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Online submission tool
Guide for applicants
Joint call for proposals
CETP
Clean Energy Transition Partnership

Version 1.0

20 September 2023



In collaboration with



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1. Introduction

This submission tool is a web-based system for the compilation of the applications, containing all the relative information about project, coordinator, partners and team members.

Each proposal will be assigned an alphanumeric code which identify it uniquely, using the format CETP-2023-xxxx (where xxxx is a progressive number).

- The proposal must be written in English.
- The different sections of the application should not exceed the prescribed maximum space.
- Any documents other than those requested in the proposal will not be taken into consideration and will not be forwarded to the evaluators.
- When applying, keep in mind that the submission system will close at 14:00 CEST of the deadline date established for Step 1. However, the Call Secretariat can only ensure responses to email support requests up to 12:00 CET.

1.1. Use of data

For information: the data provided in this pre-proposal application form will be used to:

- communicate with you about the call and application process;
- allow the funding organisations to perform an eligibility check of the applicants;
- assess the quality of your proposal and consortia by the Evaluators;
- award funding if your application is successful;
- analyse and describe your applicant pool (the name of applicants is anonymised in our analysis);
- collect your feedbacks and improve our communications with potential future applicants in future Joint Calls.

Data will be accessible to Funding Organisations participating in the call, including the ones based in non-EU or non-EEA countries. Protection of personal data and compliance with the EU's General Data Protection Regulation (2016/679) (GDPR) is however ensured.

Data will be also processed in an aggregated way for the production of statistics ensuring anonymity and confidentiality throughout the process.

Retention of personal data shall take an end in accordance with the Online Submission Tool Privacy Policy and CETPartnership Privacy and Data Policy and in any case no later than 5 years after the final approval of the final report by the European Commission.

1.2. Technical support

For any IT problem with the platform, contact CINECA by opening a support request at the link <https://mur.support.cineca.it/support.php?service=mur-internazionali.bandit.cineca.it&cmp=65330> (the Support Link is available in each form of the application).

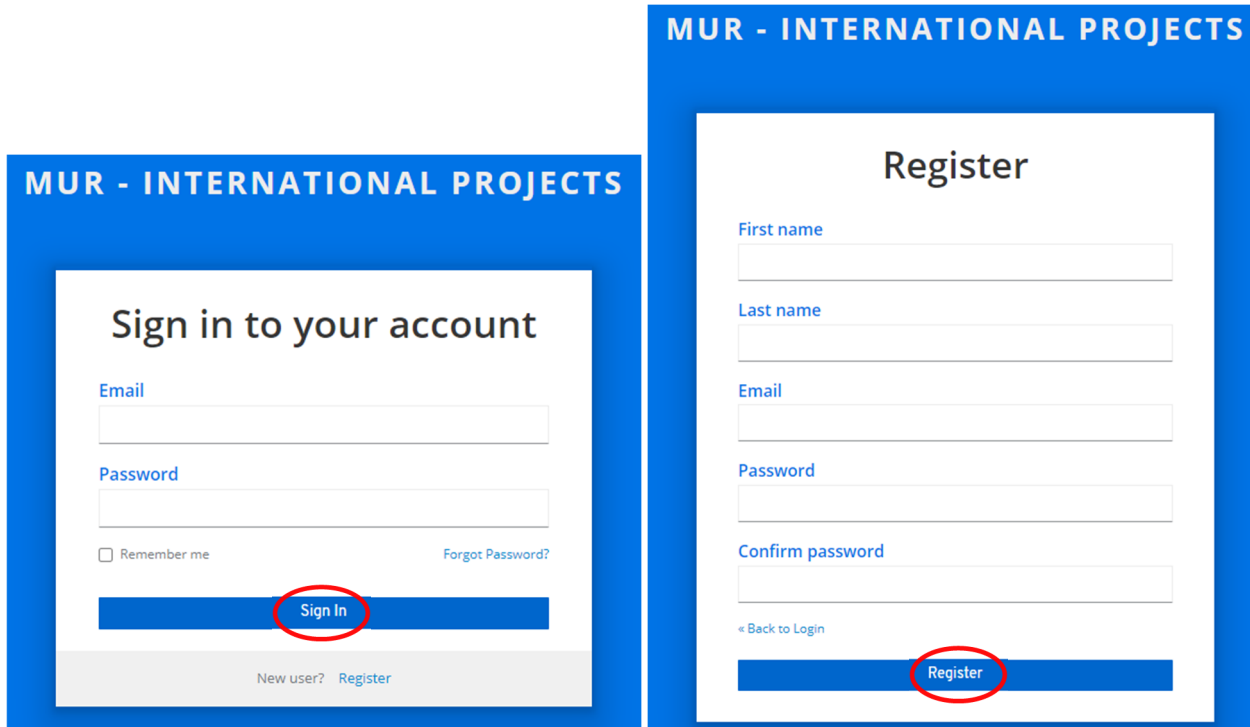
For any problem related to the international call please contact the Call Secretariat (callmanagement@cetpartnership.eu).

For any problem related to the national funding rules please contact the national contact points (see list in the call text and National Annex).

1.3. Access to the system

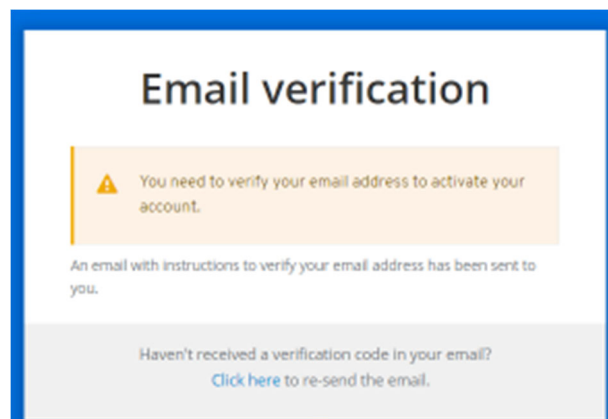
It is possible to access to the platform by clicking on Submission Platform-> Login Preproposal at <https://cetp-submission.mur.gov.it/>

If you don't have any, you need to create a new account by clicking on "Register":



A registration form will be opened: here you must enter your data:

At the end a verification email will be sent to the address that your have inserted during the registration:



The text of the email will be as follows:

Someone has created a MUR - Progetti Internazionali account with this email address. If this was you, click the link below to verify your email address

[Link to e-mail address verification](#)

This link will expire within 5 minutes.

If you didn't create this account, just ignore this message.

2. How to apply

After the verification of the email you will find the list of open Calls and Calls you've applied in the past. Please select:

CETP JC2023 (Clean Energy Transition Partnership) - Pre Proposal

CETP - Clean Energy Transition Partnership

🕒 18/07/2023 🕒 22/11/2023

Then create a new application by clicking on the button **"Add"** under **"Applications"**:

The screenshot shows the CETP Partnership website interface. At the top, there is a header with the CETP logo and a navigation bar. Below the header, the 'Applications' section is visible, featuring a table with columns for Code, Acronym, Role, Phase, Status, and Actions. A red circle highlights the 'Add' button located above the table.

You will be asked to fill a form with four fields in which insert the title and the acronym of the project, the short name of the research organisation and the call module you are applying for. Please note that Project acronym, title and call module shall be considered as definitive. After filling them, click on **"Add"**:

Add


1 Project short name/acronym

1 Project title

Short name (acronym) of the research organisation/Company

Please specify what call module you are applying for*

Cancel Add

You can open the new application by clicking  in the following list:

The screenshot shows the 'Applications' table with the following data:

Code	Acronym	Role	Phase	Status	Actions
CETP-2023-00026	Test	Coordinator	Pre-proposal	Draft	

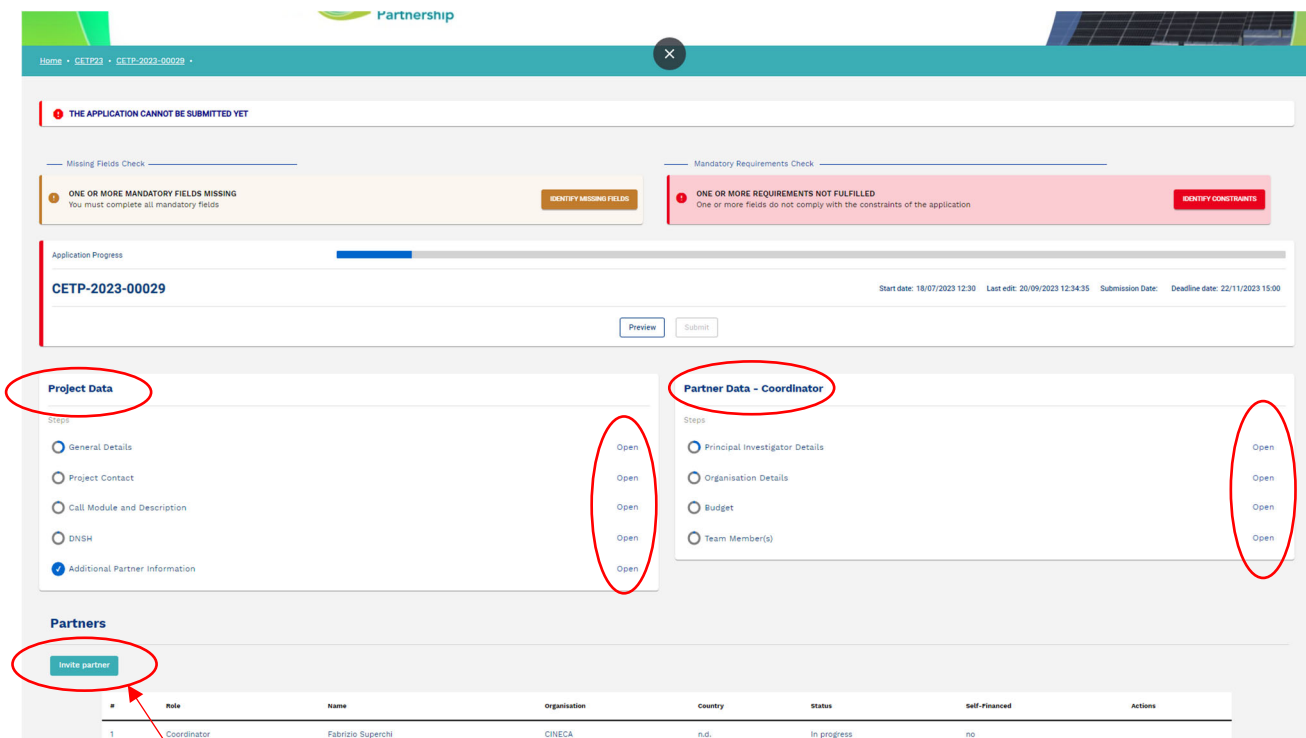
3. How to manage the application data

After the creation of the project, you will be directed to the **dashboard** from which you can manage all the application data.

The dashboard is divided into two sections:

- **Project Data (to be completed only by Coordinator)**
- **Partner Data (to be completed by each partner including the coordinator)**

Each section is divided into various items that can be modified by clicking on "OPEN", to the right of each one:



Click on **"Invite Partner"** to add one or more partners (see specific section of this guide). For details on the Invitation acceptance and procedure, please check section 4.

3.1. Project data

The "Project Data" section is subdivided in 5 points, each of them contains some fields in which you can insert all the required information.

The advancement of the collection of each point is shown by the "circles" to the left of each one (grey: incomplete, blue: complete).

3.1.1. General details

The screenshot shows a web interface for entering project details. On the left is a sidebar with a vertical menu under the heading 'PROJECT DATA'. The menu items are: 'GENERAL DETAILS' (highlighted in blue), 'PROJECT CONTACT', 'CALL MODULE AND DESCRIPTION', 'DNSH', and 'ADDITIONAL PARTNER INFORMATION'. At the top of the sidebar, there are two buttons: '← Back to dashboard' and 'Close Sidebar', both circled in red. The main content area is titled 'General Details' and contains several form fields:

- Field 1: 'Project short name/acronym*' with the value 'Test'.
- Field 2: 'Project title*' with the value 'Test PreProd'.
- Field 3: 'Project abstract*' (empty).
- Field 4: 'Project relevance*' (empty, with a red border).
- Field 5: 'Project Duration (max 36 months)' (empty).
- Field 6: 'Start Date*' (empty).

At the bottom right of the form, there is a blue 'Save' button, also circled in red. A small trash icon is visible next to the 'Start Date*' field.

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

3.1.2. Project Contact

← Back to dashboard
Close Sidebar

PROJECT DATA
GENERAL DETAILS
PROJECT CONTACT
CALL MODULE AND DESCRIPTION
DNSH
ADDITIONAL PARTNER INFORMATION

Project Contact

Indicate the contact person for this project. The Project contact may be the same as the Principal Investigator.

First Name*

Family Name*

Organisation*

Email*

Telephone Number

Mobile Number

Save

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

Indicate the contact person for this project. The Project contact may be the same as the Principal Investigator.

3.1.3. Call module and description

CALL MODULE

CM2023-01 Direct current (DC) technologies for power networks

PROJECT DESCRIPTION

Provide a brief narrative under each evaluation criterion, Excellence, Impact, and Quality and efficiency of the implementation, considering the aspects listed below. Present the important aspects of your planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria.

Excellence

- 1.1. Pertinence of the objectives to the Call and Call Module, ambition and positioning with respect to the state-of-the-art or TRLs.
- 1.2. Soundness of the overall methodology. (Gender dimension and open science practices can be described in the full proposal at Stage 2.)

Impact

- 2.1. Expected outcomes and impacts and added value of transnational collaboration.
- 2.2. Dissemination and exploitation.
- 2.3. Extent of relevance for the energy transition.

Implementation

- 3.1. Work plan outline with work packages (including Reporting and Knowledge Community work package). (Risk assessment can be described in the full proposal at Stage 2.)
- 3.2. Project consortium.

Project description *

No file uploaded DOWNLOAD **UPLOAD**

TECHNOLOGY READINESS LEVEL TRL

Please indicate the proposal's aimed TRL
If TRL does not apply to the project select: NA option.

At project start

Expected TRL at the end of the project

KEYWORDS

Please enter 5 keywords describing your project here. Keywords are used to select the appropriate evaluation experts. To enter a keyword, type it and press enter

Free Keywords*

Select at least 1 and maximum 5 keywords amongst the predefined keywords (click [here](#) for the list of pre-defined keywords).
Suggestions will be visible after typing at least two letters.

Predefined keywords*

Save

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

Project Description

To upload the Project Description please click on **UPLOAD** and then select your file in the following form:

File management

Upload new version

New version

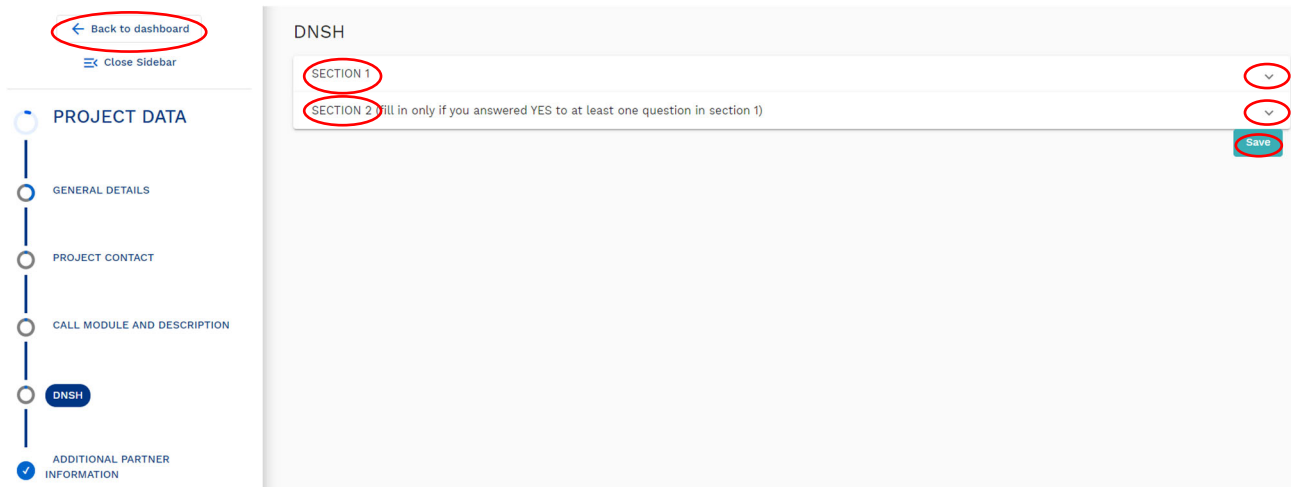
Save

Close

After selecting the file, click on **“Save”**.

Please note: it is possible to insert **ONE PDF FILE ONLY**. To replace the file, you can click again on **UPLOAD** and repeat the steps.

3.1.4. DNSH (Do No Significant Harm)



Click Down Arrows to open each section; only one section can be opened at a time.

Section 1 shows the list of the six environmental objectives:

- Climate change mitigation
- Climate change adaptation
- The sustainable use and protection of water and marine resources
- The circular economy, including waste prevention and recycling
- Pollution prevention and control to air, water or land
- The protection and restoration of biodiversity and ecosystems

For each objective the applicant is requested to indicate if further evaluation is required according to the DNSH principle.

If the answer is NO you have to explain why no further evaluation is needed.

If the answer is YES the applicant is requested to declare the measures expected in section 2.

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

3.1.5. Additional Partner Information

← Back to dashboard

Close Sidebar

PROJECT DATA

GENERAL DETAILS

PROJECT CONTACT

CALL MODULE AND DESCRIPTION

DNSH

ADDITIONAL PARTNER INFORMATION

Additional Partner Information

Please list the partners of your proposal which can be considered as an end user or need owner.
Do not fill this section if it doesn't apply (see Call Module specific requirements).
In Partner Name you can choose among the partners of the project after they filled the "Organisation Name" field

Partner Name	Type of end-user/need-owner	Partner Role
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Delete Add

In this form you can specify the partners of your proposal which can be considered as an end user or need owner.

In "Partner Name" drop-down list you will see your Partners only after they have accepted the invitation and filled in their "Organisation details" section.

For each filled line you will have press the specific Save button.

You can also delete a line by clicking Delete button (this action does not remove the partner from the application).

Press Add to add a new item.

After completing all the fields, select a new section on the left menu or click on "Back To Dashboard".

3.2. Partner data

There are 2 categories of Partners:

- Partner from countries/regions (and organisations) eligible for direct funding by the Funding Organisations participating in the CETP Joint Call 2023 (designated Partners 1, 2... N).
- Fully self-financed Partner from any country who bring their own secured budget. The self-financed partner cannot be the project Coordinator.

The "Partner Data" section is subdivided into 4 points, each of them contains some fields in which you can insert all the information.

The advancement of the collection of each point is shown by the "circles" to the left of each one (grey: incomplete, blue: complete).

This section can be filled in either by the Partner invited by the coordinator and by the coordinator.

3.2.1. Principal Investigator details

Principal Investigator Details

Title*

Family name*
Superchi

First name*
Fabrizio

Gender*

Nationality*

E-Mail*
f.superchl@clinea.it

Phone*

Career stage (Optional)

Type of identifier (Optional)

Identifier (Optional)

Employment status*

Duration of contract (in months)

Employer Name

Curriculum Vitae (Optional) ⓘ
No file uploaded

DOWNLOAD

UPLOAD

Save

Curriculum Vitae: Upload a brief CV of the Coordinator and of the Principal investigator of each partner (max 2 pages each). Please note: it is possible to upload ONE PDF FILE ONLY. To replace or delete the file you can click again on "Upload".

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

3.2.2. Organization details

← Back to dashboard
Close Sidebar

PARTNER DATA - COORDINATOR

PRINCIPAL INVESTIGATOR DETAILS

ORGANISATION DETAILS

BUDGET

TEAM MEMBER(S)

Organisation Details

Participant Identification Code (PIC)

9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes/procurements. A search tool for organisations and their PICs is available at [Participant Register PIC](#). After inserting the PIC press the SAVE button at the end of the page to pre-fill the forms

i

*

Legal full name of the research organisation / company*

Short name (acronym) of the research organisation / company*

CINECA

Status: Private or Public?*

Small or medium-sized enterprise (SME status)*

i

Participant organisation type*

Statistical Classification of Economic Activities (NACE)

Please download the publication from: <https://ec.europa.eu/eurostat/web/products-manuals-and-guidelines/-/ks-ra-07-015>
find your NACE COD in "Detailed Structure of NACE Rev. 2" and copy in the application form the Class and the Description in the following exemplifying format: "38.21 Treatment and disposal of non-hazardous waste"

*

Website*

Registered Office address of the research organisation / company

Street name and number (address)*

i

Postal Box (Optional)

i

Postal code*

i

Cedex (Optional)

City*

Country*

Division / Department / Unit or Laboratory*

Division / Department / Unit or Laboratory address

Department Street Name and number*

i

Department postal box (Optional)

i

Department postal code*

i

Department CEDEX (Optional)

Department city*

Department country*

Save

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

PIC: 9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes / procurements. If needed, one can apply for a temporary PIC on: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>.

A search tool for organisations and their PICs is available on <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search>.

We suggest validating the PICs via the public available Partner Search – Organisation Profile service.

This allows use to fill out some requested data inputs automatically, which is less error-prone and provides much better user experience.

NACE: Please download the publication from:

<https://ec.europa.eu/eurostat/web/products-manuals-and-guidelines/-/ks-ra-07-015>,

find your NACE COD in “Detailed Structure of NACE Rev. 2” and copy in the application form the Class and the Description in the following exemplifying format:

“38.21 Treatment and disposal of non-hazardous waste”

3.2.3. Budget

← Back to dashboard

PRINCIPAL INVESTIGATOR DETAILS

ORGANISATION DETAILS

BUDGET

TEAM MEMBER(S)

Budget

Funding organization(s) to which you are applying for funding

Funding Organizations*

All partners shall fill in their own table with their own costs, including self-financed partners. Indicate in the table the total costs of the project and their indicative breakdown between the different categories of costs (e.g personnel, including permanent salaries depending on Funding Organisations rules for the determination of the eligible costs; equipment, consumables, subcontracts, travels, overheads) and the funding requested from your Funding Organisation based on national rules. Please make sure to comply with your Funding Organisation's rules for the determination of the eligible costs and the requested funding calculation. Please note that some Funding Organisations cannot provide funding equal to 100% of eligible costs. For inquiries, contact your Funding organization's Contact Point. The column Total costs comprises all the costs related to the project independently of national funding rules. You must indicate here all the costs of the project. The column Funding request comprises the part of the costs that you will request from your Funding Organisation. The column Own funding is filled in automatically after saving the form. It includes all the costs that are not covered by the Funding Organisation (either because the funding level is lower than 100% and/or some costs are not eligible for funding and/or are provided in-kind). The Own funding is equal to the difference between the Total cost and the Funding requested. The line TOTAL will be filled in automatically after saving the form (SAVE BUTTON).

Total cost (in Euro including VAT depending on national rules)	Funding requested (in Euro, including VAT depending on national rules)	Own funding (equal to the difference between total cost and funding requested)
Personnel		
*	*	C*
Subcontracting		
*	*	C*
Travel and subsistence		
*	*	C*
Equipment		
*	*	C*
Other direct costs (Goods and Services)		
*	*	C*
Indirect costs (overheads)		
*	*	C*
Total		
C*	C*	C*

Please enter a brief description of major costs items and a short justification (personnel, equipment, consumables, subcontracts, travel expenses, other costs). For overhead costs, national regulations may apply. Please differentiate between funding requested and own contribution.

Costs justification*

For the self-financed Partner(s), please indicate shortly how their participation in the project will be funded. Please notice that a Letter of Commitment will be required as a mandatory document in the full proposal application.

The partner will be funded through...

Workload

Enter the organization's planned workload, expressed in person months

Total person months*

Save

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

Note that the total effort of the project, and the percentage distribution among the partners, is visible in the preview pdf.

3.2.4. Team member(s)

[← Back to dashboard](#)
[Close sidebar](#)

PARTNER DATA COORDINATOR

PRINCIPAL INVESTIGATOR DETAILS

ORGANISATION DETAILS

BUDGET

TEAM MEMBER(S)

Team Member(s)

They are other team members that are involved in the project.

Please include all the team members to be involved in the project, would they be funded or not by your Funding Organisation.

If you do not have yet this information for one team member (e.g. for a postdoc), you can indicate 'to be determined'. Remember that the coordinator should not be entered.

For each filled line you will have to scroll to the right and press the specific save button.

To be determined	Title	First name	Family name	Gender	Phone	E-Mail	Type of Identifier (Optional)	Identifier (Optional)	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Delete"/>
<input type="button" value="Add"/>									

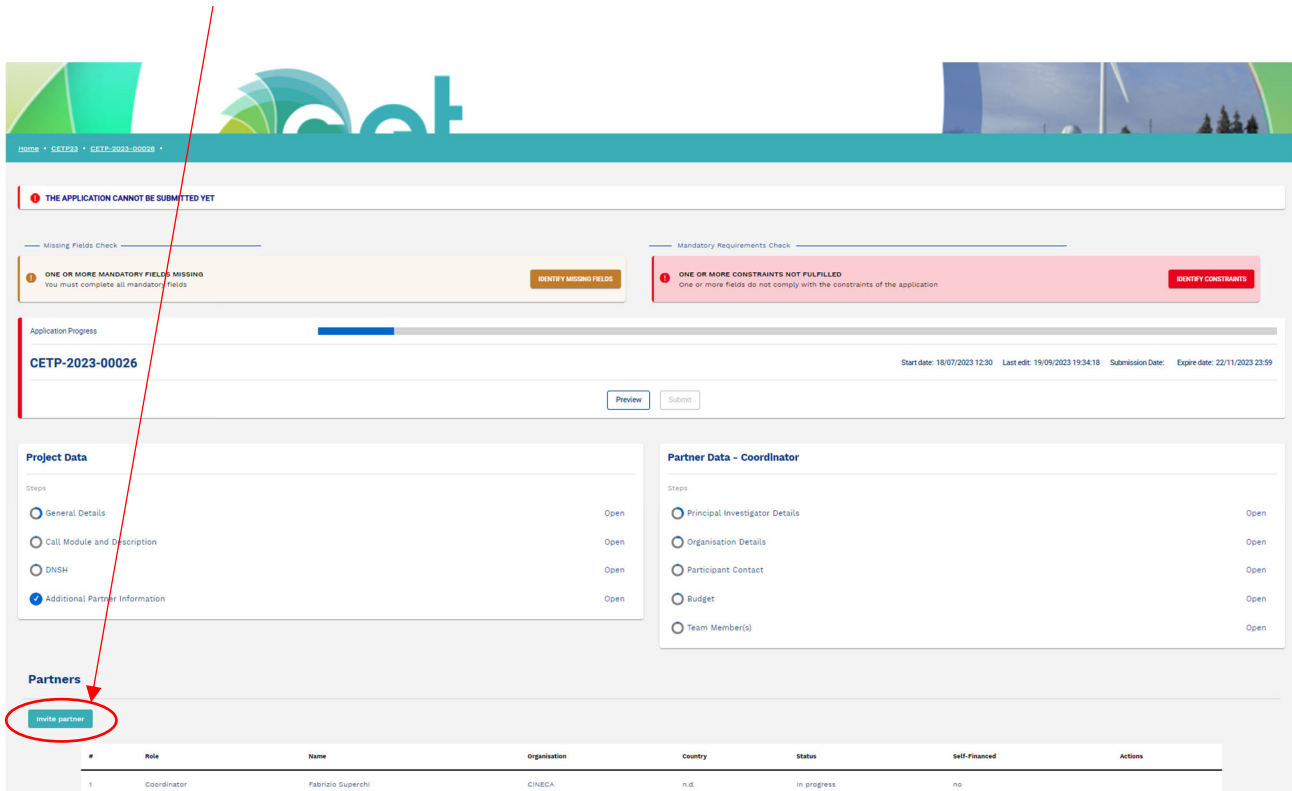
For each filled line you will have to scroll to the right and press the specific save button.

Press Add to add a new member”.

If “To be determined” is selected no values are asked.

4. Invite Partner

The coordinator can invite one or more partners by turning back to the project dashboard and by clicking on the "Invite Partner" button:



To invite a Partner the Coordinator must fill in this form and click Invite partner button:

Invite partner

To be included in the proposal the invited partner need to accept the invitation and fill in organisation information in the platform.

First name

Family name

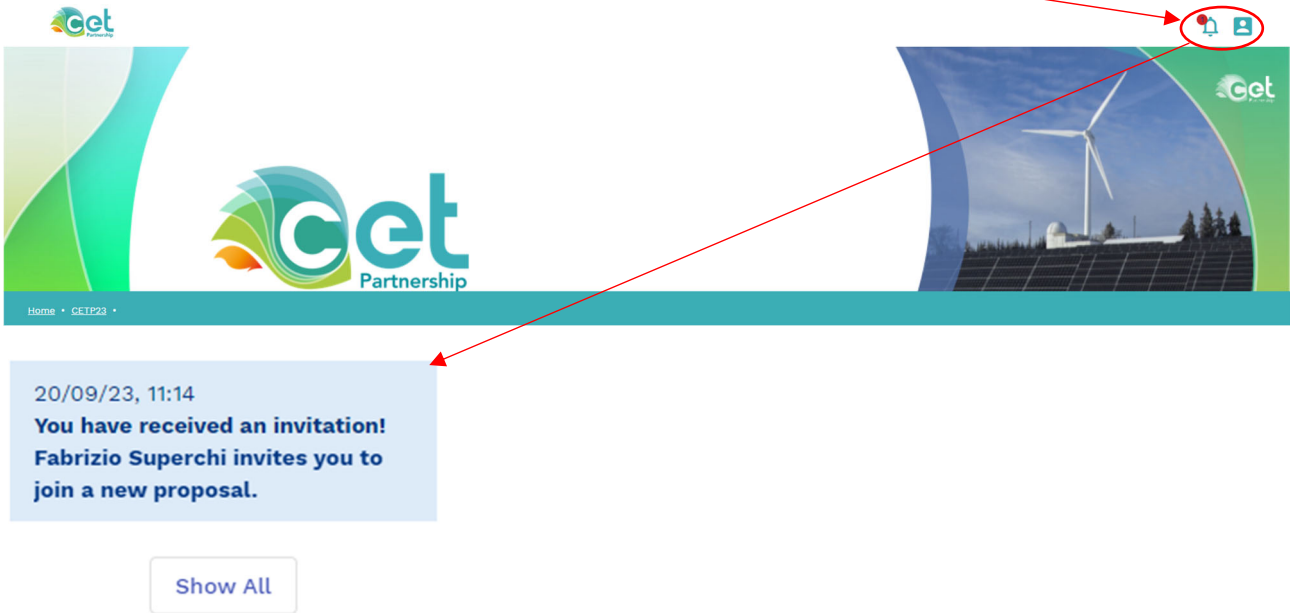
E-Mail

The partner receives a mail as follows:

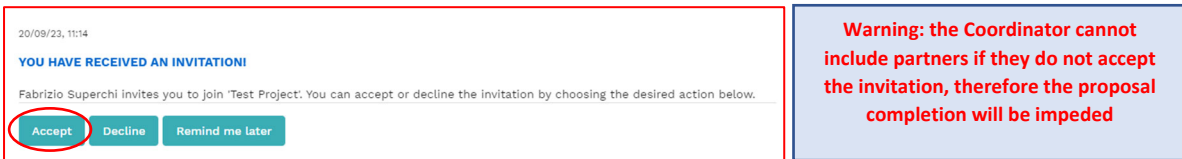


The partner clicks the link in the mail and will be directed to the application home.

In the notification area he will find the invitation.

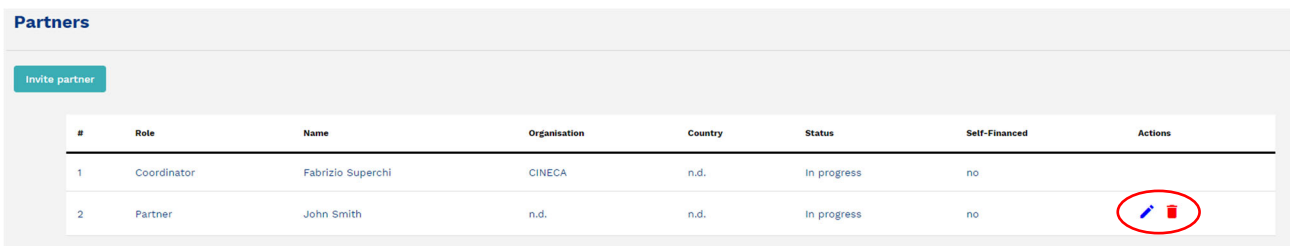


By clicking on it the partner can accept the invitation



Once accepted, the partner will be able to access his own "Partner Data" section and fill it in.

The newly added partner will be visible in the "Partners" section at the bottom of the dashboard:



The Coordinator, in his own dashboard, can remove a partner or edit the partner data.

5. Final check and submission

You can check the progress of proposal completion from the blue bar at any time and check for missing mandatory fields.

The screenshot displays the application submission interface for CETP-2023-00026. At the top, a teal header contains the text 'Home • CETP23 • CETP-2023-00026'. Below this, a red-bordered box contains the message 'THE APPLICATION CANNOT BE SUBMITTED YET'. The main content area is divided into two sections: 'Missing Fields Check' and 'Mandatory Requirements Check'. The 'Missing Fields Check' section shows a yellow warning box with the text 'ONE OR MORE MANDATORY FIELDS MISSING' and 'You must complete all mandatory fields', with a red circle around the 'IDENTIFY MISSING FIELDS' button. The 'Mandatory Requirements Check' section shows a red warning box with the text 'ONE OR MORE CONSTRAINTS NOT FULFILLED' and 'One or more fields do not comply with the constraints of the application', with a red circle around the 'IDENTIFY CONSTRAINTS' button. Below these sections is an 'Application Progress' bar with a blue segment. At the bottom, the application ID 'CETP-2023-00026' is displayed, along with dates: 'Start date: 18/07/2023 12:30', 'Last edit: 20/09/2023 12:14:36', 'Submission Date:', and 'Expire date: 22/11/2023 15:00'. At the bottom right, there are 'Preview' and 'Submit' buttons, both circled in red.

You can also validate the proposal at any time to check the adherence of the proposal to the requirements of the call.

In addition, a *PDF* preview of the application is available from the "**Preview**" button.

When the application is complete and in order, the button "**Submit**" is enabled. Clicking on "Submit" you submit your application. Nevertheless, you can modify the proposal and resubmit it again at any time before the deadline.

At the deadline, the last submitted proposal will be sent to the Call Secretariat for the evaluation, and it cannot be modified anymore.

By submitting the application, the Coordinator declares that:

- The project applicants hereby declare, that to the best of their knowledge the research outlined in this proposal is unique in character and does not duplicate research already funded at national, regional or EU level, within nation, regional, international or EU calls.
- The applicants confirm that they are aware that failure to fulfil this condition will result in the withdrawal of this proposal from the application process or the withdrawal of funding from approved projects.
- The proposal is in line with the guidelines to ethical aspects of the Horizon Europe Programme.