



Guidelines for Pre- Proposal Submission

Maritime and Marine Technologies for a new Era

09.02.2017

CONTENT

1. Background	1
2. Process overview	1
3. Template pre-proposal	3

1. Background

The Call Announcement of the MarTERA first transnational call provides the essential information about the evaluation procedure, eligibility and evaluation criteria. These guidelines briefly explain some technical issues related to the proposal submission.

2. Process overview

The procedure is divided into several steps: submission, eligibility check and selection of pre-proposals followed by invited submission and evaluation of full proposals. In both cases, one joint proposal should be prepared by the consortium members. The proposals must be electronically submitted by the project coordinator via the online submission tool available at <https://www.martera.eu>.

Submission of a pre-proposal

The pre-proposal consists of different parts which have to be filled in online. First, the coordinator has to register in the submission tool. A user can be registered several times in the submission tool with the same e-mail account but different usernames, one for each proposal. In this way, a correct assignment to proposals is ensured in the submission tool.

After registration a link will be sent to the registered e-mail account to activate the registration.

The coordinator can enter, edit and save the electronic forms, add partners to the consortium upload the project description and submit the proposal. Partners can enter and edit their own data only.

In addition, the coordinator may reedit and resubmit the proposal before the submission deadline. In this case, only the latest submitted version will be used for evaluation. Proposals can only be submitted and/or modified prior to **17:00 CET on 31 March 2017**.

After successful submission the coordinator as well as the partners will receive an automatically generated confirmation of receipt.

Each project coordinator should make sure to register early enough. **After the deadline, the website will neither accept modification nor submission of any proposal.** The project coordinator should also not underestimate the effort needed to collect the required information from their project partners or fill in the online forms. Therefore it is strongly recommended to submit the first version of proposals well before the deadline.

The information given in the pre-proposal is binding in terms of consortium composition and maximum requested budget. The project description presents the scientific part. Please keep in mind that the project description should allow experts to evaluate its relevance to the aim of the call and its excellence despite the limited space for details. The project description cannot exceed the limited characters in each section.

The limits in the template are given and have a maximum number of characters (4000 characters are approximately one A4 page of text).

Up to five figures can be embedded in the text through place markers. The figures should be uploaded as *.jpeg*, *.gif* or *.png* files and should have a maximum size of 600 pixels.

Only the newest uploaded file will be saved. If the project description is not uploaded to the proposal, that particular proposal will be considered ineligible.

The pre-proposal must be filled out online in the submission tool www.martera.eu. A template is attached.

If consortium partners are requested to submit separate or different proposal documents towards their national funding organization, the consortium partner(s) concerned shall submit these documents directly to the respective national / regional funding organization.

Eligibility check and selection of pre-proposals

The pre-proposals will be checked whether they can be considered eligible regarding to eligibility criteria as laid down in the Call Announcement (section 4).

Please note: If one partner of a consortium does not fulfil their national/regional eligibility criteria, the whole consortium will be deemed ineligible.

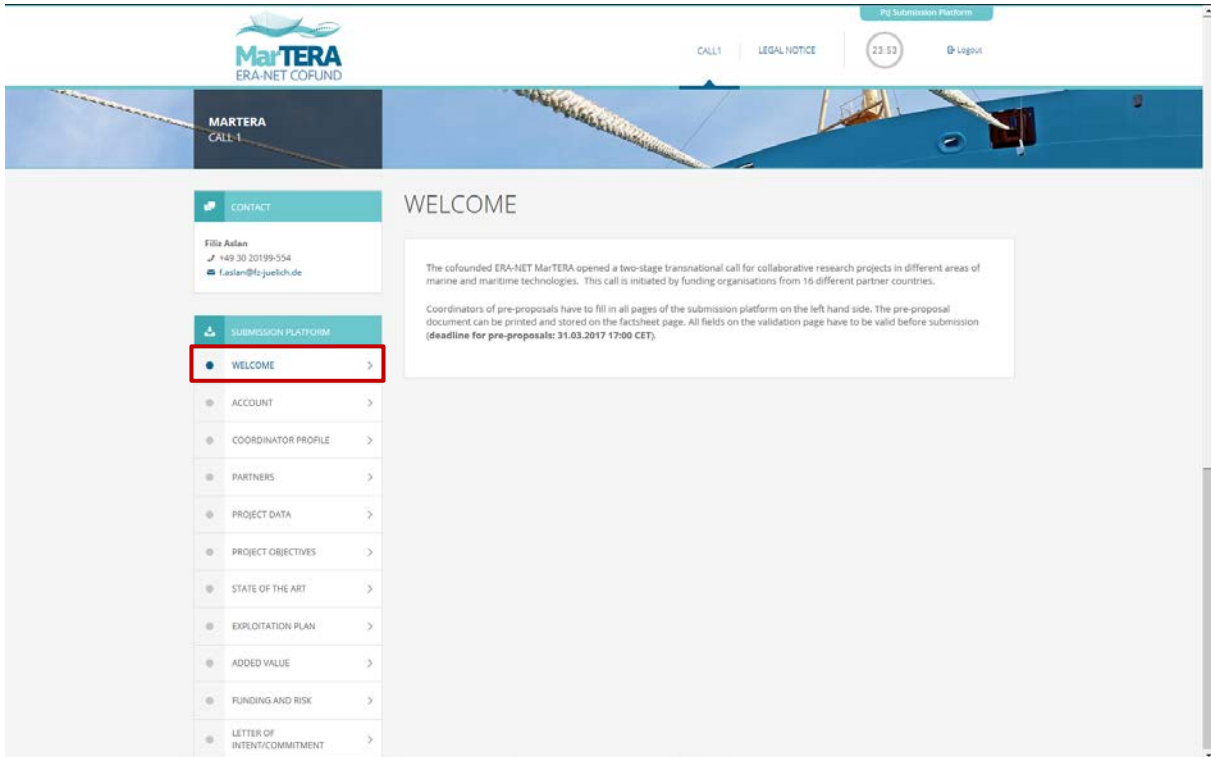
It is the responsibility of the consortium coordinator to verify that the consortium fulfils the MarTERA Call eligibility criteria and that all partners fulfil their national/regional eligibility criteria. In case of uncertainty regarding eligibility criteria, please contact the National Programme Managers.

If a pre-proposal is ineligible, the Call Office will inform the coordinator.

Each pre-proposal will be at least checked for eligibility at the Call Office and at national level. A final selection of pre-proposals will be done in a common meeting. The Call Office will inform the coordinators about the evaluation results of the pre-proposals.

3. Template pre-proposal

The pre-proposal consists of different parts which have to be filled in online. Please note that you can save your text only if it does not contain more characters than pre-defined within the submission tool.



- 1. REGISTRATION :** In order to use the Electronic Submission and Evaluation System, the project coordinator has to register via the MarTERA website: <https://www.martera.eu/submission/call1>

The screenshot shows the 'COORDINATOR REGISTRATION' page on the MarTERA submission platform. The header and banner are the same as in the previous screenshot. The main content area is titled 'COORDINATOR REGISTRATION' and contains a text box with the following information: 'Please register with your name, e-mail address and choose a login name.' Below this text box are several input fields: 'First name', 'Last name', 'Email', 'Login name', 'Password', and 'Repeat password'. The 'COORDINATOR REGISTRATION' item in the left-hand menu is highlighted with a red box. At the bottom of the form, there is a 'Next step' button with a right-pointing arrow. Below the input fields, there is a small text box with the following information: 'Passwords must contain an uppercase character, a lowercase character, a base digit (0 through 9) and a nonalphanumeric character ([-~!@#%^&*(){}|;:.,'']).

2. **ACCOUNT:** Coordinators can change the password in this section.

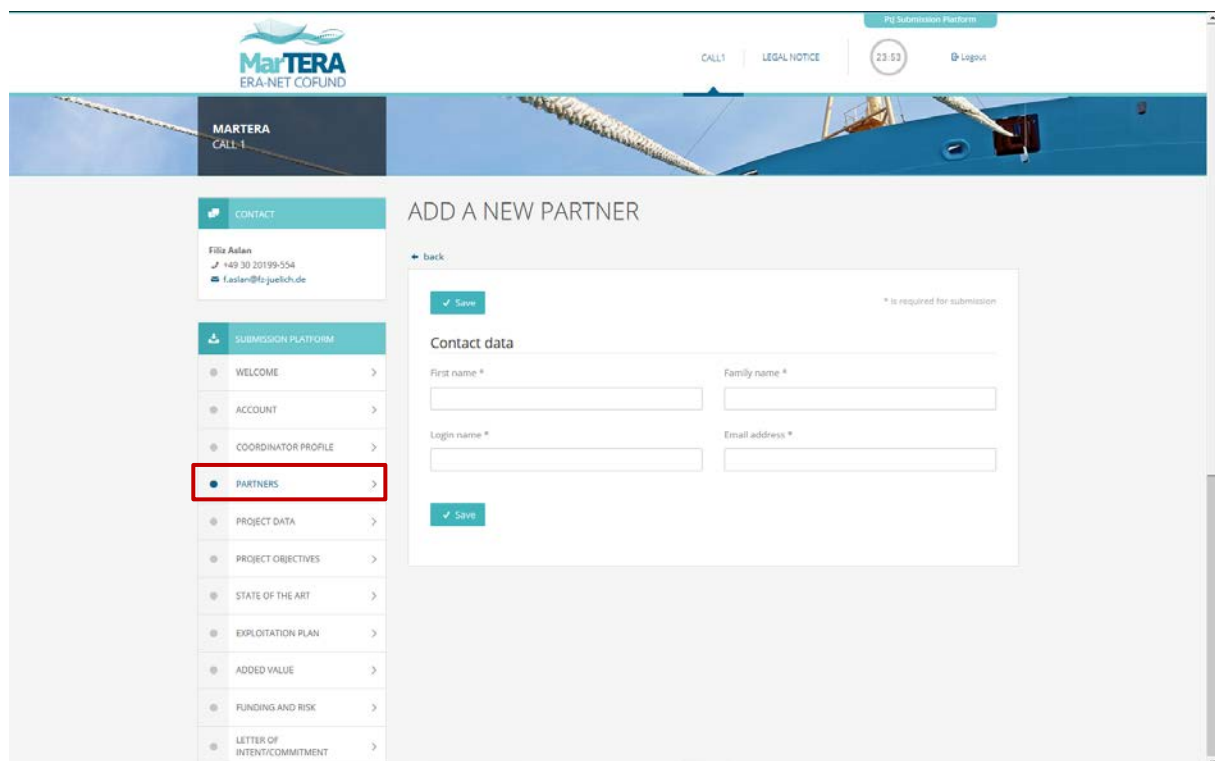
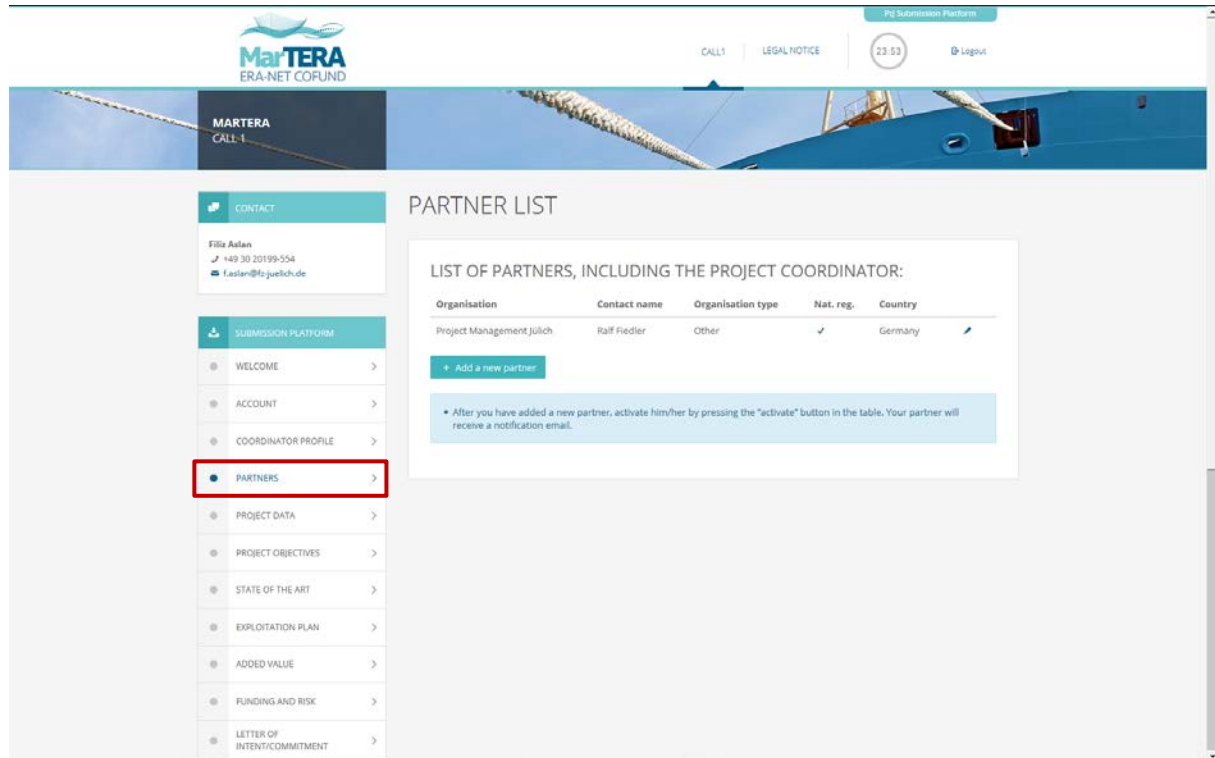
3. **COORDINATOR PROFILE** The project coordinator has to fill in the registration form, on which most of the fields are mandatory: details like salutation, family name, first name, affiliation and address details.

Please note: the project coordinator has to be from a country participating in this call and has to have a funding organisation assigned to him. The relevant funding organisations can be chosen from a dropdown menu.

Please note that the registration will not proceed if one of these fields is empty (except for area and region, as they are optional fields). The project coordinator should treat the password confidentially. He should not give his password to other people, including proposal partners.

The next section relates to consortium partner details. Just click on “Add Partner” and enter the relevant details. In case a consortium partner drops out during the submission process, it is possible to remove the partner from the list by clicking on “Remove Partner” and add the replacement as a new partner.

4. PARTNERS details like salutation, family name, first name, affiliation and address details



5. **PROJECT DATA:** Project title, acronym, duration, priority area, topics must be filled in next.

The screenshot shows the 'PROJECT DATA' section of the MarTERA submission platform. The left sidebar contains a list of sections: PROJECT DATA (highlighted with a red box), PROJECT OBJECTIVES, STATE OF THE ART, EXPLOITATION PLAN, ADDED VALUE, FUNDING AND RISK, LETTER OF INTENT/COMMITMENT, WORKPLAN, CONSORTIUM COMPOSITION, GANTTCHART, KEYWORDS, FINANCIAL PLAN, FINANCIAL COMMENTS, IMAGE UPLOADS, FACTSHEET, VALIDATION, and SUBMIT. The main content area is titled 'Priority Area *' and lists five options: PA1: Environmentally friendly maritime technologies (checked), PA2: Development of novel materials and structures, PA3: Sensors, automation, monitoring and observations, PA4: Advanced manufacturing and production, and PA5: Safety and security. Below this is a note: 'The annexes of the call announcement provide a matrix of the priority areas funded by each participating country and the national regulations. Please be aware that not all the priority areas are funded by each participating country. It is required that each partner in a consortium contacts his/her National Programme Manager(s) to be informed about the rules in his/her country/region prior submission of the pre-proposal.' The 'Topics *' section lists numerous checkboxes for selection, including PA1: Emissions reduction, PA1: Energy efficiency, PA1: Noise and vibration reduction, PA1: Innovative propulsion systems, PA1: Technologies for sensitive regions, PA1: Life Cycle management (checked), PA2: Novel materials, PA2: Biofouling and corrosion prevention, PA2: Structures, PA3: Sensor developments, PA3: Monitoring, PA3: Improved models for marine vehicles and structures behaviour, PA3: Deep Sea Mining, PA4: Top quality, globally competitive and environmentally friendly products, PA4: Optimisation of production: improved and novel production technologies for flexible manufacturing, with focus on organization and networking along the value chain, PA4: Automation of production, PA4: New concepts of the recycling-oriented construction, to final disposal vessels/platforms, PA4: Intelligent/innovative interacting components, PA4: Human computer interaction and Augmented Reality, PA5: Individual safety concepts harmonized with navigational requirements, PA5: Intelligent predictive maintenance systems, PA5: ICT tools for monitoring and optimization of maritime operations (e.g. routing following best weather conditions), PA5: Hinterland connection to inland waterways, PA5: Early warning and accident management systems, PA5: Evacuation and rescue concepts, PA5: Decision support systems, and PA5: Improve operations such as dynamic positioning systems, docking and mooring systems, automation of processes, optimized routing, handling of goods, subsea intervention. A 'Please select the priority area' note is at the bottom, followed by a 'Save' button.

The next several sections comprises fields for project summary, state of the art, exploitation plan, added value, funding and risk, work plan as well as total project costs and requested funding etc..

6. **PROJECT OBJECTIVES (4.000 characters¹):** summary, general objectives of the project (strategic, commercial, etc.), scientific and/or technological aims of the project, relevance to the scientific scope (including sub-theme); please note that the summary will be published on the MarTERA website if your project is selected for funding.

The screenshot shows the 'PROJECT OBJECTIVES' section of the MarTERA submission platform. The left sidebar contains a list of sections: CONTACT, SUBMISSION PLATFORM, WELCOME, ACCOUNT, COORDINATOR PROFILE, PARTNERS, PROJECT DATA, PROJECT OBJECTIVES (highlighted with a red box), STATE OF THE ART, EXPLOITATION PLAN, ADDED VALUE, FUNDING AND RISK, and LETTER OF INTENT/COMMITMENT. The main content area is titled 'PROJECT OBJECTIVES' and contains a form for entering project objectives. The form includes a 'Summary' section with a note: 'This information is required for submission.' Below this is a 'Save' button and a character count: 'Max. 4000 characters'. The form also includes a rich text editor with various formatting options.

¹ The number of character incl. spaces

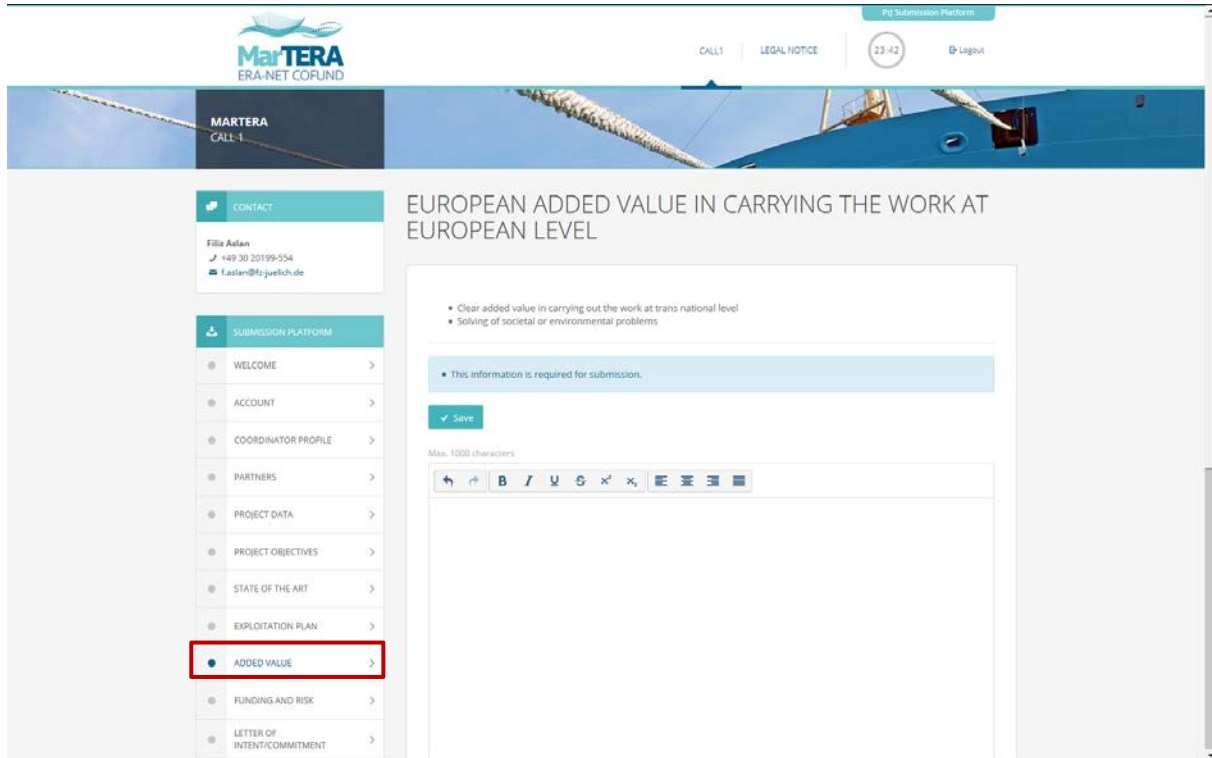
7. **STATE OF THE ART (6.000 characters)** in research and development (including alternative solutions, Intellectual property protection rights, information search), earlier research activities and experience of partners in the proposed field.

The screenshot displays the MarTERA submission platform interface. The top navigation bar includes the MarTERA logo, 'CALL 1', 'LEGAL NOTICE', a clock showing 23:40, and a 'Logout' button. The main header features a blue banner with the text 'MARTERA CALL-1'. On the left, a sidebar menu lists various sections: CONTACT, SUBMISSION PLATFORM, WELCOME, ACCOUNT, COORDINATOR PROFILE, PARTNERS, PROJECT DATA, PROJECT OBJECTIVES, STATE OF THE ART (highlighted with a red box), EXPLOITATION PLAN, ADDED VALUE, FUNDING AND RISK, and LETTER OF INTENT/COMMITMENT. The main content area is titled 'STATE OF THE ART IN RESEARCH AND DEVELOPMENT; OWN EXPERIENCES'. It contains a list of bullet points: 'State of the art in research and development (including alternative solutions, intellectual property protection rights, information search)' and 'Earlier research activities and experience of partners in the proposed field'. Below this, a blue box states 'This information is required for submission.' and a 'Save' button is visible. A text editor with a 'Max. 6000 characters' limit and a rich text toolbar is provided for input.

8. **EXPLOITATION PLAN (3.000 characters)** economic advantage/expectations and potential of the project (commercialisation of results, potential IPR, etc.), scientific and/or technical expectations, scientific an economic continuation, impact for the companies (status quo, growth, competitiveness, employment), compatibility with norms, standards and regulation, sustainability including social and environmental impact (employment, quality of life, regional aspects, working conditions).

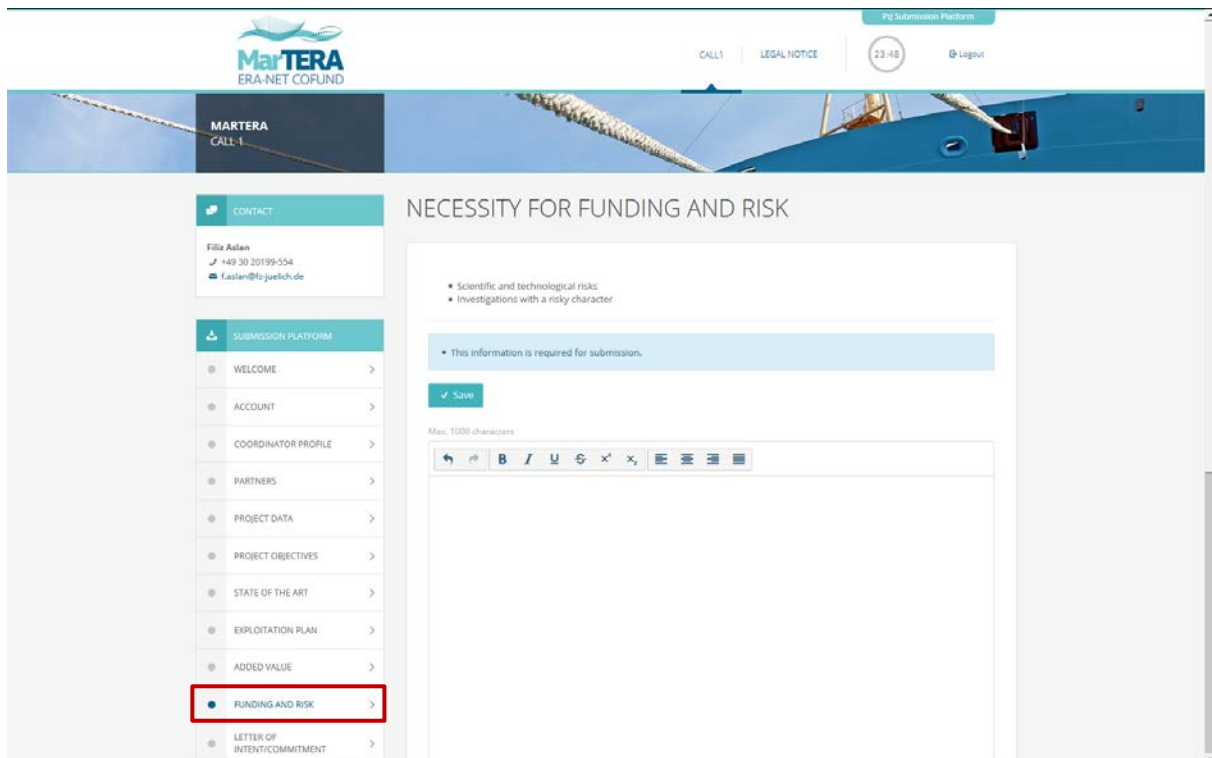
The screenshot displays the MarTERA submission platform interface for the 'EXPLOITATION PLAN' section. The top navigation bar is identical to the previous screenshot. The main header features a blue banner with the text 'MARTERA CALL-1'. On the left, the sidebar menu lists various sections: CONTACT, SUBMISSION PLATFORM, WELCOME, ACCOUNT, COORDINATOR PROFILE, PARTNERS, PROJECT DATA, PROJECT OBJECTIVES, STATE OF THE ART, EXPLOITATION PLAN (highlighted with a red box), ADDED VALUE, FUNDING AND RISK, and LETTER OF INTENT/COMMITMENT. The main content area is titled 'EXPLOITATION PLAN'. It contains a list of bullet points: 'Economic advantage/expectations and potential of the project (commercialisation of results potential IPR, etc.)', 'Scientific and/or technical expectations', 'Scientific an economic continuation', 'Impact for the companies (status quo, growth, competitiveness, employment)', 'Compatibility with norms, standards and regulation', and 'Sustainability including social and environmental impact (employment, quality of life, regional aspects, working conditions)'. Below this, a blue box states 'This information is required for submission.' and a 'Save' button is visible. A text editor with a 'Max. 3000 characters' limit and a rich text toolbar is provided for input.

9. **ADDED VALUE (1.000 characters)** European added value in carrying the work at European level, clear added value in carrying out the work at trans national level, solving of societal or environmental problems.



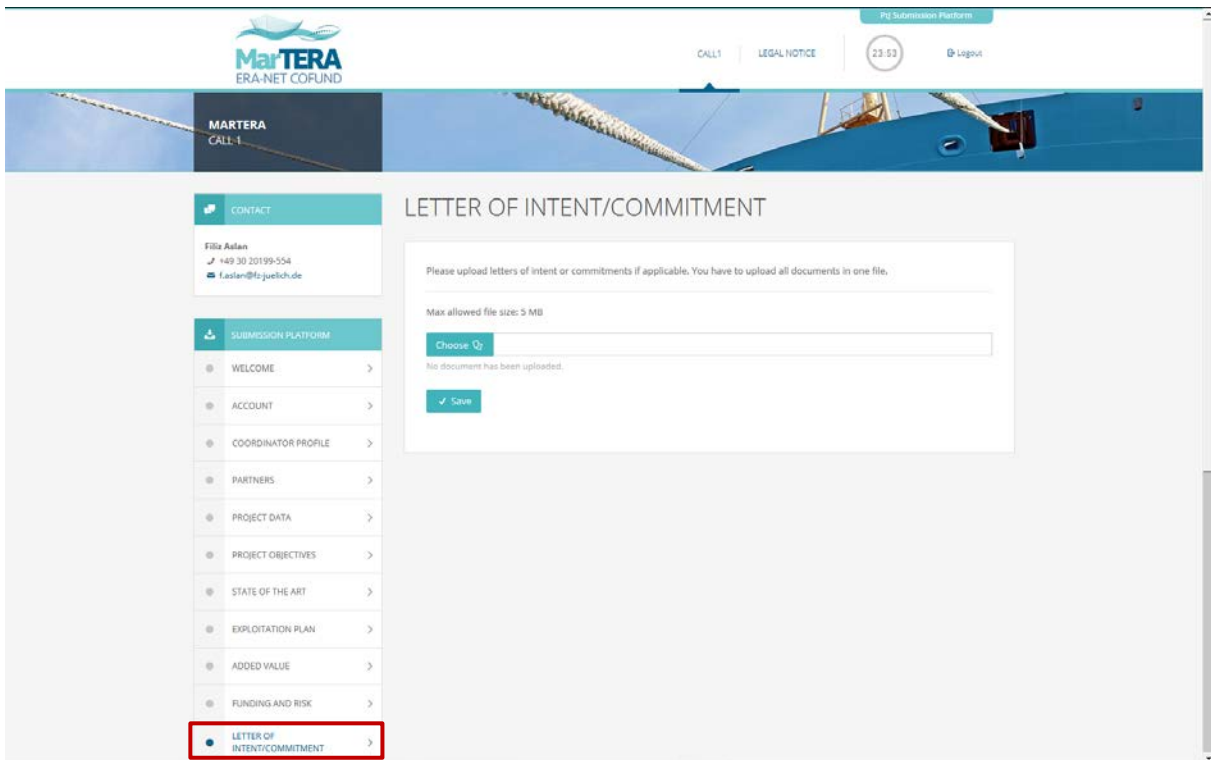
The screenshot displays the MarTERA submission platform interface. The header includes the MarTERA logo, navigation links for 'CALL 1', 'LEGAL NOTICE', a clock showing '23:42', and a 'Logout' button. The main content area is titled 'EUROPEAN ADDED VALUE IN CARRYING THE WORK AT EUROPEAN LEVEL'. On the left, a sidebar menu lists various sections, with 'ADDED VALUE' highlighted in a red box. The main text area contains a list of bullet points: 'Clear added value in carrying out the work at trans national level' and 'Solving of societal or environmental problems'. Below this, a blue box states 'This information is required for submission.' and a green 'Save' button is visible. A text editor with a 'Max. 1000 characters' limit and a rich text toolbar is provided for input.

10. **FUNDING AND RISK (1.000 characters)** necessity for funding and risk, scientific and technological risks, investigations with a risky character.

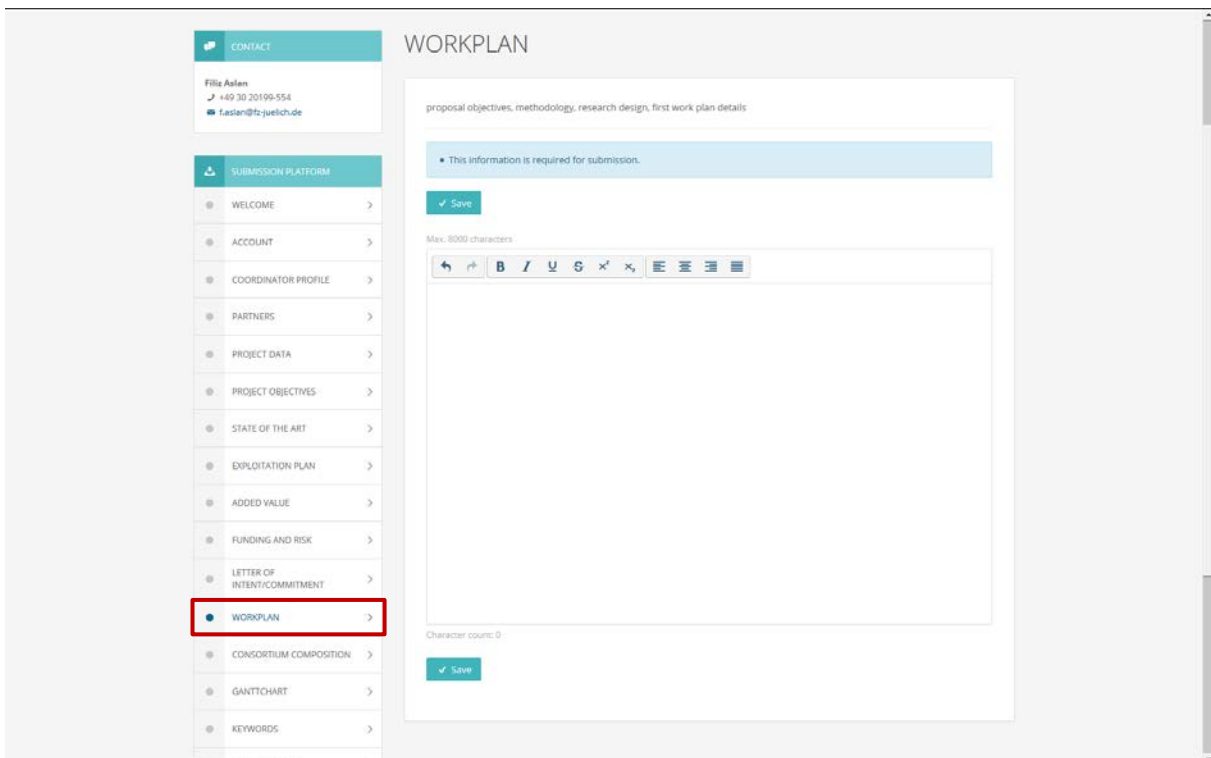


The screenshot displays the MarTERA submission platform interface. The header includes the MarTERA logo, navigation links for 'CALL 1', 'LEGAL NOTICE', a clock showing '23:48', and a 'Logout' button. The main content area is titled 'NECESSITY FOR FUNDING AND RISK'. On the left, a sidebar menu lists various sections, with 'FUNDING AND RISK' highlighted in a red box. The main text area contains a list of bullet points: 'Scientific and technological risks' and 'Investigations with a risky character'. Below this, a blue box states 'This information is required for submission.' and a green 'Save' button is visible. A text editor with a 'Max. 1000 characters' limit and a rich text toolbar is provided for input.

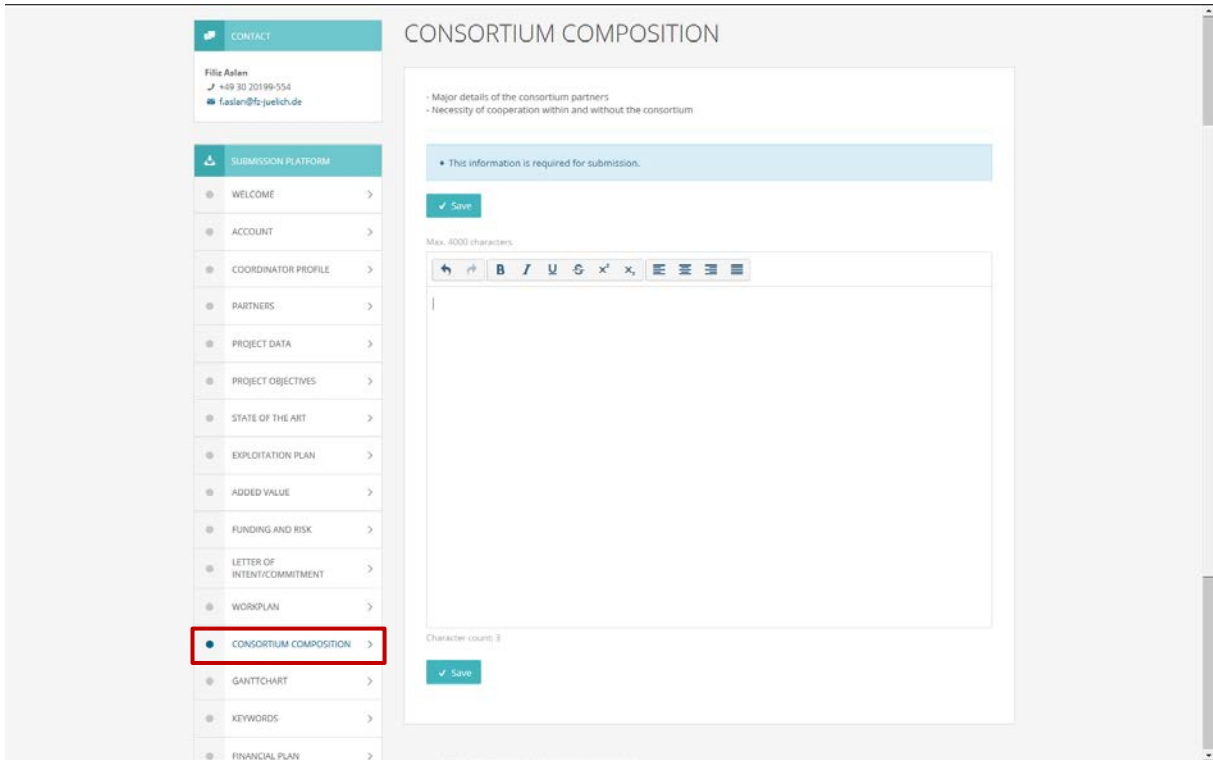
11. LETTER OF INTENT / COMMITMENT only if applicable, pdf documents of up to 5 MB can be uploaded.



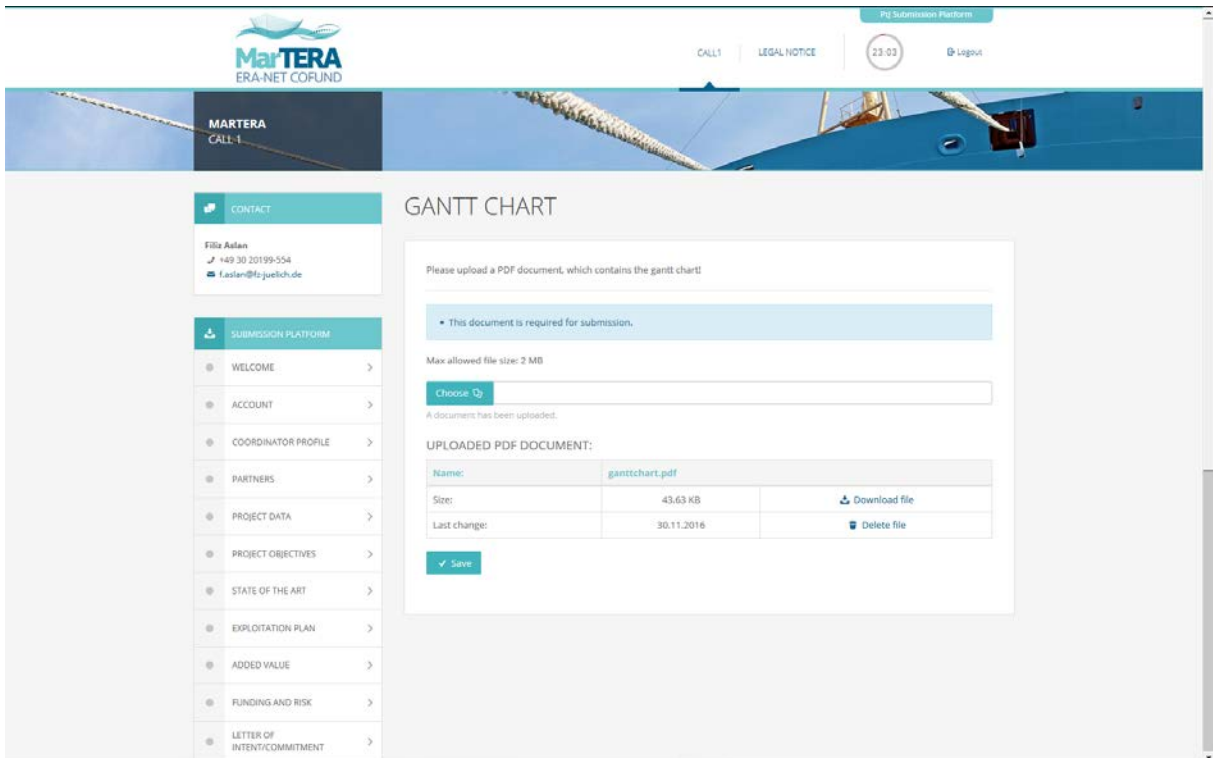
12. WORKPLAN (8.000 characters) proposal objectives, methodology, research design, first work plan details.



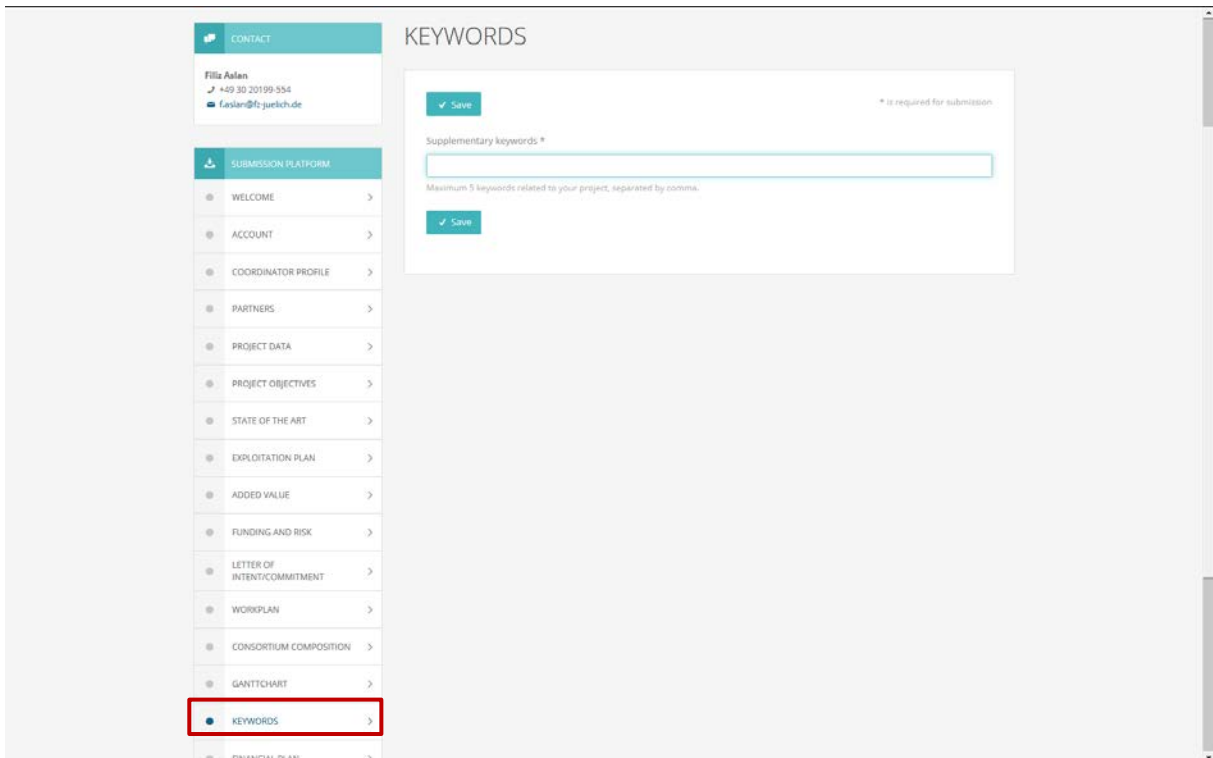
13. CONSORTIUM COMPOSITION (4.000 characters) please add details of the consortium partners and describe the necessity of cooperation.



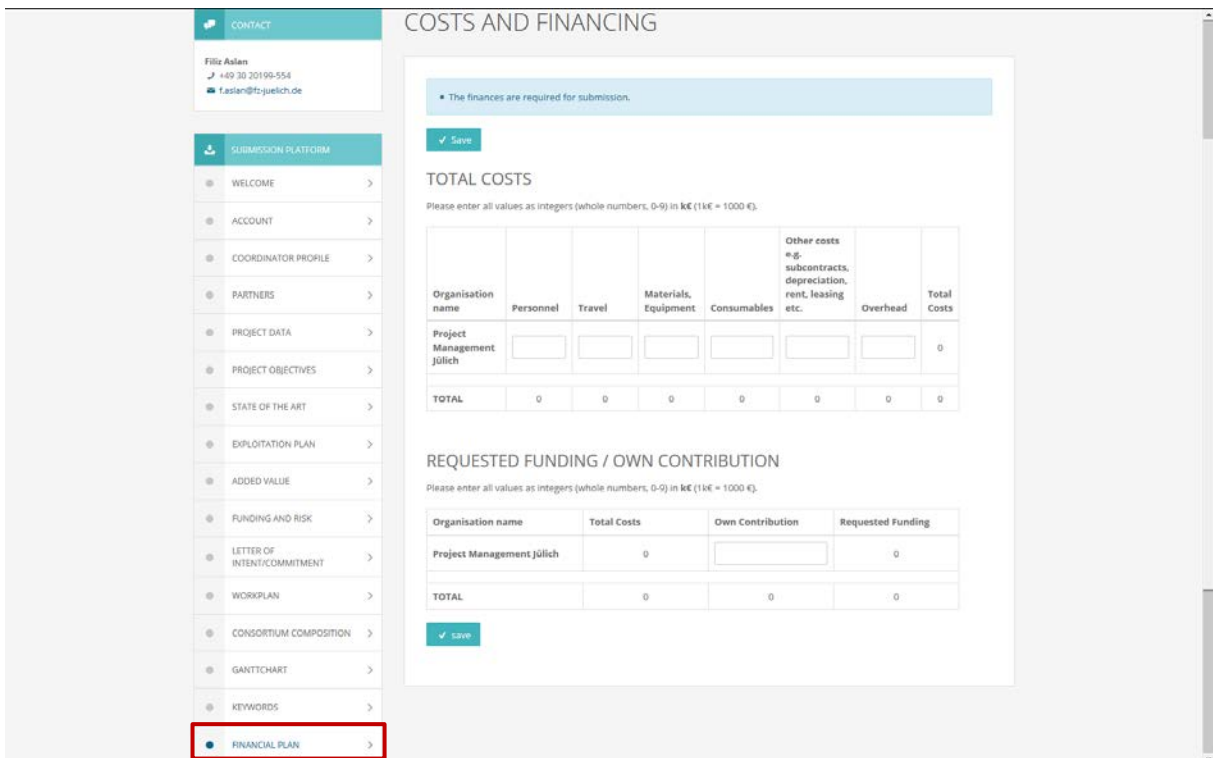
14. GANTT CHART please upload a PDF document, which contains the Gantt chart of up to 2 MB.



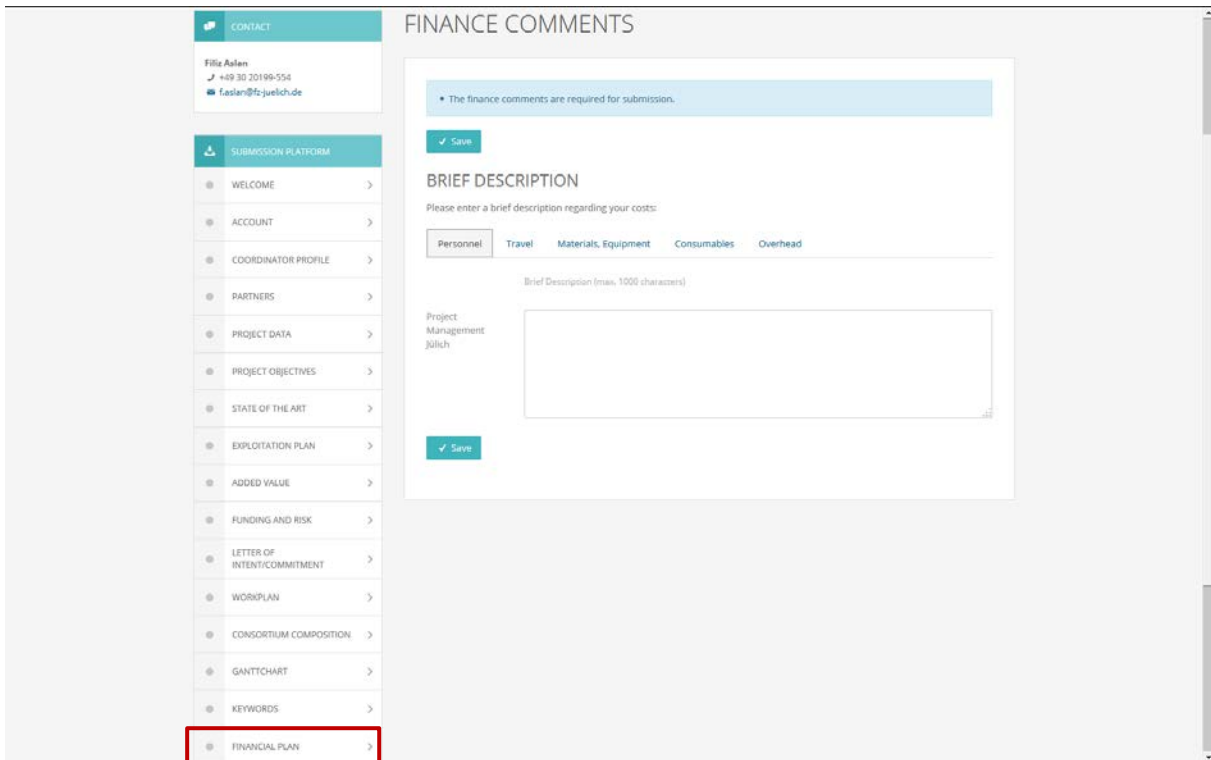
15. KEYWORDS keywords enable effective expert selection to evaluate your proposal, 5 keywords maximum.



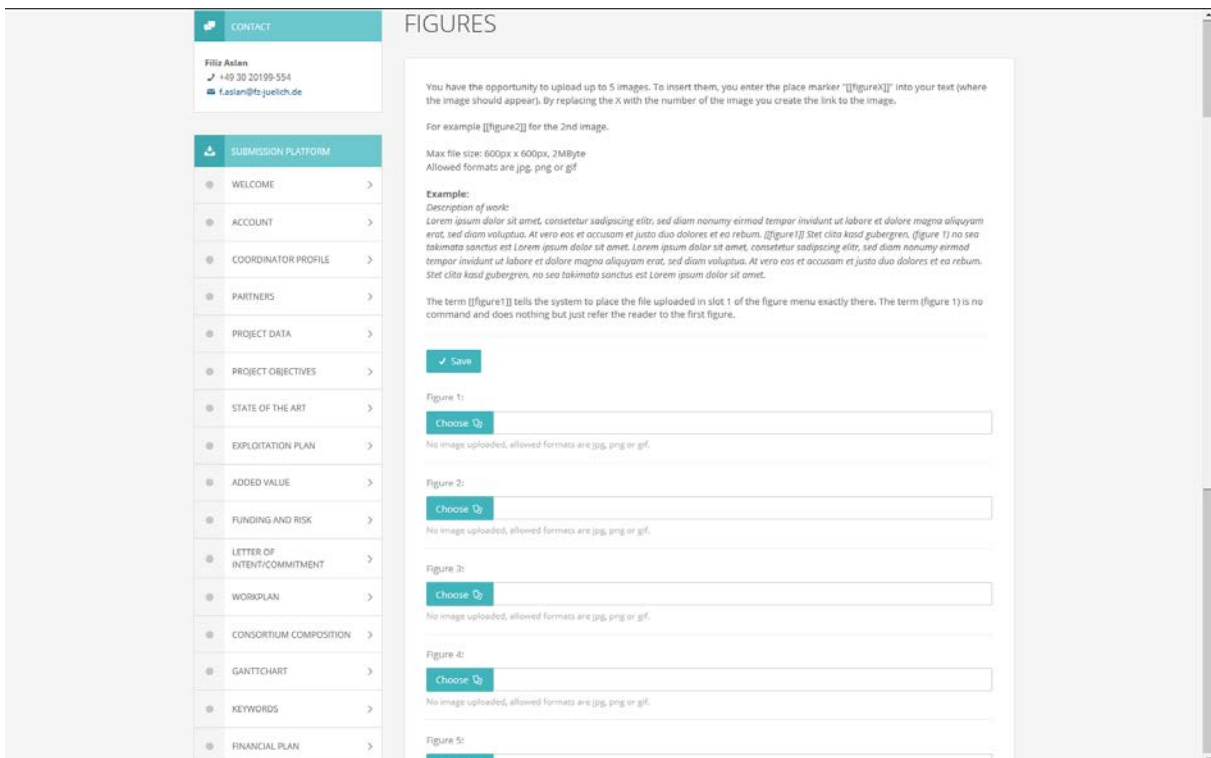
16. FINANCIAL PLAN organization name, personnel, travel, material, equipment, consumables, other costs like subcontracts, depreciation and rent/leasing, overheads, requested funding, total own contribution, total costs. Some types of costs may not be fundable by all funding organisations.



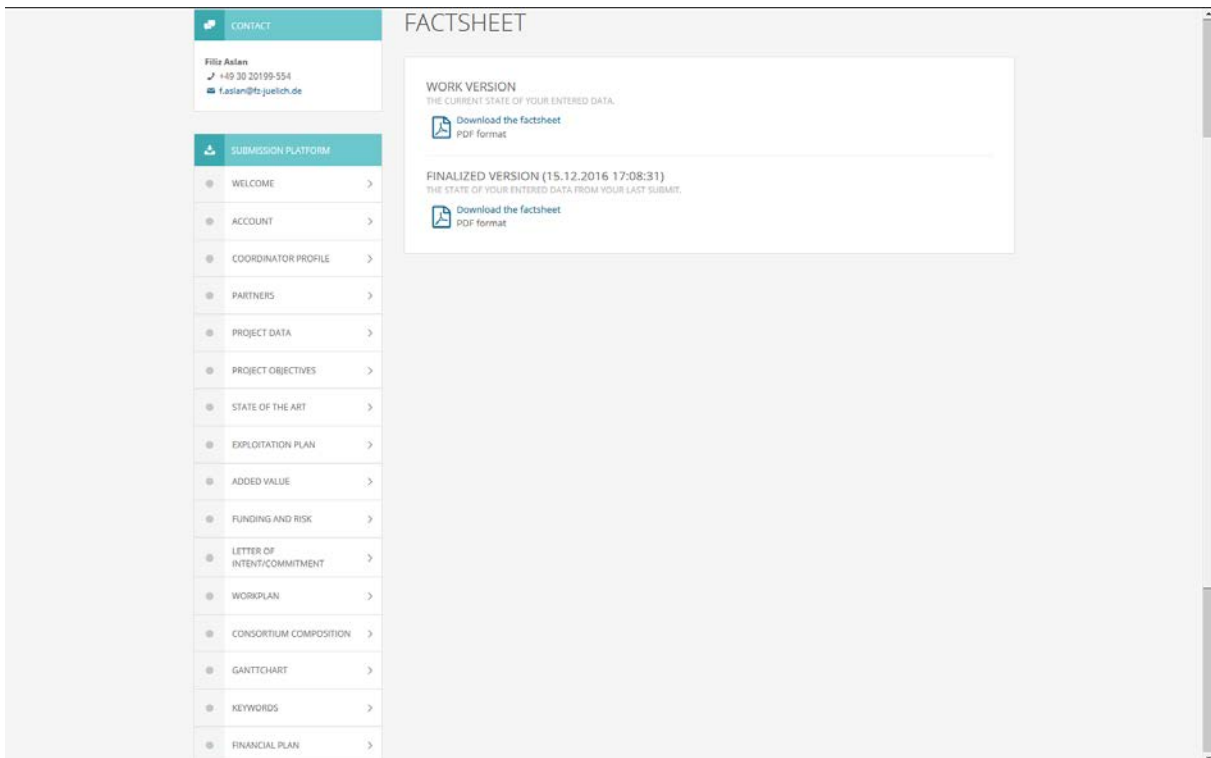
FINANCIAL COMMENTS (1.000 characters) please enter a brief description regarding your costs, for overhead costs national regulations apply, if you have other costs please specify.



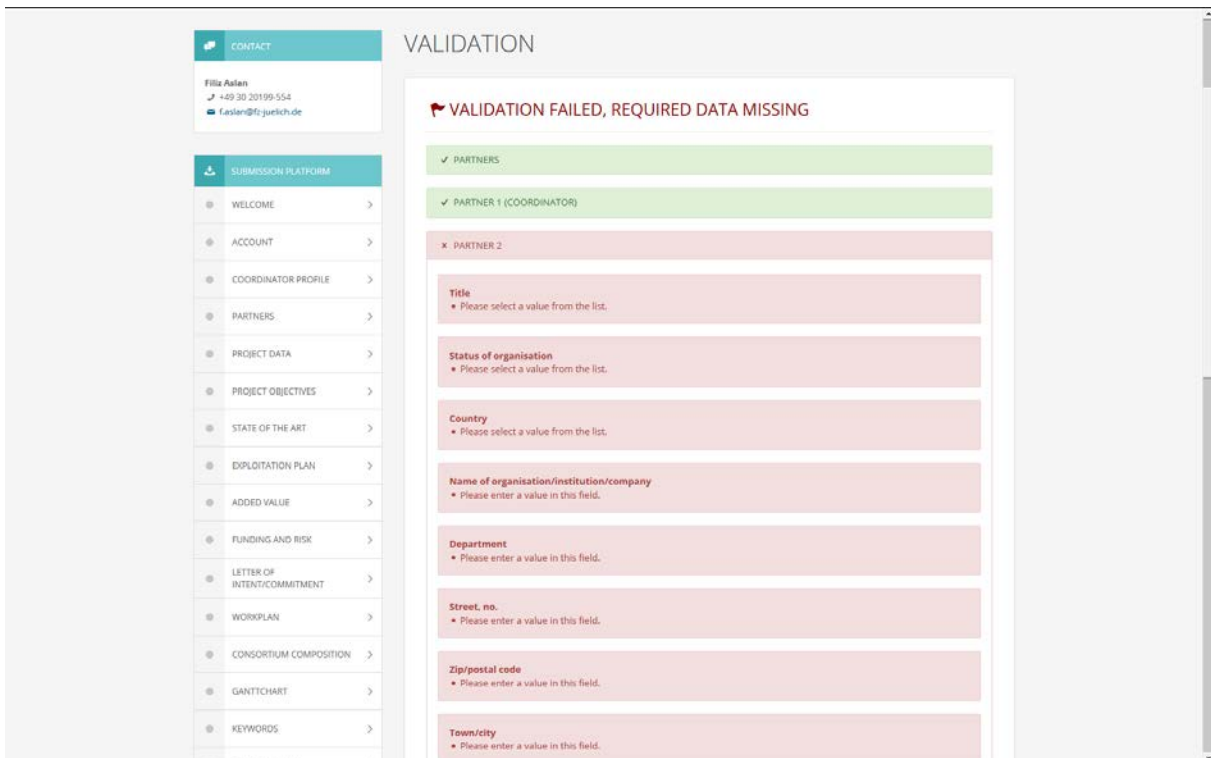
17. IMAGE UPLOADS you have the opportunity to upload up to 5 images, to insert them, you enter the place marker "[[figureX]]" into your text (where the image should appear), by replacing the X with the number of the image you create the link to the image, allowed formats are jpg, png or gif, the max file size: 600px x 600px, 2 MB.



18. FACTSHEET the coordinator and the partners can download the work version (the current state of your entered data) as well as the finalized version (the state of your entered data from your last submit).

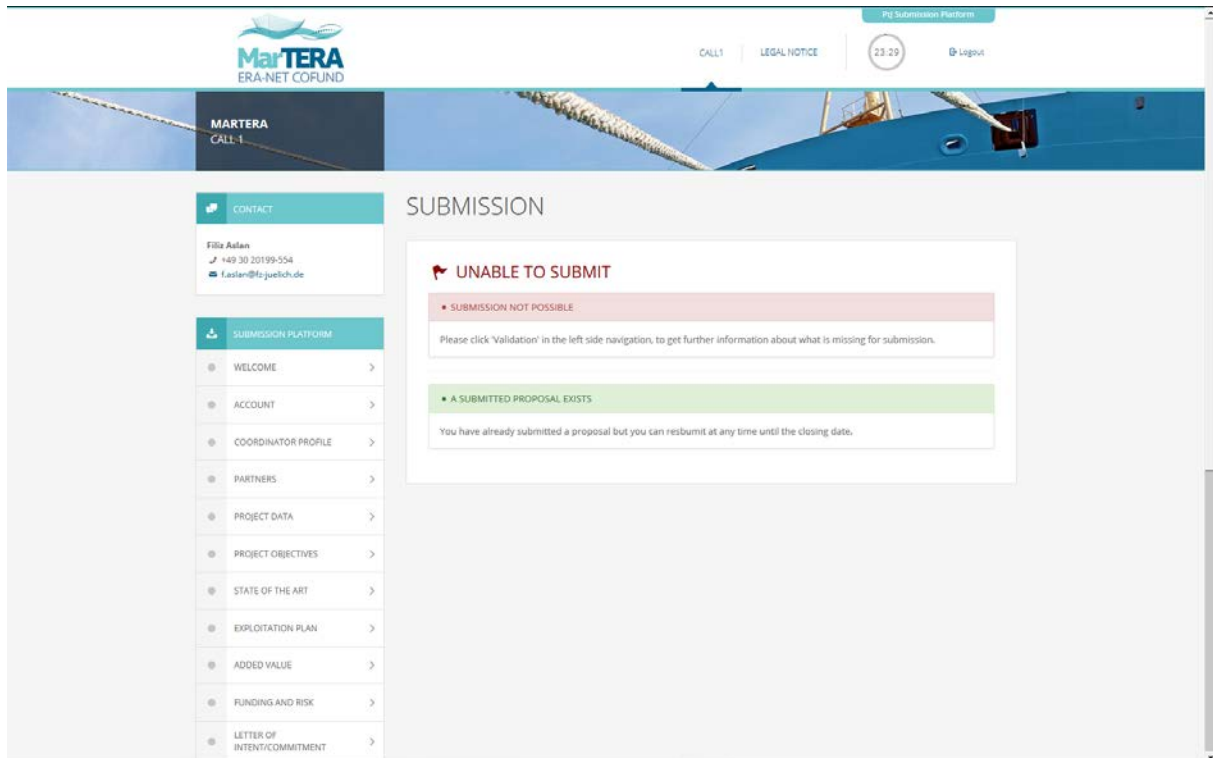


19. VALIDATION the proposal is ready for submission if all fields are green and the comment says “validation successful, ready to submit”, please have in mind that this is no guaranty that all pages are filled in properly.



20. SUBMIT you have to confirm the following declarations after validation:

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.



In a final step the coordinator confirms that they are aware that failure to fulfil this condition will result in withdraw of this proposal from the application process or withdraw of funding from approved projects.

The final step is to enter the submission button. After that A SUBMITTED PROPOSAL EXISTS. You have already submitted a proposal but you can resubmit at any time until the closing date.

