X of Y” is used.

## Please complete the project number (generated by the ESES) full title and acronym on the front page.

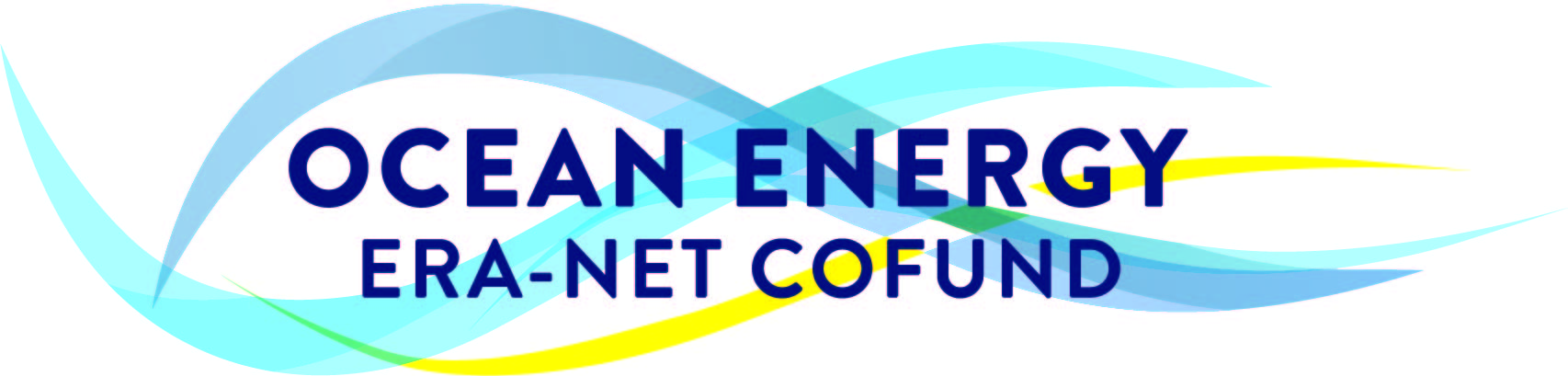
## Once the form has been completed it should be saved in pdf format, before being uploaded on the ESES. The ESES will automatically name the uploaded pdf file with the unique project reference number.

# Submission

Please ensure when making the final submission that the data in Part A and Part B match. In the event of any discrepancies, the data in the uploaded Expression of Interest document will be assumed to be the correct version.

Once the mandatory fields have been completed and a Part B uploaded, the Expression of Interest can be submitted by clicking on the **“Submit Expression of Interest”** button. You can resubmit your proposal multiple times. Each time it is resubmitted the previous versions will be overwritten.

The Full Proposal will only be regarded as submitted when you have successfully completed the submission process and received a confirmation message.

****

**OCEANERA-NET COFUND**

**JOINT CALL 2019**

**Expression of Interest**

**Part B: Template Document**

**Proposal Number (from ESES)**

|  |
| --- |
|  |

**“PROPOSAL FULL TITLE”**

**“PROPOSAL ACRONYM”**

# Project Details

**Project Acronym:**

|  |
| --- |
|  |

**Project Full Title:**

|  |
| --- |
|  |

**Technology area(s) to be addressed:** *Please select the main technology area(s) addressed. More than one may be selected.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Main focus**  *Please indicate one or two main technology areas to be addressed in the project below* | | **Also covered**  *Any other areas to be addressed should be indicted in this column* | |
| Wave energy convertors |  | Wave energy convertors |  |
| Tidal energy convertors |  | Tidal energy convertors |  |
| Salinity gradient |  | Salinity gradient |  |
| Ocean thermal energy conversion |  | Ocean thermal energy conversion |  |
| Power take off |  | Power take off |  |
| Foundations |  | Foundations |  |
| Moorings |  | Moorings |  |
| Electrical architecture, connection |  | Electrical architecture, connection |  |
| Materials |  | Materials |  |
| Components |  | Components |  |
| Installation |  | Installation |  |
| Operations and maintenance |  | Operations and maintenance |  |

**Call Topic(s) addressed:**

*Please select the main topic(s) addressed. More than one topic may be selected.*

|  |  |  |
| --- | --- | --- |
|  | *Please put a tick in relevant boxes* |  |
| Topic 1 | Ocean energy devices |  |
| Topic 2 | Components and subsystems |  |
| Topic 3 | Grid connection and power systems |  |
| Topic 4 | Materials and structures |  |
| Topic 5 | Installation, operations and maintenance |  |
| Topic 6 | Resource and impact assessment |  |

**Project Duration [months]:**

|  |
| --- |
|  |

**Planned Start Date [dd/mm/yyyy]:**

|  |
| --- |
|  |

# Project Consortium

*Partner Number 1 should be the Project Coordinator.*

*Two contact persons per partner may be added. Please put primary contact first. Please add line as required.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner No.** | **Organisation Name and Address** | **Legal Status** | **Registration No.** | **Contact Person (name, title)** | **Tel. No.** | **Email** | **Funding**  **Org.** |
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***Notes:***

***Legal Status****: SME = small or medium sized enterprise; IND = large enterprise; HE = higher education / University; RO = research organisation.*

*The* ***registration number*** *can be the VAT number or other number (check the necessary information with the respective Funding Organisation).*

***Funding Organisation:*** *The national/regional Funding Organisation from which each applicant is requesting funding. SE = Scottish Enterprise; SWEA = Statens Energimyndighet; CDTI = Centro para el Desarrollo Tecnologico Industrial; SEAI = Sustainable Energy Authority of Ireland; FCT = Fundação para a Ciência e a Tecnologia;* ***PDL = Région Pays de la Loire; VLAIO = Agentschap Innoveren & Ondernemen.***

# Project Budget

*Please provide the anticipated budget for each project partner and the funding being requested from the national/regional funding organisation.*

*The appropriate funding rate as indicated by the relevant funding organisation should be used to calculate requested funding.*

*Please add extra lines/columns as required.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner** | **Person Months** | **Personnel Cost** | **Equipment** | **Consumables** | **Travel** | **Sub-contracting** | **Other Costs** | **Indirect Costs** | **Total Costs** | **Requested Funding** |
| **PM** | **Euro** | **Euro** | **Euro** | **Euro** | **Euro** | **Euro** | **Euro** | **Euro** | **Euro** |
| Partner 1 (Coordinator): |  |  |  |  |  |  |  |  |  |  |
| Partner 2: |  |  |  |  |  |  |  |  |  |  |
| Partner 3: |  |  |  |  |  |  |  |  |  |  |
| Partner 4: |  |  |  |  |  |  |  |  |  |  |
| Partner 5: |  |  |  |  |  |  |  |  |  |  |
| Partner 6: |  |  |  |  |  |  |  |  |  |  |
| **Total:** |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **WP7** | **WP8** | **Total** |
| **Person Months** |  |  |  |  |  |  |  |  |  |
| **Total Costs** |  |  |  |  |  |  |  |  |  |

# Project Summary

*The summary should refer to the call topics to be addressed, project aims and specific objectives and expected impact. The maximum length of the summary is 300 words. This summary should be copied into the Part A on-line template.*