

~ 1 ~

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

Version 1.0

19 September 2024



In collaboration with



INDEX

1.	Introduction	3
1.1.	Use of data	3
1.2.	Technical support	3
1.3.	Access to the system	4
2.	How to apply.....	5
3.	How to manage the application data	6
3.1.	Project data	6
3.1.1.	General details	7
3.1.2.	Project Contact.....	8
3.1.3.	Call module and description	9
3.1.4.	DNSH (Do No Significant Harm)	10
3.1.5.	Additional Partner Information.....	11
3.2.	Partner data.....	12
3.2.1.	Principal Investigator details.....	13
3.2.2.	Organization details	14
3.2.3.	Budget.....	16
3.2.4.	Team member(s).....	17
4.	Invite Partner	18
5.	Final check and submission.....	20

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-2024-xxxxx (where xxxxx 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).

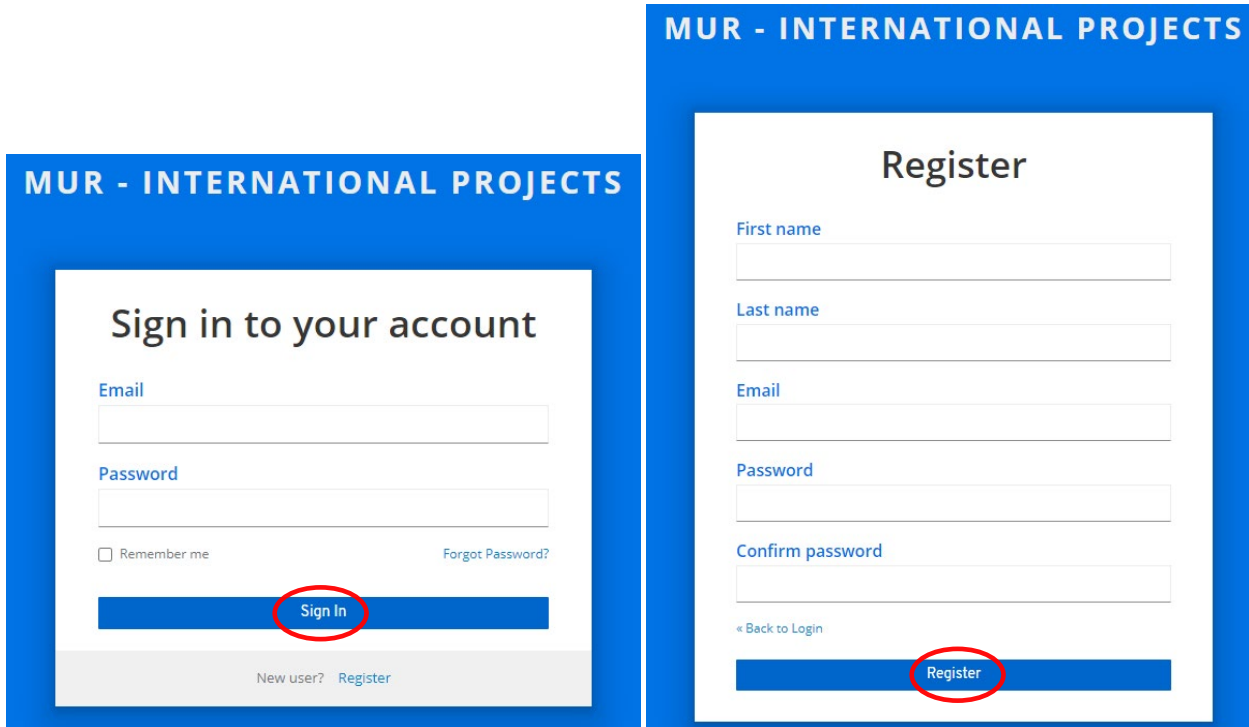
For any problem related to the international call please contact the Call Secretariat (callmanagement@cetpartnership.eu).

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

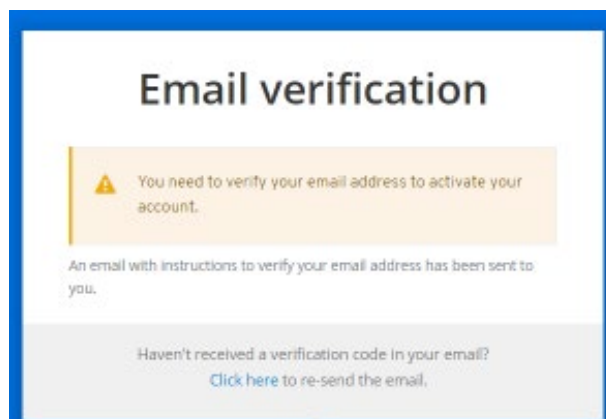
It is possible to access to the platform by clicking on Submission Platform-> Login Preproposal at <https://cetp-submission.mur.gov.it/>

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 - International Projects 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 15 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 JC2024 (Clean Energy Transition Partnership) - Pre Proposal

Pre Proposal phase of CETP - Clean Energy Transition Partnership

Start Date: | Deadline Date: |

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

Home • CETP24 •

Applications

ADD

Code	Acronym	Role	Phase	Status	Submission Date	Actions
------	---------	------	-------	--------	-----------------	---------

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


Project short name/acronym

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:

Applications

ADD

Code	Acronym	Role	Phase	Status	Submission Date	Actions
CETP-2024-00001	TEST CINECA	n.d.	Pre-proposal	Draft	n.d.	

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:

The screenshot displays the application dashboard for project CETP-2024-00013. At the top, there is a blue navigation bar with 'Home', 'CETP24', and 'CETP-2024-00013'. Below this, a red error message states 'report: THE APPLICATION CANNOT BE SUBMITTED YET'. Two status bars are visible: 'Missing Fields Check' (yellow) with 'ONE OR MORE MANDATORY FIELDS MISSING' and 'IDENTIFY MISSING FIELDS' button; and 'Mandatory Requirements Check' (red) with 'ONE OR MORE REQUIREMENTS NOT FULFILLED' and 'IDENTIFY CONSTRAINTS' button. An 'Application Progress' bar shows 7.36% completion. The project ID 'CETP-2024-00013' is displayed along with dates: Start date: 01/07/2024 12:46, Last edit: 18/09/2024 14:40, Submission Date: , Deadline date: 31/12/2024 12:46. Two main sections are highlighted with red circles: 'Project Data' and 'Partner Data - Coordinator'. 'Project Data' has five steps: GENERAL DETAILS (grey circle), PROJECT CONTACT (grey circle), CALL MODULE AND DESCRIPTION (grey circle), DNSH (grey circle), and ADDITIONAL PARTNER INFORMATION (blue checked circle). Each step has an 'Open' button to its right. 'Partner Data - Coordinator' has four steps: PRINCIPAL INVESTIGATOR DETAILS (grey circle), ORGANISATION DETAILS (grey circle), BUDGET (grey circle), and TEAM MEMBER(S) (grey circle). Each step has an 'Open' button to its right. Below these is a 'Partners' section with an 'INVITE PARTNER' button circled in red. A table lists the current partner:

#	Role	Name	Organisation	Country	Status	Self-Financed	Actions
1	Coordinator	Fabrizio Superchi	n.d.	n.d.	In progress	no	

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 application interface for project management. On the left is a vertical sidebar with a 'Back to dashboard' button at the top and a list of menu items: PROJECT DATA, GENERAL DETAILS (highlighted), PROJECT CONTACT, CALL MODULE AND DESCRIPTION, DNSH, and ADDITIONAL PARTNER INFORMATION. The main content area is titled 'GENERAL DETAILS' and includes a note: '(This Section can be filled in by the Coordinator only)'. It contains several text input fields: 'Project short name/abbreviations', 'Project title', 'Project abstract', and 'Project relevance'. Below these are sections for 'PROJECT DURATION' with a 'Project Duration' field and 'Start Date' field. A 'Save' button is located at the bottom right of the form area.

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

(This Section can be filled in by the Coordinator only)

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

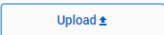
After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

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

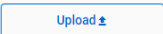
3.1.3. Call module and description

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  and then select the file on your computer or directly drag the file on the form.

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

 and repeat the steps.

3.1.4. DNSH (Do No Significant Harm)

Torna alla Dashboard

PROJECT DATA

GENERAL DETAILS

PROJECT CONTACT

CALL MODULE AND DESCRIPTION

DNSH

ADDITIONAL PARTNER INFORMATION

DNSH

(This Section can be filled in by the Coordinator only)

DO NO SIGNIFICANT HARM (DNSH) ASSESSMENT

SECTION 1

The Do No Significant Harm principle was introduced in the European Green Deal to ensure that the research and innovation activities do not make directly or indirectly a significant harm to any of the six environmental objectives, according to the EU Taxonomy Regulation (EU) 2020/852. You can find more information on what is considered as doing significant harm to the above objectives in the following note: [Technical Guidance](#). The applicant shall self-assess the DNSH filling in the following table. Please indicate which of the following environmental objectives require further evaluation according to the DNSH principle.

Climate change mitigation

SI No

if NO, please detail

Climate change adaptation

SI No

if NO, please detail

The sustainable use and protection of water and marine resources

SI No

if NO, please detail

The circular economy, including waste prevention and recycling

SI No

if NO, please detail

Pollution prevention and control to air, water or land

SI No

if NO, please detail

The protection and restoration of biodiversity and ecosystems

SI No

if NO, please detail

SECTION 2

Only if the answer is YES for an environmental objective, a substantive DNSH assessment is needed. In that case, please fill the corresponding row in the table below. Attention, if you answer "Yes" to one of the following questions, the application will not comply with the DNSH and you will not be able to submit it.

Climate change mitigation: Is the measure expected to lead to significant GHG emissions? SI No

Substantive justification

Climate change adaptation: Is the measure expected to lead to an increased adverse impact of the current climate and the expected future climate, on the measure itself or on people, nature or assets? SI No

Substantive justification

The sustainable use and protection of water and marine resources: Is the measure expected to be detrimental: (i) to the good status or the good ecological potential of bodies of water, including surface water and groundwater; or (ii) to the good environmental status of marine waters? SI No

Substantive justification

The transition to a circular economy, including waste prevention and recycling: Is the measure expected to: (i) lead to a significant increase in the generation, incineration or disposal of waste, with the exception of the incineration of non-recyclable hazardous waste; or (ii) lead to a significant inefficiencies in the direct or indirect use of any natural resource (1) at any stage of its life cycle which are not minimised by adequate measures(2); or (iii) cause significant and long-term harm to the environment in respect to the circular economy (3)? SI No

Substantive justification

Pollution prevention and control: Is the measure expected to lead to a significant increase in the emissions of pollutants (4) into air, water or land? SI No

Substantive justification

The protection and restoration of biodiversity and ecosystems: Is the measure expected to be: significantly detrimental to the good condition (5) and resilience of ecosystems; or detrimental to the conservation status of habitats and species, including those of Union interest? SI No

Substantive justification

Save

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

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 2024 (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*

First name*
Fabrizio

Family name*
Superchi

Gender*

Nationality*

E-Mail*
fsuperchi@enea.it

Phone*

Career stage (Optional)

Type of identifier (Optional)

Identifier (Optional)

Employment status*

Duration of contract (in months)

Employer Name

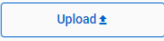
Curriculum Vitae (Optional) ¹

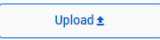
Drag the file here or Search for the file on your computer

Upload [±]

Save

Curriculum Vitae: Upload a brief CV of the Coordinator and of the Principal investigator of each partner (max 2 pages each).

To upload the “Curriculum Vitae” please click on  and then select the file on your computer or directly drag the file on the form.

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

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

[← Torna alla Dashboard](#)
[Chiudi 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

PIC*

Legal full name of the research organisation / company

Short name (acronym) of the research organisation/Company

VAT / NATIONAL REGISTRATION NUMBER
If the VAT has been retrieved on [Participant Register PIC](#) please copy it in the field "VAT / National Registration Number". Otherwise enter your VAT or National Registration Number.

VAT/National Registration Number from Participant portal

VAT / National Registration Number*

PARTICIPANT ORGANISATION TYPE

Participant organisation type*

Status: Private or Public?*

Small or medium-sized enterprise (SME status)*

NACE (STATISTICAL CLASSIFICATION OF ECONOMIC ACTIVITIES)
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"

*

REGISTERED OFFICE ADDRESS OF THE RESEARCH ORGANISATION / COMPANY

Street name and number (address)

Postal Box (Optional)

Postal code*

Cedex (Optional)

City

Country

Division / Department / Unit or Laboratory*

DIVISION / DEPARTMENT / UNIT OR LABORATORY

Department Street Name and number*

Department postal box (Optional)

Department postal code*

Department CEDEX (Optional)

Department city*

Department country*

Save

Enter the PIC and press **“Save”** to fill some form fields.

After completing all the fields, click again 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](#) [Close Sidebar](#)

PARTNER DATA COORDINATOR

- PRINCIPAL INVESTIGATOR DETAILS
- ORGANISATION DETAILS
- BUDGET**
- TEAM MEMBER(S)

BUDGET

FUNDING ORGANISATION
Select the Funding organization to which you are applying for funding

Funding Organisations*

BUDGET TABLE
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, equipment, consumables, subcontracts, travels, overheads) and the funding requested according to your Funding Organisations. 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 Organisation 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 in Euro including VAT depending on national rules. The column Funding request comprises the part of the costs that you will request as contribution 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).

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

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

Costs justification*

SELF-FUNDED PARTNERS FUNDING SOURCES
Self-Funded partners only: indicate shortly how participation in the project will be funded. 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 organisation's planned workload, expressed in person months

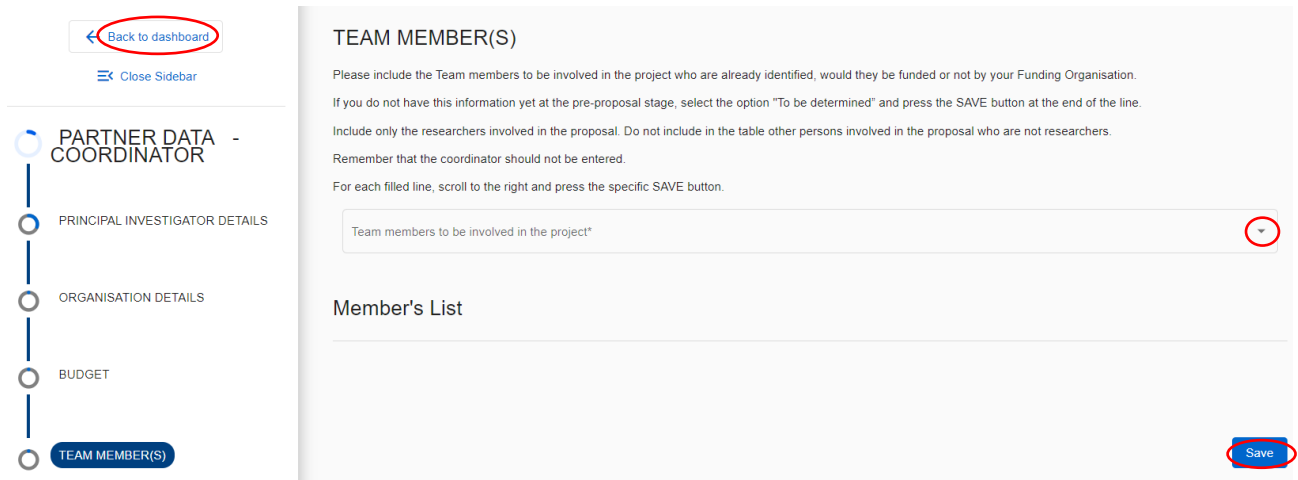
Total person months*

[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)

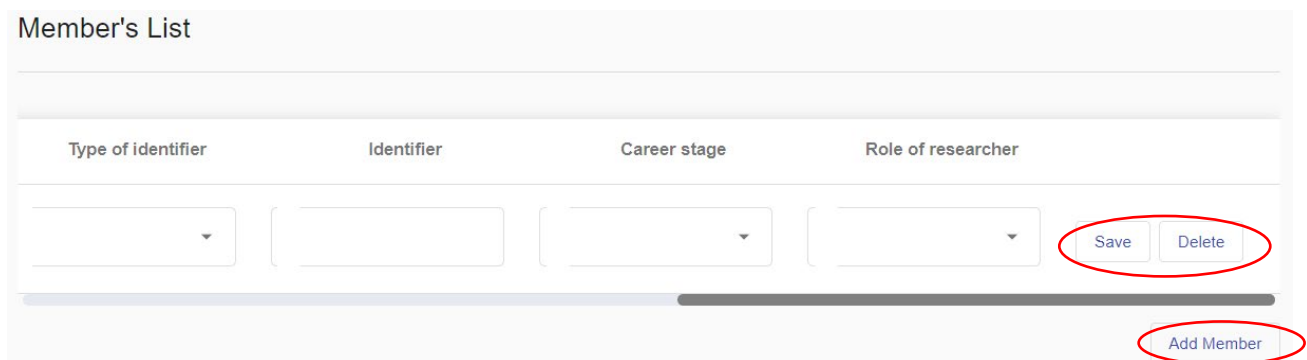


Click on **“Team members to be involved in the project”** and select between **“To be determined”** and **“Already identified”** and press **“Save”**.

If **“To be determined”** has been chosen, nothing else is left to do.

Otherwise, enter data requested for each Team Member.

For each filled line you will have to scroll to the right and press the specific **“Save”** (or **“Delete”**) button.



Press **“Add”** to add a new member.

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:

The screenshot shows a project dashboard with two main sections: 'Project Data' and 'Partner Data - Coordinator'. Both sections have a 'Steps' list with radio buttons and 'Open' links. In 'Project Data', 'ADDITIONAL PARTNER INFORMATION' is selected. In 'Partner Data - Coordinator', 'TEAM MEMBER(S)' is selected. Below these is a 'Partners' section with an 'INVITE PARTNER' button and a table with the following data:

#	Role	Name	Organisation	Country	Status	Invitation	Self-Financed	Actions
1	Coordinator	Fabrizio Superchi	n.d.	n.d.	<input type="radio"/>	--	no	

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:

You have been invited to CETPartnership Joint Call 2024 proposal

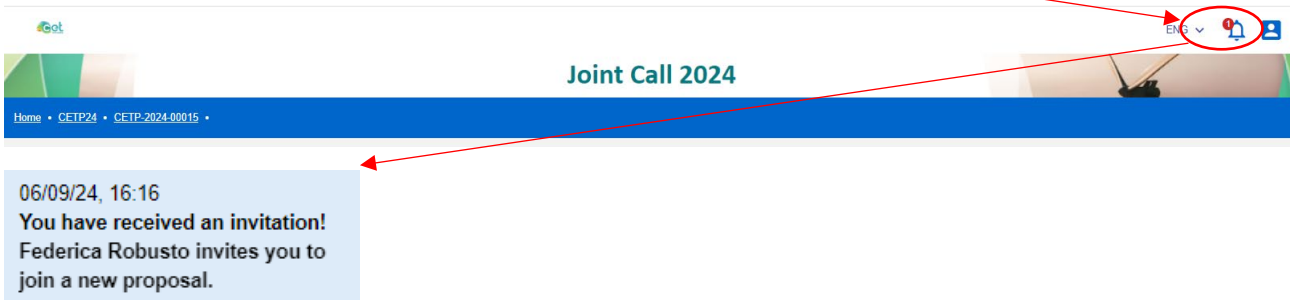
Fabrizio Superchi invited you to join a new proposal for CETP (Clean Energy Transition Partnership) 2024 Call.
Click this [link](#) to go to the application platform.

If it is your first access, you will need to register to the platform.
After that, to accept or decline the invitation, click on notification icon at the top of the right screen.

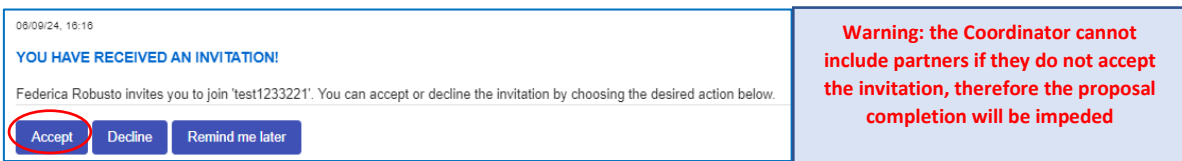
To be included in the submission of the proposal you need to accept the invitation.
Proposal code: [CETP-2024-00010](#)
Proposal Acronym: [Test 12:06 16/9/2024](#)

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.

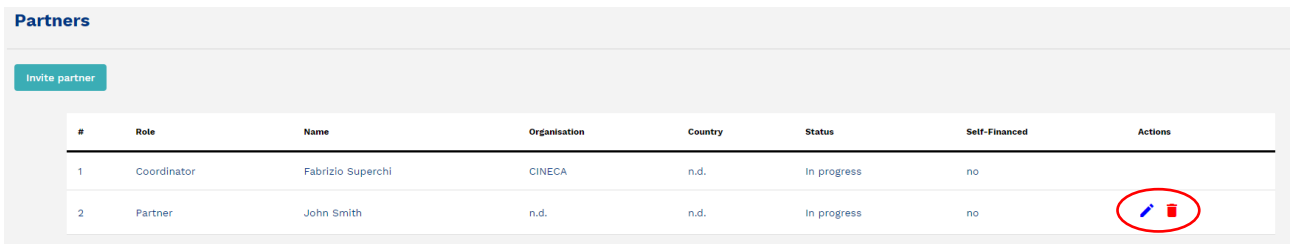


By clicking on it the partner can accept the invitation



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 a web interface for proposal submission. At the top, a teal header contains the text 'Home • CETP23 • CETP-2023-00026'. Below this, a white 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 bar with the message 'ONE OR MORE MANDATORY FIELDS MISSING' and a button labeled 'IDENTIFY MISSING FIELDS'. The 'Mandatory Requirements Check' section shows a red bar with the message 'ONE OR MORE CONSTRAINTS NOT FULFILLED' and a button labeled 'IDENTIFY CONSTRAINTS'. Below these checks is an 'Application Progress' bar with a blue segment. At the bottom, the application ID 'CETP-202 -00026' is displayed, along with dates for 'Start date', 'Last edit', 'Submission Date', and 'Expire date'. Two buttons, 'Preview' and 'Submit', are located at the bottom right.

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.