



EUROFLEETS2
Guidelines for applicants
“Polar and Subpolar” Call
2013

Project website:

www.eurofleets.eu

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Introduction

On the first of March 2013 the European project EUROFLEETS2 “*New operational steps towards an alliance of European research fleets*” was launched. The EUROFLEETS2 project is the enhancement of EUROFLEETS, an EU project that successfully funded 18 research cruises on board 5 Global/Ocean class and 10 Regional class European Research Vessels on the sole basis of their scientific excellence. EUROFLEETS2 will furthermore undertake specific actions to consolidate research fleets’ organization, methodology and tools through operational initiatives leading to more interoperable and cost effective coordination within European research fleets. The EUROFLEETS2 Consortium consists of 31 partners, from 20 European countries (15 member states, 4 associated countries and 1 OCT- Overseas Countries and Territories) whose main objective is to develop a new pan-European distributed infrastructure with common strategic vision and coordinated access to Regional Research Vessels (RVs) and marine equipment.

EUROFLEETS2 central aim is to provide access to research vessels and marine equipment for all European scientists and their international and industrial partners, in particular for scientists from nations with limited, or no, access to research vessels and other marine infrastructure. Access will be granted based on scientific excellence covering all fields of marine science from environmental and biodiversity protection to coastal zone management, geodynamics and climate change research. To pursue this aim, fully funded ship-time on a range of European research vessels and marine equipment will be made available between 2014 and 2017 to support outstanding research projects.

Applications are now being invited for funding for ship-time on Polar and Subpolar regions with any of the following research vessels to carry out ship-based research activities within any field of marine science.

Polar/Subpolar research vessels:

- *G.O Sars* (IMR)
- *Hespérides* (CSIC)
- *Magnus Heinason* (Havstovan)
- *Marion Dufresne* (IPEV)
- *Polastern* (AWI)
- *Sanna* (GINR)

The deadline for applicants to submit proposals is **Friday 24th of May 23:59 hours** Central European Time (CET).

Eligibility criteria

Proposals for access to any of the offered infrastructures will be accepted if they meet the following criteria:

- The Principal Investigator (PI) and the majority of the users must work at a university or public research institution in a member state of the European Union or state associated to Framework Programme 7 (Switzerland, Israel, Norway, Iceland, Liechtenstein, Turkey, Croatia, the former Yugoslav Republic of Macedonia, Serbia, Albania and Montenegro, Faroe Islands as stated on the [CORDIS website](#)).
- The PI of a project must work in a country other than the country the infrastructure is based. They cannot apply for ship-time on a research vessel from their own country, e.g. a Spanish PI is entitled to apply for ship-time on all of the listed vessels, except RV *Hespérides*.
- Proposals must involve at least two partners from two different countries. We encourage a larger partnership for the embarked scientific party and as well the remote participation of partners for data treatment and exploitation.
- Only user groups that are entitled to and willing to disseminate the knowledge they will generate under the project are eligible to benefit from access free of charge to the infrastructures under the EUROFLEETS flag. User groups must agree to comply with the EUROFLEETS data policy (see corresponding chapter below).

Collaborative applications from teams and institutions with limited or no access to marine infrastructure are strongly encouraged. International and/or industrial partners are welcome.

Proposals must include an advanced training or educational programme.

The PI or a designated cruise leader of a proposal must have the appropriate scientific/technical expertise to conduct on-board research surveys.

Terms and Conditions

Funding

- Funding is provided for ship-time on the research vessels and associated equipment (including underwater vehicles where applicable) opened by the EUROFLEETS2 beneficiaries. For the total number of days available on each ship please refer to the respective [vessel profile](#) under “**Availability for EUROFLEETS2**”. Ship-time may be awarded in lots of single or multiple days, depending on the recommendations of the EUROFLEETS2 [Scientific Review Panel](#) and [Logistics Review Panel](#) and subject to the formal approval of the EUROFLEETS2 [Executive Committee](#) (ExComm).
- European funding will cover use of the vessels (with some berth limitation in some cases), full crew, fuel (at economical service speed, for details contact vessel operator), victuals and other standard operating costs. Travelling for the embarked team and transport of equipment will be covered up to a maximum amount designated to each research vessel (for details please refer to the [vessel profiles](#)).
- Grantees will not invoice the EUROFLEETS2 Consortium or respective vessel operator for any additional or third-party costs, such as salary costs, equipment manufacture, repair and rental of equipment, consumables, sub-contracting and assistance, publication costs and overheads.
- The available ship-time funded by EUROFLEETS2 might be extended providing sufficient complementary funding by the applicant for additional ship-time. The leveraging of funds from other sources for a portion of the total amount of ship-time applied for is encouraged and should be clearly stated in the application. **However, please be aware, that cross funding from other EU projects is not permitted.** A cruise or work funded already by another EU project cannot be proposed to EUROFLEETS2 funding.
- Allocated ship-time includes mobilisation in the port of departure and demobilisation at the end of the cruise. No direct funding for more transit days can be covered by the EUROFLEETS2 Consortium due to European Commission rules. However, EUROFLEETS2 funded ship-time may form part of longer cruises with different working groups embarked. Applicants should incorporate this possibility as required in their proposals when applying for ship-time.
- If the number of funded days is reduced by the EUROFLEETS2 Consortium for any reason or if the vessels are prevented from working (e.g. by poor weather or technical difficulties) no form of compensation shall be payable in respect of any time lost. Please note that cruise schedules could change during the year.
- Vessel users should note that installation and operation of any equipment that they bring onboard the vessels is done so at their own risk. Users must indemnify the respective vessel operator against loss or damage to user-owned equipment whilst it is carried onboard or deployed from the vessel. Further details will be provided during the negotiation phase.
- A contract will be signed between the PIs institution, the EUROFLEETS2 Consortium and the beneficiary giving access to its infrastructure detailing laying out terms and conditions of access detailing the support granted, reporting, liability, applicable safety/security regulations and modalities of payment of travel and subsistence costs of the scientific party.

Reporting

- Following completion of a funded cruise the PI must submit a Cruise Report (in English) to the EUROFLEETS2 Scientific Review Panel. This report must be submitted, digitally to the EUROFLEETS2 Evaluation Office at eurofleets@awi.de, within two months after completion of the cruise and is designed to report on the science carried out during the cruise. It must explicitly refer to and comment on the fulfilment of the points of the work plan outlined in the proposal. A cruise report template will be provided prior to cruise commencement. The EUROFLEETS2 Scientific Review Panel may request further information/clarifications (or re-submission of the report) within a reasonable time-frame.
- The Cruise Summary Report (CSR = former ROSCOP) is the usual means for reporting metadata arising from the cruise, including details of completed cruises and summary information of scientific measurements made and samples taken. Within two weeks after the cruise, the PI of a EUROFLEETS2 funded project is obliged to submit a Cruise Summary Report (CSR) either a) to his/her National Oceanographic Data Centre (NODC) (please consult the [list of operational NODCs](#)), or b) in the case where no such NODC exists is requested to furnish a CSR directly via the online [CSR Content Management System](#) (CMS). In order to do this, please follow the SeaDataNet [online submission guidelines](#).

An example and a blank CSR form as word files are available for download to be used onboard. In any case, CSR's must be made available online after the cruise.

Further information on CSR's and an interface to query existing CSR's can be found at the SeaDataNet website at: <http://www.seadatanet.org/metadata/csr>

All CSR's submitted for EUROFLEETS2 will become available via the SeaDataNet CSR user interface and also via a dedicated EUROFLEETS2 CSR user interface.

Data policy

- Data management in EUROFLEETS2 is coordinated with the SeaDataNet FP6 European project and adopts the SeaDataNet standards. The SeaDataNet infrastructure can be visited at: <http://www.seadatanet.org>
- All data generated under EUROFLEETS2 funding is accessible to the user group which collected the data. A copy of any data sets generated should be deposited together with sufficient metadata to their respective National Oceanographic Data Centre (NODC) directly after the cruise. The NODC will then make sure that the data sets are quality controlled and archived in the NODCs linked to the metadata of the respective cruise. Access to the data sets and samples is restricted to the scientific party and its designated partners for the first 2 years after the cruise. Requests of external users for data access during this time will be forwarded to the data originators for their decision.
- A copy of every publication generated with EUROFLEETS benefits has to be sent to the EUROFLEETS2 Evaluation Office for the project records.

Acknowledgements

- All results/publications/presentations/publicity arising from a EUROFLEETS2 funded cruise should carry an acknowledgment of the funding source as well as to the research vessel utilized, referring to support given by the European Communities 7th Framework Programme under EUROFLEETS2 grant agreement no. 312762. Logos for presentations can be found on the [Project Website](#).

- A copy of every publication arising from EUROFLEETS2 should be sent to the Scientific Evaluation Office for the project records.

Proposal Evaluation

The EUROFLEETS2 Scientific Review Panel established by the EUROFLEETS2 Consortium consisting of international experts covering all fields of marine science, will judge eligible proposals based on the evaluation of each proposal by at least three independent reviewers. All reasonable measures will be taken to ensure **Objectivity, Transparency, Equality of Treatment, Impartiality, Quality and Confidentiality**.

The membership of the EUROFLEETS2 Scientific Review Panel is personal and public. For more details concerning the Panel’s mandate and members please consult the EUROFLEETS2 [Scientific Review Panel](#) document.

Evaluation Procedure

The evaluation of proposals is managed by the EUROFLEETS2 Evaluation Office. The process aims to be fair and transparent and will provide constructive feedback to applicants.

Evaluation is conducted in three steps, as follows:

Step	Undertaken by
1. Eligibility Check	EUROFLEETS2 Evaluation Office
2. Individual Evaluations	Individual Evaluators, overseen by the EUROFLEETS2 Evaluation Office
3. Consensus Evaluation	EUROFLEETS2 Scientific Review Panel

1. Eligibility Check

Proposals for funding received by the notified submission date are checked for compliance with the general **Eligibility Criteria**. These criteria include:

- Was a complete application including the statement by the lead institution, with appropriate signatures received on time?
- Is the proposal from an eligible institution?
- Are the PI and the majority of the user group from a member state or an associated state to FP7, and from another country than the research vessel he/she is applying for ship-time?
- Are at least two partners from different countries involved?
- Are all sections of the application form completed correctly and the requested proposal structure in Part B (scientific project description) followed?

Proposals considered to be ineligible will be returned to the applicant with a note explaining why they were considered to be not eligible. At the end of the online proposal submission process (see below) a unique project identifier will be assigned to each proposal. The unique project identifier should be used in any subsequent correspondence or enquiry with the EUROFLEETS2 Evaluation Office. A **Proposal Summary Sheet** will be issued to the PI during the finalisation of the submission process and **has to be downloaded**.

2. Individual Expert Evaluation

The EUROFLEETS2 Evaluation Office maintains a list of expert evaluators to assist in the evaluation of all proposals for funding. The names of the experts assigned to individual proposals are not made public. However, the EUROFLEETS2 Consortium makes available a list of all the experts participating in proposal evaluation, either as a reviewer or EUROFLEETS2 Scientific Review Panel member at regular intervals. Evaluators are required to read and sign a Declaration of Confidentiality and Conflict of Interest Form.

Proposals meeting the eligibility criteria are evaluated based on their individual merit by as a general rule three individual evaluators. Evaluators are chosen in mutual agreement by the Scientific Review Panel and the Evaluation Office. The experts examine the proposal(s) assigned to them and score and comment on each proposal under each of the **Evaluation Criteria** (see below) using an individual **Proposal Assessment Form**.

3. Consensus Evaluation

Once the individual experts to whom proposals have been assigned have completed their individual evaluations, a **Consensus Meeting** is convened to enable joint consideration of proposals by the EUROFLEETS2 Scientific Review Panel. In preparation of the Consensus Meeting one member of the EUROFLEETS2 Scientific Review Panel will be assigned to each proposal to act as a presenter and commentator of that proposal during the Consensus Meeting.

During the Consensus Meeting the panel members will consider each proposal and agree on a final mark for each of the evaluation criteria and an overall mark (score) for the proposal. Thresholds will then be set for the following categories:

- A - Recommended for scheduling
- B - Additional proposals
- C - Not recommended

Proposals recommended for scheduling will then be ranked by ship according to their overall score.

Evaluators justify their marks with constructive and informative comments. The EUROFLEETS2 Scientific Review Panel will agree on an overall **Consensus Evaluation Report**. All applicants, whether successful or unsuccessful, will be given feedback on the outcome of the evaluation.

After the final recommendation of the Scientific Review Panel, high ranked proposals will be examined by the EUROFLEETS2 [Logistics Review Panel](#) to determine the logistical feasibility regarding research vessel, equipment, area of operation and timing of cruises. The EUROFLEETS2 Logistics Review Panel will aim at optimising the use of ship time, large equipment and cruise associated costs.

The Scientific and Logistic Review Panels could recommend grouping some of the proposals or launching additional calls to complement a successful scientific party.

Successful applicants may be asked to make changes to their proposals during the funding negotiation phase to accommodate the comments of the evaluators and/or the comments of the

EUROFLEETS2 Scientific and Logistics Review Panel on cruise planning and possible integration with other projects/cruises.

Results of the evaluation process are expected to be published in October 2013. Information will be available on the [Project Website](#) and all applicants whether successful or not will be directly contacted. No information on the evaluation process/outcome will be made available prior to this date. Successful applicants will be invited to enter into negotiation to conclude a contract as indicated in the chapter “Terms and Conditions”.

Evaluation criteria

Eligible proposals will be evaluated using the following criteria. Criteria of lesser importance are marked *.

<i>Criteria</i>	<i>Weighting</i>
1) Scientific and technical quality of the ship-time proposal <ul style="list-style-type: none"> a) General scientific background <ul style="list-style-type: none"> • Is the current state of knowledge in the research area well described? • Are cited references relevant and reflect the state-of-the-art? b) Specific aims of the expedition <ul style="list-style-type: none"> • Is the proposed topic of high scientific quality and does it provide innovative aspects? • Are the research objectives and expected deliverables/outputs of the proposal clearly stated? Are they achievable? • To which extent do the expected results lead to a progress beyond the current state-of-the-art? 	30%
2) Quality of the work programme <ul style="list-style-type: none"> • Is the work plan adequate? Is it clearly described and well defined? Is the research area, the number of planned stations and transects well justified? Can the proposed work plan be realized in the set time? • Are the scheduled tasks and methods adequate to the set objectives? Is it clearly stated which methods and equipment will be employed? • Does the proposed project maximise the use of the research vessel and associated infrastructure? Has the proposal assessed any likely risks and are provisions for downtime/bad weather included? 	25%
3) Scientific qualification/track record of the proposing PI and user group <ul style="list-style-type: none"> • Background/track record of the PI • Background/track record of the scientific team • Are the roles and responsibilities of the scientific team clearly stated? Is the combined expertise suitable to achieve the research objectives of the cruise? 	10%
4) Technical capability to carry out the research cruise and data exploitation <ul style="list-style-type: none"> • Is all necessary equipment available to carry out the proposed project? • Is a clear concept presented how the gathered data will be shared with shore based scientists, analyzed and published? • Is additional funding available to support the research cruise and analysis of gathered data and samples? • *Will data be fed into international/national data banks or models? 	10%
5) Collaboration with international/national partners/industry <ul style="list-style-type: none"> • To what extent are new European user groups with limited access to marine infrastructure integrated? • *To what extent is the proposed project embedded into larger research programmes on a national, EU or international level? 	15%

<i>Criteria</i>	<i>Weighting</i>
<ul style="list-style-type: none"> • *What is the potential for a long term integration/collaboration on an international level? • *Are collaborations with industry envisaged? • *Are there “remote participants” for data treatment and exploitation? 	
6) Training of young scientists/public outreach <ul style="list-style-type: none"> • How many young scientists and students at PhD level and below will be involved? • *Are dissemination activities addressing the general public planned? • *Are spare berths devoted to (international) young researchers/scientists in a training role? 	10%

Applicants have to ensure that sufficient information is provided in the proposal to enable a thorough evaluation of all criteria.

Technical information on research vessels and equipment

In preparation of their respective proposal, applicants are advised to consult the [EUROFLEETS2 research vessel info website](#) on the technical capabilities, availability of scientific equipment and large equipment of the research vessel they intend to apply for. If more detailed information is required, applicants should contact the respective vessel operator directly (for contact details please follow the EurOcean European Research Vessels InfoBase link under “Technical Specifications” of the respective research vessel profile).

Application procedure

Proposal submission involves three steps, as outlined below. Proposals have to be submitted online via the [online proposal submission website](#):

- **Step 1:** Register on the proposal submission website and retrieve a password for further access. Please note, that your password will only be displayed once and you should carefully remember it.
- **Step 2:** Prepare and submit your proposal, including all relevant information. This step consists of two main parts:
 - **Part A:** General information about the proposal, applicants (PI and user group) and technical information regarding the intended research cruise. This section has to be completed online.

- **Part B:** Scientific description of the project. This part needs to be uploaded at the end of the online application process. **Please note, that you are only permitted to upload one document.** This document must:
 - be an unprotected pdf file
 - not exceed 4MB in size
 - Not exceed a total of **14 pages** — excluding CVs (it is mandatory to use the dedicated [CV template](#)), but including all other appendices. A font size of Times New Roman 12pt must be used with 14 pt spacing.
- **Step 3:** On the finalization of the proposal submission the system will automatically generate a **Proposal Summary Sheet** of the proposal submitted as a confirmation of a successful submission. Applicants should download a copy of this document. Proponents are able to preview the Proposal Summary Sheet whilst preparing their application following the Proposal Summary Sheet Preview link in the “Finalization” menu of the submission website. A copy of the summary sheet **must be printed out, signed and stamped** by the PI and the appropriate authorized person (e.g. head of department, research office) in the PIs institute. It must then be sent (by post) to the EUROFLEETS Evaluation Office. See the deadline information below.

In preparation of **Part B** applicants should follow the proposal structure as indicated in the EUROFLEETS2 [Ship-time application Polar and Subpolar Call 2013](#). The evaluation of proposals will be based upon the information provided in the completed application form, which should be correct, sufficient and adequate for this purpose, taking into consideration the evaluation criteria outlined above.

Deadline

Proposals must be received online via the [online proposal submission website](#) by

Friday 24th of May 23:59 hours (CET)

The proposal submission website will not be accessible after this date. Please allow enough time to upload your proposal to avoid the call closure rush.

One signed (PI and an appropriate authorised person (e.g. head of department, research office) and stamped copy of the Proposal Summary Sheet must be posted to the EUROFLEETS2 Evaluation Office, to **arrive not later** than the **7th of June**, at the following address:

Dr. Verónica Willmott-Puig
EUROFLEETS2 Evaluation Office

Am Handelshafen 12
27570 BREMERHAVEN

GERMANY

Freedom of Information & Data protection

Personal information supplied to the EUROFLEETS2 Consortium will be stored by electronic means (e.g. database) for use only in connection with the handling of proposals. All personal data supplied to the EUROFLEETS2 Consortium shall be processed in accordance with the Belgium Data Protection Act of 1992, as modified by the law of December 11, 1998 implementing Directive 95/46/EC entering into force in 2001, on the protection of individuals with regard to the processing of personal data and on the free movement of such data. You have the right to access and update the personal information about you and to ask for such information to be deleted.

All applicants who wish to query the outcome of their application and seek for clarification may contact the EUROFLEETS2 Evaluation Office.

Contact Details

EUROFLEETS2 Coordinator:

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