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## Call documentation for the SEA programme



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## 1 Introduction

The Eurofleets+ work package (WP) 4 is devoted to the practical management of the calls for proposals requesting the use of Research Vessels (RVs) and Marine Equipment (ME) within Eurofleets+. The management includes the preparation of the Eurofleets+ Access programmes, call dissemination, launching of the calls, the proposal evaluation handling, the selection procedures and post-cruise project evaluation.

These three different types of access programmes consist of

**1) the Ship-time and Marine Equipment Application (SEA programme)**, which comprises a minimum of two calls, the first with mainly larger, “ocean going” vessels and the second with more “regional” vessels. The SEA Programme aims to be highly flexible. Applications will be allowed for single cruises, multi-year and/ or multi-vessel surveys, with or without ME. The SEA programme will also allow applications for ME to be used or operated in already funded cruises (by other means than Eurofleets+ funding).

Additionally, two other calls were launched within Eurofleets+:

**2) the Co-Principal Investigator (Co-PI) programme**, which is specifically aimed at early career researchers, or researchers with no experience in leading a research cruise, to implement their own research together with experienced scientists in Eurofleets+ scheduled cruises.

**3) the Remote Transnational Access (RTA) programme**, which will provide researchers with remote access to samples or data from a Eurofleets+ fleet vessel. In this programme, applicants will be able to apply for remote access to all vessels offered within Eurofleets+, independent or attached to the scheduled cruises of the SEA Programme.

**This deliverable informs on the launching of the first SEA-programme call “OCEANS” in month 5, the second SEA-programme call “REGIONAL” and the Co-PI and RTA programme in month 10.**

### **1<sup>st</sup> SEA programme call “OCEANS”:**

- Call opening: 26<sup>th</sup> of June 2019
- Call deadline: 27<sup>th</sup> of September 2019

### **2<sup>nd</sup> SEA programme call “REGIONAL”:**

- Call opening: 25<sup>th</sup> of November 2019
- Call deadline: 28<sup>th</sup> of February 2019

### **Co-Principal Investigator (PI) programme:**

- Call opening: 21<sup>st</sup> of November 2019
- Call deadline: 31<sup>st</sup> of January 2022

**Remote Transnational Access (RTA) programme:**

- Call opening: 21<sup>st</sup> of November 2019
- Call deadline: 31<sup>st</sup> of January 2022

## 2 Definition of the call and application procedure

The central documents of the calls such as the “Guidelines for Applicants”, describing the eligibility criteria, terms and conditions of funding for ship-time and the application procedure, the “Online Submission Guidelines”, “CV template”, the “Evaluation Criteria” covering the evaluation criteria and the scientific evaluation process, and the actual “Proposal Template” were based on the EUROFLEETS2 Regional 2 and 3 calls, with some fundamental modifications to adjust the documents to the new conditions in Eurofleets+. The structure and content of those documents and the modifications to adapt the new call were agreed within the WP members and the Project Coordinator, following E-mail discussions.

**Contact Point:**

The email address [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de) was established to serve as a contact point for scientists requesting information related to the calls and evaluation procedure.

## 2.1 Research vessels and marine equipment scheduled for the three Eurofleets+ access programmes

### 2.1.1 RVs & ME scheduled for SEA-programme call 1 “OCEANS”

#### Research vessels

##### North Atlantic Ocean

RV Arni Freidrickson (HAFRA, Iceland)  
RV Celtic Explorer (MI, Ireland)  
RV DANA (DTU, Denmark)  
RV Magnus Heinason (HAVST, Faroe Islands)  
RV Mar Portugal (IPMA, Portugal)

##### North-West/West Atlantic

RV Coriolis II (UQAR, Canada)  
RV Atlantic Explorer (BIOS, Bermuda)

##### Arctic Ocean

RV Sanna (GRONLANDS, Greenland)  
RV G.O. SARS (HAVFO, Norway)

##### Mediterranean Sea, Atlantic Ocean

RV Alliance (NATO-CMRE, Italy)  
RV Pelagia (NIOZ, The Netherlands)  
RV Ramon Margalef (IEO, Spain)  
RV Thalassa (IFREMER, France)

##### Pacific Ocean

RV Tangaroa (NIWA, New Zealand)

#### Marine Equipment

AUV Hugin (UGOT, Sweden)  
AUV Hugin (FFI, Norway)  
ROV Ægir 6000 (UiB, Norway)  
HROV Ariane (Ifremer, France)  
ROV Genesis (VLIZ, Belgium)  
ROV Holland1 (MI, Ireland)  
ROV LUSO (IPMA, Portugal)

ROV Marum Squid (UB, Germany)

ROV Ocean Modules V8 offshore (UGOT, Sweden)

VSAT Satellite System (Telepresence Unit) (GFOE, United States of America)

**AMENDMENT** in SEA-Programme Call OCEANS: An **additional Marine Equipment**, the **HROV Ariane** (Ifremer, France) was added to the EUROFLEETSPPlus Marine Equipment which can be requested in the SEA-Call “OCEANS” after call opening, at 10<sup>th</sup> of July 2019. Both the “Guidelines for Applicants” and “Online Submission Guidelines” were amended accordingly.

The addition of this Marine Equipment to the accessible infrastructures in the SEA-Call OCEANS was advertised on the Eurofleets+ homepage, social media, and all mailing lists used for the dissemination of Eurofleets+ activities.

## 2.1.2 RVs & ME scheduled for SEA-programme call 2 “REGIONAL”

### Research vessels

#### North Atlantic Ocean

RV Belgica/Belgica II (RBINS, Belgium)

RV Magnus Heinason (HAVST, Faroe Islands)

RV Sarmiento de Gamboa (CSIC, Spain)

#### North-West/West Atlantic

RV Coriolis II (UQAR, Canada)

RV Atlantic Explorer (BIOS, Bermuda)

#### Baltic Sea, North Sea

RV Alkor (Geomar, Germany)

RV Aranda (SYKE, Finland)

RV Simon Stevin (VLIZ, Belgium)

RV Skagerak (UGOT, Sweden)

#### Mediterranean Sea, Atlantic Ocean

RV Angeles Alvarino (IEO, Spain)

RV L'Europe (IFREMER, France)

RV SOCIB (SOCIB, Spain)

Mediterranean and Black Sea

RV Aegeo (HCMR, Greece)

RV Mare Nigrum (GEOCOMAR, Romania)

RV Tubitak Marmara (TUBITAK, Turkey)

Arctic, Southern and Pacific Ocean, Mediterranean Sea

RV Laura Bassi (OGS, Italy)

**Marine Equipment**

AUV ASTERx or IDEFx (Ifremer, France)

AUV CNR Glider 'Teresa' (CNR ISMAR, Italy)

AUV Hugin (UGOT, Sweden)

AUV VLIZ (VLIZ, Belgium)

ROV Ocean Modules V8 offshore (UGOT, Sweden)

VSAT Satellite System (Telepresence Unit) (GFOE, United States of America)

### 2.1.3 RVs & ME scheduled for the Co-PI & RTA programme

Applicants to the **Co-PI programme** will be able to apply for all 27 state-of-the-art research vessels (RVs) (13 Global/Ocean and 14 Regional) offered within Eurofleets+. If applicable, ME may be utilised if scheduled for a main cruise on an Eurofleets+ vessel.

In the **Remote Transnational Access (RTA)** Programme, applicants will be able to apply for remote access to all vessels offered within Eurofleets+, independent or attached to the scheduled cruises of the SEA Programme.

## 2.2 Submission of proposals

As in EUROFLEETS2, the submission of proposals is through the PT-Outline system, operated by the Deutsches Zentrum für Luft- und Raumfahrt e.V. (DLR). This system, however, appears in a new design and some changes in the menu control, and was redesigned to meet the criteria of Eurofleets+.

The application system continues to be in two parts, a form requesting basic project and contact information to be filled out online by the applicant (PART A) and the upload of the actual proposal as a pdf file, as well as the collection of the CVs of the applicants and the Data Management Plan (mandatory for the SEA programme & Co-PI programme) (PART B).



Links to the online submission system PT-Outline:

SEA-call OCEANS: [https://ptoutline.eu/app/eurofleetsplus\\_sea1](https://ptoutline.eu/app/eurofleetsplus_sea1)

SEA-call REGIONAL: [https://ptoutline.eu/app/eurofleetsplus\\_sea2](https://ptoutline.eu/app/eurofleetsplus_sea2)

Co-PI & RTA (running calls): [https://ptoutline.eu/app/eurofleetsplus\\_rc](https://ptoutline.eu/app/eurofleetsplus_rc)

## 2.3 Terms and conditions

Compared to previous EUROFLEETS programs, we added a paragraph to the “Terms and Conditions” regarding the ethical standards and guidelines of Horizon2020, which have to be followed independently of the country in which the research is carried out. This condition has to be agreed on during the application process via the online proposal submission portal (PART A).

- “In Part A of the application procedure, you will have to agree that in the execution of the EurofleetsPlus project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.”

## 2.4 Eligibility criteria

In contrast to previous EUROFLEETS programmes, EUROFLEETS+ allows applications from all nationalities. However, access for user groups with a majority of users not working in a EU or associated country is limited to 20% of the total amount of units of access provided in Eurofleets+. Furthermore, to strengthen international cooperation, proposals within the SEA Programme (OCEANS & REGIONAL) must involve at least three partners from three different countries, compared to proposals with two partners from two different countries in EUROFLEETS2. In the two running calls, international partners are not mandatory.

Another new criterion in EUROFLEETS+ is the mandatory submission of a Data Management Plan for the SEA programme and Co-PI programme.

Detailed Eligibility criteria are listed in the “Guidelines for Applicants”.

## 2.5 Call publication/advertisements

The SEA call information was advertised at the EGU in Vienna, Austria, at 8<sup>th</sup> – 12<sup>th</sup> of April 2019 (information booth and Townhall meeting at the 9<sup>th</sup> of April 2019), and the European Maritime Day in Lisbon, Portugal, at the 16<sup>th</sup> & 17<sup>th</sup> of May 2019 (information booth) and at the ENVRIPLUS Science Fair, Brussels, 4<sup>th</sup> of June 2019 (information booth). A brochure advertising the Co-PI programme was developed (WP9), particularly attracting early career scientists. The SEA call REGIONAL, as well as the CO-PI & RTA will be advertised at the Ocean Sciences Meeting (AGU) in San Diego, CA, USA, 16<sup>th</sup> – 21<sup>st</sup> of February 2020 (information booth, poster).

The call information for each call was released the day of the call opening using an extensive mailing list comprising contact details of national research bodies in the marine field serving as disseminators as well as individual scientists, including the EUROFLEETS+ mailing list, mailing lists of EUROFLEETS+ partner institutes, and of e.g. the ESF Marine Board, Cryolist, APECS...

The “Guidelines for Applicants”, describing in detail the call and application process, along with the eligibility criteria and the actual “Proposal Template” specifying the application structure, as well as detailed Online Submission Guidelines and a CV template can be found in the Annexes of this document.



# **EUROFLEETSPlus 2019 SEA-Programme Call “OCEANS”**

## **Guidelines for Applicants**

[www.eurofleets.eu](http://www.eurofleets.eu)

Version 10.07.2019



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## 1 Introduction

On the first of February 2019 the European project EUROFLEETSPlus (hereafter referred to as EUROFLEETS+) “*An alliance of European marine research infrastructure*” was launched. The EUROFLEETS+ Consortium consists of 42 partners, whose primary focus will be **access provision, optimised use, and further improvement of the services** offered by the research infrastructure, to establish a world-class marine research integrated infrastructure.

EUROFLEETS+ will build **on the achievements** in two preceding Eurofleets projects, and integrate a **larger number of research vessels (RVs)** and extend the research infrastructure by **adding a range of advanced mobile marine equipment (ME)**. Its objective is to 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 central aim of EUROFLEETS+ is to facilitate open and effective access to an integrated and advanced research vessel fleet, designed to meet the evolving and challenging needs of the user community. European and international researchers from academia and industry will be able to apply. EUROFLEETS+ particularly invites scientists from **nations with limited, or no, access to research vessels and other marine infrastructure. Researchers from all career stages and female researchers are encouraged to apply.** Access will be granted based on scientific excellence covering all fields of marine science, giving priority to research on sustainable, clean and healthy oceans, linking with existing ocean observation infrastructures, and innovation through working closely with industry will be supported.

To pursue this aim, fully funded ship-time on a range of international research vessels and marine equipment will be made available between 2020 and 2022 to support outstanding research projects.

In this context, EUROFLEETS+ will provide researchers with transnational access to a set of 27 state-of-the-art research vessels (RVs) (13 Global/Ocean and 14 Regional) from European and international partners, and marine embarked equipment (ME), which includes 7 ROVs and 5 AUVs and a unique portable telepresence system.

Within the **Ship-time and marine Equipment Application (SEA-Programme)**, EUROFLEETS+ will open two calls to access research vessels and marine equipment, the first with mainly larger, “ocean going” vessels (“**OCEANS**”, opening 26<sup>th</sup> of June 2019) and the second with more “**REGIONAL**” vessels (fall 2019). Research vessels and marine equipment not offered or requested in the first call (“OCEANS”) or with spare capacities will be offered in the second, “REGIONAL” call.

We are now inviting you to submit proposals for funding for ship-time or access to marine equipment within the SEA-Programme “**OCEANS**” **CALL** with any of the following **research vessels** and/or **marine equipment** to carry out ship-based research activities within any field of marine science (restrictions may apply, check specific access conditions for each vessel at [www.eurofleets.eu](http://www.eurofleets.eu) ).

This call will remain open until Friday **27<sup>th</sup> of September 2019, 12:00 CEST.**

## Research vessels scheduled for SEA-Call 1 “OCEANS”

### North Atlantic Ocean

RV Arni Freidrickson (HAFRA, Iceland)  
RV Celtic Explorer (MI, Ireland)  
RV DANA (DTU, Denmark)  
RV Magnus Heinason (HAVST, Faroe Islands)  
RV Mar Portugal (IPMA, Portugal)

### North-West/West Atlantic

RV Coriolis II (UQAR, Canada)  
RV Atlantic Explorer (BIOS, Bermuda)

### Arctic Ocean

RV Sanna (GRONLANDS, Greenland)  
RV G.O. SARS (HAVFO, Norway)

### Mediterranean Sea, Atlantic Ocean

RV Alliance (NATO-CMRE, Italy)  
RV Pelagia (NIOZ, The Netherlands)  
RV Ramon Margalef (IEO, Spain)  
RV Thalassa (IFREMER, France)

### Pacific Ocean

RV Tangaroa (NIWA, New Zealand)

## Marine Equipment scheduled for SEA-Call 1 “OCEANS”

AUV Hugin (UGOT, Sweden)  
AUV Hugin (FFI, Norway)  
ROV Ægir 6000 (UiB, Norway)  
ROV Genesis (VLIZ, Belgium)  
ROV Holland1 (MI, Ireland)  
ROV LUSO (IPMA, Portugal)  
ROV Marum Squid (UB, Germany)  
ROV Ocean Modules V8 offshore (UGOT, Sweden)  
VSAT Satellite System (Telepresence Unit) (GFOE, United States of America)

**For more information on EUROFLEETS+ calls for proposals and on the infrastructure capabilities, schedule and geographic areas offered visit the vessel descriptions at [www.eurofleets.eu](http://www.eurofleets.eu).**

Proposals must be submitted using the **online proposal submission portal**  
[https://ptoutline.eu/app/eurofleetsplus\\_sea1](https://ptoutline.eu/app/eurofleetsplus_sea1)

Check carefully if you fulfil the **eligibility criteria** before submitting your application.

Instructions on how to draft the proposal can be found in the document **EUROFLEETSplus SEA Call1 PART B Proposal Template**.

Detailed instructions to submit your proposal online can be found in the document **EUROFLEETSplus SEA Call1 Online Submission Guidelines**.

Documents and templates are available at [www.eurofleets.eu/access/sea-call-oceans/call-documents-and-templates/](http://www.eurofleets.eu/access/sea-call-oceans/call-documents-and-templates/)

## 2 Deadline

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

**Friday 27<sup>th</sup> 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.

## 3 Eligibility criteria

Trans-national access will be provided to selected 'user groups', i.e. teams of one or more researchers (users) led by a 'user group leader'/principal investigator (PI). Proposals for access to any of the offered infrastructures will be accepted if they meet the following **9 strict criteria**:

- 1. Affiliation (I):** The user group leader/PI, the majority of the proponents and users of a project must work in a country other than the country that owns and operates the infrastructure. They cannot apply for ship-time on a research vessel (RV) or access to marine equipment (ME) from their own country.
  - a. Example 1: A PI based in Norway is entitled to apply for ship-time on all of the listed vessels, except RVs carrying the Norwegian flag (e.g. *RV G.O. Sars*), and/or any piece of marine equipment provided by Norway (e.g. *ROV Aegir 6000*).
  - b. Example 2: If an application is requesting access to e.g. *ROV Aegir 6000* (based in Norway) on board *RV Celtic Explorer* (based in Ireland), the PI and the majority of users must work in a country other than Norway and Ireland.
- 2. Affiliation (II):** The PI of a proposal and the designated cruise leader (Chief scientist of the embarked team) must be affiliated to the same institution.
- 3. International cooperation:** The proposals within the SEA Programme must involve at least three partners from three different countries.
- 4. Marine equipment:** In the case of proposals requesting only a piece of ME to be deployed from an already funded cruise (not EUROFLEETS+ funded), the proposals can involve partners from one single country, as long as they work in a country other than the country the requested infrastructure is based. However, international partners are encouraged even if only as remote participants for data treatment and exploitation.
- 5. Cruise duration:** The cruise length/days of access to RVs and ME, requested by the applicants, should not exceed the number of days offered. Additional days can be chartered independently of EUROFLEETS+ funding, if agreed with the RV or ME operator.
- 6. Data management:** A Data Management Plan (DMP) must be submitted together with the proposal. The DMP should follow the EUROFLEETS+ guidelines.
- 7. Training:** Proposals must include an advanced training or educational programme for scientists or technicians.

8. **Dissemination:** 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, unless they are working for small- and medium-sized enterprises (SMEs). User groups must agree to comply with the EUROFLEETS+ data policy.
9. **Expertise:** The PI or a designated cruise leader of a proposal must have the appropriate scientific/ technical expertise to conduct on-board research cruises.

The non-fulfilment of any of the previous criteria implies the non-acceptance of the proposal for further evaluation.

**NOTE:** Access for user groups with a majority of users not working in a EU or associated country<sup>1</sup> is limited to 20% of the total amount of units of access provided in EUROFLEETS+. I.e., 20% of the granted days on RVs and use of ME offered in EUROFLEETS+ can be dedicated to non-EU (or associated countries) applicants.

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<sup>1</sup> Legal entities from Associated Countries can participate under the same conditions as legal entities from the Member States. As of 01 January 2017, the following countries are associated to Horizon 2020: Iceland, Norway, Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia, Armenia.



## 4 Terms and Conditions

### 4.1 General Funding Conditions

1. Funding is provided for accessing the research vessels and marine equipment owned by the EUROFLEETS+ beneficiaries. For the **total number of days available** on each EUROFLEETS+ infrastructure please refer to the respective vessel and equipment profile under “[Accessible Infrastructures](#)”. Ship-time and/or marine equipment time may be awarded in a single leg or multiple legs, depending on the recommendations of the EUROFLEETS+ [Scientific Liaison Panel](#) and Operational Liaison Panel and subject to the formal approval of the EUROFLEETS+ Project management board.
2. The access of EUROFLEETS+ infrastructure will be free of charge for selected user-groups and will cover the use of the vessels (with berth limitation in some cases), full crew, fuel (at economical service speed, for details contact vessel operator), victuals and other standard operating costs. Travel expenses for the embarked/equipment deployment team and transport of equipment will be covered up to a maximum amount designated to the individual infrastructures (will be negotiated after proposal revision).
3. The access will include the logistical, technological and scientific support for external researchers using the infrastructure.
4. Grantees will not invoice the EUROFLEETS+ 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.
5. The available ship-time/equipment time funded by EUROFLEETS+ might be extended providing sufficient complementary funding by the applicant for additional time. The leveraging of funds from other sources for a portion of the total amount of ship/equipment-time applied for is encouraged and should be clearly stated in the application. **However, cross funding from other EU projects is not permitted.** A cruise or work funded already by another EU project cannot be proposed to EUROFLEETS+ funding.
6. Allocated ship/equipment-time **includes mobilisation** in the port of departure and **demobilisation** at the end of the cruise. **Mobilisation time in the port of departure and demobilisation time at the end of the cruise** should be included in the requested ship/equipment-time. Please allow approximately 1 day for each when calculating ship-time, depending on the mobile equipment that has to be installed/de-installed for this cruise. For small vessels or no mobile equipment, consider 0.5 to 1 day in total. Please contact the vessel operator for more concrete calculations.
7. EUROFLEETS+ funded ship/equipment-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/equipment-time.
8. If the number of funded days is reduced by the EUROFLEETS+ 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.

9. Vessel users should note that installation and operation of any equipment that they bring on board the vessels is done at their own risk, even when it is carried on board or deployed from the vessel. Further details will be provided during the negotiation phase.
10. A contract will be signed between the PI's institution, the EUROFLEETS+ 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.
11. In Part A of the application procedure, the applicants will have to agree that in the execution of the EUROFLEETS+ project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

### Specific Terms for Marine Equipment funding

1. The transportation costs of the granted equipment, the travel costs of the deployment team, and other standard operating costs will be funded through EUROFLEETS+ up to a maximum amount. Users should contact [EurofleetsPlus@marine.ie](mailto:EurofleetsPlus@marine.ie) prior to submitting an application to ensure shipment costs from their location are covered. The research infrastructure staff (if any) will embark during the full cruise duration to assist the crew during deployment phase, to operate the equipment and to run maintenance. Collaboration between hosting research vessel operator/crew and research institute staff will be necessary for a successful equipment deployment, each of them acting with the complete knowledge of their research vessel or equipment.
2. When requesting a piece of marine equipment alone to be deployed from a non-EUROFLEETS+ cruise, travelling expenses for the embarked team and transport of other (own) equipment will **not** be covered by EUROFLEETS+.
3. When requesting a piece of marine equipment alone, the scientific party will take care of access to the “welcoming” research vessel, through national ship time calls or other ways, and of the eventual research vessel adaptation work costs through national ship operators.

## 4.2 Reporting

Following completion of a funded cruise the PI must submit a digital **Cruise Report** (in English) to the EUROFLEETS+ Evaluation Office at [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de), within two months after completion of the cruise, 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 EUROFLEETS+ Scientific Review Panel may request further information/clarifications (or re-submission of the report) within a reasonable time-frame.

The Cruise Summary Report (CSR) 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 EUROFLEETS+ funded project is obliged to submit a Cruise Summary Report 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 Cruise Summary Report [Content Management System](#) (CSR CMS) (Username: csronline, Password: jellyfish). In order to do this, please follow the SeaDataNet [online submission guidelines](#) (Username: csronline, Password: jellyfish).

An example and a blank Cruise Summary Report form as word files are available for download to be used on board. In any case, Cruise Summary Reports must be made available online after the cruise.

Further information on Cruise Summary Reports and an interface to query existing Cruise Summary Reports can be found at the SeaDataNet website at: <http://seadata.bsh.de/csr/online/> (Username: csronline, Password: jellyfish).

All Cruise Summary Reports submitted for EUROFLEETS+ will become available via the SeaDataNet Cruise Summary Reports user interface and also via a dedicated EUROFLEETS+ Cruise Summary Reports user interface.

#### 4.3 EUROFLEETS+ Data policy

EUROFLEETS+ aims at its research data to be findable, accessible, interoperable and reusable (FAIR).

Data management in EUROFLEETS+ is coordinated with the SeaDataNet FP6 European project and adopts the SeaDataNet standards. The SeaDataNet infrastructure can be visited at: <http://www.seadatanet.org>.

Cruise applicants and grantees must create a Data Management Plan (DMP) by using the online tool at <http://dmp.ef-ears.eu>. This page also details the steps needed to make the data FAIR.

All data generated under EUROFLEETS+ 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 one of three reference [National Oceanographic Data Centres](#) (OGS in Italy, HCMR in Greece or BMDC in Belgium) within two months after cruise completion. These reference data centres will then make sure that the data sets are quality controlled, archived, and linked to the metadata of the respective cruise. The reference data centres will share the data with the NODC the vessel is connected to.

The PI may choose to restrict access to the data sets and samples to the scientific party and its designated partners up to 2 years after the cruise. This embargo must be reported in the DMP. 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 EUROFLEETS+ Evaluation Office for the project records via E-Mail.

## 4.4 Acknowledgements

All results/publications/presentations/publicity arising from a EUROFLEETS+ funded cruise should carry an acknowledgment of the funding source as well as to the research vessel utilized, referring to support given by the H2020 Grant Agreement No. 824077 - EUROFLEETSPlus.

Logos for presentations can be found on the [Project Website](#).

## 5 Technical information on research vessels and equipment

In preparation of their respective proposal, applicants are advised to consult the EUROFLEETS+ [research vessel and equipment information website](#) on the technical capabilities, availability of scientific equipment and large equipment of the research vessel they intend to apply for and/or characteristics of the available marine equipment. If more detailed information is required, applicants should contact the respective vessel operator directly (contact details are given at the infrastructure information sheets), or at [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de) and their request will be forwarded to the vessel operator.

When requesting a piece of marine equipment together with an EUROFLEETS+ vessel, check for the interoperability [here](#). Furthermore, the number of technicians needed to operate specific marine equipment should be considered when requesting a certain number of berths in a project. Please contact the infrastructure operators or [EurofleetsPlus@marine.ie](mailto:EurofleetsPlus@marine.ie) for details.

## 6 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 save 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 (Principal Investigator/user group leader and user group) and technical/logistical information regarding the intended research cruise. This section has to be completed online.

**Part B:** This part consists of **three documents**, to be uploaded as unprotected pdf file.

- 1) **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](#). This document must
  - 1) not exceed 5MB in size
  - 2) if requesting a **RV or ME: not exceed 14 pages**

- 3) if requesting a combination of **RV + ME: not exceed 16 pages**
  - 4) use a font size of Times New Roman 12pt with 14pt spacing.
  - 2) A single PDF file with the collection of **CVs of PI and proposed partners**, using the dedicated [CV template](#) (mandatory).
  - 3) A Data Management Plan (DMP), using the dedicated [DMP online tool](#) (mandatory).
- **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.

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 outlined evaluation criteria.

## 7 Freedom of Information & Data protection

Personal information supplied to the EUROFLEETS+ 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 EUROFLEETS+ 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/or regarding the treatment of personal data may contact the EUROFLEETS+ Evaluation Office.

## 8 Contact details

### EUROFLEETS+ Call Management & 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: [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de)

### EUROFLEETS+ Coordinator:

Aodhán Fitzgerald  
Project Coordinator  
Marine Institute  
Rinville  
H91 R673 Oranmore, Ireland  
Phone: +353 91 387470  
E-Mail: [EurofleetsPlus@marine.ie](mailto:EurofleetsPlus@marine.ie)

## 9 AMENDMENT

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.

All application conditions as specified in this document apply for the HROV Ariane as well.

In case you wish to request HROV Ariane within the SEA-Call “OCEANS”, please indicate this in **PART A** (General information about the proposal) of the [online proposal submission website](https://www.eurofleets.eu/access/sea-call-oceans/call-documents-and-templates/). For details, check the “Online Submission Guidelines” (<https://www.eurofleets.eu/access/sea-call-oceans/call-documents-and-templates/>).

### Marine Equipment scheduled for SEA-Call 1 “OCEANS” - AMENDED

AUV Hugin (UGOT, Sweden)

AUV Hugin (FFI, Norway)

ROV Ægir 6000 (UiB, Norway)

**HROV Ariane (Ifremer, France)**

ROV Genesis (VLIZ, Belgium)

ROV Holland1 (MI, Ireland)

ROV LUSO (IPMA, Portugal)

ROV Marum Squid (UB, Germany)

ROV Ocean Modules V8 offshore (UGOT, Sweden)

VSAT Satellite System (Telepresence Unit) (GFOE, United States of America)



# **EUROFLEETSPlus 2019**

## **SEA-Programme**

### **Call “OCEANS”**

### **Proposal template**

[www.eurofleets.eu](http://www.eurofleets.eu)

Version 21.06.2019



## 1 Introduction

Proposals must be submitted exclusively in electronic form via the [online proposal submission website](#). In order to be able to login you have to register to the system. Once registered you are able to proceed with the submission of your proposal, which consists of two main parts.

### PART A – GENERAL PROJECT INFORMATION AND APPLICANT DETAILS

### PART B – SCIENTIFIC PROJECT DESCRIPTION

This document will guide you to prepare the **PART B** of the proposal.

## 2 PART A - General project information & applicant details

This part consists of the following three menus, containing forms that have to be filled in online:

- General and logistical project information
- Principal Investigator (PI)

In this menu the Principal Investigator has to agree to the following declaration:

I declare that I will observe and carry out any investigation in accordance with the general principles of the 'Code of Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area', regardless of the area of operation.

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 provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROFLEETSPlus project as outlined in the Guidelines for Applicants.

I agree that in the execution of the EUROFLEETSPlus project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

- Project partners

Details on how to fill in the **PART A** of the proposal can be found in the document “**EUROFLEETSPlus SEA Call1 Online Submission Guidelines**” <https://eurofleets.eu/access/sea-call-oceans/call-documents-and-templates/>.

For further details on how to proceed, please refer to the Proposal Online Submission Guidelines.



### 3 PART B - Scientific project description, CVs and DMP

The information provided in Part B must be uploaded as three unprotected PDF documents at the end of the online application process in step IV "Project description, CVs and DMP" on the [online proposal submission website](#).

Document **1)** Scientific and financial description of the project, to be uploaded under "Project description, CVs and DMP". The information provided in this document should **not exceed 14 pages** if requesting a Research Vessel **or** Marine Equipment, or **16 pages** if requesting a Research Vessel **and** Marine Equipment, including appendices, tables and maps, respectively. A font size of Times New Roman 12pt should be used with 14pt spacing.

Document **2)** A single, unprotected PDF file with the collection of CVs of PI and proposal partners, using the dedicated [CV template](#).

Document **3)** A Data Management Plan (DMP), using the dedicated DMP online tool at <http://dmp.ef-ears.eu> for preparation (unprotected PDF)

The most important parts are the **Scientific Objectives and the Work Programme** which should comprise approximately **four to five pages each**. When writing your proposal, please keep in mind that the evaluation of the proposal will be based, in large part, on the information provided in this section. The proposal should provide a comprehensive and robust justification for the provision of funding, without referring to cited or additional literature. When writing your proposal you should bear the **EUROFLEETS+ evaluation criteria** in mind. The proposal should be as concise as possible to ease the proposal evaluation.

**The proposal should cover the following sections in the order indicated:**

#### 3.1 Scientific objectives of the proposed work

##### **a) General scientific background**

Provide information on the current state of scientific knowledge in the field of research directly linked to the proposed work, including relevant citations. Please describe your own preliminary work in the field.

##### **b) Specific aims of the project**

Provide a clear description of the scientific objectives to be achieved with the proposed project highlighting its innovative aspects. What is the expected added value to the present state of knowledge? Provide clear evidence of expected outputs and deliverables from the proposed work and outline clearly the specific benefits and impacts of the research cruise.

Do not exceed **5 pages** for this section.

### 3.2 Work programme

Provide a comprehensive description of the work to be carried out on-board the research vessel. This should include a detailed **map of the investigation area**, a **list of stations** (including position and water depths) and **transects**. Outline a realistic **timetable** and a description of activities in relation to the ship-time requested. This timetable should equally contain distances to be covered and a calculation of time needed to accomplish them at a given cruise speed as well as station time. Please bear in mind that the quality of the work program is central to the evaluation of your proposal and you will therefore need to provide a plausible and conclusive case.

**Note:** For the timetable and ship-time requested, please consider that the **passage from the port to the work site** are counted as part of the research survey. Furthermore, allocated ship/equipment-time **includes mobilisation** in the port of departure and **demobilisation** at the end of the cruise. Please allow approximately 1 day for each when calculating ship-time, depending on the mobile equipment that has to be installed/de-installed for this cruise. For small vessels or no mobile equipment, consider 0.5 to 1 day in total. Please contact the vessel operator for more concrete calculations.

For example, for a research vessel with one day of mobilisation/demobilisation each, which is offering a maximum of 10 days of EUFLEETS+ funded ship-time, applicants can apply for 8 days of survey port to port with one day of mobilisation/demobilisation prior/ at the end of the cruise.

**Example:**

Activity	Position		Depth / Distance (m)/(nm)	Est. time (h)	Operations
	Latitude (N)	Longitude (W)			
<b>Passage from preferred Port of Departure – Station 1</b>	Horta Start: 38.537 End: 37.930	Start: -28.626 End: -15.820	605nm	60	Training, setting up laboratory, underway measurements SST, nutrients
<b>Station 1/Task 1</b>	37.930	-15.820	4283m	2.5	CTD cast
<b>Station 1/Task 2</b>	37.930	-15.820	4283m	3	Multicorer cast
<b>Transect 1</b>	Start: 37.930 End: 35.770	Start: -15.820 End: -13.180	188nm	30.4	Multichannel seismics line
<b>Etc.</b>					

Total working hours:

Total steaming/transit hours:

Do not exceed **5 pages** for this section.

### 3.3 Principal Investigator (user group leader) and user group

Provide information on the number of people joining the on-board team (user group) and their assigned tasks (use the table format as in the example below). Please provide details of the expertise/track record of the Principal Investigator and other partners and participants directly joining the embarked team (including details of ship-based experience). Follow the regulations in

terms of affiliations for the teams as stated in the EUROWLEETS+ Eligibility criteria (Eligibility criteria 1, 2 and 3). Match the expertise of your team in relation to the objectives and work to be carried out. Provide information on the “remote participants” participating on data or sample treatment.

**Example:**

#### On board participants/user group

No.	Name	Gender	Affiliation	Early career/in formation*	On-board tasks
1	Peter Jansen	M	NIOZ, NL		PI, Sedimentologist
2	NN, Student	F	FMI, FI	In formation	CTD work, Nutrient analysis
	Etc.				

#### Remote participants

No.	Name	Gender	Affiliation	Early career/in formation*	On-board tasks
1	Laura Sánchez	F	CSIC, SP	Early career	Palinology
2	Folco Rossi	M	CNR, IT	In formation	Data processing
	Etc.				

**\*Early career:** up to seven years active in science from PhD degree; In formation: PhD/Master student.

### 3.4 Technical capability to carry out the research cruise and data exploitation

Provide information on the technical equipment necessary to carry out the proposed work and its availability. If applicable, who will benefit from real time data sharing? Give a detailed outline and timeline of how and when gathered data and samples will be analysed, taking into account additional funding sources, since no funding is available within the EUROWLEETS+ project to analyse gathered data and samples. If applicable, please describe if applicable if there is “own equipment” or complementary funding available to support the research cruise. Describe how the knowledge gained through a EUROWLEETS+ funded project will be disseminated and where gained data will be stored.

### 3.5 National, international and industrial collaboration

If applicable, please provide information on how your proposed project is embedded into other larger research projects or programs on a national or international level. If applicable, describe how new European user groups with limited access to marine infrastructure will be integrated. Provide information on collaboration with industry if it applies.

### 3.6 Training of young scientists/public outreach

Provide information on how you will support the training of young scientists in the frame of your project, if you are willing to devote spare berths to young researchers/scientists in a training role and which activities will be undertaken to inform the general public about your research cruise.

### 3.7 Travelling and shipment costs

Provide a detailed and realistic budget of expenses incurred in relation to travelling of cruise participants and possible shipment of (own) equipment to the preferred port of mobilisation and back from the port of demobilisation. Ports of mobilisation and demobilisation can only be roughly given at this stage, if unknown, use for this calculation the closest port or the port where the vessel is usually based or contact the respective vessel operator. The final ports of mobilisation and demobilisation will be fixed by the vessel operators at cruise scheduling.

### 3.8 Curricula vitae (CVs)

Attach brief CVs of the PI and proposal partners with maximum length of **1 page each**, using the dedicated **CV template** (available at <http://www.eurofleets.eu/access/sea-call-oceans/call-documents-and-templates/>), compiled in a single, unprotected PDF not exceeding 5MB. This CV collection will not count against the proposal page limit. Only the five most recent/important publications should be stated.

### 3.9 Data Management Plan (DMP)

Cruise applicants must create a Data Management Plan by using the online tool at <http://dmp.eears.eu>, to be uploaded as a separate, unprotected PDF not exceeding 5MB.

## 4 Application checklist

#### HAVE YOU:

- Checked if you satisfy all eligibility criteria?
- Completed every part of the application form?
  - General and logistical information
  - Principal Investigator
  - Project partners
  - Project description, CVs & DMP
- Finally submitted your proposal?

## 5 Call deadline

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

**Friday 27<sup>th</sup> 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.

## 6 Contact details

### EUROFLEETS+ Call Management & 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: [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de)



# **EUROFLEETSPPlus 2019**

## **SEA-Programme**

### **Call “OCEANS”**

## **Online Submission Guidelines**

[www.eurofleets.eu](http://www.eurofleets.eu)

Version 10.07.2019

## 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 [online proposal submission website](#).

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 [EUROFLEETSPlus SEA Call1 PART B Proposal Template](#).
- **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

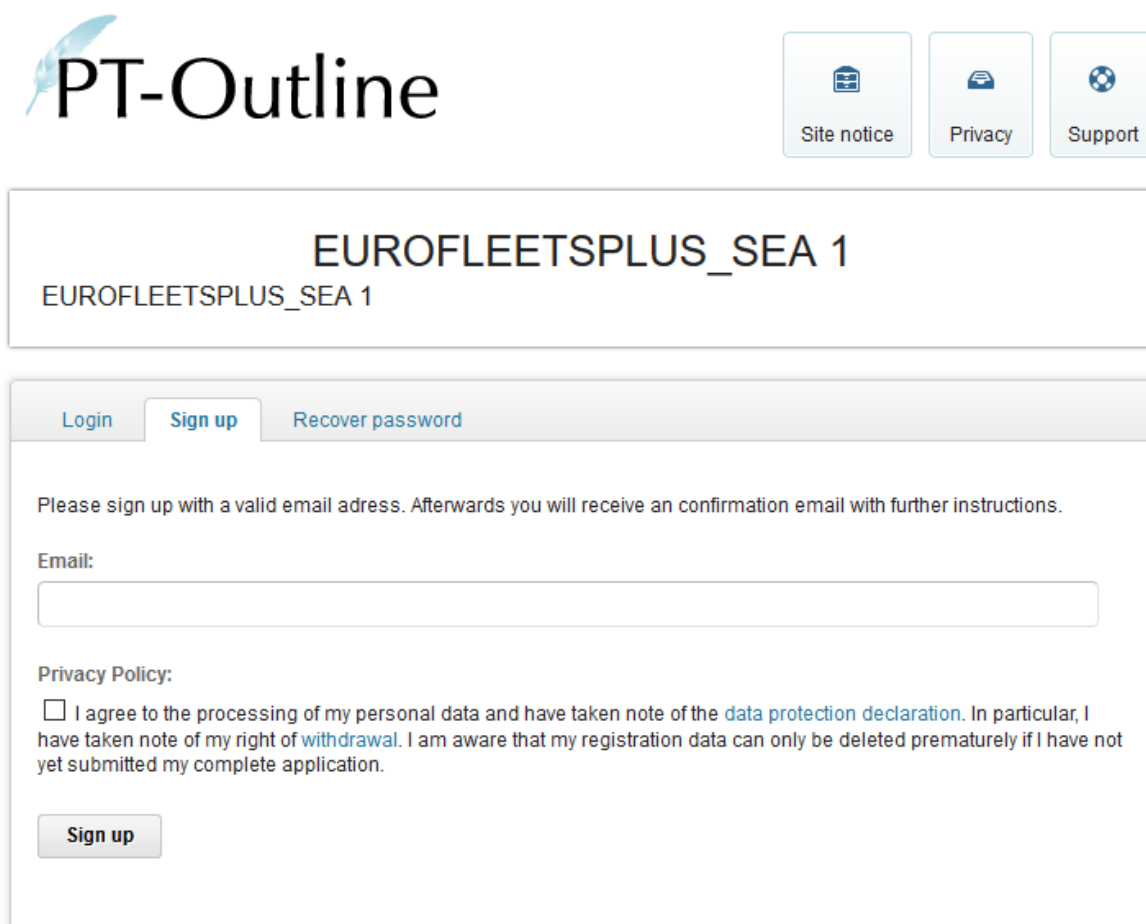
Proposals must be received online via the [online proposal submission website](#) by

**Friday 27<sup>th</sup> 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 Privacy Support

EUROFLEETSPLUS\_SEA 1  
EUROFLEETSPLUS\_SEA 1

Login Sign up Recover password

Please sign up with a valid email address. Afterwards you will receive an confirmation email with further instructions.

Email:

Privacy Policy:

☐ I agree to the processing of my personal data and have taken note of the [data protection declaration](#). In particular, I have taken note of my right of [withdrawal](#). I am aware that my registration data can only be deleted prematurely if I have not 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 save 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.

PT-Outline

Site notice Privacy Support

cover page session timeout: 22:37 CEST

EFP\_SEA01-001

**Overview**

- I General Information
- II Principal Investigator
- III Project Partners
- IV Project description, CVs & DMP
- V Final Check and Submission

proposals

in process (1)

EFP\_SEA01-001

submitted (0)

Here you are able to add new proposals if necessary.

create new

Call details

Call acronym  
EUROFLEETSPUS\_SEA 1

Call deadline  
27-09-2019 12:00 CEST

EUROFLEETSPUS Evaluation Office  
Dr. Anneli Strobel  
Alfred-Wegener-Institut Helmholtz-Zentrum  
für Polar- und Meeresforschung  
Tel: +49 (0) 471 4831-1479  
E-Mail: eurofleetsplus@awi.de  
www.eurofleets.eu

**Overview**

This call has not been released for editing yet.

The five menu items on the left (General Information, Principal Investigator, Project Partners, Project description, Final Check and Submission) will guide you through the process of preparing and submitting your proposal. In order to fill in the different forms, please click on each of the menu items. Proposals are stored password protected and can be saved and edited at a later stage until the final submission. However, to save a site, mandatory fields on this respective site have to be filled in. Once the proposal is bindingly submitted by clicking on the 'Submit now' button on the last menu item NO FURTHER CHANGES can be made to your proposal.

Proposals must be submitted exclusively using this online tool. Proposals submitted via E-mail, fax, paper copy will not be considered.

Only the Principal Investigator of a project consortium should register, enter the name and contact data of the other consortium partners, edit and save the electronic forms, upload the proposal and finally submit on behalf of the project consortium. Other consortium partners should not submit a separate proposal.

The proposal is stored password-protected. Connection to the server is SSL-encoded and data safety and protection of confidence are guaranteed.

**Application Procedure**

**PART A:**  
General and technical/logistical information on the project, including applicants information (Principal Investigator and Project Partners). Please complete this part by inserting project-specific information into the designated fields under the links on the left hand side.

**PART B:**  
Scientific and financial description of the project. This part consists of **three documents**, to be uploaded as unprotected pdf files.

- 1) **Scientific and financial description of the project**, to be uploaded under "Project description". Applicants should follow the proposal structure as indicated in the **EUROFLEETSPUS SEA Call 1 PART B Proposal Template Guidelines**. This document must:
  - not exceed 5MB in size
  - 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.
- 2) A single PDF file with the collection of CVs of PI and proposed partners, using the dedicated **CV template** (mandatory).
- 3) A Data Management Plan (DMP), using the dedicated **DMP online tool** (mandatory).

**SUBMIT:**  
Please **check** all entries and complete the **binding submission** of the proposal by clicking on the 'Submit now' button.

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.

**Project title\***

  
**Acronym\***  
(max. 10 characters)  
characters left: 10  
  
**Project outline\***  
(max. 2000 characters)  
characters left: 2000  
  
**Main scientific discipline(s)**  
  
**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 EUROFLEETSPplus website?  
☐ Yes  
☐ 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?\***  
☐ Yes  
☐ No  
**If Yes, do they publish their guidelines?**  
Please provide the public URL, if available.  
characters left: 100  

EUROFLEETSPplus 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 1<sup>st</sup> and 2<sup>nd</sup> choice research vessel, in case your proposal allows the use of different vessels and operational areas. If your 1<sup>st</sup> choice vessel is highly requested or booked out, you will automatically be put on the list for your 2<sup>nd</sup> 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

☐ 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

### Ships mobile equipment needed

(max. 2000 characters)

characters left: 2000

### Own equipment provided

(max. 2000 characters)

characters left: 2000

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**

All fields marked with \* are mandatory for completing this form.

Please fill in the contact details of the person who will be responsible in all correspondence with EUROFLEETSPius concerning this proposal.

**Title \***

**Family name \***  
characters left: 255

**First name \***

**Gender**  
☐ Male  
☐ Female

**Early Career Scientist**  
(Up to 7 years active in research since last degree)  
☐ Yes  
☐ No

**Institution name \***  
characters left: 255

**Type of organization \***

**Department/Research Group**  
characters left: 255

**Address \***  
characters left: 150

**Postal code \***  
characters left: 150

**City \***  
characters left: 150

**Country \***

**E-Mail \***  
characters left: 255

**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 Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area'](#), regardless of the area of operation.

I declare that the information provided is accurate and correct.

I agree that the EUFLEETSPius Consortium may make any enquiries it considers necessary to verify the information provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUFLEETSPius project as outlined in the Guidelines for Applicants.

I agree that in the execution of the EUFLEETSPius project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

☐ Yes, I agree

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.

Please fill in all requested information regarding your project partners. Please state only one person/representative per participating institution. It is not necessary at this point to list the entire on-board scientific party.

To add a new partner please fill in the fields below. Then click on the SAVE button at the bottom of the page and the new partner will be added in the list on the top of the page, below the heading "Project Partners". To add additional project partners click "add project partner".

**Title \***

**Family name \***  
characters left: 255

**First name \***

**Gender**  
☐ Male  
☐ Female

**Early Career Scientist**  
(Up to 7 years active in research since last degree)  
☐ Yes  
☐ No

**Institution name \***  
characters left: 255

**Type of organization \***

**Department/Research Group**  
characters left: 255

**Address \***  
characters left: 150

**Postal code \***  
characters left: 150

**City \***  
characters left: 150

**Country \***

**E-Mail \***  
characters left: 255

**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 Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area', regardless of the area of operation.

I declare that the information provided is accurate and correct.

I agree that the EUROFLEETSPPlus Consortium may make any enquiries it considers necessary to verify the information provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROFLEETSPPlus project as outlined in the Guidelines for Applicants.

I agree that in the execution of the EUROFLEETSPPlus project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

☐ 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 EUROLLEETSPlus 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 [EUROLLEETS Plus SEA Call1 Guideline for Applicants](#).**

## (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 [EUROLLEETSPlus SEA Call1 PART B Proposal Template](#).

**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 EUROLLEETSPlus 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 [EUROLLEETSPlus 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 Plan (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)  
 Keine Datei ausgewählt.

**CVs \***  
(PDF, max. 5 MB)  
 Keine Datei ausgewählt.

**Data Management Plan \***  
(PDF, max. 5 MB)  
 Keine Datei ausgewählt.



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.

The screenshot shows the PT-Outline web interface. At the top left is the PT-Outline logo. At the top right are links for Site notice, Privacy, and Support. Below the logo is a navigation menu with options: Overview, I General Information, II Principal Investigator, III Project Partners, IV Project description, CVs & DMP, and V Final Check and Submission (which is highlighted). The main content area is titled 'V Final Check and Submission' and contains a red warning box stating 'This call has not been released for editing yet.' Below this is a link for 'Proposal Summary Sheet preview'. The left sidebar shows a list of proposals, with 'EFP\_SEA01-001' highlighted. The bottom left sidebar shows call details for 'EUROFLEETSPLUS\_SEA 1', including the call deadline (27-09-2019 12:00 CEST) and contact information for the EUROFLEETSPlus Evaluation Office.

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

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E-Mail: [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de)

### 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 OSPAR 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.<sup>1</sup> 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

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<sup>1</sup> 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 long-lasting 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

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 Menu) 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

**Working Area**  
(please provide a detailed map in Part B of the proposal)  
characters left: 100

**“Marine Equipment requested: HROV Ariane (Ifremer, France)”**



# **EUROFLEETSPlus SEA-Programme Call “REGIONAL”**

## **Guidelines for Applicants**

[www.eurofleets.eu](http://www.eurofleets.eu)

Version 09.12.2019



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## 1 Introduction

On the first of February 2019 the European project EUROFLEETSPlus (hereafter referred to as EUROFLEETS+) “*An alliance of European marine research infrastructure*” was launched. The EUROFLEETS+ Consortium consists of 42 partners, whose primary focus will be **access provision, optimised use, and further improvement of the services** offered by the research infrastructure, to establish a world-class marine research integrated infrastructure.

EUROFLEETS+ will build **on the achievements** in two preceding Eurofleets projects, and integrate a **larger number of research vessels (RVs)** and extend the research infrastructure by **adding a range of advanced mobile marine equipment (ME)**. Its objective is to 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 central aim of EUROFLEETS+ is to facilitate open and effective access to an integrated and advanced research vessel fleet, designed to meet the evolving and challenging needs of the user community. European and international researchers from academia and industry will be able to apply. EUROFLEETS+ particularly invites scientists from **nations with limited, or no, access to research vessels and other marine infrastructure. Researchers from all career stages and female researchers are encouraged to apply.** Access will be granted based on scientific excellence covering all fields of marine science, giving priority to research on sustainable, clean and healthy oceans, linking with existing ocean observation infrastructures, and innovation through working closely with industry will be supported.

To pursue this aim, fully funded ship-time on a range of international research vessels and marine equipment will be made available between 2020 and 2022 to support outstanding research projects.

In this context, EUROFLEETS+ will provide researchers with transnational access to a set of 27 state-of-the-art research vessels (RVs) (13 Global/Ocean and 14 Regional) from European and international partners, and marine embarked equipment (ME), which includes 7 ROVs and 5 AUVs and a unique portable telepresence system.

Within the **Ship-time and marine Equipment Application (SEA-Programme)**, EUROFLEETS+ is now (25<sup>th</sup> November 2019) opening the “**REGIONAL**” call for trans-national access to 16 research vessels and 6 pieces of marine equipment.

We are now inviting you to submit proposals for funding for ship-time or access to marine equipment within the SEA-Programme “**REGIONAL**” **CALL** with any of the following **research vessels** and/or **marine equipment** to carry out ship-based research activities within any field of marine science (restrictions may apply, check specific access conditions for each vessel at [www.eurofleets.eu](http://www.eurofleets.eu)).

This call will remain open until Friday **28<sup>th</sup> of February 2020, 12:00 CET.**

## Research vessels scheduled for SEA-Call 2 “REGIONAL”

### North Atlantic Ocean

RV Belgica/Belgica II (RBINS, Belgium)  
RV Magnus Heinason (HAVST, Faroe Islands)  
RV Sarmiento de Gamboa (CSIC, Spain)

### Mediterranean Sea, Atlantic Ocean

RV Angeles Alvarino (IEO, Spain)  
RV L’Europe (IFREMER, France)  
RV SOCIB (SOCIB, Spain)

### North-West/West Atlantic

RV Coriolis II (UQAR, Canada)  
RV Atlantic Explorer (BIOS, Bermuda)

### Mediterranean and Black Sea

RV Aegeo (HCMR, Greece)  
RV Mare Nigrum (GEOCOMAR, Romania)  
RV Tubitak Marmara (TUBITAK, Turkey)

### Baltic Sea, North Sea

RV Alkor (Geomar, Germany)  
RV Aranda (SYKE, Finland)  
RV Simon Stevin (VLIZ, Belgium)  
RV Skagerak (UGOT, Sweden)

### Arctic, Southern and Pacific Ocean, Mediterranean Sea

RV Laura Bassi (OGS, Italy)

## Marine Equipment scheduled for SEA-Call 2 “REGIONAL”

AUV ASTERx or IDEFx (Ifremer, France)  
AUV CNR Glider ‘Teresa’ (CNR ISMAR, Italy)  
AUV Hugin (UGOT, Sweden)  
AUV VLIZ (VLIZ, Belgium)  
ROV Ocean Modules V8 offshore (UGOT, Sweden)  
VSAT Satellite System (Telepresence Unit) (GFOE, United States of America)

**For more information on EUROFLEETS+ calls for proposals and on the infrastructure capabilities, schedule and geographic areas offered visit the vessel descriptions at [www.eurofleets.eu](http://www.eurofleets.eu).**

Proposals must be submitted using the **online proposal submission portal**  
[https://ptoutline.eu/app/eurofleetsplus\\_sea2](https://ptoutline.eu/app/eurofleetsplus_sea2)

Check carefully if you fulfil the **eligibility criteria** before submitting your application.

Instructions on how to draft the proposal can be found in the document **EUROFLEETSPlus SEA Call2 PART B Proposal Template**.

Detailed instructions to submit your proposal online can be found in the document **EUROFLEETSPlus SEA Call2 Online Submission Guidelines**.

Documents and templates are available at <https://www.eurofleets.eu/access/sea-call-regional/call-documents-and-templates/>

## 2 Deadline

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

**Friday 28<sup>th</sup> of February 2020, 12:00 HOURS (CEST)**

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

## 3 Eligibility criteria

Trans-national access will be provided to selected 'user groups', i.e. teams of one or more researchers (users) led by a 'user group leader'/principal investigator (PI). Proposals for access to any of the offered infrastructures will be accepted if they meet the following **9 strict criteria**:

- 1. Affiliation (I):** The project PI, cruise leader (chief/co-chief scientist of embarked team), the majority of the proponents and users of a project must work in a country other than the country that owns and operates the infrastructure. They cannot apply for ship-time on a research vessel (RV) or access to marine equipment (ME) from their own country.
  - a. Example 1: A PI based in Belgium is entitled to apply for ship-time on all of the listed vessels, except RVs carrying the Belgian flag (e.g. *RV Belgica II*), and/or any piece of marine equipment provided by Belgium (e.g. *AUV VLIZ*).
  - b. Example 2: If an application is requesting access to e.g. *AUV ASTERx* (based in France) on board *RV Simon Stevin* (based in Belgium), the PI and the majority of users must work in a country other than France and Belgium.
- 2. Affiliation (II):** The PI of a proposal and the designated cruise leader (chief/co-chief scientist of the embarked team) must be affiliated to the same institution.
- 3. International cooperation:** The proposals within the SEA Programme must involve at least three partners from three different countries.
- 4. Marine equipment:** In the case of proposals requesting only a piece of ME to be deployed from an already funded cruise (not EUROFLEETS+ funded), the proposals can involve partners from one single country, as long as they work in a country other than the country the requested infrastructure is based. However, international partners are encouraged even if only as remote participants for data treatment and exploitation.
- 5. Cruise duration:** The cruise length/days of access to RVs and ME, requested by the applicants, should not exceed the number of days offered. Additional days can be chartered independently of EUROFLEETS+ funding, if agreed with the RV or ME operator.
- 6. Data management:** A Data Management Plan (DMP) must be submitted together with the proposal. The DMP should follow the EUROFLEETS+ guidelines.
- 7. Training:** Proposals must include an advanced training or educational programme for scientists or technicians.

8. **Dissemination:** 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, unless they are working for small- and medium-sized enterprises (SMEs). User groups must agree to comply with the EUROFLEETS+ data policy.
9. **Expertise:** The PI or a designated cruise leader of a proposal must have the appropriate scientific/ technical expertise to conduct on-board research cruises.

The non-fulfilment of any of the previous criteria implies the non-acceptance of the proposal for further evaluation.

**NOTE:** Access for user groups with a PI and majority of users not working in a EU or associated country<sup>1</sup> is limited to 20% of the total amount of units of access provided by the EUROFLEETS+ Project.

I.e., at least 80% of the total units of access (days on RVs and use of ME) provided by the EUROFLEETS+ project will be granted to parties with the majority of users working in an institution established in a EU or associated country<sup>1</sup>.

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<sup>1</sup>Legal entities from Associated Countries can participate under the same conditions as legal entities from the Member States. As of 01 January 2017, the following countries are associated to Horizon 2020: Iceland, Norway, Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia, Armenia.

## 4 Terms and Conditions

### 4.1 General Funding Conditions

1. Funding is provided for accessing the research vessels and marine equipment owned by the EUROFLEETS+ beneficiaries. For the **total number of days available** on each EUROFLEETS+ infrastructure please refer to the respective vessel and equipment profile under “[Accessible Infrastructures](#)”. Ship-time and/or marine equipment time may be awarded in a single leg or multiple legs, depending on the recommendations of the EUROFLEETS+ [Scientific Liaison Panel](#) and Operational Liaison Panel and subject to the formal approval of the EUROFLEETS+ Project management board.
2. The access of EUROFLEETS+ infrastructure will be free of charge for selected user-groups and will cover the use of the vessels (with berth limitation in some cases), full crew, fuel (at economical service speed, for details contact vessel operator), victuals and other standard operating costs. Travel expenses for the embarked/equipment deployment team and transport of equipment will be covered up to a maximum amount designated to the individual infrastructures (will be negotiated after proposal revision).
3. The access will include the logistical, technological and scientific support for external researchers using the infrastructure.
4. Grantees will not invoice the EUROFLEETS+ 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.
5. The available ship-time/equipment time funded by EUROFLEETS+ might be extended providing sufficient complementary funding by the applicant for additional time. The leveraging of funds from other sources for a portion of the total amount of ship/equipment-time applied for is encouraged and should be clearly stated in the application. **However, cross funding from other EU projects is not permitted.** A cruise or work funded already by another EU project cannot be proposed to EUROFLEETS+ funding.
6. Allocated ship/equipment-time **includes mobilisation** in the port of departure and **demobilisation** at the end of the cruise. **Mobilisation time in the port of departure and demobilisation time at the end of the cruise** should be included in the requested ship/equipment-time. Please allow approximately 1 day for each when calculating ship-time, depending on the mobile equipment that has to be installed/de-installed for this cruise. For small vessels or no mobile equipment, consider 0.5 to 1 day in total. Please contact the vessel operator for more concrete calculations.
7. EUROFLEETS+ funded ship/equipment-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/equipment-time.
8. If the number of funded days is reduced by the EUROFLEETS+ 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.

9. Vessel users should note that installation and operation of any equipment that they bring on board the vessels is done at their own risk, even when it is carried on board or deployed from the vessel. Further details will be provided during the negotiation phase.
10. A contract will be signed between the PIs institution, the EUROFLEETS+ Consortium and the beneficiary giving access to its infrastructure 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.
11. In Part A of the application procedure, the applicants will have to agree that in the execution of the EUROFLEETS+ project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

### Specific Terms for Marine Equipment funding

1. The transportation costs of the granted equipment, the travel costs of the deployment team, and other standard operating costs will be funded through EUROFLEETS+ up to a maximum amount. Users should contact [Eurofleets.Plus@Marine.ie](mailto:Eurofleets.Plus@Marine.ie) prior to submitting an application to ensure shipment costs from their location are covered. The research infrastructure staff (if any) will embark during the full cruise duration to assist the crew during deployment phase, to operate the equipment and to run maintenance. Collaboration between hosting research vessel operator/crew and research institute staff will be necessary for a successful equipment deployment, each of them acting with the complete knowledge of their research vessel or equipment.
2. When requesting a piece of marine equipment alone to be deployed from a non-EUROFLEETS+ cruise, travelling expenses for the embarked team and transport of other (own) equipment will **not** be covered by EUROFLEETS+.
3. When requesting a piece of marine equipment alone, the scientific party will take care of access to the “welcoming” research vessel, through national ship time calls or other ways, and of the eventual research vessel adaptation work costs through national ship operators.

## 4.2 Reporting

Following completion of a funded cruise the PI must submit a digital **Cruise Report** (in English) to the EUROFLEETS+ Call Management & Evaluation Office at [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de), within two months after completion of the cruise, 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 EUROFLEETS+ Scientific Liaison Panel may request further information/clarifications (or re-submission of the report) within a reasonable time-frame.

The Cruise Summary Report (CSR) 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 EUROFLEETS+ funded project is obliged to submit a Cruise Summary Report 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 Cruise Summary Report [Content Management System](#) (CSR CMS) (Username: csronline, Password: jellyfish). In order to do this, please follow the SeaDataNet [online submission guidelines](#) (Username: csronline, Password: jellyfish).

An example and a blank Cruise Summary Report form as word files are available for download to be used on board. In any case, Cruise Summary Reports must be made available online after the cruise.

Further information on Cruise Summary Reports and an interface to query existing Cruise Summary Reports can be found at the SeaDataNet website at: <http://seadata.bsh.de/csr/online/> (Username: csronline, Password: jellyfish).

All Cruise Summary Reports submitted for EUROFLEETS+ will become available via the SeaDataNet Cruise Summary Reports user interface and also via a dedicated EUROFLEETS+ Cruise Summary Reports user interface.

#### 4.3 EUROFLEETS+ Data policy

EUROFLEETS+ aims at its research data to be findable, accessible, interoperable and reusable (FAIR).

Data management in EUROFLEETS+ is coordinated with the SeaDataNet FP6 European project and adopts the SeaDataNet standards. The SeaDataNet infrastructure can be visited at: <http://www.seadatanet.org>.

Cruise applicants and grantees must create a Data Management Plan (DMP) by using the online tool at <http://dmp.ef-ears.eu>. This page also details the steps needed to make the data FAIR.

All data generated under EUROFLEETS+ 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 one of three reference [National Oceanographic Data Centres](#) (OGS in Italy, HCMR in Greece or BMDC in Belgium) within two months after cruise completion. These reference data centres will then make sure that the data sets are quality controlled, archived, and linked to the metadata of the respective cruise. The reference data centres will share the data with the NODC the vessel is connected to.

The PI may choose to restrict access to the data sets and samples to the scientific party and its designated partners up to 2 years after the cruise. This embargo must be reported in the DMP. 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 EUROFLEETS+ Call Management & Evaluation Office for the project records via E-Mail.



## 4.4 Acknowledgements

All results/publications/presentations/publicity arising from a EUROFLEETS+ funded cruise should carry an acknowledgment of the funding source as well as to the research vessel utilized, referring to support given by the H2020 Grant Agreement No. 824077 - EUROFLEETSPlus.

Logos for presentations can be found on the [Project Website](#).

## 5 Technical information on research vessels and equipment

In preparation of their respective proposal, applicants are advised to consult the EUROFLEETS+ [research vessel and equipment information website](#) on the technical capabilities, availability of scientific equipment and large equipment of the research vessel they intend to apply for and/or characteristics of the available marine equipment. If more detailed information is required, applicants should contact the respective vessel operator directly (contact details are given at the infrastructure information sheets), or at [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de) and their request will be forwarded to the vessel operator.

When requesting a piece of marine equipment together with an EUROFLEETS+ vessel, check for the interoperability [here](#). Furthermore, the number of technicians needed to operate specific marine equipment should be considered when requesting a certain number of berths in a project. Please contact the infrastructure operators or [Eurofleets.Plus@Marine.ie](mailto:Eurofleets.Plus@Marine.ie) for details.

## 6 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 save 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 (Principal Investigator, user group leader/cruise leader and user group) and technical/logistical information regarding the intended research cruise. This section has to be completed online.

**Part B:** This part consists of **three documents**, to be uploaded as unprotected pdf file.

- 1) **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 2 PART B Proposal Template](#). This document must
  - 1) not exceed 5MB in size
  - 2) if requesting a **RV or ME: not exceed 14 pages**



- 3) if requesting a combination of **RV + ME: not exceed 16 pages**
  - 4) use a font size of Times New Roman 12pt with 14pt spacing.
  - 2) A single PDF file with the collection of **CVs of PI and proposed partners**, using the dedicated [CV template](#) (mandatory).
  - 3) A Data Management Plan (DMP), using the dedicated [DMP online tool](#) (mandatory).
- **Step 3:** On the finalization of the proposal submission the system will automatically generate a **Proposal Summary Sheet** (containing all **Part A** information) and send an email 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.

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 outlined evaluation criteria.

## 7 Freedom of Information & Data protection

Personal information supplied to the EUROFLEETS+ 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 EUROFLEETS+ 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/or regarding the treatment of personal data may contact the EUROFLEETS+ Call Management & Evaluation Office.

## 8 Contact details

### EUROFLEETS+ Call Management & 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: [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de)

### EUROFLEETS+ Coordinator:

Aodhán Fitzgerald  
 Project Coordinator  
 Marine Institute  
 Rinville  
 H91 R673 Oranmore, Ireland  
 Phone: +353 91 387470  
 E-Mail: [Eurofleets.Plus@Marine.ie](mailto:Eurofleets.Plus@Marine.ie)



# **EUROFLEETSPlus SEA-Programme Call “REGIONAL” Proposal template**

[www.eurofleets.eu](http://www.eurofleets.eu)

Version 08.10.2019



## Introduction

Proposals must be submitted exclusively in electronic form via the [online proposal submission website](#). In order to be able to login you have to register to the system. Once registered you are able to proceed with the submission of your proposal, which consists of two main parts.

### PART A – GENERAL PROJECT INFORMATION AND APPLICANT DETAILS

### PART B – SCIENTIFIC PROJECT DESCRIPTION

This document will guide you to prepare the **PART B** of the proposal.

## PART A - General project information & applicant details

This part consists of the following three menus, containing forms that have to be filled in online:

- General and logistical project information
- Principal Investigator (PI)

In this menu the Principal Investigator has to agree to the following declaration:

I declare that I will observe and carry out any investigation in accordance with the general principles of the 'Code of Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area', regardless of the area of operation.

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 provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROFLEETSPlus project as outlined in the Guidelines for Applicants.

I agree that in the execution of the EUROFLEETSPlus project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

- Project partners

Details on how to fill in the **PART A** of the proposal can be found in the document “**EUROFLEETSPlus SEA Call2 Online Submission Guidelines**” <https://eurofleets.eu/access/sea-call-regional/call-documents-and-templates/>.

For further details on how to proceed, please refer to the Proposal Online Submission Guidelines.

## PART B - Scientific project description, CVs and DMP

The information provided in Part B must be uploaded as three unprotected PDF documents at the end of the online application process in step IV "Project description, CVs and DMP" on the [online proposal submission website](#).

**Document 1)** Scientific and financial description of the project, to be uploaded under "Project description, CVs and DMP". The information provided in this document should not exceed 14 pages if requesting a Research Vessel **or** Marine Equipment, or **16 pages** if requesting a Research Vessel **and** Marine Equipment, including appendices, tables and maps, respectively. A font size of Times New Roman 12pt should be used with 14pt spacing.

**Document 2)** A single, unprotected PDF file with the collection of CVs of PI and proposal partners, using the dedicated [CV template](#).

**Document 3)** A Data Management Plan (DMP), using the dedicated DMP online tool at <http://dmp.ef-ears.eu> for preparation (unprotected PDF)

The most important parts are the **Scientific Objectives and the Work Programme** which should comprise approximately **four to five pages each**. When writing your proposal, please keep in mind that the evaluation of the proposal will be based, in large part, on the information provided in this section. The proposal should provide a comprehensive and robust justification for the provision of funding, without referring to cited or additional literature. When writing your proposal you should bear the **EUROFLEETS+ evaluation criteria** in mind. The proposal should be as concise as possible to ease the proposal evaluation.

## SCIENTIFIC PROJECT DESCRIPTION - PROPOSAL TEMPLATE

The proposal should cover the following sections. Please stick to the provided section sequence, numbering and titles!

### 1 Scientific objectives of the proposed work

#### 1.1) General scientific background

Provide information on the current state of scientific knowledge in the field of research directly linked to the proposed work, including relevant citations. Please describe your own preliminary work in the field.

#### 1.2) Specific aims of the project

Provide a clear description of the scientific objectives to be achieved with the proposed project highlighting its innovative aspects. What is the expected added value to the present state of knowledge? Provide clear evidence of expected outputs and deliverables from the proposed work and outline clearly the specific benefits and impacts of the research cruise.

Do not exceed **5 pages** for this section.

### 2 Work programme

Provide a comprehensive description of the work to be carried out on-board the research vessel. This should include a detailed **map of the investigation area**, a **list of stations** (including position and water depths) and **transects**. Outline a realistic **timetable** and a description of activities in relation to the ship-time requested. This timetable should equally contain distances to be covered and a calculation of time needed to accomplish them at a given cruise speed as well as station time. Please bear in mind that the quality of the work program is central to the evaluation of your proposal and you will therefore need to provide a plausible and conclusive case.

**Note:** For the timetable and ship-time requested, please consider that the **passage from the port to the work site** are counted as part of the research survey. Furthermore, allocated ship/equipment-time **includes mobilisation** in the port of departure and **demobilisation** at the end of the cruise. Please allow approximately 1 day for each when calculating ship-time, depending on the mobile equipment that has to be installed/de-installed for this cruise. For small vessels or no mobile equipment, consider 0.5 to 1 day in total. Please contact the vessel operator for more concrete calculations.

For example, for a research vessel with one day of mobilisation/demobilisation each, which is offering a maximum of 10 days of EUFLEETS+ funded ship-time, applicants can apply for 8 days of survey port to port with one day of mobilisation/demobilisation prior/at the end of the cruise.

Example:

Activity	Position		Depth / Distance (m)/(nm)	Est. time (h)	Operations
	Latitude (N)	Longitude (W)			
Passage from preferred Port of Departure – Station 1	Horta Start: 38.537 End: 37.930	Start: -28.626 End: -15.820	605nm	60	Training, setting up laboratory, underway measurements SST, nutrients
Station 1/Task 1	37.930	-15.820	4283m	2.5	CTD cast
Station 1/Task 2	37.930	-15.820	4283m	3	Multicorer cast
Transect 1	Start: 37.930 End: 35.770	Start: -15.820 End: -13.180	188nm	30.4	Multichannel seismics line
Etc.					

Total working hours:

Total steaming/transit hours:

Do not exceed **5 pages** for this section.

### 3 User group leader (cruise leader/chief scientist) and user group

Provide information on the number of people joining the on-board team (user group) and their assigned tasks ([use the table format as in the example below](#)). Please provide details of the expertise/track record of the cruise leader and other partners and participants directly joining the embarked team (including details of ship-based experience). It is not necessary to list the expertise of the remote participants. Follow the regulations in terms of affiliations for the teams as stated in the EUROFLEETS+ eligibility criteria, provide information on their affiliation and the country they are based. Match the expertise of your team in relation to the objectives and work to be carried out. Provide information on the “remote participants” participating on data or sample treatment.

Example:

#### On board participants/user group

No.	Name	Gender	Affiliation, Country	Early career/in formation*	On-board tasks
1	Peter Jansen	M	NIOZ, NL		Chief scientist, Sedimentologist
2	NN, Student	F	FMI, FI	In formation	CTD work, Nutrient analysis
	Etc.				

#### Remote participants

No.	Name	Gender	Affiliation	Early career/in formation*	On-board tasks
1	Laura Sánchez	F	CSIC, SP	Early career	Palinology

---

**\*Early career:** up to seven years active in science from PhD degree; In formation: PhD/Master student.

#### 4 Technical capability to carry out the research cruise and data exploitation

Provide information on the technical equipment necessary to carry out the proposed work and its availability. If applicable, who will benefit from real time data sharing? Give a detailed outline and timeline of how and when gathered data and samples will be analysed, taking into account additional funding sources, since no funding is available within the EUFLEETS+ project to analyse gathered data and samples. If applicable, please describe if applicable if there is “own equipment” or complementary funding available to support the research cruise. Describe how the knowledge gained through a EUFLEETS+ funded project will be disseminated and where gained data will be stored.

#### 5 National, international and industrial collaboration

If applicable, please provide information on how your proposed project is embedded into other larger research projects or programs on a national or international level. If applicable, describe how new user groups with limited access to marine infrastructures will be integrated. Provide information on collaboration with industry if it applies.

#### 6 Training of young scientists/public outreach

Provide information on how you will support the training of young scientists in the frame of your project. Mention if you are willing to devote spare berths to young researchers/scientists in a training role, as well as from an EUFLEETS+ access or training program, and how many.

Specify which activities will be undertaken to inform the general public about your research cruise.

#### 7 Travelling and shipment costs

Provide a detailed and realistic budget of expenses incurred in relation to travelling of cruise participants and possible shipment of (own) equipment to the preferred port of mobilisation and back from the port of demobilisation. Ports of mobilisation and demobilisation can only be roughly given at this stage, if unknown, use for this calculation the closest port or the port where the vessel is usually based or contact the respective vessel operator. The final ports of mobilisation and demobilisation will be fixed by the vessel operators at cruise scheduling.

– End of proposal template –

## PART B - CVs and DMP

### Curricula vitae (CVs)

Brief CVs of the PI and proposal partners, with maximum length of **1 page each**, using the dedicated **CV template** (available at <http://www.eurofleets.eu/access/sea-call-regional/call-documents-and-templates/>), compiled in a single, unprotected PDF not exceeding 5MB, must be uploaded in the online submission system. This CV collection will not count against the proposal page limit. Only the five most recent/important publications should be stated.

### Data Management Plan (DMP)

Cruise applicants must create a Data Management Plan by using the online tool at <http://dmp.eff-eas.eu>, to be uploaded in the online submission system as a separate, unprotected PDF not exceeding 5MB.

## Application checklist

### HAVE YOU:

- Checked if you satisfy all eligibility criteria?
- Completed every part of the application form?
  - General and logistical information
  - Principal Investigator
  - Project partners
  - Project description, CVs & DMP
- Finally submitted your proposal?

## Call deadline

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

**Friday 28<sup>th</sup> of February 2020, 12:00 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.



## Contact details

### **EUROFLEETS+ Call Management & Evaluation**

#### **Office:**

Dr. Anneli Strobel  
EUROFLEETS+ Evaluation Office  
Alfred-Wegener-Institut Helmholtz-Zentrum  
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E-Mail: [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de)

### **EUROFLEETS+ Coordinator:**

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# **EUROFLEETSPlus SEA-Programme Call “REGIONAL”**

## **Online Submission Guidelines**

[www.eurofleets.eu](http://www.eurofleets.eu)

Version 20.11.2019

## 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 [online proposal submission website](#).

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 [EUROFLEETSPlus SEA Call2 PART B Proposal Template](#).
- **Step 3:** Finalization and submission

On the finalization of the proposal submission applicants will receive an automatically generated Proposal Summary Sheet (containing your **Part A** information) 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

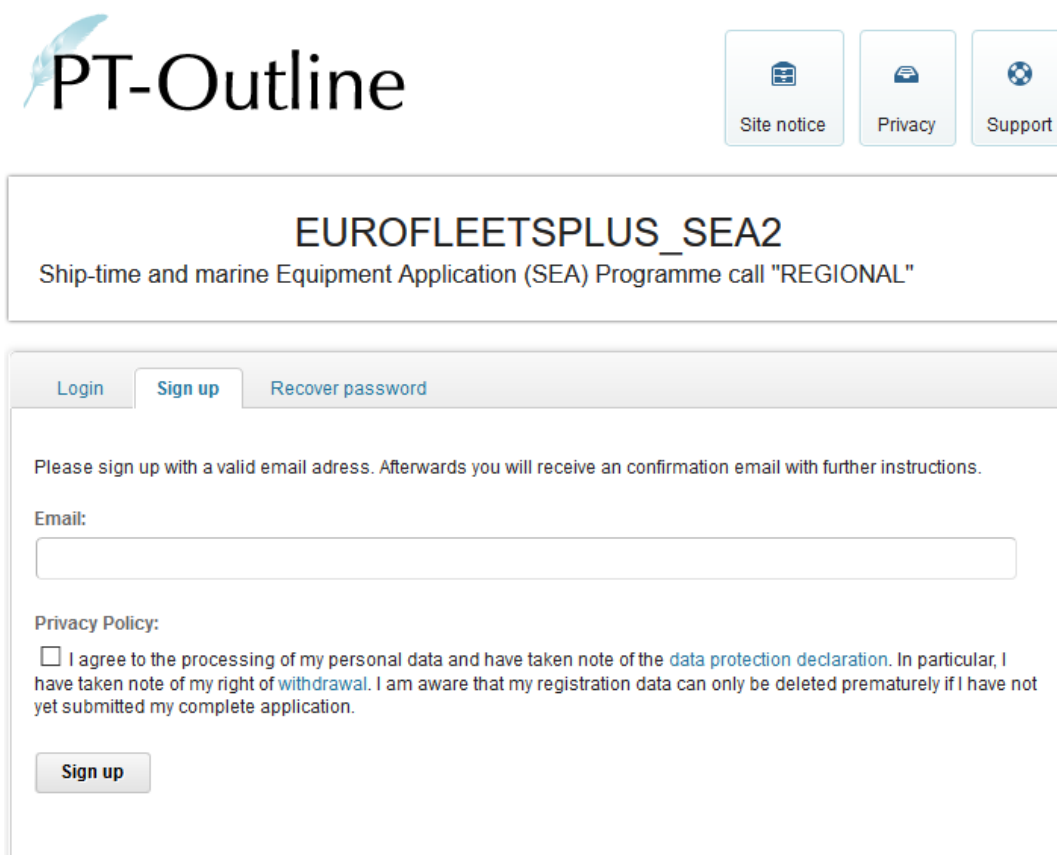
Proposals must be received online via the [online proposal submission website](#) by

**Friday 28<sup>th</sup> of February 2020, 12:00 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.

## 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 Privacy Support

**EUROFLEETSPLUS\_SEA2**  
Ship-time and marine Equipment Application (SEA) Programme call "REGIONAL"

Login **Sign up** Recover password

Please sign up with a valid email address. Afterwards you will receive an confirmation email with further instructions.

Email:

Privacy Policy:

☐ I agree to the processing of my personal data and have taken note of the [data protection declaration](#). In particular, I have taken note of my right of [withdrawal](#). I am aware that my registration data can only be deleted prematurely if I have not 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.

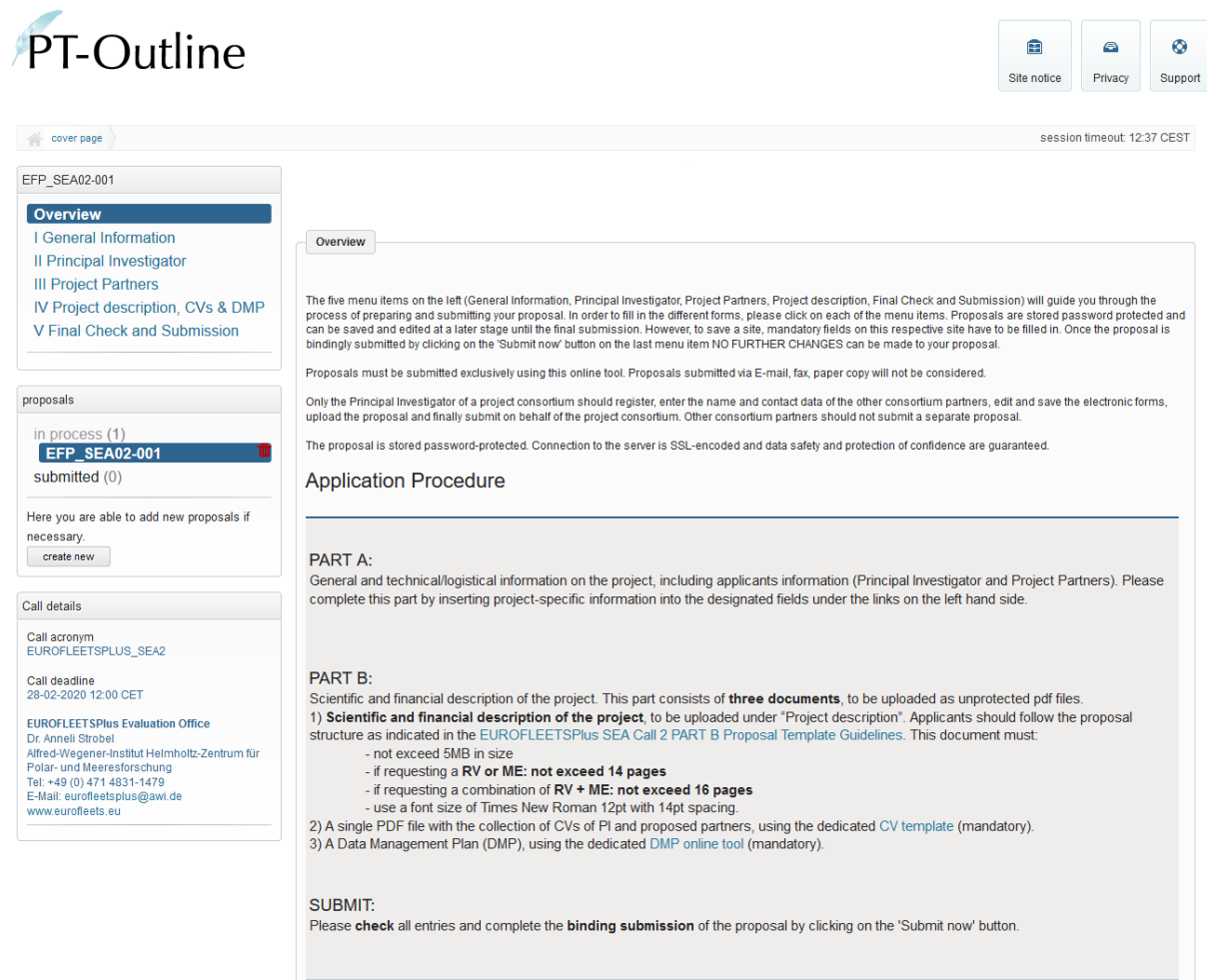
When you have secured the password you can click on “Activate Access”, which gives immediate access to the EUROFLEETSplus Login page above. After completion of this step you are able to login to the system at any time before the deadline, which will enable you to alter the submission (the system will 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 save 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 in the left panel.



The screenshot shows the PT-Outline web interface. At the top, there's a blue header with 'PT-Outline' and navigation links: 'Site notice', 'Privacy', and 'Support'. Below the header, a breadcrumb trail shows 'cover page' and a session timeout of '12:37 CEST'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a menu for 'EFP\_SEA02-001' with options: 'Overview' (selected), 'I General Information', 'II Principal Investigator', 'III Project Partners', 'IV Project description, CVs & DMP', and 'V Final Check and Submission'. Below this is a 'proposals' section showing 'in process (1)' with 'EFP\_SEA02-001' and 'submitted (0)', and a 'create new' button. The 'Call details' section provides contact information for the EUROFLEETSPUS evaluation office. The main panel displays the 'Overview' page, which includes instructions on how to use the system, a warning about password protection, and the 'Application Procedure' section. The 'Application Procedure' is divided into 'PART A: General and technical/logistical information' and 'PART B: Scientific and financial description of the project'. 'PART B' lists three documents to be uploaded: 1) Scientific and financial description of the project, 2) A single PDF file with CVs of PI and proposed partners, and 3) A Data Management Plan (DMP). A 'SUBMIT' section at the bottom instructs users to check all entries and click the 'Submit now' button.

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 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.

**Project title\***

  
**Acronym\***  
(max. 10 characters)  
characters left: 10  
  
**Project outline\***  
(max. 2000 characters)  
characters left: 2000  
  
**Main scientific discipline(s)**  
  
**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?  
☐ Yes  
☐ 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?\***  
☐ Yes  
☐ 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 1<sup>st</sup> and 2<sup>nd</sup> choice research vessel, in case your proposal allows the use of different vessels and operational areas. If your 1<sup>st</sup> choice vessel is highly requested or booked out, you will automatically be put on the list for your 2<sup>nd</sup> 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  
☐ 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

Are you willing to offer spare berths to EUROFLEETSPlus students/Co-PI Programme? If yes, how many?

characters left: 50

Which Exclusive Economic Zone(s) will be affected?

(please state area(s) of operation)

characters left: 100

### Ships onboard equipment needed

(max. 2000 characters)

characters left: 2000

### Ships mobile equipment needed

(max. 2000 characters)

characters left: 2000

### Own equipment provided

(max. 2000 characters)

characters left: 2000

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**

All fields marked with \* are mandatory for completing this form.

Please fill in the contact details of the person who will be responsible in all correspondence with EUROFLEETSPPlus concerning this proposal.

**Title \***  
Please choose...

**Family name \***  
characters left: 255

**First name \***

**Gender**  
☐ Male  
☐ Female

**Early Career Scientist**  
(Up to 7 years active in research since last degree)  
☐ 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: 255

**Telephone number \***  
characters left: 100

**Chief Scientist \***  
Chief scientist/cruise leader of the embarked team

**Full name of chief scientist**  
characters left: 100

**Institution name**  
characters left: 255

**Declaration \***

I declare that I will observe and carry out any investigation in accordance with the general principles of the 'Code of Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area', regardless of the area of operation.

I declare that the information provided is accurate and correct.

I agree that the EUROFLEETSPPlus Consortium may make any enquiries it considers necessary to verify the information provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROFLEETSPPlus project as outlined in the Guidelines for Applicants.

I agree that in the execution of the EUROFLEETSPPlus project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

☐ 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 user group leader/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.

Please fill in all requested information regarding your project partners. Please state only one person/representative per participating institution. It is not necessary at this point to list the entire on-board scientific party.

To add a new partner please fill in the fields below. Then click on the SAVE button at the bottom of the page and the new partner will be added in the list on the top of the page, below the heading "Project Partners". To add additional project partners click "add project partner".

**Title \***

**Family name \***  
characters left: 255

**First name \***

**Gender**  
☐ Male  
☐ Female

**Early Career Scientist**  
(Up to 7 years active in research since last degree)  
☐ Yes  
☐ No

**Institution name \***  
characters left: 255

**Type of organization \***

**Department/Research Group**  
characters left: 255

**Address \***  
characters left: 150

**Postal code \***  
characters left: 150

**City \***  
characters left: 150

**Country \***

**E-Mail \***  
characters left: 255

**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 Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area', regardless of the area of operation.

I declare that the information provided is accurate and correct.

I agree that the EUROFLEETSPPlus Consortium may make any enquiries it considers necessary to verify the information provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROFLEETSPPlus project as outlined in the Guidelines for Applicants.

I agree that in the execution of the EUROFLEETSPPlus project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

☐ 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 EUROLLEETSPlus 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 [EUROLLEETS Plus SEA Call2 Guideline for Applicants](#).**

## (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 [EUROLLEETSPlus SEA Call2 PART B Proposal Template](#).

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 EUROLLEETSPlus SEA Call 2 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 [EUROLLEETSPlus SEA Call 2 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 Plan (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.

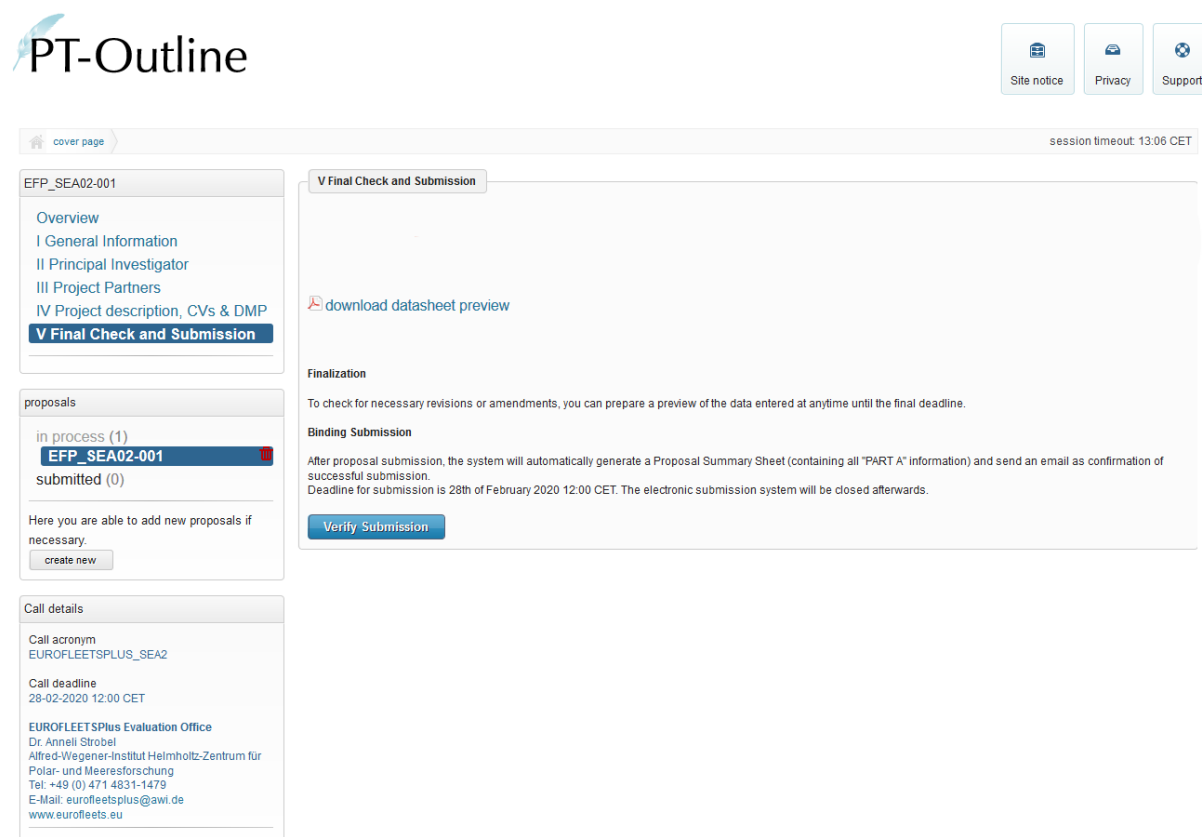
Save

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 Support

cover page session timeout: 13:06 CET

EFPP\_SEA02-001

Overview  
I General Information  
II Principal Investigator  
III Project Partners  
IV Project description, CVs & DMP  
**V Final Check and Submission**

proposals

in process (1)  
**EFPP\_SEA02-001**  
submitted (0)

Here you are able to add new proposals if necessary.  
create new

Call details

Call acronym  
EUROFLEETSPLUS\_SEA2

Call deadline  
28-02-2020 12:00 CET

EUROFLEETSPLUS Evaluation Office  
Dr. Anneli Strobel  
Alfred-Wegener-Institut Helmholtz-Zentrum für Polar- und Meeresforschung  
Tel: +49 (0) 471 4831-1479  
E-Mail: eurofleetsplus@awi.de  
www.eurofleets.eu

**V Final Check and Submission**

download datasheet preview

**Finalization**  
To check for necessary revisions or amendments, you can prepare a preview of the data entered at anytime until the final deadline.

**Binding Submission**  
After proposal submission, the system will automatically generate a Proposal Summary Sheet (containing all "PART A" information) and send an email as confirmation of successful submission.  
Deadline for submission is 28th of February 2020 12:00 CET. The electronic submission system will be closed afterwards.

Verify Submission

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 EUROFLEETSPPlus Call Management & 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 from "noreply@pt-outline.de" as a **confirmation of a successful submission**.

**Additional information:** The same user can submit several proposals.

## Contact details

### EUROFLEETS+ Call Management & 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: [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de)

### 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 OSPAR 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.<sup>1</sup> 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

<sup>1</sup> 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 long-lasting 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.



# **EUROFLEETSPlus**

## **Co-Principal Investigator (Co-PI) Programme**

### **Guidelines for Applicants**

[www.eurofleets.eu](http://www.eurofleets.eu)

Version 19.11.2019



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# 1 Introduction

On the first of February 2019 the European project EUROFLEETSPlus (hereafter referred to as EUROFLEETS+) “*An alliance of European marine research infrastructure*” was launched. The EUROFLEETS+ Consortium consists of 42 partners, whose primary focus will be **access provision, optimised use, and further improvement of the services** offered by the research infrastructure, to establish a world-class marine research integrated infrastructure.

EUROFLEETS+ will build **on the achievements** in two preceding Eurofleets projects, and integrate a **larger number of research vessels (RVs)** and extend the research infrastructure by **adding a range of advanced mobile marine equipment (ME)**. Its objective is to 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 central aim of EUROFLEETS+ is to facilitate open and effective access to an integrated and advanced research vessel fleet, designed to meet the evolving and challenging needs of the user community. European and international researchers from academia and industry will be able to apply. Eurofleets+ particularly invites scientists from **nations with limited, or no, access to research vessels and other marine infrastructure. Researchers from all career stages and female researchers are encouraged to apply.** Access will be granted based on scientific excellence covering all fields of marine science, giving priority to research on sustainable, clean and healthy oceans, linking with existing ocean observation infrastructures, and innovation through working closely with industry will be supported.

To pursue this aim, fully funded ship-time on a range of international research vessels and marine equipment will be made available between 2020 and 2022 to support outstanding research projects.

Within the three different access programmes of EUROFLEETS+, the **Co-Principal Investigator (PI)** Programme is specifically aimed at **early career researchers, or researchers with no experience in leading a research cruise**, to implement their own research together with experienced scientists in EUROFLEETS+ scheduled cruises. Applicants to the Co-PI programme will be able to apply for all 27 state-of-the-art research vessels (RVs) (13 Global/Ocean and 14 Regional) offered within Eurofleets+. If applicable, ME may be utilised if scheduled for a main cruise on an Eurofleets+ vessel. The programme will provide the successful applicant with one to three days(maximum) of access to a RV and ME.

Within the **Co-PI** Programme, EUROFLEETS+ is opening a **running call**, which allows the continuous submission of proposals until call closure.

We are inviting you to submit proposals for funding for ship-time within the Co-PI Programme

with any of the following **research vessels**

to carry out ship-based research activities within any field of marine science (restrictions may apply, check specific access conditions for each vessel at [www.eurofleets.eu](http://www.eurofleets.eu) ).

No proposals will be accepted after **31<sup>st</sup> of January 2022, 12:00 CET**.

Submitted applications will be evaluated every 6 months or when a sufficient amount of proposals has been submitted.

Availability of funds for this call is limited, thus it might close as soon as enough excellent proposals are granted to exhaust the budget.

### Research vessels scheduled for the Co-PI Programme

#### Arctic Ocean

RV Sanna (GRONLANDS, Greenland)  
RV G.O. SARS (HAVFO, Norway)

#### North Atlantic Ocean

RV Arni Freidrickson (HAFRA, North Atlantic)  
RV Belgica/Belgica II (RBINS, Belgium)  
RV Celtic Explorer (MI, Ireland)  
RV DANA (DTU, Denmark)  
RV Magnus Heinason (HAVST, Faroe Islands)  
RV Mar Portugal (IPMA, Portugal)  
RV Sarmiento de Gamboa (CSIC, Spain)  
RV Simon Stevin (VLIZ, Belgium)  
RV Thalassa (IFREMER, France)

#### North-West/West Atlantic

RV Atlantic Explorer (BIOS, Bermuda)  
RV Coriolis II (UQAR, Canada)

#### Pacific Ocean

RV Tangaroa (NIWA, New Zealand)

#### Baltic Sea, North Sea

RV Alkor (Geomar, Germany)  
RV Aranda (SYKE, Finland)  
RV Skagerak (UGOT, Sweden)

#### Mediterranean Sea, Atlantic Ocean

RV Alliance (NATO-CMRE, Italy)  
RV Angeles Alvarino (IEO, Spain)  
RV L'Europe (IFREMER, France)  
RV Ramon Margalef (IEO, Spain)  
RV SOCIB (SOCIB, Spain)  
RV Tubitak Marmara (TUBITAK, Turkey)  
RV Pelagia (NIOZ, The Netherlands)

#### Mediterranean, Black Sea

RV Mare Nigrum (GEOCOMAR), Romania  
RV Aegeo (HCMR, Greece)

## Marine Equipment available within the Co-PI Programme, if scheduled for an EF+ cruise in the SEA-Programme

AUV ASTERx or IDEFx (Ifremer, France)  
AUV CNR Glider 'Teresa' (CNR ISMAR, Italy)  
AUV Hugin (UGOT, Sweden)  
AUV Hugin (FFI, Norway)  
AUV VLIZ (VLIZ, Belgium)  
ROV Ægir 6000 (UiB, Norway)  
ROV Ariane (Ifremer, France)  
ROV Genesis (VLIZ, Belgium)  
ROV Holland1 (MI, Ireland)  
ROV LUSO (IPMA, Portugal)  
ROV Marum Squid (UB, Germany)  
ROV Ocean Modules V8 offshore (UGOT, Sweden)  
VSAT Satellite System (Telepresence Unit) (GFOE, United States of America)

**For more information on EUROFLEETS+ calls for proposals and on the infrastructure capabilities, schedule and geographic areas offered visit the vessel descriptions at [www.eurofleets.eu](http://www.eurofleets.eu).**

Proposals must be submitted using the **online proposal submission portal (shared platform & single entry point for the EUROFLEETS+ Co-PI Programme & RTA Programme)**  
[https://ptoutline.eu/app/eurofleetsplus\\_rc](https://ptoutline.eu/app/eurofleetsplus_rc)

Check carefully if you fulfil the **eligibility criteria** before submitting your application.

Instructions on how to draft the proposal can be found in the document **EUROFLEETSPlus Co-PI Proposal Template**.

Detailed instructions to submit your proposal online can be found in the document **EUROFLEETSPlus Co-PI & RTA Online Submission Guidelines**.

Documents and templates are available at <https://www.eurofleets.eu/access/co-pi/call-documents-and-templates/>

## 2 Call opening period & deadline

The Co-PI Programme will be open to applications in a running call. Proposals can be continuously submitted online via the [online proposal submission website](https://ptoutline.eu/app/eurofleetsplus_rc) until call closure. No proposals will be accepted after **Monday, 31<sup>st</sup> of January 2022, 12:00 HOURS (CET)**.

Note: Availability of funds for this call is limited, thus it might close as soon as enough excellent proposals are granted to exhaust the budget.

### 3 Eligibility criteria

Trans-national access will be provided to selected Co-PI projects ('user groups'), i.e. teams of one up to three participants in maximum, led by a principal investigator (PI). Proposals for access to any of the offered infrastructures will be accepted if they meet the following **5 strict criteria**:

- 1. Affiliation:** The applicant (PI) for a Co-PI project must work in a country other than the country that owns and operates the infrastructure. E.g. a Norwegian PI is entitled to apply for ship-time on all of the listed vessels, except RVs carrying the Norwegian flag (e.g. *RV G.O. Sars*).
- 2. Work experience:** The Co-PI Programme is open to early career researchers or experienced researchers of any nationality, without previous participation as PI in a research cruise.
- 3. Cruise duration:** The days of access to RVs or ME, requested by the applicants, should not exceed three working days as the days will be incorporated into larger EF cruises.
- 4. Data management:** A Data Management Plan (DMP) must be submitted together with the proposal. The DMP should follow the EUROFLEETS+ guidelines.
- 5. Dissemination:** Only users 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. Users must agree to comply with the EUROFLEETS+ data policy.

The non-fulfilment of any of the previous criteria implies the non-acceptance of the proposal for further evaluation.

**NOTE:** Access for user groups with a PI and majority of users not working in a EU or associated country<sup>1</sup> is limited to 20% of the total amount of units of access provided by the Eurofleets+ Project. I.e., at least 80% of the total units of access (days on RVs and use of ME) provided by the Eurofleets+ project will be granted to parties with the majority of users working in an institution established in a EU or associated country<sup>1</sup>.

---

<sup>1</sup>Legal entities from Associated Countries can participate under the same conditions as legal entities from the Member States. As of 01 January 2017, the following countries are associated to Horizon 2020: Iceland, Norway, Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia, Armenia.

## 4 Terms and Conditions

### 4.1 General Funding Conditions

1. Only one Co-PI project will be funded and allowed to attend a scheduled cruise per EUROFLEETS+ vessel. A Co-PI project may be granted up to three participants, depending on berth availability and main activities of already scheduled cruises.
2. Funding is provided for accessing the research vessels and marine equipment offered by the EUROFLEETS+ beneficiaries. Co-PI applicants may also apply for access to marine equipment scheduled for an EUROFLEETS+ cruise.

Note: Applicants may apply for own marine equipment to be installed and deployed from a EUROFLEETS+ vessel.

3. In case the Co-PI cruise involves the use of ME, this will be ruled by the specific terms for ME by the EUROFLEETS+ SEA Programme “OCEANS”/“REGIONAL”.
4. A Co-PI project will form part of longer, scheduled EUROFLEETS+ cruises with other working groups embarked. The total number of days available on each EUROFLEETS+ infrastructure is from one to a maximum of three days Ship-time and – if it applies - marine equipment time may be awarded depending on the recommendations of the EUROFLEETS+ Scientific Liaison Panel and Operational Liaison Panel and subject to the formal approval of the EUROFLEETS+ Project management board.
5. The access of EUROFLEETS+ infrastructure will be free of charge for selected user-groups and will cover the use of the vessels (with berth limitation in some cases), full crew, fuel (at economical service speed, for details contact vessel operator), victuals and other standard operating costs. Travel expenses for the embarked team will be covered up to a maximum amount designated to the individual infrastructures.
6. The access will include the logistical, technological and scientific support.
7. Grantees will not invoice the EUROFLEETS+ 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.
8. The available ship-time funded by EUROFLEETS+ might be extended providing sufficient complementary funding by the applicant for additional 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, cross funding from other EU projects is not permitted.** A cruise or work funded already by another EU project cannot be proposed to EUROFLEETS+ funding.
9. If the number of funded days is reduced by the EUROFLEETS+ 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.



10. Vessel users should note that installation and operation of any equipment that they bring on board the vessels is done at their own risk, even when it is carried on board or deployed from the vessel. Further details will be provided during the negotiation phase.
11. A contract will be signed between the PI's institution, the EUROFLEETS+ Consortium and the beneficiary giving access to its infrastructure 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.
12. In Part A of the application procedure, the applicants will have to agree that in the execution of the EUROFLEETS+ project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

## 4.2 Reporting

Following completion of a funded cruise the PI must submit a digital **Cruise Report** (in English) to the EUROFLEETS+ Evaluation Office at [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de), within two months after completion of the cruise, 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 EUROFLEETS+ Scientific Liaison Panel may request further information/clarifications (or re-submission of the report) within a reasonable time-frame.

The Cruise Summary Report (CSR) 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 EUROFLEETS+ funded Co-PI project is obliged to submit a Cruise Summary Report 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 Cruise Summary Report [Content Management System](#) (CSR CMS) (Username: csronline, Password: jellyfish). The Co-PI grantee should provide a summary of operations and a list of all samples and deployments within a week after the cruise to the cruise PI, so that he can complete the CSR of his research cruise.

An example and a blank Cruise Summary Report form as word files are available for download to be used on board. In any case, Cruise Summary Reports must be made available online after the cruise.

Further information on Cruise Summary Reports and an interface to query existing Cruise Summary Reports can be found at the SeaDataNet website at: <http://seadata.bsh.de/csr/online/> (Username: csronline, Password: jellyfish).

All Cruise Summary Reports submitted for EUROFLEETS+ will become available via the SeaDataNet Cruise Summary Reports user interface and also via a dedicated EUROFLEETS+ Cruise Summary Reports user interface.

### 4.3 EUROFLEETS+ Data policy

EUROFLEETS+ aims at its research data to be findable, accessible, interoperable and reusable (FAIR).

Data management in EUROFLEETS+ is coordinated with the SeaDataNet FP6 European project and adopts the SeaDataNet standards. The SeaDataNet infrastructure can be visited at:

<http://www.seadatanet.org>.

Cruise applicants must create a preliminary Data Management Plan (DMP) by using the online tool at <http://dmp.ef-ears.eu>, to be provided when submitting the proposal. This page also details the steps needed to make the data FAIR.

If the application is successful, the PI of the research cruise hosting the Co-PI project will invite the Co-PI grantee to contribute to his/her full Data Management Plan.

All data generated under EUROFLEETS+ 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 one of three reference [National Oceanographic Data Centres](#) (OGS in Italy, HCMR in Greece or BMDC in Belgium) within two months after cruise completion. These reference data centres will then make sure that the data sets are quality controlled, archived, and linked to the metadata of the respective cruise. The reference data centres will share the data with the NODC the vessel is connected to.

The PI may choose to restrict access to the data sets and samples to the scientific party and its designated partners up to 2 years after the cruise. This embargo must be reported in the DMP. 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 EUROFLEETS+ Evaluation Office for the project records via E-Mail.

### 4.4 Acknowledgements

All results/publications/presentations/publicity arising from a EUROFLEETS+ funded cruise should carry an acknowledgment of the funding source as well as to the research vessel utilized, referring to support given by the H2020 Grant Agreement No. 824077 - EUROFLEETSPlus.

Logos for presentations can be found on the [Project Website](#).

## 5 Technical information on research vessels and equipment

In preparation of their respective proposal, applicants are advised to consult the EUROFLEETS+ [research vessel and equipment information website](#) on the technical capabilities, availability of scientific equipment and large equipment of the research vessel they intend to apply for and/or

characteristics of the available marine equipment. If more detailed information is required, applicants should contact the respective vessel operator directly (contact details are given at the infrastructure information sheets), or at [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de) and their request will be forwarded to the vessel operator.

## 6 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 save 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 (Principal Investigator/user group leader and user group) and technical/logistical information regarding the intended research cruise. This section has to be completed online.

**Part B:** This part consists of **three documents**, to be uploaded as unprotected pdf file.

- 1) **Scientific and financial description of the project**, to be uploaded under “Project description”. Applicants should follow the proposal structure as indicated in the [EUROFLEETSPPlus Co-PI PART B Proposal Template](#). This document must
    - 1) not exceed 5MB in size
    - 2) **not exceed 9 pages**
    - 3) use a font size of Times New Roman 12pt with 14pt spacing.
  - 2) A single PDF file with the collection of **CVs of PI and proposed partners (if any)**, using the dedicated [CV template](#) (mandatory).
  - 3) A preliminary Data Management Plan (DMP), using the dedicated [DMP online tool](#) (mandatory).
- **Step 3:** On the finalization of the proposal submission the system will automatically generate a **Proposal Summary Sheet** (containing all **Part A** information), and send an email 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.

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 outlined evaluation criteria.

## 7 Freedom of Information & Data protection

Personal information supplied to the EUROFLEETS+ 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 EUROFLEETS+ 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/or regarding the treatment of personal data may contact the EUROFLEETS+ Call Management & Evaluation Office.

## 8 Contact details

### **EUROFLEETS+ Call Management & Evaluation Office**

Dr. Anneli Strobel  
EUROFLEETS+ Evaluation Office  
Alfred-Wegener-Institut Helmholtz-Zentrum  
für Polar- und Meeresforschung  
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# **EUROFLEETSPlus 2019**

## **Co-Principal Investigator (Co-PI)**

### **Programme**

Proposal template

[www.eurofleets.eu](http://www.eurofleets.eu)

Version 08.10.2019



## Introduction

Proposals must be submitted exclusively in electronic form via the [online proposal submission website](#). In order to be able to login you have to register to the system. Once registered you are able to proceed with the submission of your proposal, which consists of two main parts.

### PART A – GENERAL PROJECT INFORMATION AND APPLICANT DETAILS

### PART B – SCIENTIFIC PROJECT DESCRIPTION, CVs AND DMP

This document will guide you to prepare the **PART B** of the proposal.

## PART A - General project information & applicant details

This part consists of the following three menus, containing forms that have to be filled in online:

- General and logistical project information
- Principal Investigator (PI)

In this menu the Principal Investigator has to agree to the following declaration:

I declare that I will observe and carry out any investigation in accordance with the general principles of the 'Code of Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area', regardless of the area of operation.

I declare that the information provided is accurate and correct.

I agree that the EUROWFLEETSPplus Consortium may make any enquiries it considers necessary to verify the information provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROWFLEETSPplus project as outlined in the Guidelines for Applicants.

I agree that in the execution of the EUROWFLEETSPplus project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

- Project partners (not mandatory)

Details on how to fill in the **PART A** of the proposal can be found in the document “**EUROWFLEETSPplus Co-PI Online Submission Guidelines**” <https://www.eurofleets.eu/access/co-pi/call-documents-and-templates/>.

For further details on how to proceed, please refer to the Proposal Online Submission Guidelines.

## PART B - Scientific project description, CVs and DMP

The information provided in Part B must be uploaded as three unprotected PDF documents at the end of the “PART A” online application process in step IV “Project description, CVs and DMP” on the [online proposal submission website](#).

**Document 1)** Scientific and financial description of the project, to be uploaded under "Project description, CVs and DMP". The information provided in this document should not exceed 9 pages if requesting a Research Vessel **or** a Research Vessel **and** Marine Equipment, including appendices, tables (and maps), respectively. A font size of Times New Roman 12pt should be used with 14pt spacing.

**Document 2)** A single, unprotected PDF file with the collection of CVs of PI and proposal partners, using the dedicated [CV template](#).

**Document 3)** A Data Management Plan (DMP), using the dedicated DMP online tool at <http://dmp.ef-ears.eu> for preparation (unprotected PDF)

The most important parts are the **Scientific Objectives and the Work Programme** which should comprise approximately **2 pages each**. When writing your proposal, please keep in mind that the evaluation of the proposal will be based, in large part, on the information provided in this section. The proposal should provide a comprehensive and robust justification for the provision of funding, without referring to cited or additional literature. When writing your proposal you should bear the **EUROFLEETS+ evaluation criteria** in mind. The proposal should be as concise as possible to ease the proposal evaluation.

## SCIENTIFIC PROJECT DESCRIPTION - PROPOSAL TEMPLATE

The proposal should cover the following sections. Please stick to the provided section sequence, numbering and titles!

### 1 Scientific objectives of the proposed work

#### 1.1) General scientific background

Provide information on the current state of scientific knowledge in the field of research directly linked to the proposed work, including relevant citations. Please describe your own preliminary work in the field.

#### 1.2) Specific aims of the project

Provide a clear description of the scientific objectives to be achieved with the proposed project highlighting its innovative aspects. What is the expected added value to the present state of knowledge? Provide clear evidence of expected outputs and deliverables from the proposed work and outline clearly the specific benefits and impacts of the research cruise.

Do not exceed **3 pages** for this section.

### 2 Work programme

Provide a comprehensive description of the work to be carried out on-board the research vessel. This should include a **list of stations** (including desired position and water depths) and **transects**. Outline a realistic **timetable** and a description of activities in relation to the ship-time requested. This timetable should equally contain distances to be covered and a calculation of time needed to accomplish them at a given cruise speed as well as station time. Please bear in mind that the quality of the work program is central to the evaluation of your proposal and you will therefore need to provide a plausible and conclusive case.

**Note:** A Co-PI project will form part of longer, scheduled EUROFLEETS+ cruises with other working groups embarked. Requested ship-time does not need to consider mobilisation/ demobilisation or the passage from the port to the work site.

**Example:**

Activity	Position		Depth / Distance (m)/(nm)	Est. time (h)	Operations
	Latitude (N)	Longitude (W)			
Station 1/Task 1	37.930	-15.820	4283m	2.5	CTD cast
Station 1/Task 2	37.930	-15.820	4283m	3	Multicorer cast



<b>Transect 1</b>	<i>Start: 37.930 End: 35.770</i>	<i>Start: -15.820 End: -13.180</i>	188nm	30.4	Multichannel seismics line
<b>Etc.</b>					

Total working hours:

Total steaming/transit hours:

Do not exceed **3 pages** for this section.

### 3 User group leader (cruise leader/chief scientist) and user group

Provide information on the number of people joining the on-board team (user group) and their assigned tasks ([use the table format as in the example below](#)). Please provide details of the expertise/track record of the cruise leader and other partners and participants directly joining the embarked team (including details of ship-based experience). Follow the regulations in terms of affiliations for the teams as stated in the EUROFLEETS+ eligibility criteria; provide information on their affiliation and the country they are based. Match the expertise of your team in relation to the objectives and work to be carried out.

**Note:** Apart from the cruise leader, no further on board participants are required in the Co-PI Programme.

**Example:**

#### On board participants/user group

No.	Name	Gender	Affiliation, Country	Early career/in formation*	On-board tasks
1	Peter Jansen	M	NIOZ, NL		Chief scientist, Sedimentologist
2	Laura Sánchez	F	CSIC, SP	Early career	Palinology
3	NN, Student	F	FMI, FI	In formation	CTD work, Nutrient analysis

\***Early career:** up to seven years active in science from PhD degree; **In formation:** PhD/Master student.

### 4 Technical capability to carry out the research cruise and data exploitation

Provide information on the technical equipment necessary to carry out the proposed work and its availability. If applicable, who will benefit from real time data sharing? Give a detailed outline and timeline of how and when gathered data and samples will be analysed, taking into account additional funding sources, since no funding is available within the EUROFLEETS+ project to analyse gathered data and samples. If applicable, please describe if applicable if there is “own equipment” or complementary funding available to support the research cruise. Describe how the knowledge gained through a EUROFLEETS+ funded project will be disseminated and where gained data will be stored.

## 5 National, international and industrial collaboration

If applicable, please provide information on how your proposed project is embedded into other larger research projects or programs on a national or international level. Provide information on collaboration with industry if it applies.

## 6 Public outreach

Provide information which activities will be undertaken to inform the general public about your research cruise.

## 7 Travelling and shipment costs

Provide a detailed and realistic budget of expenses incurred in relation to travelling of cruise participants and possible shipment of (own) equipment to the preferred port of mobilisation and back from the port of demobilisation. Ports of mobilisation and demobilisation can only be roughly given at this stage, if unknown, use for this calculation the closest port or the port where the vessel is usually based or contact the respective vessel operator. The final ports of mobilisation and demobilisation will be fixed by the vessel operators at cruise scheduling.

*– End of proposal template –*

## PART B - CVs and DMP

### Curricula vitae (CVs)

Brief CVs of the PI and proposal partners, if it applies, with maximum length of **1 page each**, using the dedicated **CV template** (available at <https://www.eurofleets.eu/access/co-pi/call-documents-and-templates/>), compiled in a single, unprotected PDF not exceeding 5MB, must be uploaded in the online submission system. This CV collection will not count against the proposal page limit. Only the five most recent/important publications should be stated.

### Data Management Plan (DMP)

Cruise applicants must create a preliminary Data Management Plan by using the online tool at <http://dmp.ef-ears.eu>, to be uploaded in the online submission system as a separate, unprotected PDF not exceeding 5MB.

## Application checklist

### HAVE YOU:

- Checked if you satisfy all eligibility criteria?
- Completed every part of the application form?
  - General and logistical information
  - Principal Investigator
  - (Project partners)
  - Project description, CVs & DMP
- Finally submitted your proposal?

## Call deadline

The Co-PI Programme will be open to applications in a running call. Proposals can be continuously submitted online via the [online proposal submission website](#) until call closure. No proposals will be accepted after **Monday, 31<sup>st</sup> of January 2022, 12:00 HOURS (CET)**.

Note: Availability of funds for this call is limited, thus it might close as soon as enough excellent proposals are granted to exhaust the budget.

## Contact details

### EUROFLEETS+ Call Management & Evaluation Office

Dr. Anneli Strobel

EUROFLEETS+ Evaluation Office

Alfred-Wegener-Institut Helmholtz-Zentrum für Polar- und Meeresforschung

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# **EUROFLEETSPPlus**

## **Remote Transnational Access (RTA) Programme**

### **Guidelines for Applicants**

[www.eurofleets.eu](http://www.eurofleets.eu)

Version 19.11.2019



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# 1 Introduction

On the first of February 2019 the European project EUROFLEETSPlus (hereafter referred to as EUROFLEETS+) “*An alliance of European marine research infrastructure*” was launched. The EUROFLEETS+ Consortium consists of 42 partners, whose primary focus will be **access provision, optimised use, and further improvement of the services** offered by the research infrastructure, to establish a world-class marine research integrated infrastructure.

EUROFLEETS+ will build **on the achievements** in two preceding Eurofleets projects, and integrate a **larger number of research vessels (RVs)** and extend the research infrastructure by **adding a range of advanced mobile marine equipment (ME)**. Its objective is to 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 central aim of EUROFLEETS+ is to facilitate open and effective access to an integrated and advanced research vessel fleet, designed to meet the evolving and challenging needs of the user community. European and international researchers from academia and industry will be able to apply. EUROFLEETS+ particularly invites scientists from **nations with limited, or no, access to research vessels and other marine infrastructure. Researchers from all career stages and female researchers are encouraged to apply.** Access will be granted based on scientific excellence covering all fields of marine science, giving priority to research on sustainable, clean and healthy oceans, linking with existing ocean observation infrastructures, and innovation through working closely with industry will be supported.

To pursue this aim, fully funded ship-time on a range of international research vessels and marine equipment will be made available between 2020 and 2022 to support outstanding research projects.

Within the three different access programmes of EUROFLEETS+, the **Remote Transnational Access (RTA)** Programme is providing researchers with remote access to samples or data from any of the 27 state-of-the-art research vessels (RVs) (13 Global/Ocean and 14 Regional) offered within EUROFLEETS+. This remote access will allow sample or data needs to be addressed remotely, when this can be accomplished with one day of ship time. Applicants will be able to apply for remote access to all vessels offered within EUROFLEETS+, independent or attached to the scheduled cruises of the SEA Programme.

Within the **RTA**-Programme, EUROFLEETS+ is opening a **running call**, which allows the continuous submission of proposals until call closure.

We are now inviting you to submit proposals for funding of remote access to any of the following **research vessels**

to carry out ship-based research activities within any field of marine science (restrictions may apply, check specific access conditions for each vessel at [www.eurofleets.eu](http://www.eurofleets.eu) ).

No proposals will be accepted after **31<sup>st</sup> of January 2022, 12:00 CET**.

Submitted applications will be evaluated every 6 months or before, if a sufficient amount of proposals is submitted.

Availability of funds for this call is limited, thus it might close as soon as enough excellent proposals are granted to exhaust the budget.

### Research vessels scheduled for the RTA Programme

#### Arctic Ocean

RV Sanna (GRONLANDS, Greenland)  
RV G.O. SARS (HAVFO, Norway)

#### North Atlantic Ocean

RV Arni Freidrickson (HAFRA, North Atlantic)  
RV Belgica/Belgica II (RBINS, Belgium)  
RV Celtic Explorer (MI, Ireland)  
RV DANA (DTU, Denmark)  
RV Magnus Heinason (HAVST, Faroe Islands)  
RV Mar Portugal (IPMA, Portugal)  
RV Sarmiento de Gamboa (CSIC, Spain)  
RV Simon Stevin (VLIZ, Belgium)  
RV Thalassa (IFREMER, France)

#### North-West/West Atlantic

RV Atlantic Explorer (BIOS, Bermuda)  
RV Coriolis II (UQAR, Canada)

#### Pacific Ocean

RV Tangaroa (NIWA, New Zealand)

#### Baltic Sea, North Sea

RV Alkor (Geomar, Germany)  
RV Aranda (SYKE, Finland)  
RV Skagerak (UGOT, Sweden)

#### Mediterranean Sea, Atlantic Ocean

RV Alliance (NATO-CMRE, Italy)  
RV Angeles Alvarino (IEO, Spain)  
RV L'Europe (IFREMER, France)  
RV Ramon Margalef (IEO, Spain)  
RV SOCIB (SOCIB, Spain)  
RV Tubitak Marmara (TUBITAK, Turkey)  
RV Pelagia (NIOZ, The Netherlands)

#### Mediterranean, Black Sea

RV Mare Nigrum (GEOCOMAR), Romania  
RV Aegeo (HCMR, Greece)

#### Southern Ocean, Arctic, Mediterranean Sea

RV Laura Bassi (OGS, Italy)

For more information on EUROFLEETS+ calls for proposals and on the infrastructure capabilities, schedule and geographic areas offered visit the vessel descriptions at [www.eurofleets.eu](http://www.eurofleets.eu).

Proposals must be submitted using the **online proposal submission portal (shared platform & single entry point for the EUROFLEETS+ Co-PI Programme & RTA Programme)**  
[https://ptoutline.eu/app/eurofleetsplus\\_rc](https://ptoutline.eu/app/eurofleetsplus_rc)

Check carefully if you fulfil the **eligibility criteria** before submitting your application.

Instructions on how to draft the proposal can be found in the document **EUROFLEETSplus RTA Proposal Template**.

Detailed instructions to submit your proposal online can be found in the document **EUROFLEETSplus Co-PI & RTA Online Submission Guidelines**.

Documents and templates are available at <https://www.eurofleets.eu/access/rta/call-documents-and-templates/>

## 2 Call opening period & deadline

The RTA Programme will be open to applications in a running call. Proposals can be continuously submitted online via the [online proposal submission website](https://ptoutline.eu/app/eurofleetsplus_rc) until call closure. No proposals will be accepted after **Monday, 31<sup>st</sup> of January 2022, 12:00 HOURS (CET)**.

Note: Availability of funds for this call is limited, thus it might close as soon as enough excellent proposals are granted to exhaust the budget.

## 3 Eligibility criteria

Proposals for remote transnational access to any of the offered EUROFLEETS+ research vessels will be accepted if they meet the following criteria:

- 1. Affiliation:** The applicant (PI) must work in a country other than the country that owns and operates the research vessel (RV) requested. E.g. a Norwegian applicant is entitled to apply for data or samples from all of the listed vessels, except RVs carrying the Norwegian flag (e.g. *RV G.O. Sars*).
- 2. Cruise duration:** The work proposed for the RTA, requested by the applicant, must be achievable within one day of ship time.
- 3. Dissemination:** Only users 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. Users must agree to comply with the EUROFLEETS+ data policy.



The non-fulfilment of any of the previous criteria implies the non-acceptance of the proposal for further evaluation.

**NOTE:** Access for user groups with a PI and majority of users not working in a EU or associated country<sup>1</sup> is limited to 20% of the total amount of units of access provided by the Eurofleets+ Project. I.e., at least 80% of the total units of access (days on RVs) provided by the Eurofleets+ project will be granted to parties with the majority of users working in an institution established in a EU or associated country<sup>1</sup>.

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<sup>1</sup>Legal entities from Associated Countries can participate under the same conditions as legal entities from the Member States. As of 01 January 2017, the following countries are associated to Horizon 2020: Iceland, Norway, Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia, Armenia.

## 4 Terms and Conditions

### 4.1 General Funding Conditions

1. The amount of RTA projects that can be funded and implemented on a scheduled EUROFLEETS+ cruise/vessel depends on the cruise schedule and time-slots available.
2. Funding is provided for remote access to the research vessels offered by the EUROFLEETS+ beneficiaries.

Note: Applicants may apply for own marine equipment to be installed and deployed from a EUROFLEETS+ vessel.

3. A RTA project will form part of longer, scheduled EUROFLEETS+ cruises with other working groups embarked. The number of days available on each EUROFLEETS+ research vessel is limited to one day. Remote access may be awarded depending on the recommendations of the EUROFLEETS+ Scientific Liaison Panel and Operational Liaison Panel and subject to the formal approval of the EUROFLEETS+ Project management board.
4. The remote access to the EUROFLEETS+ research vessel will be free of charge for selected RTA projects and will cover the use of the vessels, crew, fuel (at economical service speed, for details contact vessel operator) and other standard operating costs. The access will include the logistical and technological support.
5. Grantees will not invoice the EUROFLEETS+ 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.
6. RTA applicants should note that the application for the installation and operation of any equipment that they may send on board the vessels is done on a case by case bases and if accepted is done so at their own risk, even when it is carried on board or deployed from the vessel. Further details will be provided during the negotiation phase.
7. A contract will be signed between the applicants' institution, the EUROFLEETS+ Consortium and the beneficiary giving remote access to its research vessel laying out terms and conditions of access detailing the support granted, reporting, liability, applicable safety/security regulations and modalities of payment, e.g. sample shipping.
8. In Part A of the application procedure, the applicants will have to agree that in the execution of the EUROFLEETS+ project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

### 4.2 Reporting

Following completion of a funded project the applicant must submit a digital **Cruise Report** (in English) to the EUROFLEETS+ Evaluation Office at [euofleetsplus@awi.de](mailto:euofleetsplus@awi.de), within two months after

completion of the cruise, 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 EUROFLEETS+ Scientific Liaison Panel may request further information/clarifications (or re-submission of the report) within a reasonable time-frame.

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#### 4.3 EUROFLEETS+ Data policy

EUROFLEETS+ aims at its research data to be findable, accessible, interoperable and reusable (FAIR).

Data management in EUROFLEETS+ is coordinated with the SeaDataNet FP6 European project and adopts the SeaDataNet standards. The SeaDataNet infrastructure can be visited at: <http://www.seadatanet.org>.

Cruise applicants are invited to create an optional Data Management Plan (DMP) by using the online tool at <http://dmp.ef-ears.eu>. This page also details the steps needed to make the data FAIR.

All data generated under EUROFLEETS+ 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 one of three reference [National Oceanographic Data Centres](#) (OGS in Italy, HCMR in Greece or BMDC in Belgium) within two months after cruise completion. These reference data centres will then make sure that the data sets are quality controlled, archived, and linked to the metadata of the respective cruise. The reference data centres will share the data with the NODC the vessel is connected to.

The PI may choose to restrict access to the data sets and samples to the scientific party and its designated partners up to 2 years after the cruise. If he chooses to do so, the Data Management Plan is no longer optional, and must be submitted together with the application via the online submission platform. This embargo must be reported in the DMP. 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 EUROFLEETS+ Evaluation Office for the project records via E-Mail.

#### 4.4 Acknowledgements

All results/publications/presentations/publicity arising from a EUROFLEETS+ funded cruise should carry an acknowledgment of the funding source as well as to the research vessel utilized, referring to support given by the H2020 Grant Agreement No. 824077 - EUROFLEETSPlus.

Logos for presentations can be found on the [Project Website](#).

### 5 Technical information on research vessels and equipment

In preparation of their respective proposal, applicants are advised to consult the EUROFLEETS+ [research vessel information 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 (contact details are given at the infrastructure information sheets), or at [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de) and their request will be forwarded to the vessel operator.

### 6 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 save 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 (Principal Investigator and user group, if applies) and technical/logistical information regarding the intended research cruise. This section has to be completed online.

**Part B:** This part consists of **two or three** (in case a DMP is needed) **documents**, to be uploaded as unprotected pdf file.

- 1) **Scientific and financial description of the project**, to be uploaded under “Project description”. Applicants should follow the proposal structure as indicated in the [EUROFLEETSPlus RTA PART B Proposal Template](#). This document must
    - 1) not exceed 5MB in size
    - 2) **not exceed 7 pages**
    - 3) use a font size of Times New Roman 12pt with 14pt spacing.
  - 2) A single PDF file with the collection of **CVs of PI and proposed partners (if any)**, using the dedicated [CV template](#) (mandatory).
  - 3) An optional Data Management Plan (DMP), using the dedicated [DMP online tool](#) (mandatory in case of data embargo).
- **Step 3:** On the finalization of the proposal submission the system will automatically generate a **Proposal Summary Sheet** (containing all **Part A** information) and send an email 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.

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 outlined evaluation criteria.

## 7 Freedom of Information & Data protection

Personal information supplied to the EUROFLEETS+ 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 EUROFLEETS+ 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/or regarding the treatment of personal data may contact the EUROFLEETS+ Call Management & Evaluation Office.

## 8 Contact details

### **EUROFLEETS+ Call Management & 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: [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de)

### **EUROFLEETS+ Coordinator:**

Aodhán Fitzgerald  
Project Coordinator  
Marine Institute  
Rinville  
H91 R673 Oranmore, Ireland  
Phone: +353 91 387470  
E-Mail: [Eurofleets.Plus@Marine.ie](mailto:Eurofleets.Plus@Marine.ie)



# **EUROFLEETSPlus 2019**

## **Remote Transnational Access (RTA) Programme**

### Proposal template

[www.eurofleets.eu](http://www.eurofleets.eu)

Version 16.10.2019



## Introduction

Proposals must be submitted exclusively in electronic form via the [online proposal submission website](#). In order to be able to login you have to register to the system. Once registered you are able to proceed with the submission of your proposal, which consists of two main parts.

### PART A – GENERAL PROJECT INFORMATION AND APPLICANT DETAILS

### PART B – SCIENTIFIC PROJECT DESCRIPTION

This document will guide you to prepare the **PART B** of the proposal.

## PART A - General project information & applicant details

This part consists of the following three menus, containing forms that have to be filled in online:

- General and logistical project information
- Principal Investigator (PI)

In this menu the Principal Investigator has to agree to the following declaration:

I declare that I will observe and carry out any investigation in accordance with the general principles of the 'Code of Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area', regardless of the area of operation.

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 provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROFLEETSPlus project as outlined in the Guidelines for Applicants.

I agree that in the execution of the EUROFLEETSPlus project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

- Project partners (not mandatory)

Details on how to fill in the **PART A** of the proposal can be found in the document “**EUROFLEETSPlus Co-PI&RTA Online Submission Guidelines**” <https://eurofleets.eu/access/RTA/call-documents-and-templates/>.

For further details on how to proceed, please refer to the Proposal Online Submission Guidelines.



## PART B - Scientific project description, CVs and DMP

The information provided in Part B must be uploaded as three unprotected PDF documents at the end of the online application process in step IV "Project description, CVs and DMP" on the [online proposal submission website](#).

**Document 1)** Scientific and financial description of the project, to be uploaded under "Project description, CVs and DMP". The information provided in this document should not exceed 7 pages including appendices, tables (and maps), respectively. A font size of Times New Roman 12pt should be used with 14pt spacing.

**Document 2)** A single, unprotected PDF file with the collection of CVs of PI and proposal partners, using the dedicated [CV template](#).

**Document 3)** A Data Management Plan (DMP), using the dedicated DMP online tool at <http://dmp.ef-ears.eu> for preparation (unprotected PDF). **NOTE:** the **DMP is optional** for the RTA Programme, unless embargos on data apply (see RTA Guidelines for Applicants).

The most important parts are the **Scientific Objectives and the Work Programme** which should comprise approximately **1-2 pages**. When writing your proposal, please keep in mind that the evaluation of the proposal will be based, in large part, on the information provided in this section. The proposal should provide a comprehensive and robust justification for the provision of funding, without referring to cited or additional literature. When writing your proposal you should bear the **EUROFLEETS+ evaluation criteria** in mind. The proposal should be as concise as possible to ease the proposal evaluation.

### SCIENTIFIC PROJECT DESCRIPTION - PROPOSAL TEMPLATE

**The proposal should cover the following sections. Please stick to the provided section sequence, numbering and titles!**

#### 1 Scientific objectives of the proposed work

##### 1.1) General scientific background

Provide information on the current state of scientific knowledge in the field of research directly linked to the proposed work, including relevant citations. Please describe your own preliminary work in the field.

##### 1.2) Specific aims of the project

Provide a clear description of the scientific objectives to be achieved with the proposed project highlighting its innovative aspects. What is the expected added value to the present state of

knowledge? Provide clear evidence of expected outputs and deliverables from the proposed work and outline clearly the specific benefits by the RTA for your work/project/existing data set.

Do not exceed **2 pages** for this section.

## 2 Work programme & tasks on board

Provide a comprehensive description of the work to be carried out on-board the research vessel. This should include a **list of stations** (including desired position and water depths) and/or **transects**. Outline a realistic **timetable for a maximum of 12 hours working & steaming time** and a description of activities in relation to the ship-time requested. This timetable should equally contain distances to be covered and a calculation of time needed to accomplish them at a given cruise speed as well as station time. Please bear in mind that the quality of the work program is central to the evaluation of your proposal and you will therefore need to provide a plausible and conclusive case.

**Note:** A RTA project will form part of longer, scheduled EUROFLEETS+ cruises with other working group(s) embarked. Requested ship-time does not need to consider mobilisation/demobilisation or the passage from the port to the work site. Please account for a **maximum of 12 working & transit hours** for your proposed work programme.

**Example:**

Activity	Position		Depth / Distance (m)/(nm)	Est. time (h)	Operations
	Latitude (N)	Longitude (W)			
Station 1/Task 1	36.370	-12.960	2283m	2.5	CTD cast
Station 1/Task 2	36.370	-12.960	2283m	3	Multicorer cast
Etc.					

Total working hours:

Total steaming/transit hours:

Provide information on the number of people needed, and their **assigned tasks and activities** on board, to fulfil the objectives and obtain the samples/ data for the proposed RTA project (use the table format as in the example below).

**Example:**

### Work effort & tasks for crew and scientists

Activity	No. of crew/technicians needed	Assigned tasks and activities on board
Station 1/Task 1	Crew: 1	CTD data record
Station 1/Task 2	0	Multicorer cast: retrieval of 4 sediment cores, preservation
Etc.		

Do not exceed **2 pages** for this section.

### 3 Principal Investigator and remote user group, if applicable

Please provide details of the expertise/track record of the Principal Investigator and other partners and participants directly working on the gathered material/data (including experience in sample/data analysis) afterwards, if applicable. Follow the regulations in terms of affiliation for the PI as stated in the EUROFLEETS+ eligibility criteria.

**Example:**

#### Sample/data users

No.	Name	Gender	Affiliation	Early career/in formation*	(Follow-up) tasks
1	Peter Jansen	M	NIOZ, NL		PI, Sedimentologist
3	NN, Student	NN	NIOZ, NL	In formation	Grain size analysis

**\*Early career:** up to seven years active in science from PhD degree; In formation: PhD/Master student.

### 4 Technical capability to carry out the research cruise and data exploitation

Provide information on the technical equipment necessary to carry out the proposed work and its availability. If applicable, who will benefit from real time data sharing? Give a detailed outline and timeline of how and when gathered data and samples will be analysed, taking into account additional funding sources, since no funding is available within the EUROFLEETS+ project to analyse gathered data and samples. If applicable, please describe if there is “own equipment” or complementary funding available to support the research cruise. Describe how the knowledge gained through a EUROFLEETS+ funded project will be disseminated and where gained data will be stored.

### 5 Context

Provide information how your proposed project is linked to, or feeding into other already funded/ongoing/future projects, and what the added value of your samples or data are for these projects.

### 6 Shipment costs

Provide a detailed and realistic budget of expenses incurred in relation to possible shipment of samples and (if it applies) own equipment to the preferred port of mobilisation and back from the port of demobilisation. Ports of mobilisation and demobilisation can only be roughly given at this stage, if unknown, use for this calculation the closest port or the port where the vessel is usually based or contact the respective vessel operator. The final ports of mobilisation and demobilisation will be fixed by the vessel operators at cruise scheduling.

– End of proposal template –

## PART B - CVs and DMP

### Curricula vitae (CVs)

Attach brief CVs of the PI and, if applicable, project partners with maximum length of **1 page each**, using the dedicated **CV template** (available at <https://www.eurofleets.eu/access/rta/call-documents-and-templates/>), compiled in a single, unprotected PDF not exceeding 5MB. This CV collection will not count against the proposal page limit. Only the five most recent/important publications should be stated.

### Data Management Plan (DMP)

A Data Management Plan is optional for the RTA, unless there is an embargo or data opt-out, then the DMP becomes mandatory. In that case, cruise applicants must create a Data Management Plan by using the online tool at <http://dmp.ef-ears.eu>, to be uploaded as a separate, unprotected PDF not exceeding 5MB.

## Application checklist

### HAVE YOU:

- Checked if you satisfy all eligibility criteria?
- Completed every part of the application form?
  - General and logistical information
  - Principal Investigator
  - (Project partners)
  - Project description, CVs (& DMP)
- Finally submitted your proposal?

## Call deadline

The RTA Programme will be open to applications in a running call. Proposals can be continuously submitted online via the [online proposal submission website](#) until call closure. No proposals will be accepted after **Monday, 31<sup>st</sup> of January 2022, 12:00 HOURS (CET)**.

Note: Availability of funds for this call is limited, thus it might close as soon as enough excellent proposals are granted to exhaust the budget.

## Contact details

### **EUROFLEETS+ Call Management & 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: [eurofleetsplus@awi.de](mailto:eurofleetsplus@awi.de)

### **EUROFLEETS+ Coordinator:**

Aodhán Fitzgerald  
Project Coordinator  
Marine Institute  
Rinville  
H91 R673 Oranmore, Ireland  
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E-Mail: [Eurofleets.Plus@Marine.ie](mailto:Eurofleets.Plus@Marine.ie)

**Annex 11: EUROFLEETSPlus Co-PI & RTA Call “Online Submission Guidelines”**



# **EUROFLEETSPlus Co-PI & RTA Programme**

## **Online Submission Guidelines**

[www.eurofleets.eu](http://www.eurofleets.eu)

Version 05.11.2019



This project has received funding from the EU  
H2020 research and innovation programme  
under Grant Agreement No 824077



## 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 for **both the Co-PI and the RTA Programme** must be submitted exclusively in electronic form via the **same [online proposal submission website](#)**. The information to be provided in the online submission depends whether you apply for the Co-PI or RTA Programme, as specified in the Co-PI/RTA Guidelines for Applicants, respectively.

The proposal submission involves three steps, as outlined below:

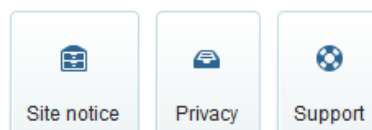
- **Step 1:** Registration on the proposal submission website and retrieval of a password for further access.
- **Step 2:** Preparation of your proposal, including all relevant information. This step consists of two main parts:
  - **Part A:** General information about the proposal, applicants (Principal Investigator (PI) and project partners) and technical information regarding the intended research cruise.
  - **Part B:** Scientific description of the project, collection of CVs and (optional for RTA) Data Management Plan (DMP). These two/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 EUROFLEETSPlus Co-PI/RTA PART B Proposal Template.
- **Step 3:** Finalization and submission

On the finalization of the proposal submission applicants will receive an automatically generated Proposal Summary Sheet (containing all **Part A** information) 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 can be continuously submitted online via the [online proposal submission website](#) until call closure. No proposals will be accepted after **Monday, 31<sup>st</sup> of January 2022, 12:00 HOURS (CET)**.

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.



## EUROFLEETSPLUS\_RC

### EUROFLEETSPlus Co-PI and RTA programme

Running call

LoginSign upRecover password

Email:

Password:

Login

[Forgot your password?](#)

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 save 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.

**PT-Outline**

Site notice Privacy Support

cover page session timeout: 11:56 CET

EFP\_RC-003

**Overview**

- I General Information
- II Principal Investigator
- III Project Partners
- IV Project description, CVs & DMP
- V Final Check and Submission

proposals

submitted (1)

**EFP\_RC-003**

in process (0)

Here you are able to add new proposals if necessary.

create new

Call details

Call acronym  
EUROFLEETSPLUS\_RC

Call deadline  
31-01-2022 12:00 CET

EUROFLEETSPLUS Evaluation Office

Dr. Anneli Strobel  
Alfred Wegener Institute Helmholtz Centre for  
Polar and Marine Research  
+49 (0) 471 4831-1479  
eurofleetsplus@awi.de  
www.eurofleets.eu

**Overview**

The five menu items on the left (General Information, Principal Investigator, Project Partners, Project description, Final Check and Submission) will guide you through the process of preparing and submitting your proposal. In order to fill in the different forms, please click on each of the menu items. Proposals are stored password protected and can be edited at a later stage until the final submission. To save a section, mandatory fields on this respective section have to be filled in. Once the proposal is bindingly submitted by clicking on the 'Submit now' button on the last menu item NO FURTHER CHANGES can be made to your proposal.

Proposals must be submitted exclusively using this online tool. Proposals submitted via E-mail, fax, paper copy will not be considered.

Only the Principal Investigator of a project should register. Enter the name and contact data of the other project partners, edit and save the electronic forms, upload the proposal and finally submit on behalf of the project team.

This is a running call, which allows the continuous submission of proposals until call closure. All call documents, including guidelines for applicants, eligibility criteria, proposal template, online submission guidelines and a CV template, can be downloaded under [www.eurofleets.eu](http://www.eurofleets.eu).

The proposal is stored password-protected. Connection to the server is SSL-encoded and data safety and protection of confidence are guaranteed.

**Application Procedure**

**PART A:**  
General and technical information on the project, including applicants information (Principal Investigator and Project Partners). Please complete this part by inserting project-specific information into the designated fields under the links on the left hand side.

**PART B:**  
Scientific and financial description of the project. This part consists of two/three documents, to be uploaded as unprotected pdf files.

1) Scientific and financial description of the project, to be uploaded under "Project description". Applicants should follow the proposal structure as indicated in the EUROFLEETSPLUS Co-PI/RTA PART B Proposal Template Guidelines. This document must:

- not exceed 5MB in size
- not exceed 9 pages (Co-PI) or 7 pages (RTA)
- use a font size of Times New Roman 12pt with 14pt spacing.

2) A single PDF file with the collection of CVs of PI and proposed partners (if any), using the [CV template](#) (mandatory).

3) A Data Management Plan (DMP), using the [DMP online tool](#) (mandatory for Co-PI Programme, for RTA Programme only mandatory in case of data embargo).

**SUBMIT:**  
Please **check** all entries and complete the **binding submission** of the proposal by clicking on the 'Submit now' button.

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 for completing a section, if the section is required. 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 specify if you are submitting a proposal to the Co-PI or RTA Programme, and include information on the project, logistics and budget.

**I General Information**

All fields marked with \* are mandatory for completing this form.

**Call for proposals \***

☐ Co-PI  
☐ RTA

**Project title \***

**Acronym \***  
(max. 10 characters)  
characters left: 10

**Project outline \***  
(max. 2000 characters)  
characters left: 2000

**Main scientific discipline(s)**

**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 EUROFLEETSPplus website?

☒ Yes  
☐ 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?**

☐ Yes  
☐ No

**If 'Yes', do they publish their guidelines?**  
Please provide the public URL, if available.  
characters left: 100

EUROFLEETSPplus 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” or “Research Vessel + Marine Equipment” (**Note: RV + ME only possible for Co-PI**). You then can request your preferred research vessel and marine equipment; in case your proposal allows the use of different vessels and operational areas, your proposal will automatically be considered for other possibilities to access already scheduled EF+ vessels (and marine equipment).

Logistics and financial information to fill in:

### Logistics Information

**EUROFLEETSPlus Infrastructure**  
(Please specify for which type of EUROFLEETSPlus infrastructure you are applying for)

Please choose...

**EUROFLEETSPlus Research Vessel**  
(Please specify which is your preferred RV for this project)

Please choose...

**EUROFLEETSPlus Marine Equipment**  
(If it applies, please select the piece of ME)

Please choose...

**Working Area**  
(please provide a detailed map in Part B of the proposal)  
characters left: 100

Please specify in which year you aim to complete the cruise

☐ 2020  
☐ 2021  
☐ 2022

**Specify the preferred season of the year you are requesting and any restrictions on timing, if it applies**  
(max. 500 characters)  
characters left: 500

**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

**Ships onboard equipment needed**  
(max. 2000 characters)  
characters left: 2000

**Ships mobile equipment needed**  
(max. 2000 characters)  
characters left: 2000

**Own equipment provided**  
(max. 2000 characters)  
characters left: 2000

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**

All fields marked with \* are mandatory for completing this form.

Please fill in the contact details of the person who will be responsible in all correspondence with EUROFLEETSPPlus concerning this proposal.

**Title \***

**Family name \***  
characters left: 255

**First name \***

**Gender**  
☐ Male  
☐ Female

**Early Career Scientist**  
(Up to 7 years active in research since last degree)  
☐ Yes  
☐ No

**Institution name \***  
characters left: 255

**Type of organization \***

**Department/Research Group**  
characters left: 255

**Address \***  
characters left: 150

**Postal code \***  
characters left: 150

**City \***  
characters left: 150

**Country \***

**E-Mail \***  
characters left: 255

**Telephone number \***  
characters left: 100

**For Co-PI ONLY: Please provide a brief statement how transnational access via the EUROFLEETS+ Co-PI Programme will influence your future career.**  
(max. 250 characters)  
characters left: 250

**Declaration \***

I declare that I will observe and carry out any investigation in accordance with the general principles of the 'Code of Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area', regardless of the area of operation.

I declare that the information provided is accurate and correct.

I agree that the EUROFLEETSPPlus Consortium may make any enquiries it considers necessary to verify the information provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROFLEETSPPlus project as outlined in the Guidelines for Applicants.

I agree that in the execution of the EUROFLEETSPPlus project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

☒ Yes, I agree

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 (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. However, it is **not mandatory to have/add project partners** in the Co-PI or RTA Programme. In case you do not wish to add project partners, leave all fields of this page empty and continue WITHOUT SAVING this page by simply choosing one of the menu items on the left (e.g. IV Project description, CVs and DMP)

**III Project Partners**

All fields marked with \* are mandatory for completing this form.

Please note: It is not mandatory to have project partners in the Co-PI or RTA programme. If you do not wish to add project partners, continue without saving this page by choosing one of the menu items on the left.

If there are project partners in the application, please fill in all requested information regarding your project partners. Please state only one person per participating institution. It is not necessary to list the entire on-board or remote team at this point.

To add a new partner please fill in the fields below. Then click on the SAVE button at the bottom of the page and the new partner will be added in the list on the top of the page, below the heading "Project Partners". To add additional project partners click "add project partner".

**Title \***

**Family name \***  
characters left: 255

**First name \***

**Gender**  
☐ Male  
☐ Female

**Early Career Scientist**  
(Up to 7 years active in research since last degree)  
☐ Yes  
☐ No

**Institution name \***  
characters left: 255

**Type of organization \***

**Department/Research Group**  
characters left: 255

**Address \***  
characters left: 150

**Postal code \***  
characters left: 150

**City \***  
characters left: 150

**Country \***

**E-Mail \***  
characters left: 255

**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 Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area', regardless of the area of operation.

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 provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROFLEETSPlus project as outlined in the Guidelines for Applicants.

I agree that in the execution of the EUROFLEETSPlus project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

☐ Yes, I agree

In case project partners are added, they 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 (if any) and to continue with the next section.

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

## (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 EUROFLEETSPius [Co-PI/RTA](#) PART B Proposal Template.

**IV Project description, CVs & DMP**

All fields marked with \* are mandatory for completing this form.

**Scientific Project Description**

Please prepare your scientific description according to the structure outlined in Part B of the EUROFLEETSPius Co-PI/RTA Call application procedure, before you proceed to upload your document below.

You must upload 3 (Co-PI-Programme) or 2/3 (RTA-Programme) unprotected PDF files at the end of the application process:

- 1) Scientific and financial description of the project, to be uploaded under “Project description”. Applicants should follow the proposal structure as indicated in the EUROFLEETSPius Co-PI/RTA PART B Proposal Template Guidelines. This document must:
  - be an unprotected PDF file. Other file formats than 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.
  - not exceed 9 pages (Co-PI) or 7 pages (RTA)
  - use a font size of Times New Roman 12pt with 14pt spacing.
- 2) A single PDF file with the collection of CVs of PI and proposed partners (if any), using the dedicated [CV template](#) (mandatory).
- 3) A Data Management Plan (DMP), using the dedicated [DMP online tool](#) (mandatory for Co-PI Programme, for RTA Programme only mandatory in case of data embargo).

Proposals exceeding the given limits will not be accepted!

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. 5MB)  
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 call closure. **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.

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 Call Management & 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 from “noreply@pt-outline.de” 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

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### 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.<sup>1</sup> 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

<sup>1</sup> 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 long-lasting 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.

**Do not exceed one page!**

## **Annex 12: EUROFLEETPlus SEA, Co-PI & RTA Call “CV template”**

<i>Title Full Name</i>			
<b>Institution</b>	University/Institute	<b>Phone</b>	Phone number
<b>Affiliation</b>	Faculty Department Address Country	<b>Fax</b>	Fax number
		<b>E-mail</b>	example@awi.de
<b>Born at</b>	dd/MM/yyyy	<b>Gender</b>	

### **Degrees + Scientific Career** <sup>1</sup>(please extent/delete as appropriate)

<b>Year/ Periode</b>	
<b>Year/ Periode</b>	
<b>Year/ Periode</b>	
<b>Year/ Periode</b>	
<b>Year</b>	
<b>Year</b>	

### **Early Career scientist** ☐ (up to 7 years active in science after PhD degree)

Years active in science after last degree

**Research Topics** (please give a brief overview about expertise, appointments, projects, etc., max. 200 words)

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### **Sea-going experience**

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### **Relevant Publications** (max. 5)

<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	

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<sup>1</sup> Including stays abroad