

# Frequently Asked Questions

## List of questions

<b>Scope of the call .....</b>	<b>2</b>
Q: What kind of proposals are expected? .....	2
<b>Eligibility.....</b>	<b>2</b>
Q: Who can apply? .....	2
Q: How many partners can be in a consortium? .....	2
Q: How many countries must be involved in a project? .....	2
Q: Is it allowed to include partners from countries which are not participating in this call? .....	3
Q: Can applicants be involved in more than one proposal? .....	3
Q: What is the maximum project duration? .....	3
Q: Is there a minimum or maximum level of project requested funding and eligible costs per proposal? .....	3
<b>Proposal preparation and submission .....</b>	<b>3</b>
Q: Where can I find all necessary information for submitting a proposal? .....	3
Q: How can I submit a proposal? .....	4
Q: Does every partner have to submit a proposal? .....	4
Q: Can I submit a full-proposal without submitting a pre-proposal? .....	4
Q: Will I receive a confirmation of receipt? .....	4
Q: Which are the deadlines? .....	4
Q: What is the aim of a pre-proposal? .....	4
Q: Are there any changes from pre-proposal to full-proposal allowed? .....	5
Q: Is it possible to submit a proposal in national/regional languages as well? .....	5
Q: Is it necessary to provide a consortium agreement? .....	5
Q: Can I request an extension of the deadline to submit a pre-proposal or full proposal? .....	5
Q: How can I find potential partners for the call? .....	5
<b>Evaluation.....</b>	<b>6</b>
Q: How are proposals evaluated? .....	6
Q: What happens if the feedback on the pre-proposal is negative? .....	6
<b>Funding.....</b>	<b>6</b>
Q: Who is funding this call? .....	6
Q: When and how will the funding be received by each beneficiary? .....	6
Q: What types of costs are eligible for funding? .....	6
Q: Can additional public sponsors be involved? .....	7
Q: What happens if only some partners in the consortium are funded by their national/regional agencies whereas others do not receive funding? .....	7
<b>Project implementation.....</b>	<b>7</b>
Q: How long does it take before the projects can actually start? .....	7
Q: Is it a problem if a project starts before the final decision by the national/regional agencies? .....	7

*In this document we have compiled the most usual questions regarding MANUNET calls. In addition to reading it carefully we strongly advise all applicants to **contact their respective funding agency.***

*All consortium partners must be aware and comply with the eligibility requirements according to their national/regional regulation*

### **Scope of the call**

#### **Q: What kind of proposals are expected?**

A: The aim is to fund trans-national application oriented and high risk R&D projects related to Manufacturing.

### **Eligibility**

#### **Q: Who can apply?**

A: SMEs and large companies are the expected direct beneficiaries. Also academic research groups, universities or other research organisations can participate *according to their national/regional regulations*. In some cases, academic institutions may need an industrial partner in order to have access to funding.

#### **Q: How many partners can be in a consortium?**

A: MANUNET is not asking for large consortia. Small consortia of 4 or 5 partners are welcome. In addition, the minimum requirements of a consortium are (i) the involvement of at least 2 separate legal entities from 2 different EU Member States or Associated Countries participating in the call and (ii) the participation as beneficiaries of at least 2 independent SMEs (which can belong to the same country).

#### **Q: How many countries must be involved in a project?**

A minimum of 2 countries (EU Member States or Associated Countries) participating in this

call must be involved. Russian Federation is not a EU Member or Associated Country so any proposal with a Russian partner must involve at least another two participating countries.

**Q: Is it allowed to include partners from countries which are not participating in this call?**

A: It is possible (but not encouraged) to include partners from countries which are not directly involved in this coordinated call via a national/regional funding programme. For such countries, no advice can be provided on potential national/regional funding sources. Participants from these countries cannot be coordinators of projects submitted to this call.

**Q: Can applicants be involved in more than one proposal?**

A: Yes, it is possible to participate in more than one project if this is foreseen by the national/regional funding programme.

**Q: What is the maximum project duration?**

A: Project duration should be appropriate to the objectives of the research and cannot exceed 24 months.

**Q: Is there a minimum or maximum level of project requested funding and eligible costs per proposal?**

There is no minimum or maximum to the requested funding or eligible costs per proposal but regional/national limits regarding the level of funding will apply.

### **Proposal preparation and submission**

**Q. Where can I find all necessary information for submitting a proposal?**

A: All call documents will be downloadable from [www.manunet.net](http://www.manunet.net). Regional/national contact points (see Guide for applicants) will also provide relevant information.

**Q: How can I submit a proposal?**

A: For proposal submission MANUNET 2017 Call uses an on-line electronic submission system available via <https://submission.manUNET.net>. The coordinator of the project should register on the system and prepare and submit electronically the proposal. Only those proposals submitted in the system before the closure of the call will be considered for evaluation.

**Q: Does every partner have to submit a proposal?**

A: No, only the project coordinator must submit Pre-Proposal form and Full-Proposal form using the electronic submission tool. In addition, each project partner has to apply for funding to their respective national/regional funding organisation.

Please note that it may be necessary to submit additional information for each partner already at the Pre-Proposal stage to the national/regional funding programme. Each partner is requested to contact their national/regional funding organisation in order to determine what additional information is required and when it needs to be provided.

**Q. Can I submit a full-proposal without submitting a pre-proposal?**

A: No.

**Q: Will I receive a confirmation of receipt?**

The coordinator will receive an email confirming the receipt of the proposal together with the reference code of the proposal submitted.

**Q: Which are the deadlines?**

A: The deadline for pre-proposals is **17<sup>th</sup> March 2017, 17:00 (CET)** and the deadline for full project proposals is **12<sup>th</sup> July 2017, 17:00 (CET)**.

**Q: What is the aim of a pre-proposal?**

A: The pre-proposal should give an overview of the complete project. It will be used to check

eligibility requirements but also to select the best proposals to be invited to second stage taking into account national/regional requirements and budgets. Applicants will be provided with feedback after the review of their Pre-Proposal, including a recommendation to submit (or not) a full proposal.

**Q: Are there any changes from pre-proposal to full-proposal allowed?**

As a general rule, changes with respect to the objectives, consortium or budget of the pre-proposal will not be allowed in the full proposal. Any other change from pre to full proposal must be first confirmed with the involved funding organisation.

**Q: Is it possible to submit a proposal in national/regional languages as well?**

A: Pre-proposals and full project proposals should be submitted only in English. The language of national/regional funding applications depends on the respective national/regional funding programmes.

**Q: Is it necessary to provide a consortium agreement?**

A: Yes, at the full proposal submission there is a need to provide at least a draft of the CA.

**Q: Can I request an extension of the deadline to submit a pre-proposal or full proposal?**

A: No.

**Q: How can I find potential partners for the call?**

A: A system to facilitate the matchmaking of partners to set up a consortium is implemented on the MANUNET homepage. If you are looking for a partner for your project or if you are looking for a project proposal to join visit [www.manUNET.net](http://www.manUNET.net).

No other information apart from the one published voluntarily on the partnering search tool will be provided as all submissions are treated confidentially.

## **Evaluation**

### **Q: How are proposals evaluated?**

A: The pre-proposals are checked against transnational criteria by the Call Secretariat and subsequently against national/regional eligibility criteria by each funding agency. Only high quality proposals which are in line with national requirements are invited to the full-proposal stage.

Full-proposals will be evaluated by an international panel of independent experts on the basis of excellence, impact, quality and efficiency of implementation. For more details about criteria, scoring and thresholds see Guide for Applicants.

### **Q: What happens if the feedback on the pre-proposal is negative?**

A: The decision taken by the Consortium is definitive. Applicants, whose pre-proposal has not been recommended for second stage, will not be able to submit a full proposal. Funding decisions are final and cannot be appealed against.

## **Funding**

### **Q: Who is funding this call?**

A: Projects are funded by the participating national/regional funding organisations.

### **Q: When and how will the funding be received by each beneficiary?**

Each national/regional funding organisation will fund successful applicants from their country/region directly. Each applicant will receive the funding separately and will have an own funding contract with their own conditions and payment schedule. Contact your regional/national agency for more detailed information.

### **Q: What types of costs are eligible for funding?**

A: Regarding funding levels and costs covered national/regional programme rules apply. See

brief description of your national/regional funding programme in the Guide for applicants. Contact your regional/national agency for more detailed information.

**Q: Can additional public sponsors be involved?**

A: Additional public contributors are acceptable as long as the co-financing arrangements are fully transparent and described in the submitted documents and provided that the aid regulation limits are not exceeded. Contact your regional/national agency for more detailed information.

**Q: What happens if only some partners in the consortium are funded by their national/regional agencies whereas others do not receive funding?**

A: Except for what described in the above question, usually this should not happen: after submission of the full project proposals the funding agencies involved and the independent evaluation panel meets in order to coordinate the funding decisions. Therefore, a proposal should normally achieve the same status in all involved countries, i.e.. all partners will be funded or -in case of negative decisions- no partner will be funded.

**Project implementation**

**Q: How long does it take before the projects can actually start?**

A: Regional/national agencies should be contacted in order to know about the regional/national rules.

**Q: Is it a problem if a project starts before the final decision by the national/regional agencies?**

A: The project should normally start after the contract has been signed. The starting date of the project could however be a fixed date before the signing of the contract at own risk.

**Q: What happens if a partner leaves the consortium?**

The issue over what happens if a partner leaves should be covered by the Consortium Agreement.

**Q: Is it possible to change the composition of a consortium during the project?**

Any substantial change in an ongoing project must be reported immediately to the involved agencies and it must be accepted by all the involved funding entities. Project partners should be aware that changes might have effects on funding.