

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

Version 1.0

13 September 2022



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-2022-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).

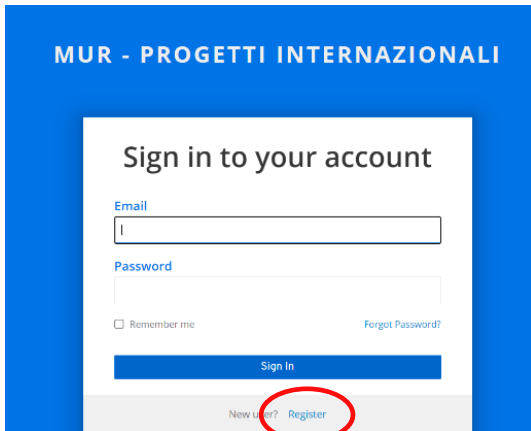
For any problem related to the national funding rules please contact the national contact points (see list in the call text and National Annex).

1.3. Access to the system

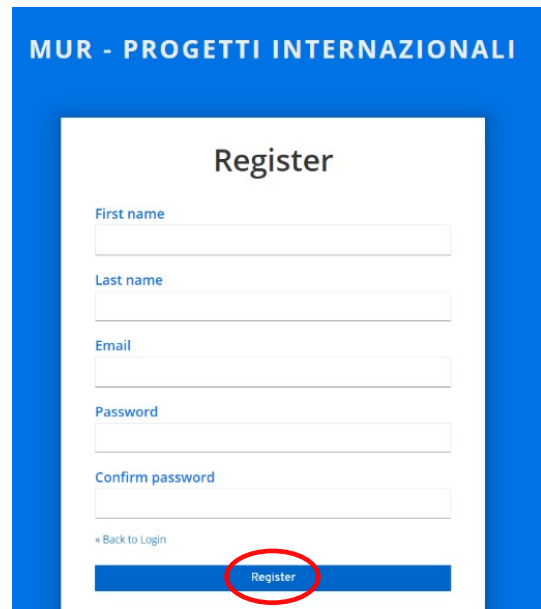
The web address of the Platform is: <https://mur-internazionali.bandit.cineca.it/CETP>

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

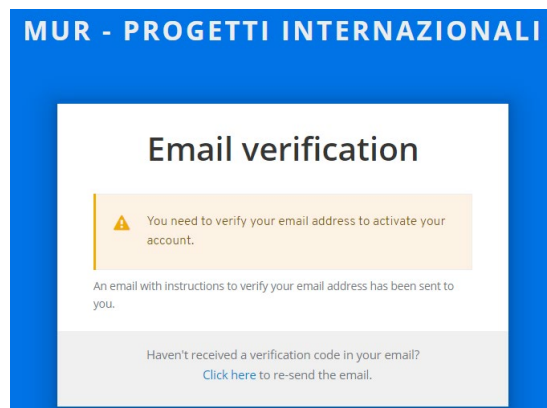
If you don't have any, you need to create a new account by clicking on **"Register"**:



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

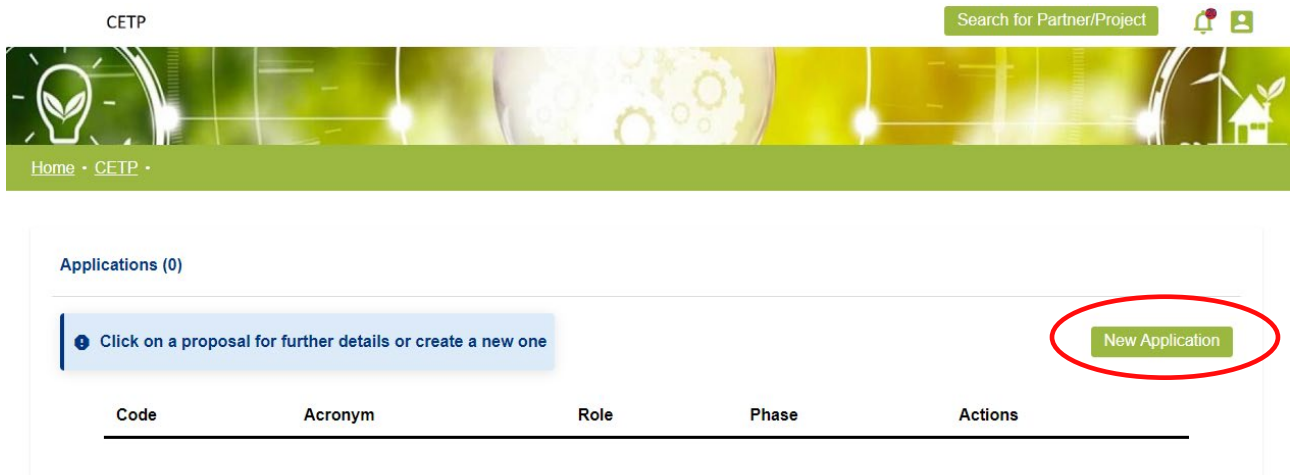
[Link to e-mail address verification](#)

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 “CETP” homepage, in which you can create a new application by clicking on the green button “**New Application**”:



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 "**Save**":

New Application

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 Save

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 "EDIT", to the right of each one:

The screenshot shows the application dashboard for 'CETP-2022-00003 (Pre-proposal)'. At the top, there's a header with 'CETP' and a search bar. Below the header, a message states 'THE APPLICATION CANNOT BE SUBMITTED YET' with a deadline date of '23/11/2022 14:00:00'. The main content area is divided into two sections: 'Project Data' and 'Partner Data - Coordinator'. Both sections have a list of steps with radio buttons indicating completion status. In the 'Project Data' section, the 'Additional Partner Information' step is selected. In the 'Partner Data - Coordinator' section, the 'Principal Investigator Details' step is selected. Red circles highlight the 'EDIT' buttons next to the selected steps in both sections. At the bottom, there's a table for 'Partners (2)' with columns: #, Role, Name, Organisation, Country, Status, Self-Funded, and Actions. A red arrow points from the 'Invite Partner' button in the 'Actions' column to the 'Country' column header.

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 4 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

PROJECT DATA

GENERAL DETAILS

CALL MODULE AND DESCRIPTION

DNSH

ADDITIONAL PARTNER INFORMATION

Back To Dashboard

General Details

Project short name/acronym *

Project title*

The abstract must include the a) general objectives of the project (strategic, commercial, etc.); b) scientific and/or technological aims of the project, c) relevance to the call.

Project abstract*

Describe in short (max. 500 characters) why your project is important to the clean energy transition

Project relevance*

Project Duration (max 36 months)

The project must start before the end of year 2023

Start Date*

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”.

3.1.2. Call module and description

PROJECT DATA

GENERAL DETAILS

CALL MODULE AND DESCRIPTION

DNSH

ADDITIONAL PARTNER INFORMATION

[Back To Dashboard](#)

Call Module and Description

CALL MODULE

TRL1 - Call module 1.1: PowerPlanningTools

PROJECT DESCRIPTION

Please give a clear overview of the project, considering "Excellence", "Impact" and "Implementation", highlighting the innovation of the project outcome(s), the originality of the proposed approach and the market needs (if applicable) addressed by the project. Include the following elements

Excellence

1. Background and state-of-the-art
2. Relevance to the call aim and scope
3. Project objectives and goals (related to defined technology and market development needs)

Impact

1. Expected outcome and impact
2. Transnational added value

Implementation

1. Work plan outline
2. Short description of partners involved and work distribution of partners

NB: This part will have to be uploaded as a single pdf on the Online Submission Tool. Max. 10 pages – including title, pictures, tables and citations – Arial font, 11pts, single spaced, margins of 1.27 cm. Footnotes are allowed, if you respect the above-mentioned layout criteria. Links are not allowed; hyperlinks are allowed only if linked to bibliographic material.

Project description *

No file uploaded [Upload](#)

TECHNOLOGY READINESS LEVEL TRL

Please indicate the proposal's aimed TRL

The CETPartnership aims to fund projects that develop applicative solutions and provide results for the clean energy transition, most projects are expected to aim for solutions meeting medium to high technology readiness levels (TRL 6-8). However, in selected areas, concepts, and technologies may target a lower TRL level (3-5) on the basis of specific R&I needs as detailed in the related Call Module(s). If TRL does not apply to the project select: NA option.

At project start

At finalisation of the project

KEYWORDS

Please enter max. 5 keywords describing your project here. Keywords help effective expert selection to evaluate your pre-proposal. To enter a keyword, type it and press enter

Free Keywords*

Please specify at least 1 and maximum 5 keywords that describe the project among those available. The hint will be visible after typing at least two letters. For a Keyword preview click [here](#)

Predefined keywords*

[Save](#)

Project Description: 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. After completing, click on "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".

3.1.3. DNSH (Do No Significant Harm)

PROJECT DATA

GENERAL DETAILS

CALL MODULE AND DESCRIPTION

DNSH

ADDITIONAL PARTNER INFORMATION

Back To Dashboard

DNSH

Do No Significant Harm (DNSH) assessment

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:

SECTION 1	▼
SECTION 2 (fill in only if you answered YES to at least one question in section 1)	▼

Save

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”**.

3.1.4. Additional Partner Information

PROJECT DATA

GENERAL DETAILS

CALL MODULE AND DESCRIPTION

DNSH

ADDITIONAL PARTNER INFORMATION

Back To Dashboard

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

+ 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.

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 2022 (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

PARTNER DATA - COORDINATOR

PRINCIPAL INVESTIGATOR DETAILS

ORGANISATION DETAILS

FUNDING

TEAM MEMBER(S)

Back To Dashboard

Principal Investigator Details

Title*

Family name*

First name*

Gender*

Nationality*

E-Mail*

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

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

PARTNER DATA - COORDINATOR

PRINCIPAL INVESTIGATOR DETAILS

ORGANISATION DETAILS

FUNDING

TEAM MEMBER(S)

[Back To Dashboard](#)

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

*

Legal full name of the research organisation / company*

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

Status: Private or Public?*

Small or medium-sized enterprise (SME status)*

Participant organisation type*

Statistical Classification of Economic Activities (NACE)

The NACE code is a Statistical Classification of Economic Activities of the organisation.

You can find further information about NACE at [Eurostat website](#).

Please download the classification (HTML file) from [Download NACE index](#), find your NACE COD in the table and copy it in the application form in the following format: Order-Level-Code-Parent-Description (for example "398934-4-36.00-36.0-Water collection, treatment and supply")

*

Website*

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 address

Department Street Name and number*

Department postal box (Optional)

Department postal code*

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 **“BackTo 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 classification (HTML file) from [Download NACE index](#), find your NACE COD in the table and copy it in the application form in the following format: Order-Level-Code-Parent-Description (for example “398934-4-36.00-36.0-Water collection, treatment and supply”)

3.2.3. Funding

PARTNER DATA - COORDINATOR

PRINCIPAL INVESTIGATOR DETAILS

ORGANISATION DETAILS

FUNDING

TEAM MEMBER(S)

Back To Dashboard

Funding

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

Funding Organizations*

Indicate: the total costs of the project and their indicative repartition 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 etc.) and the funding requested to your Funding Organisation basing on national rules. Please note that some Funding Organisations cannot provide a funding equal to 100% of eligible costs. For questions, 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. The column* Funding request* comprises the part of the costs that you will request to your Funding Organisation.

The column Own funding will be filled in automatically after saving the form. It includes all the expenses which are not covered by the Funding Organisation (either because the funding level is lower than 100% and/or some expenses 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 request.

The row Total will be filled in automatically after saving the form

	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	*	*	€*
Equipment	*	*	€*
Consumables	*	*	€*
Subcontracting	*	*	€*
Travel	*	*	€*
Overhead	*	*	€*
Total	€*	€*	€*

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

In the budget table, enter zero in the fields where there is no cost.

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)

TEAM MEMBER

Back To Dashboard

Team Member

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 all the information for one team member (e.g. for a provider), 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	Family name	First name	Gender	Phone	E-Mail	Type of identifier (Optional)	Identifier (Optional)
<input type="radio"/>								

+ 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:

The screenshot shows the project dashboard for 'CETP-2022-00003'. At the top, there is a navigation bar with 'CETP' and a search bar. Below the navigation bar, a message states 'THE APPLICATION CANNOT BE SUBMITTED YET' with a deadline date of '23/11/2022 14:00:00'. The main content area is divided into two columns: 'Project Data' and 'Partner Data - Coordinator'. The 'Partner Data - Coordinator' section has a table with steps: 'Principal Investigator Details', 'Organisation Details', 'Funding', and 'Team Member(s)'. Below this, there is a section for 'Partners (2)' with a button 'Manage partners or invite a new one'. At the bottom right of this section, there is a green button labeled 'Invite Partner', which is circled in red. A red arrow points from the text 'by clicking on the "Invite Partner" button' to this button.

To invite a Partner the Coordinator must fill in this form:

Invite Partner

Family name*

First name*

E-Mail*

Cancel Invite

The partner receives a mail as follows:

You have received an invitation

Mr John Smith invited you to join a new proposal for CEPT 2022

Click this [link](#) to go to the application platform.

If it is your first access you will need to register a new account.

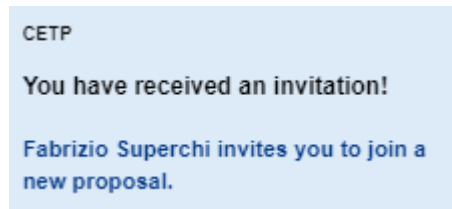
After that, to accept or decline the invitation, click on the notification icon at the top of the right screen.

Proposal code: CEPT-2022-00003

Proposal Acronym: ACR

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

YOU HAVE RECEIVED AN INVITATION!

Fabrizio Superchi invites you to join 'Title'. You can accept or decline the invitation by choosing the desired action below.

CODE	ACRONYM	COORDINATOR	TITLE
CETP-2022-00003		Fabrizio Superchi	

Accept Decline Remind Me Later

Warning: the Coordinator cannot include partners if they do not accept the invitation, therefore the proposal completion will be impeded

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:

Partners (2)

Manage partners or invite a new one Invite Partner

#	Role	Name	Organisation	Country	Status	Self-Funded	Actions
1	Coordinator	Fabrizio Superchi	Organisation	n.d.	In progress	no	
2	Partner	Livia Di Fraia	Organisation 2	n.d.	In progress	no	Edit Delete

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 the proposal compilation at any time from the progress of the blue bar at the top to the dashboard:



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.

At any time, you can check which fields have not been filled in yet, by clicking on the question mark that you find at the top of the dashboard, next to the message "THE APPLICATION CANNOT BE SUBMITTED YET".

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.