



EU Joint Programming Initiative A Healthy Diet for a Healthy Life (JPI HDHL)

Joint Action 2: Biomarkers in Nutrition and Health (BioNH)

Procedures for the BioNH Call for Proposals

Submission deadline 10th June 2014 5p.m CEST

<http://www.healthydietforhealthylife.eu/index.php/bionh>

Call Secretariat

Jolien Wenink/ Moniek Willemstein
P.O. Box 93245
2509 AE Den Haag
The Netherlands
T: +31 (0)70 3495191

E: jpihdhl@zonmw.nl

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1. Introduction

This document supports the accompanying call details document for the above call. It is a statement of intention from all the funding partners organizing and supporting the joint transnational call (JTC). They agree to make every reasonable effort to fulfil the intents and implement the call as described below.

JTC partner organisations are national or regional funding bodies and are listed in Annex A of this document. The Joint Action Secretariat (JAS) for the call is led by ZonMw, Netherlands. It is a point of contact for both applicants and the partner organisations. Other bodies associated with the Call are the Call Steering Committee (CSC) and the Peer Review Panel (PRP).

2. Function of the Call Steering Committee (CSC)

The CSC has been set up for this call and consists of representatives of the JTC partner organisations. The CSC members will suggest potential reviewers and they will decide on the composition of the PRP. The CSC members are entitled to join the PRP meeting as observers. Based on the work of the PRP, the CSC will recommend the final list of proposals to be funded. Each JTC partner organisation will make the final funding decision according to their respective regulations.

Each JTC partner organisation has one vote. CSC members are not allowed to apply for the call or to participate in the PRP.

3. Eligibility for funding

Joint transnational research proposals may be submitted by research groups working in universities (or other higher education institutions), non-university public research institutes, hospitals and other health care settings, as well as commercial companies, in particular small and medium-size enterprises. The eligibility of the afore-mentioned institutions, together with details of eligible costs (personnel, materials, consumables, equipment, travel expenses, etc.), are subject to the individual administrative requirements of individual funding organisations and may therefore vary. Applicants will need to obtain clarification from the individual funding organisations (see contact details in Annex A).

Each proposal must involve **a minimum of three research groups (Principal investigators/applicants) applying for funding**. Only transnational projects will be funded: each consortium must involve funded research groups from at least three different countries of the funding organisations participating in this call (see Annex A). Research groups from countries that are not partners in the JPI HDHL joint transnational call may participate in projects if they are able to secure their own funding. They must state clearly in the proposal if these funds are already secured or, if not, how they plan to obtain funding in advance of the project start. However, the majority of research groups in a consortium and the coordinator must be from countries participating in the call.

Each consortium should have the critical mass to achieve ambitious scientific goals and the proposals should **clearly demonstrate added value** from working together. The project coordinator will be responsible for its internal scientific management and will represent the consortium externally.

Consortia are strongly encouraged to contribute information on data, tools and bioresources generated by their research to the public domain where it should be made widely available. Access must be provided to other bona fide research groups, with the necessary arrangements in place.

Whilst applications will be submitted jointly by groups from different countries, individual research groups will be funded by the individual JPI HDHL funding organisation(s) respective of their country/region. Eligibility is the matter of individual partner organisations (see national regulations in the specific Annex).

Individual JTC partner organisations determine their own eligibility criteria. Therefore, applicants are strongly advised to adhere to the country specific information and to contact their responsible JTC partner organisation and confirm eligibility matters before submitting an application.

According to the Terms of Reference of JPI HDHL, a member in the Management Board (MB) or the CSC may not simultaneously be an applicant of a project associated with this JPI HDHL initiative. Members of the JPI HDHL Scientific Advisory Board may apply to this call.

4. Procedure for submission of joint proposals

There will be a **one-stage procedure** for joint applications. One joint full-proposal document (in English) shall be prepared by the partners of a joint transnational proposal, and must be submitted to the Joint Action Secretariat (JAS) by the coordinator.

Proposals must be submitted by the coordinator in electronic format **no later than 5pm CEST, June 10th 2014**, via the **electronic submission system available at the following link** <http://www.healthydietforhealthylife.eu/index.php/bionh>. No other means of submission will be accepted. A proposal template is available in the BioNH call documents. Adhering to this template is a requirement. Individual funding organisations will have access to the submitted proposal directly from their restricted area of the online submission system. After evaluation, funding recommendations will be communicated to applicants as soon as possible by the JAS.

5. Evaluation procedure

- 1. Formal check of proposals.** The JAS will check the proposals to ensure that they meet the call's formal conditions (date of submission; number of participating countries and groups; inclusion of all necessary information in English; adherence to the proposal template). Proposals not meeting the formal conditions will be rejected. However, in case of only minor formal problems, the applicants may resolve these issues within a time frame of 24 hours. The project coordinator will be contacted by the JAS, allowing a resubmission of the revised proposal within this time frame. The JAS will check all changes made by the applicants after resubmission. Only those modifications are allowed that lead to fulfilling the call's formal conditions. Inclusion of any further changes will lead to the rejection of the proposal. Next, the proposals meeting the formal conditions will be checked by the national/regional funding organisations for compliance with their respective regulations. Proposals passing both these checks will be forwarded to peer-review.

2. Evaluation criteria. Evaluation of proposals will be conducted according to the following evaluation criteria:

- Scientific quality of the proposal and quality of the transnational project
 - Sound concept, and quality of objectives
 - Progress beyond the state-of-the-art
 - Quality and effectiveness of the scientific and technological methodology and associated work plan
 - Relevance to the concept of BioNH
- Quality and relevance of individual scientists and research groups
 - Quality of the consortium as a whole (including complementarity, balance) and added value achieved through transnational collaboration
- Quality and efficiency of the implementation and management of resources made available to the collaborative projects
 - Track record in leadership and research management
 - Appropriateness, quality and efficiency of the management structure and procedures, its organisation and coordination, including the management and sharing of data
 - Quality and relevant experience of the individual participants, including interdisciplinarity
 - Appropriate allocation and justification of the resources to be committed
 - Effective use of budget
 - Project feasibility and timeliness
- Potential impact
 - Achieve critical mass and ensure better use of limited resources in fields of mutual interests
 - Share good practices in implementing research programme, promote transnational collaborations and new knowledge generation and innovation
 - When possible, mobilise SMEs in the transnational projects to enhance innovation
 - Establish a network of research activities carried out at national and regional research programmes
 - Contribute to the advancement of knowledge and innovation approaches and socio-economic aspects of BioNH
 - Appropriateness of measures for spreading excellence through engagement with stakeholders and the public at large
 - Exploitation and dissemination of results and knowledge
 - Management of intellectual property

3. Evaluation fees. Reviewers will not be remunerated for their efforts at any time of the evaluation procedure. However, the PRP members will be reimbursed for travel and accommodation expenses or allowance incurred for their attendance to the PRP meeting.

4. Anonymity and confidentiality, declarations of interest. The reviewers and the composition

of the PRP will remain confidential. The reviewers shall enter into a signed agreement with regard to confidentiality and conflict of interest before undertaking the evaluation process.

Reviewers must declare any conflict of interest and refrain from reviewing a proposal and from the discussion of a proposal if they stand to profit professionally, financially or personally from approval or rejection of the proposal. They should also refrain from reviewing a proposal if they have published together or supervised the applicant or the co-workers within the last three years, if they work in the same Department, are currently collaborating or if professional dependencies exist.

During the PRP meeting, panel members again have to declare a conflict of interest if they have any of the above mentioned associations with a proposal. They must leave the room during the discussion of this proposal. The JAS will introduce this topic at the beginning of the PRP meeting. Any PRP member with doubts about whether they have a conflict of interest should discuss the matter with the JAS immediately.

5. Reviewer group. A group of international reviewers will be identified who will carry out a remote review of the proposals. These reviewers will also constitute the peer-review panel (PRP). Additional reviewers will be recruited if there is a special need, for instance if a specific expertise is needed which cannot be provided among the reviewers.

6. Written evaluation. The JAS will prepare an assignment of reviewers to proposals. Once the assignment is approved by the CSC, proposals will be sent to the reviewers by the JAS. The written reports will be returned to the JAS by August 25th 2014. Each proposal will be sent to at least three reviewers, asking for written comments, taking into account the evaluation criteria (above). All applications will be graded A, B & C, and those proposals deemed fundable will be ranked by the Review Panel. Of note, only those applications with an A grade will be considered for funding by the CSC.

7. PRP meeting. A chair and a vice chair, if needed, will be identified by the CSC among the PRP members to chair the PRP meeting (September 25th and 26th 2014). If possible, the chair and the vice chair will be selected from a different country than from countries of the CSC partner organisations.

CSC members are invited to participate in the PRP meeting as observers. The PRP will meet for a plenary discussion to jointly evaluate the proposals and to make funding recommendations to the CSC. The PRP will discuss each proposal in detail.

The chair will assign a lead Reviewer to each proposal among the reviewers responsible for its written evaluation. The lead Reviewer will provide a brief overview together with their own assessment of the proposal. The other assigned reviewers will then also summarize their opinions. Afterwards, the discussion will be opened to the entire PRP. As a result of the plenary discussion, the PRP:

- will give a **funding recommendation** on each proposal (yes/no);
- will perform a **ranking list of proposals**;
- may comment on the **appropriateness of the budget** requested by the applicants;
- may give advice on how to deal with **possible funding problems** within a consortium.

8. Minutes. For each proposal, the introducing reporter will be responsible for preparing a brief written summary of the PRP discussion. These statements will be used by the JAS to summarize the PRP discussion to be subsequently approved by PRP and CSC. The summaries, along with the written statements, will be forwarded in an anonymous way to the coordinators of the transnational consortia.

6. Project approval and decision communication

The PRP will establish a ranking list of the fundable proposals based on scientific assessment. The final ranking will also take into account the optimal portfolio spread that will provide most benefit (i.e., funding may be restricted to only the best application where there are two or more proposals of similar scope and of similar high scientific quality). Based on these recommendations, final decisions will be made by the funding organisations, which will be responsible for the final contributions to these projects being subject to their predetermined budget limits.

The CSC will meet the day after the PRP meeting (September 26th 2014) and identify the proposals to be funded according to the PRP final ranking list and the available budget. The chair and the vice chair of the PRP will be asked to join part of the meeting in case scientific advice is needed. If the number of high priority proposals is smaller than the budget can support, only part of the funds will be used for this call. If, for certain JPI HDHL partner organisations, the number of high priority proposals is higher than the budget can support, the CSC will discuss adjustments of the potential funding of the respective proposals. CSC funding decisions do not necessarily need to follow PRP ranking list in a strict way: if a high-ranked consortium faces funding problems, but a lower ranked consortium within the cluster of top-ranked proposals does not, it will be allowable to fund the latter one. For this purpose, a clearly defined scientific threshold has to be specified by the PRP. Positive funding decisions will be only allowed for projects above the threshold.

The CSC will base their funding decision on the scientific recommendation of the PRP. The CSC will also decide to reject or accept proposals in which one or several sub-groups face funding problems.

The JTC partner organisations will be informed of the final funding recommendations by the respective representative in the CSC. The Chair of JPI HDHL will be informed of the final funding recommendations by the JAS. Afterwards, each JTC partner organisation will make the final decision according to their legal framework and respective regulations. There may need to be some iteration following the meeting before a final decision can be made.

Project approvals along with comments from the PRP discussion and the written reports will be issued by E-mail to the coordinators of the consortia through the JAS, with the instruction to direct their project partners to contact their respective JTC partner organisation at once, if the project is recommended for funding. In addition, the national group leaders (partner applicants) will be informed by the respective JTC partner organisation in a formal letter that includes the evaluation results and possible remaining conditions that have to be fulfilled in order to comply with the regulations of the respective JTC partner organisation.

The coordinators of rejected proposals will be informed by E-mail through the JAS. This will include comments justifying the reasons for rejection to the applicants. The participating JTC partner

organisations will decide upon final rejection and inform the applicants according to their national procedures.

At the end of the above mentioned procedure, the list of projects to be funded will be published on the JPI HDHL website in alphabetical order.

7. Funding procedure / Responsibility / Reporting requirements

Projects can be funded for a period of up to three years and according to funding organisations' regulations. Funding is expected to start in Q4 of 2014.

- The funding of a successful project is provided based on the virtual common pot scheme, meaning that each funding organisation will fund its own national partner(s) within the project (funding of project partners is provided by the participating national programmes according to National Regulations). However, some funding organisations may be able to fund foreign teams, e.g. via subcontracting. More information is available in the National Regulations (see Annex for contact details). Funding will be administered according to the terms and conditions of the responsible funding organisations, taking into account all other applicable regulations and legal frameworks.
- The budget for individual project proposals is not restricted; it must meet the project goals and must follow the national/organisational funding and not exceed the cash limits for each partner (see partner country contributions).
- The indicative total available budget amounts to € 5.5M.
- Successful consortia should negotiate a Consortium Agreement before commencement of the project. This should address matters such as the regulation of intellectual property rights and actions to be taken in the event of unsatisfactory performance by one or more partners. In some countries, such an agreement might be required for release of the funds. Applicants have to obey national/organisational regulations regarding this issue.
- After a positive funding recommendation, the project partners must directly contact their NCP in order to start the contract negotiation and accomplish the remaining steps until the research project can start.

Each project must nominate a project coordinator, who represents the consortium externally and is responsible for communicating with the JPI HDHL (such as monitoring, reporting, intellectual property rights (IPR) issues and sharing of data and resources). Within a joint proposal, each group leader will be the contact person for the relevant national/regional funding organisation.

The project coordinator will be required to submit an annual scientific progress report on the joint project, on behalf of the project consortium, to the Secretariat in January of each year. The project coordinator will be required to submit a final scientific progress report on the joint project, on behalf of the project consortium, to the JAS within 3 months after the project ends. It may also be necessary for group leaders and/or project participants to submit reports individually to their funding organisation if required by national/regional regulations.

To guarantee that all the selected projects/activities will effectively contribute the establishment of BioNH in the biomarkers field, the coordinators of the awarded projects must be available to

participate in joint meetings in order to:

- exchange project results;
- develop a joint strategy to coordinate and facilitate integration of the planned activities across the different awarded projects into JPI HDHL BioNH;
- ensure that results arising are communicated promptly and regularly across the BioNH members and to the JAS, CSC and MB;
- monitor the progress of the activities and coordinate the exploitation of results;
- interface and build collaborations with the other JPI HDHL Joint Actions (ENPADASI and DEDIPAC) and relevant organisations within Europe and worldwide, providing the means to build and strengthen the research communities in the area of Biomarkers.

This activity will be facilitated by JAS.

Funding recipients must ensure that all outcomes (publications, etc.) of transnational JPI HDHL projects include a proper acknowledgement of JPI HDHL and the respective funding partner organisations. Researchers funded under the umbrella of JPI HDHL are requested to adhere to the JPI HDHL dissemination guidelines, which are briefly outlined below.

- As a general principle, for any research project or activity supported under JPI HDHL, participants are encouraged to take appropriate measures to engage with the public and the media about the project and to highlight the financial support from the relevant funding organisation in the JPI HDHL initiative.
- When referencing JPI HDHL for the first time within a report, article or other document, please use 'EU Joint Programming Initiative – A Healthy Diet for a Healthy Life (JPI HDHL)', and not JPI HDHL. Please also include a link to the JPI HDHL website: <http://www.healthydietforhealthylife.eu/>
- JPI HDHL should be referenced and acknowledged appropriately on any scientific report or publication as part of a JPI HDHL-supported project. The acknowledgement should reference the support provided to the project by JPI HDHL and the appropriate national/regional funding organisations.
- JPI HDHL-supported projects should always display the JPI HDHL logo and the JPI HDHL acknowledgement on any project-specific promotional material including event programmes, invitations, press releases, reports, presentations and external websites.

8. Proposed Time Schedule

- Mar. 28 th 2014	Pre-announcement of the BioNH Joint Transnational Call
- Apr. 14 th 2014	Publication of the BioNH Joint Transnational Call
- June 10th 2014	Submission deadline for proposals (5pm CEST)
- June 16 th 2014	Formal eligibility check of proposals finished
- June 23 th 2014	National eligibility check of proposals finished
- July 4 th 2014	Reviewer sourcing complete
- July 7 th 2014	Reviewer allocation
- Aug. 25 th 2014	Reviews completed
- Sept. 25–26 th 2014	PRP meeting, final ranking, CSC meeting
- Oct. 10 th 2014	Final funding decision via E-mail
- Oct. 11 th 2014	Start of national administrative procedures
- Dec. 1 st 2014	Start of funding

9. List of Acronyms

CSC	Call Steering Committee
JAS	Joint Action Secretariat
JPI	EU Joint Programming Initiative
HDHL	A Healthy Diet for a Healthy Life
JTC	Joint Transnational Call
MB	Management Board of JPI HDHL
PRP	Peer Review Panel
SAB	Scientific Advisory Board of JPI HDHL

ANNEX A: National Contact Points

Country	National Contact Point	Funding organisation
Austria	<p>Dr <u>Oliver Mayer</u> Basic Research & Research Infrastructures; Life Sciences Unit T: +43 1 53120 7145 F: +43 1 53120 99 7145 E: oliver.mayer@bmwfw.gv.at</p>	Federal Ministry of Science, Research and Economy (BMWFV)
Belgium	<p>Dr <u>Olivier Boehme</u> Science Policy Advisor T: +32-(0)2-550 15 45 <u>Geertrui Poelaert</u> Advisor Research Affairs T: +32 2 550 15 55 E: jpi@fwo.be</p>	Research Foundation – Flanders (FWO)
Canada	<p>Dr <u>Natalie Gravelle</u> Team Lead Telephone: 613-941-4438 Fax: 613-954-1800 E: Natalie.gravelle@cihr-irsc.gc.ca</p> <p>Dr <u>Mary-Jo Makarchuk</u> Assistant Director T: 416 - 978 1324 Fax: 416 - 978 1334 E: mary-jo.makarchuk@sickkids.ca</p>	<p>Canadian Institutes of Health Research</p> <p>Institute of Nutrition, Metabolism and Diabetes</p>
Denmark	<p><u>Susanne Hede</u> T: + 45 7231 8392 E: sehe@fi.dk</p>	Ministry of Science, Innovation and Higher Education (FIVU)
France	<p>Dr <u>Martine Batoux</u> 7 rue watt 75013 Paris T: +33 1 73 54 81 40 E: martine.batoux@agencerecherche.fr</p>	National Research Agency

<p>Germany</p>	<p>Dr <u>Johannes Bender</u> T: +49 228 68453610 F: +49 228 68453041 E: johannes.bender@ble.de</p> <p>Dr <u>Annika Fuchs</u> T: +49 228 68453746 F: +49 228 68453041 E: annika.fuchs@ble.de</p>	<p>Federal Office for Agriculture and Food (BLE)/ Federal Ministry of Food and Agriculture (BMELV)</p>
<p>Ireland</p>	<p>Dr <u>Manus Ward</u> Performance Improvement Division Science Foundation Ireland (SFI) Wilton Park House, Wilton Place, Dublin 2 T: +353 1 607 3230 F: +353 1 607 3036 E: manus.ward@sfi.ie W: www.sfi.ie</p>	<p>Science Foundation Ireland (SFI)</p>
<p>Italy</p>	<p><u>Giovina Ruberti</u> National Research Council, Institute of Cell Biology and Neurobiology Campus A. Buzzati -Traverso, Via E. Ramarini, 32 00015 Monterotondo Rome T: +39 0690091263 E: gruberti@ibc.cnr.it</p> <p><u>Annamaria Stella Marzetti</u> Mipaaf-Ministry of agricultural, food and forestry policies , Research and experimentation Office - DISR IV Via XX Settembre 20, 00187 Rome T: +39 0646655174 E: a.marzetti@mpaaf.gov.it</p> <p><u>Roberta Masella</u> Dept. Veterinary Public Health and Food Safety, National Institute of Health, Viale Regina Elena 299, 00161 Rome T: +39 0649902544; F: +39 0649902763 E: roberta.masella@iss.it</p>	<p>MIUR-Ministry of Education, University and Research</p> <p>Mipaaf</p> <p>National Institute of Health (ISS) on behalf of Ministry of Health</p>

Netherlands	<p>Jolien Wenink/ Moniek Willemstein P.O. Box 93245 2509 AE Den Haag; The Netherlands T: +31 (0)70 3495191 E: jpighdhl@zonmw.nl</p>	<p>The Netherlands Organisation for Health Research and Development (ZonMw)</p>
Norway	<p>Dr <u>Maan Singh Sidhu</u> The Research Council of Norway Post Box 2700 St. Hanshaugen N-0131 OSLO T: +47 2203 7537 E: mss@rcn.no</p>	<p>Research Council of Norway (RCN)</p>
Poland	<p>Dr <u>Katarzyna Moczulska</u> Department of Research Programmes The National Centre for Research and Development (NCBR) T: +48 515 061 519; F: +48 22 20 13 408 E: katarzyna.moczulska@ncbr.gov.pl W: www.ncbr.pl</p>	<p>The National Centre for Research and Development (NCBR)</p>
Spain	<p><u>Sara García-Rodríguez</u> Department of International Research Programmes and Institutional Relations, Office for EU Research Projects. T: +34 91 822 29 41 E: sgrodriguez@isciii.es</p> <p><u>Laura Mohedano</u> T: +34 91 822 23 77 E: lmohedano@isciii.es</p> <p>Dr <u>Rosa Rodríguez Bernabé</u> Head of Life Sciences and Agri Food Research Department; Madrid T: +34 91 603 7741 E: rosar.bernabe@mineco.es</p>	<p>Institute of Health Carlos III (ISCIII)</p> <p>DG Scientific and Technological Research Ministry of Economy and Competitiveness (MINECO)</p>
Switzerland	<p>Dr <u>Marjory Hunt</u> Swiss National Science Foundation Programme Division T: +41 31 308 23 79 E: marjory.hunt@snf.ch</p>	<p>Swiss National Science Foundation (SNSF)</p>