

EUROFLEETSPlus 2019 SEA-Programme Call "OCEANS"

Online Submission Guidelines

www.eurofleets.eu

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Online Submission Guidelines

The following pages offer a step-by-step guideline for the submission process. You can use them as a checklist to make sure you have all the information needed in order to fill in the form. The different screenshots displayed in this document will guide you through the whole submission process.

Proposals must be submitted exclusively in electronic form via the <u>online proposal submission</u> <u>website</u>.

The proposal submission involves three steps, as outlined below:

- **Step 1**: Registration on the proposal submission website and retrieval of a password for further access.
- **Step 2**: Preparation of your proposal, including all relevant information. This step consists of two main parts:
 - **Part A:** General information about the proposal, applicants (Principal Investigator (PI) and project partners) and technical information regarding the intended research cruise.
 - Part B: Scientific description of the project, collection of CVs and Data Management Plan (DMP). These three documents must be uploaded at the end of the online application process as separate, unprotected PDF files. In preparation of Part B, applicants should follow the proposal structure as indicated in the <u>EUROFLEETSPlus</u> <u>SEA Call1 PART B Proposal Template</u>.
- Step 3: Finalization and submission

On the finalization of the proposal submission applicants will receive an automatically generated Proposal Summary Sheet of the proposal submitted, as a confirmation of a successful submission. You are able to preview this Proposal Summary Sheet at any time whilst preparing your application following the Proposal Summary Sheet Preview link in the "Finalization" menu of the submission website.

Call Deadline

Proposals must be received online via the <u>online proposal submission website</u> by

Friday 27th of September 2019, 12:00 HOURS (CEST)

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.





Step 1 – Login page

The Login page is the default page of the online proposal submission website you will be directed to. In order to be able to use the proposal submission system you have to register following the "Sign up" tab.

PT-Outline	Site notice	E Privacy	Support
EUROFLEETSPLUS_ EUROFLEETSPLUS_SEA 1	_SEA 1		
Login Sign up Recover password Please sign up with a valid email adress. Afterwards you will receive an conf Email:	firmation email with furt	her instructior	ıs.
Privacy Policy: I agree to the processing of my personal data and have taken note of the have taken note of my right of withdrawal. I am aware that my registration dat yet submitted my complete application. Sign up		-	

After providing your email address on the Registration page and clicking the button "Sign up" you will automatically receive an email containing a link to your password. **Please note, that your password will only be displayed once and you should carefully remember it**. Your email address becomes your username.

When you have secured the password you can click on "Activate Access", which gives immediate access to the EUROFLEETSPlus Login page above. After completion of this step you are able to login to the system at any time before the deadline, which will enable you to alter the submission (the system will save the data submitted) and to return, when convenient, to finalise the submission before the deadline.

In case you forget your password, you can recover it by clicking the tab "**Recover password**". The new password will be sent to your email account. When using the new password data will not be lost.

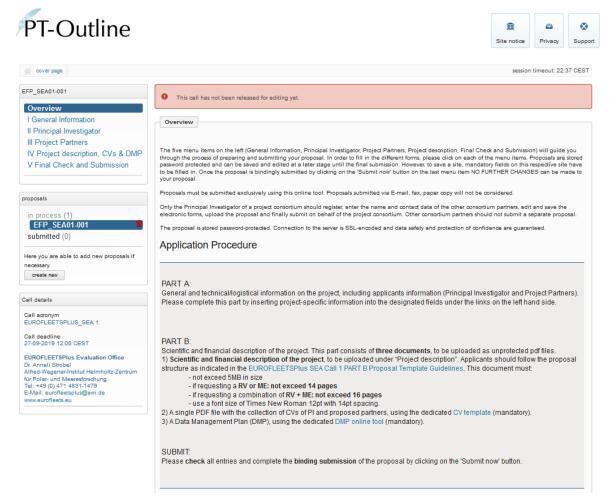




Please note, that for security reasons the system will automatically disconnect people after 120 minutes of inactivity. Therefore, please safe your data regularly.

Step 2 – Overview

This is the Overview page displayed once you have logged in. You are able to reach this page at any stage during the submission process through clicking on the "Overview" field.



On the left hand side you find the links to the different menus of **Part A** and **Part B** of the proposal submission procedure, along with the finalization menu.

You can work separately in the different menus. After completion of each form you must save the content so you can open the filled-in form later. **If you do not save the data, data will be lost**. Data can be changed and adapted until the moment you finally submit the proposal.

Fields marked with an orange asterisk are mandatory. If you leave any of those fields empty, a red warning box will appear on top of any empty field when saving the data.





Step 2 – Part A

(I) General and logistical project information

In the General Information menu, you must include information on the project, logistics and budget.

I General Information
All fields marked with * are mandatory for completing this form.
Ai neids marked with are mandatory for completing this form.
Project title *
Acronym*
(max. 10 characters) characters left: 10
Project outline*
(max. 2000 characters) characters left 2000
h.
Main scientific discipline(s)
Please choose
Agreement *
Do you agree that the abstract and keywords of your proposal if selected, along with the name and institution of the PI will be published on the EUROFLEETSPlus website?
O No
In case your research could lead to innovative results, worth receiving a specific protection (like, but not limited to, a patent), does the organization you belong to
provides the related supporting services?*
O Yes
O No
If Yes, do they publish their guidelines?
Please provide the public URL, if available. characters left: 100

EUROFLEETSPlus will publish the abstract and keywords of your proposal, if selected, as well as the names of the different proposers on the public website. You can inform us by selecting "YES" or "NO" whether you agree, or not, to display this information.

In the Logistics information, select the type of request you fill in: "Research Vessel", "Marine Equipment" or "Research Vessel + Marine Equipment". You then can request your 1st and 2nd choice research vessel, in case your proposal allows the use of different vessels and operational areas. If your 1st choice vessel is highly requested or booked out, you will automatically be put on the list for your 2nd choice vessel.

For the Marine Equipment (ME), you can request one or two pieces, e.g. in case you are applying for multiple expeditions or the parallel use of two pieces of ME.

Note: not every ME can be used on every RV, check for interoperability first.

In case you wish to apply for multiple vessels or consecutive years of expeditions, provide information which vessels and (if applies) ME you are requesting in which years in the respective box, in addition to the detailed explanation within your project proposal.





Logistics and financial information to fill in:

Logistics Information
EUROFLEETSPlus Infrastructure (Please specify for which EUROFLEETSPlus infrastructure you are applying for) Please choose
EUROFLEETSPlus Research Vessel - 1st choice (Please specify which is your preferred RV for this project) Please choose
EUROFLEETSPlus Research Vessel - 2nd choice (Please specify which is your second choice RV for this project) Please choose
EUROFLEETSPlus Marine Equipment (1) (If it applies, please select the piece of ME) Please choose
EUROFLEETSPlus Marine Equipment (2) (If it applies, please select the piece of ME) Please choose
Please specify in which year you aim to complete the cruise: 2020 2021 2021 2022
Specify the time of year you are requesting and any restrictions on timing, if it applies
: Please specify if you are requesting one of the following: Multi vessel expedition Multi year expedition
In case you request multiple RVs, MEs or a multi year expedition, please provide explanation below characters left: 2000
Working Area (please provide a detailed map in Part B of the proposal) characters left: 100
Working days How many days of ship-time will you need to accomplish the project? characters left: 50
Number of cruise participants characters left 50
Which Exclusive Economic Zone(s) will be affected? (please state area(s) of operation) characters left: 100
When should the cruise take place? (preferred season of the year, if any) characters left: 100
Ships onboard equipment needed (max. 2000 characters) characters left: 2000
Own equipment provided (max. 2000 characters) characters left: 2000
ii.





The Financial Information (travel and shipment budget estimation) must correspond with the calculation made in **Part B** of the proposal.

You have to click on the "Save" button to save your data and to continue with the next section.

Financial Information	
Total travel budget: characters left: 30	
Total shipment budget: characters left: 30	
N.B.: Please note the given limits for reimbursement on the respective vessel profile page. Detailed financial figures have	to be provided in Part B
Save	





(II) Principal Investigator

The Principal Investigator menu includes contact information and a Declaration statement.

II Principal Investigator			
in Thiopar investigator			
All fields marked with * are man	datory for completing this form.		
Please fill in the contact details	of the person who will be responsible in all correspon	dence with EUROFLEE I SPlus conce	rning this proposal.
litle *			
Please choose 🔻			
Family name *			
characters left: 255			
First name *			
Gender O Male			
Female			
Early Career Scientist			
Up to 7 years active in research	since last degree)		
○ Yes ○ No			
0.110			
institution name *			
characters left: 255			
Type of organization *			
Please choose			
)		
Department/Research Group characters left: 255			
Address *			
characters left: 150			
Postal code *			
characters left: 150			
City * characters left: 150			
Country *			
Please choose	Ŧ		
E-Mail *			
characters left: 255			
Telephone number *			
characters left: 100			
Declaration *			
I declare that I will observe and	I carry out any investigation in accordance with the	general principles of the 'Code of Co	nduct for Responsible Marine
	d High Seas of the OSPAR Maritime Area', regardles		
I declare that the information or	ovided is accurate and correct.		
	us Consortium may make any enquiries it considers		
for Applicants.	essful, to be bound by the Terms and Conditions for	funding under the EUROPLEETSPlus	project as outlined in the Guidelines
	the EUROFLEETSPlus project and any research fund applied, regardless of the country in which the rese		he ethical standards and guidelines of
Yes, I agree			
Save			
() () () () () () () () () ()			





The PI has to agree to the declaration stated on this page, see the **Appendix** at the end of this document for further information. Otherwise he/she will not be able to continue with the submission process!

You have to click on the "Save" button to save your data and to continue with the next section.

In order to meet the eligibility criteria of EUROFLEETS+, the proposal PI (and on board chief scientist) must be based at a different country than the Research Infrastructure he/she is applying to.





(III) Project partner(s)

The information required in the menu **Project partner(s)** is essentially the same as for the PI:

III Project Partners	
All fields marked with [*] are mandatory for completing this form.	
zin menzi maneo mari are manoarony no compreming ana romi.	
Please fill in all requested information regarding your project partners. Please state only one person/representative per particle at this point to list the entire on-board scientific party.	ipating institution. It is not necessary
To add a new partner please fill in the fields below. Then dick on the SAVE button at the bottom o fthe page and the new pa top of the page, below the heading "Project Partners". To add additional project partners click "add project partner".	artner will be added in the list on the
Title *	
Please choose v	
Family name * characters left: 255	
First name *	
Gender O Male	
() Female	
Early Career Scientist (Up to 7 years active in research since last degree)	
O Yes No	
Institution name *	
characters left: 255	
Type of organization *	
Please choose *	
Department/Research Group	
characters left: 255	
Address * characters left: 150	
Postal code *	
characters left: 150	
City *	
characters left: 150	
Country * Please choose	
E-Mail * characters left: 256	
Telephone number * characters left: 100	
Declaration *	
I declare that I will observe and carry out any investigation in accordance with the general principles of the 'Code of Cond Research in the Deep Seas and High Seas of the OSPAR Maritime Area', regardless of the area of operation.	luct for Responsible Marine
I declare that the information provided is accurate and correct.	
I agree that the EUROFLEETSPlus Consortium may make any enquiries it considers necessary to verify the information pro understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROFLEETSPlus pr for Applicants.	
I agree that in the execution of the EUROFLEETSPlus project and any research funded, facilitated or executed therein, the Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.	ethical standards and guidelines of
Yes, I agree	





The Project partner(s) must agree with the Declaration stated on this page in order to continue with the submission process.

If information on existing project partners needs to be updated or deleted, you are able to do this following the respective icons behind a project partner.

You must click on the "Save" button to save your data and to continue with the next section.

You can add other project partners after saving the information. An additional button will appear.

Important note: In order to meet the eligibility criteria of the EUROFLEETSPlus SEA Call, the project partnership must be composed of **a minimum of three applicants** (1 PI and 2 partners) **all based in different countries**. International PIs and partners are welcome. **See full eligibility criteria at** <u>EUROFLEETS Plus SEA Call1 Guideline for Applicants</u>.

(IV) Scientific project description

With this step you enter **Part B** of the form and you will need to have the documents ready for uploading. The documents have to be prepared according to the specifications described in the <u>EUROFLEETSPlus SEA Call1 PART B Proposal Template</u>.

IV Project description, CVs & DMP
All fields marked with [*] are mandatory for completing this form.
Please prepare your scientific description according to the structure outlined in Part B of the EUROFLEETSPlus SEA Call 1 application procedure, before you proceed to upload your document below.
NOTE: You must upload three unprotected PDF files at the end of the application process:
Scientific and financial description of the project, to be uploaded under "Project description". Applicants should follow the proposal structure as indicated in the EUROFLEETSPlus SEA Call 1 PART B Proposal Template Guidelines. This document must be an unprotected pdf file. Other file formats that PDF will not be accepted by the system. not exceed 5MB in size. Please be patient, it may take some minutes to complete the upload. if requesting a RV or ME: not exceed 14 pages. if requesting a combination of RV + ME: not exceed 16 pages. use a font size of Times New Roman 12pt with 14pt spacing.
A single PDF file with the collection of CVs of PI and proposed partners, using the dedicated CV template (mandatory). A Data Management PIan (DMP), using the dedicated DMP online tool (mandatory).
Proposals exceeding the given limits will not be accepted! Tip: send your application early in time to avoid the call closure rush.
The name of your file will automatically be changed during the upload process. If you have already uploaded a proposal before, it will be overwritten by any subsequent file upload.
Project description * (PDF, max. 5 MB) Durchsuchen Keine Datei ausgewählt. CVs * (PDF, max. 5 MB)
Durchsuchen Keine Datei ausgewählt.
Data Management Plan * (PDF, max. 5 MB) Durchsuchen Keine Datei ausgewählt. Save





Please allow the system sufficient time to complete the upload. You will get a confirmation screen upon a successful upload and you will see the uploaded PDF of your document appearing at the top of the page.

Important note: You are able to upload a modified version of your scientific project description anytime until the deadline. However, no modifications are possible after you have submitted your final proposal as described in the next step.

Step 3 – (V) Final Check and Submission

On this page you are able to finalize the submission of your proposal.

PT-Outline	Site notice Privacy Sup
e cover page	session timeout: 11.03 CES
EFP_SEA01-001	V Final Check and Submission
Overview I General Information II Principal Investigator III Project Partners IV Project description, CVs & DMP V Final Check and Submission	This call has not been released for editing yet. Proposal Summary Sheet preview
proposals	Finalization To check for necessary revisions or amendments, you can prepare a preview of the data entered at anytime until the final deadline.
in process (1) EFP_SEA01-001 submitted (0)	Binding Submission After the following binding submission NO FURTHER CHANGES can be made. Please submit your proposal and follow the instructions displayed to you afterwards. Deadline for submission is 27th of September 2019 12:00 CEST. The electronic submission system will be closed afterwards.
Here you are able to add new proposals if necessary. create new	Verify Submission
Call details	
Call acronym EUROFLEETSPLUS_SEA 1	
Call deadline 27-09-2019 12:00 CEST	
EUROFLEETSPlus Evaluation Office Dr. Anneli Strobel Alfred-Wegener-Institut Helmholtz-Zentrum für Polar- und Meerseforschung Tel: +49 (0) 471 4831-1479 E-Mail: eurofleetsplus@awi.de www.eurofleets.eu	

At any time whilst preparing your application you are able to **preview a Proposal Summary Sheet** supplied as a PDF-file following the Proposal Summary Sheet Preview link. In the right upper corner on each page of the Proposal Summary Sheet an automatically generated project-ID is displayed. This ID should be used in any correspondence with the EUROFLEETSPlus Evaluation Office.

Modification of information: Before the submission is finalised all data in all forms can be modified. Just go to the relevant page and input your edits. If the page is saved the information Proposal Summary Sheet will change as well.

Important note: If you click on the "Submit NOW" button, your submission is completed and you will not be able to come back to your proposal (even with your password). **Modifications to the proposal are not possible any more at this stage.**





After having finally submitted a proposal the PI will receive an automatically generated email, as a **confirmation of a successful submission**.

Additional information: The same user can submit several proposals.

Contact details

EUROFLEETS+ Evaluation Office

Dr. Anneli Strobel EUROFLEETS+ Evaluation Office Alfred-Wegener-Institut Helmholtz-Zentrum für Polar- und Meeresforschung Am Handelshafen 12 27570 Bremerhaven, Germany Tel: +49 (0) 471 4831-1479 E-Mail: <u>eurofleetsplus@awi.de</u>





OSPAR Code of Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area

Version: 7-Mar-2008

Background

1. This code of conduct is based on the InterRidge Statement of Commitment to Responsible Research Practices at Deep-Sea Hydrothermal Vents, and an unofficial translation of the German Senatskommission für Ozeanographie / German Marine Consortium KDM, Commitment to Responsible Marine Research. It has been developed within the work programme of the OSDPAR Biodiversity Committee by an intersessional correspondence group on marine protected areas working in consultation with a number of deep sea scientists and experts. It is currently being circulated to European scientific bodies for further comment.

2. The OSPAR Maritime Area includes large areas of deep and high sea.¹ These are recognised as containing ecosystems that may have a lower resilience than shallower nearshore areas, including several species and habitats that can be vulnerable to human disturbances.

3. The OSPAR Commission has adopted, and keeps under review, an Initial OSPAR List of Threatened and/or Declining Species and Habitats (OSPAR agreement 2004/6) to guide the setting priorities for its further work on the conservation and protection of marine biodiversity. The species and habitats on this list, especially those occurring in high / deep sea areas, are vulnerable to different actual or potential human activities, including marine scientific research.

4. OSPAR acknowledges the provisions and entitlements of United Nations Convention on the Law of the Sea (UNCLOS) and highlights that the General Principles for the Conduct of Marine Scientific Research set out therein require, *inter alia*, that marine scientific research shall be conducted in compliance with all relevant regulations adopted in conformity with UNCLOS including those for the protection and preservation of the marine environment.

5. OSPAR recognises that marine research scientists appreciate the uniqueness and complexity of the marine environment, and are therefore particularly interested in preserving this scientifically, aesthetically, ecologically, and potentially economically valuable environment. Because of the specialized nature of the equipment required to work in the deep-sea, such as manned and unmanned research submersibles, scientists are the primary group of people who have had the opportunity to visit and value these extraordinary habitats. OSPAR also recognises that scientists have already worked to develop codes of conduct for some deep-sea features, such as hydrothermal vents and cold water corals, and this OSPAR code of conduct has been written to fit harmoniously with those. (Specific provisions concerning the conduct of scientific research in certain deep / high seas habitats will be attached as annexes to this statement as they are developed.)

6. The potential impact of many scientific activities on the marine environment is low in comparison to the potential for disturbance by natural processes (e.g. volcanic/tectonic events, slumps, climate

¹ For the purposes of this document, *deep sea* shall follow the FAO definition and mean areas of the sea deeper than 200 metres, and *high seas* shall mean the water column and / or the seabed in areas beyond national jurisdiction, within the OSPAR Maritime Area.





variation, etc.) or other human activities (e.g. mining, fisheries, and shipping). Indeed many areas, especially seamounts and cold coral reefs, have been widely impacted by human activities, like fisheries, long before being scientifically studied. Nonetheless, there remains the possibility that some scientific activities could have unwanted negative side-effects on particular regions or animals if research activities are not carefully planned and executed. In addition, because only a limited number of sites are currently known and scientists from a wide variety of disciplines frequently work at these single locations, there is the potential for conflicting effects among studies, and multiple impacts, particularly at sites where scientific activity is intense.

7. OSPAR recognises that protection and sustainable use of the oceans is best served by a fundamental understanding of its complex marine ecosystems, and that can only be achieved through marine research. OSPAR further recognises that the role of scientists is also of primary importance concerning the implementation of the OSPAR network of Marine Protected Areas, and this should be preceded with the best available science.

8. Thus, marine research is a prerequisite and an integral component of an ecosystem based management of marine resources and the effective conservation of biodiversity of the deep and high seas. Most forms of observation and investigation of natural systems involve some disturbance of the systems being studied. In the interest of environmental stewardship, it must be the goal of research scientists to minimize disturbances as much as possible, while still gathering the information necessary both to understand the systems and to form a basis for sustainable use strategies. Therefore, marine scientists should always evaluate their research plans from a conservative standpoint, and choose the most environmentally friendly research approach.

9. When awarding research grants or research cruise time, the research plans should be assessed against conformity with the following principles.

Conduct of responsible marine science

10. OSPAR requests all scientists working in the deep seas and high seas of the OSPAR maritime area to adhere to the following principles when conducting their work:

- a. **Species**: avoid, in the course of scientific research, activities which could lead to longlasting changes in regional populations or substantially reduce the number of individuals present.
- b. **Habitats:** avoid, in the course of scientific research, activities which could lead to substantial physical, chemical, biological or geological changes or damage to marine habitats.
- c. **Threatened and/or declining features:** When working in areas of particular ecological vulnerability, including, *inter alia*, the features listed in the OSPAR "List of Threatened and/or Declining Species and Habitats" utmost care should be taken not to disturb or damage the features as far as possible.
- d. **Management areas / marine protected areas:** When working in areas of particular ecological importance and/or sensitivity, including, *inter alia*, OSPAR marine protected areas, care has to be taken not to disturb or damage the protected features, and that activities are in compliance with regulations for the area. Further, scientists are requested to respect the importance of management areas like marine protected areas and are asked to assist in their implementation through the use of the best scientific knowledge.





- e. **Notification and research planning:** Avoid activities which could disturb the experiments and observations of other scientists. This requires that scientists: a) make themselves familiar with the status of current and planned research in an area; and b) that they ensure that their own research activities and plans are known to the rest of the international research community via appropriate public domain data bases and web sites.
- f. **Methods:** Use the most environmentally-friendly and appropriate study methods which are reasonably available.
- g. **Transport of biota:** Ensure that transport of biota between different marine regions, which could lead to changes in the environment or the composition of marine communities, does not occur.
- h. **Collections:** Avoid collections that are not essential to the conduct of the scientific research, and reduce the number of samples to the necessary minimum.
- i. **Collaboration and cooperation:** Ensure the fullest possible use of all biological, chemical and geological samples through collaborations and cooperation within the global community of scientists. Samples which can be archived should be placed in accessible repositories for future use.
- j. **Data-sharing**: Practise international sharing of data, samples and results in order to minimize the amount of unnecessary sampling and to further a global understanding of the marine environment.

11. OSPAR supports the individual points of this commitment unreservedly and requests all scientists to adhere to them when planning and carrying out their research.

12. Their application should be a prerequisite for the granting of research funds and ship-time.





AMENDMENT

SEA Programme Oceans Call Update "MARINE EQUIPMENT":

HROV ARIANE (IFMERE, France) is now available for access on the SEA Programme Call 'OCEANS'.

Following the completion of the interoperability assessment of all Eurofleets+ Project **R**emotely **O**perated **V**ehicles, the HROV ARIANE has been found suitable for deployment from large ocean going vessels.

An **additional Marine Equipment**, the **HROV Ariane** (Ifremer, France) was added to the EUROFLEETSPlus Marine Equipment which can be requested in the SEA-Call "OCEANS" after call opening.

The HROV Ariane cannot be chosen in the list of EUROFLEETSPlus Marine Equipment (Dropdown Menue) in the Logistics Information to be filled in under PART A of the online application.

In case you wish to request HROV Ariane, please state **"Marine Equipment requested: HROV Ariane** (Ifremer, France)" in the field **"In case you request multiple RVs, ME or a multi year expedition,** please provide explanation below".

Logistics Information	
EUROFLEETSPlus Infrastructure (Please specify for which EUROFLEETSPlus infrastructure you are applying for)	
Please choose	
EUROFLEETSPlus Research Vessel - 1st choice (Please specify which is your preferred RV for this project)	
Please choose	
EUROFLEETSPlus Research Vessel - 2nd choice (Please specify which is your second choice RV for this project)	
Please choose	
EUROFLEETSPlus Marine Equipment (1) (If it applies, please select the piece of ME)	
Please choose	
EUROFLEETSPlus Marine Equipment (2) (If it applies, please select the piece of ME)	
Please choose	
Please specify in which year you aim to complete the cruise: 2020 2021 2022	
Specify the time of year you are requesting and any restrictions on timing, if it applies	
Please specify if you are requesting one of the following: Multi vessel expedition Multi year expedition	
In case you request multiple RVs, MEs or a multi year expedition, please provide explanation below	
characters left: 2000	н.
Working Area (please provide a detailed map in Part B of the proposal)	
characters left: 100	

"Marine Equipment requested: HROV Ariane (Ifremer, France)"



