**PRIMA**

**Full Proposal Template**

**Administrative forms (Part I)**

***Important information on how to fill in and submit this template***

*This template is to be used at the 2nd stage of a two-stage submission procedure. Please fill it in, convert it to PDF format and upload it to the Electronic Submission System.*

*Administrative and financial data also need to be inserted manually in the Electronic Submission System, as described in the Guidelines for Applicants and the Electronic Submission System Handbook.*

*All applicants (coordinator and partners) need to have a validated or (at least) a temporary Participant Identification Code (PIC number). Ask your administration for this PIC number. If your entity has not registered yet, you can register your entity on the EC-Funding and Tender Opportunities platform.*

*Remember that you shall also upload PART II – Scientific document as a separate document in PDF format.*

*The structure of this template must be followed when preparing your proposal.*

***Please delete the information above before submitting your proposal***

|  |
| --- |
| **Title of Proposal** |
| **Acronym** |

1. **Administrative data of participant organisations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participant No \*** | **PI name** | **Organisation** | **PIC NUMBER** | **Country** |
| 1 (**Coordinator)** |  |  |  |  |
| 2 **Partner 1** |  |  |  |  |
| 3 **Partner 2** |  |  |  |  |
| 4 **Partner 3** |  |  |  |  |

\* One PI per team/lab or institution. Add as many lines as you would need.

1. **General information on the pre-proposal**

|  |  |
| --- | --- |
| Section |  |
| Call |  |
| Topic |  |
| Type of Action |  |
| Duration in months | *Estimated duration of the project in full months.* |
| Free keywords | *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).* |
| Abstract | *Short summary (max. 4,000 characters, with spaces) to clearly explain:*  *• the objectives of the proposal*  *• how they will be achieved*  *• their relevance to the specific call and topic against which the proposal is submitted*  *Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties*  *• Do not include any confidential information.*  *• Use plain typed text, avoiding formulae and other special characters* |

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under Horizon 2020, PRIMA or any other EU programme(s)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  |  |  | No |  |

**Declarations**

|  |  |
| --- | --- |
| 1) The coordinator declares to have the explicit consent of all applicants on their participation and on the content of this proposal. | **󠄁** |
| 2) The information contained in this proposal is correct and complete. | **󠄁** |
| 3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct). | **󠄁** |

**The coordinator confirms:**

|  |  |
| --- | --- |
| - to have carried out the self-check of the financial capacity of the organisation on http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html or to be covered by a financial viability check in an EU project for the last closed financial year.  Where the result was “weak” or “insufficient”, the coordinator confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or | **󠄁** |
| - is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or | **󠄁** |

**The coordinator hereby declares that each applicant has confirmed:**

|  |  |
| --- | --- |
| - they are fully eligible in accordance with the criteria set out in the specific call for proposals; and | **󠄁** |
| - they have the financial and operational capacity to carry out the proposed action. | **󠄁** |
| The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect. | |

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

**Personal data protection**

The assessment of your grant application will involve the collection and processing of personal data (such as your name, address and CV) on the French National Research Agency evaluation and submission system. The PRIMA Foundation informs that in accordance with the French law "Informatique et Libertés" of the 6 of January 1978 as amended, applicants have the right to access and rectify their personal information. As such, they can access their user profile and rectify themselves some information about them. In addition, they have the right to exercise their rights by seizing the “Correspondant informatique et libertés” of the ANR. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose.

1. **Ethics issues table**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. HUMAN EMBRYOS/FOETUSES** | **YES** | **NO** | **PAGE** |
| Does your research involve Human Embryonic Stem Cells (hESCs)? |  |  |  |
| Will they be directly derived from embryos within this project? |  |  |  |
| Are they previously established cells lines? |  |  |  |
| Does your research involve the use of human embryos? |  |  |  |
| Will the research lead to their destruction? |  |  |  |
| Does your research involve the use of human foetal tissues / cells? |  |  |  |
| **2. HUMANS** | **YES** | **NO** | **PAGE** |
| Does your research involve human participants? |  |  |  |
| Are they volunteers for social or human sciences research? |  |  |  |
| Are they persons unable to give informed consent? |  |  |  |
| Are they vulnerable individuals or groups? |  |  |  |
| Are they children/minors? |  |  |  |
| Are they patients? |  |  |  |
| Are they healthy volunteers for medical studies? |  |  |  |
| Does your research involve physical interventions on the study participants? |  |  |  |
| Does it involve invasive techniques? |  |  |  |
| Does it involve collection of biological samples? |  |  |  |
| If your research involves processing of genetic information, see also section 4. |  |  |  |
| **3. HUMAN CELLS / TISSUES** | **YES** | **NO** | **PAGE** |
| Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)? |  |  |  |
| Are they available commercially? |  |  |  |
| Are they obtained within this project? |  |  |  |
| Are they obtained from another project, laboratory or institution? |  |  |  |
| Are they obtained from biobank? |  |  |  |
| **4. PERSONAL DATA** | **YES** | **NO** | **PAGE** |
| Does your research involve personal data collection and/or processing? |  |  |  |
| Does it involve the collection and/or processing of sensitive personal data (e.g.: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)? |  |  |  |
| Does it involve processing of genetic information? |  |  |  |
| Does it involve tracking or observation of participants? |  |  |  |
| Does your research involve further processing of previously collected personal data (secondary use)? |  |  |  |
| **5. ANIMALS** | **YES** | **NO** | **PAGE** |
| Does your research involve animals? |  |  |  |
| Are they vertebrates? |  |  |  |
| Are they non-human primates? |  |  |  |
| Are they genetically modified? |  |  |  |
| Are they cloned farm animals? |  |  |  |
| Are they endangered species? |  |  |  |
| Please indicate the species involved (Maximum number of characters allowed: 1000) | | | |
| **6. THIRD COUNTRIES** | **YES** | **NO** | **PAGE** |
| In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues? |  |  |  |
| Specify the countries involved:(Maximum number of characters allowed: 1000) | | | |
| Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? |  |  |  |
| Do you plan to import any material - including personal data - from non-EU countries into the EU? |  |  |  |
| Specify material and countries involved: (Maximum number of characters allowed: 1000) | | | |
| Do you plan to export any material - including personal data - from the EU to non-EU countries? |  |  |  |
| Specify material and countries involved: (Maximum number of characters allowed: 1000) | | | |
| In case your research involves low and/or lower middle income countries, are any benefits-sharing actions planned? |  |  |  |
| Could the situation in the country put the individuals taking part in the research at risk? |  |  |  |
| **7. ENVIRONMENT & HEALTH and SAFETY** | **YES** | **NO** | **PAGE** |
| Does your research involve the use of elements that may cause harm to the environment, to animals or plants? |  |  |  |
| Does your research deal with endangered fauna and/or flora and/or protected areas? |  |  |  |
| Does your research involve the use of elements that may cause harm to humans, including research staff |  |  |  |
| **8. DUAL USE** | **YES** | **NO** | **PAGE** |
| Does your research involve dual-use items in the sense of Regulations 428/2009, or other items for which an authorisation is required? |  |  |  |
| **9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS** | **YES** | **NO** | **PAGE** |
| Could your research raise concerns regarding the exclusive focus on civil applications? |  |  |  |
| **10. MISUSE** | **YES** | **NO** | **PAGE** |
| Does your research have the potential for misuse of research results? |  |  |  |
| **11. OTHER ETHICS ISSUES** | **YES** | **NO** | **PAGE** |
| Are there any other ethics issues that should be taken into consideration? Please specify |  |  |  |
| Please specify: (Maximum number of characters allowed: 1000) | | | |
|  |  |  |  |
| I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents. | **YES** | **NO** |  |

1. **Call specific questions**

**Declarations on stage-2 changes**

The full stage-2 proposal must be consistent with the short outline proposal submitted to the stage-1- in particular with respect to the proposal characteristics addressing the concepts of excellence and impact.

|  |  |  |  |
| --- | --- | --- | --- |
| Are there substantial differences compared to the stage-1 proposal? | **YES** | **NO** |  |

If yes describe the changes:

**Extended Open Research Data Pilot in Horizon 2020**

If selected, applicants will by default participate in the Pilot on Open Research Data in Horizon 2020[[1]](#footnote-1), which aims to improve and maximise access to and re-use of research data generated by actions.

However, participation in the Pilot is flexible in the sense that it does not mean that all research data needs to be open. After the action has started, participants will formulate a Data Management Plan (DMP), which should address the relevant aspects of making data FAIR – findable, accessible, interoperable and re-usable, including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved. Through this DMP projects can define certain datasets to remain closed according to the principle "as open as possible, as closed as necessary". A Data Management Plan does not have to be submitted at the proposal stage.

Furthermore, applicants also have the possibility to opt out of this Pilot completely at any stage (before or after the grant signature). In this case, applicants must indicate a reason for this choice (see options below).

Please note that participation in this Pilot does not constitute part of the evaluation process. Proposals will not be penalised for opting out.

|  |  |  |  |
| --- | --- | --- | --- |
| We wish to opt out of the Pilot on Open Research Data in Horizon 2020. | **YES** | **NO** |  |

If opting out please indicate the reason(s) for not being able to participate in the Pilot:

|  |  |  |  |
| --- | --- | --- | --- |
| * the project does not generate any data |  |  |  |
| * to allow the protection of results (e.g. patenting) |  |  |  |
| * incompatibility with the need for confidentiality linked to security |  |  |  |
| * incompatibility with privacy/data protection |  |  |  |
| * achievement of the project's main aim would be jeopardised |  |  |  |
| * other legitimate reasons |  |  |  |

|  |
| --- |
| Please specify the other legitimate reasons (max 300 characters) |

Further guidance on open access and research data management is available on the participant portal:

<http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm>





1. According to article 43.2 of Regulation (EU) No 1290/2013 of the European Parliament and of the Council, of 11 December 2013, laying down the rules for participation and dissemination in "Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006 [↑](#footnote-ref-1)