



# Definition of Regional 3 Call and Embarked Equipment

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## 1. EUROFLEETS2 calls for proposals

The EUROFLEETS2 work package 5 is devoted to the practical management of the calls for proposals requesting the use of Research Vessels and Marine Equipment within EUROFLEETS2. The management includes call preparation, call dissemination, the proposal evaluation handling, the selection procedures and post-cruise workshop organisation.

These calls consist of 5 regional calls where Global/Ocean and Regional Research Vessels are opened together in several calls for certain regions (Polar and Sub Polar Seas, Mediterranean & Black Sea, North Sea, Baltic Sea, North Atlantic etc.). Additionally, EUROFLEETS2 launched 2 other types of calls:

- Super-Integration Call, in which one single flagship project will be selected for the 4 year period giving access to several research vessels or to research vessels in combination with other infrastructures.
- Embarked Equipment Call: for funding the installation and usage of unique equipment not usually deployed on a Research Vessel not funded within the EUROFLEETS2 project.

**This deliverable informs on the opening of the Regional 3 Call on month 21.**

### 1. Regional 3 Call:

- Call opened: 1<sup>st</sup> of November 2014
- Call deadline: 10<sup>th</sup> of February 2015

## 2. Definition of the call and application procedure

The Regional 3 Call was originally conceived to be opened before summer 2014; however, since the logistic evaluation of the call Regional 2 was not finalized until October 2014, the call Regional 3 was postponed until the availability of RVs was cleared.

In this Call **Regional 3 we offer access to the RVs** operating in the following regions: Indian Ocean/SW Atlantic, SW Baltic Sea, North Sea, English Channel, Celtic Sea, Bay of Biscay, Mediterranean, Black Sea and Red Sea; **in combination with access to research marine**

**equipment** to be deployed from an EUROFLEETS2 RV or from an independently granted (non EUROFLEETS2) cruise.

List of RVs and Embarked Equipment offered in this call:

### European Research Vessels

#### *Indian Ocean/SW Atlantic*

*Marion Dufresne (IPEV, FR) \**

#### *SW Baltic Sea*

*Salme (TUT, EE)*

#### *North Sea/ English Channel/Celtic Sea*

*Belgica (RBINS-MUMM, BE)*

*Simon Stevin (VLIZ, BE)*

#### *Bay of Biscay - SW Iberian Margin*

*Angeles Alvariño (IEO, ES)*

*Belgica (RBINS-MUMM, BE)*

#### *Mediterranean RVs*

*Aegaeo (HCMR, GR)*

*Bios-DVA (IOF, HR)*

*Marmara (Tubitak, TR)*

*Ramon Margalef (IEO, ES)*

*Urania (CNR, IT)*

#### *Black Sea RVs*

*Aegeo (HCMR, GR)*

*Akademik (IO-BAS, BG)*

*Mare Nigrum (GeoEcoMar, RO)*

#### *Red Sea RVs*

*Aegeo (HCMR, GR)*

### European Marine Equipment

*3D HDTV Camera (IFREMER, FR)*

*3D HDTV Camera (Marum, DE)*

*ROV Liropus (IEO, ES) \**

\* Since the RV Marion Dufresne's area of operation was not fixed at the time of opening the call, we ask the potential applicants of RV Marion Dufresne to contact the EUROFLEETS2 Evaluation Office ([eurofleets2@awi.de](mailto:eurofleets2@awi.de)) prior to drafting a proposal in order to check with the RV operator if the RV is available in the desired research area. We also ask potential applicants of ROV Liropus to contact the EUROFLEETS2 Evaluation Office in order to ensure the ROV's availability and if its deployment in the desired area and from the RV would be possible.

Launching the Embarked Equipment in combination with a regional call allows the deployment of this marine infrastructure both from EUROFLEETS2 RVs and from independently funded (non EUROFLEETS2) cruises. The experience from the first Embarked Equipment call for proposals within EUROFLEETS2 showed that it is complicated for the PIs to modify an existing cruise to deploy an "extra" piece of marine equipment since the cruise plan and activities onboard are already programmed. With this approach we aim at reaching more interested scientists and at simplifying the application process.

The central documents of the calls such as the "Guidelines for Applicants", describing the terms and conditions of funding for ship-time, the application procedure, the evaluation process as well as the evaluation criteria and the actual "Ship-time application" were based

on the EUROFLEETS2 Regional 2 call, with some modifications to adjust the documents to the new call.

### **Eligibility criteria:**

With regard to the Regional 2 call, we modified the Eligibility Criteria with the following points:

1. The Principal Investigator (PI) and the majority of the users<sup>1</sup> must work in an institution established in a member state of the European Union or state associated to Framework Programme 7 (Switzerland, Israel, Norway, Iceland, Liechtenstein, Turkey, Croatia, the former Yugoslav Republic of Macedonia, Serbia, Albania and Montenegro, Faroe Islands as stated on the [CORDIS website](#)).
2. The PI of a project and the majority of the users must work in a country other than the country the requested infrastructure is based<sup>2</sup>. They cannot apply for ship-time on a research vessel from their own country, e.g. a PI working at a Spanish institution is entitled to apply for ship-time on all of the listed vessels, except *RV Ramon Margalef* and *RV Angeles Alvarino*, and/or to apply for the *ROV Liropus*. Also, i.e. a PI working in Germany can apply for ship time on the *RV Ramon Margalef* only if the majority of the users (including embarked team) do not work in Spain.

<sup>1</sup> Partners and embarked team

<sup>2</sup> A list of users (including embarked team) must be provided together with the proposal and must comply with this rule.

3. Proposals must comply with the number of days offered per RV or marine equipment.

Paragraph #1 was modified with a foot note call to ensure that the applicants understand that “users” include not only proposal partners but also the embarked team.

Paragraph #2 was modified with a foot note in order to ensure that the embarked party complies with the rule.

Paragraph #3 was added to ensure that parties apply for the actual number of offered days.

### **Terms and conditions:**

We added a paragraph to ensure that mobilization/demobilization time is included in the requested time.

1. **Mobilisation time in the port of departure and demobilisation time at the end of the cruise** should be included in the requested shiptime.

### **Submission of proposals**

As in EUROFLEETS, the submission of proposals is through the Pt-Outline system, operated by the Deutsches Zentrum für Luft- und Raumfahrt e.V. (DLR). 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 and the upload of the actual proposal as a pdf file.

## Scientific and Logistic Review Panels

The **Scientific Review Panel** is composed by 13 members, which were already involved on the Calls Regional 1, Super Integration, Embarked Equipment and Regional 2 evaluations.

The **Logistic Review Panel** is formed with the fleet and equipment operators offering their vessels or equipment at each of the calls.

### Contact Point:

The email address [eurofleets2@awi.de](mailto:eurofleets2@awi.de) continues to serve as a contact point for scientists requesting information related to the calls and evaluation procedure.

### Evaluation Criteria:

We follow the evaluation criteria as established for the Regional 1 call.

The documents describing in detail the call and application process, the “Guidelines for Applicants”, which include the evaluation criteria, the “Ship-time application” specifying the application structure and the instructions for the online submission of proposals can be found in the Appendixes 1, 2 and 3 of this document.

## Call publication /advertisements

The call information were 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. In addition, the information was placed on a number of websites, including the EUROFLEETS website, Marine Board, NWO, EurOcean, among others, and distributed through mailing lists as ESF Marine Board.

# EUROFLEETS2 Guidelines for applicants Call “Regional 3” 2014

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

Version 20.10.2014

## Introduction

On the first of March 2013 the European project EUROFLEETS2 “*New operational steps towards an alliance of European research fleets*” was launched. The EUROFLEETS2 project is the enhancement of EUROFLEETS, an EU project that successfully funded 18 research cruises on board 5 Global/Ocean class and 13 Regional-class European Research Vessels on the sole basis of their scientific excellence. EUROFLEETS2 will furthermore undertake specific actions to consolidate research fleets’ organization, methodology and tools through operational initiatives leading to more interoperable and cost effective coordination within European research fleets. The EUROFLEETS2 Consortium consists of 31 partners, from 20 European countries (15 member states, 4 associated countries and 1 OCT- Overseas Countries and Territories ) whose main objective is to develop a new pan-European distributed infrastructure with common strategic vision and coordinated access to Regional-class Research Vessels (RVs) and marine equipment.

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

Applications are now being invited for funding for ship-time on the Call “Regional 3” with any of the following **research vessels and/or marine equipment** to carry out ship-based research activities within any field of marine science.

For more detailed RV availability within this call please visit [www.eurofleets.eu](http://www.eurofleets.eu)

## European Research Vessels

### *Indian Ocean/SW Atlantic*

*Marion Dufresne (IPEV, FR) \**

### *SW Baltic Sea*

*Salme (TUT, EE)*

### *North Sea/ English Channel/Celtic Sea*

*Belgica (RBINS-MUMM, BE)*

*Simon Stevin (VLIZ, BE)*

### *Bay of Biscay - SW Iberian Margin*

*Angeles Alvarino (IEO, ES)*

*Belgica (RBINS-MUMM, BE)*

### *Mediterranean RVs*

*Aegaeo (HCMR, GR)*

*Bios-DVA (IOF, HR)*

*Marmara (Tubitak, TR)*

*Ramon Margalef (IEO, ES)*

*Urania (CNR, IT)*

### *Black Sea RVs*

*Aegaeo (HCMR, GR)*

*Akademik (IO-BAS, BG)*

*Mare Nigrum (GeoEcoMar, RO)*

### *Red Sea RVs*

*Aegaeo (HCMR, GR)*

## European Marine Equipment

*3D HDTV Camera (IFREMER, FR)*

*3D HDTV Camera (Marum, DE)*

*ROV Liropus (IEO, ES) \**

**\* Pls applying for the RV Marion Dufresne or ROV Liropus must contact the EUROFLEETS2 Evaluation Office at [eurofleets2@awi.de](mailto:eurofleets2@awi.de) prior to drafting a proposal to enquire about their availability.**

The deadline for applicants to submit proposals is **Tuesday 10<sup>th</sup> of February 2015, 15:00 HOURS** Central European Time (CET).

# Eligibility criteria

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

1. The Principal Investigator (PI) and the majority of the users<sup>1</sup> must work in an institution established in a member state of the European Union or state associated to Framework Programme 7 (Switzerland, Israel, Norway, Iceland, Liechtenstein, Turkey, Croatia, the former Yugoslav Republic of Macedonia, Serbia, Albania and Montenegro, Faroe Islands as stated on the [CORDIS website](http://cordis.europa.eu)).
2. The PI of a project and the majority of the users must work in a country other than the country the requested infrastructure is based<sup>2</sup>. They cannot apply for ship-time on a research vessel from their own country, e.g. a PI working at a Spanish institution is entitled to apply for ship-time on all of the listed vessels, except *RV Ramon Margalef* and *RV Angeles Alvarino*, and/or to apply for the *ROV Liropus*. Also, i.e. a PI working in Germany can apply for ship time on the *RV Ramon Margalef* only if the majority of the users (including embarked team) do not work in Spain.
3. In the case of proposals requesting a combination of Research Vessel and marine equipment, both infrastructures should belong to different countries, and the PI must work in a country other than the country the requested infrastructures are based.
4. In the case of proposals requesting a RV or a RV in combination with a piece of marine equipment, the proposals must involve at least two partners from two different countries. We encourage a larger partnership for the embarked scientific party and as well the remote participation of partners for data treatment and exploitation.

<sup>1</sup> Partners and embarked team

<sup>2</sup> A list of users (including embarked team) must be provided together with the proposal and must comply with this rule.



5. In the case of proposals requesting only a piece of marine equipment to be deployed from a previously funded cruise (not EUROFLEETS2 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.
6. Proposals must include an advanced training or educational programme.
7. Proposals must comply with the number of days offered per RV or marine equipment.
8. 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 EUROFLEETS2 flag. User groups must agree to comply with the EUROFLEETS data policy (see corresponding chapter below).

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

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

## Terms and Conditions

### Funding

1. Funding is provided for use of marine Research Infrastructure (RI) opened by the EUROFLEETS2 beneficiaries. For the total number of days available on each piece of equipment please refer to the respective vessel and equipment profile under “**Accessible RV and Equipment Information**”. Ship-time and/or Marine Equipment time may be awarded in lots of single or multiple days, depending on the recommendations of the EUROFLEETS2 [Scientific Review Panel](#) and [Logistics Review Panel](#) and subject to the formal approval of the EUROFLEETS2 [Executive Committee](#) (ExComm).
2. European funding will cover use of the vessels (with some berth limitation in some cases), full crew, fuel (at economical service speed, for details contact vessel operator), victuals and other standard operating costs. Travelling for the embarked team and transport of equipment will be covered up to a maximum amount designated to each research vessel (for details please refer to the [vessel profiles](#)).
3. Grantees will not invoice the EUROFLEETS2 Consortium or respective vessel operator for any additional or third-party costs, such as salary costs, equipment manufacture, repair and rental of equipment, consumables, sub-contracting and assistance, publication costs and overheads.
4. The available ship-time funded by EUROFLEETS2 might be extended providing sufficient complementary funding by the applicant for additional ship-time. The leveraging of funds from other sources for a portion of the total amount of ship-time applied for is encouraged and should be clearly stated in the application. **However, please be aware, that cross funding from other EU projects is not permitted.** A cruise or work funded already by another EU project cannot be proposed to EUROFLEETS2 funding.
5. **Mobilisation time in the port of departure and demobilisation time at the end of the cruise** should be included in the requested shiptime.
6. Allocated ship-time includes **mobilisation in the port of departure and demobilisation at the end of the cruise**. No direct funding for more transit days can be covered by the EUROFLEETS2 Consortium due to European Commission rules. However, EUROFLEETS2 funded ship-time may form part of longer cruises with different working groups embarked. Applicants should incorporate this possibility as required in their proposals when applying for ship-time.

7. If the number of funded days is reduced by the EUROFLEETS2 Consortium for any reason or if the vessels are prevented from working (e.g. by poor weather or technical difficulties) no form of compensation shall be payable in respect of any time lost. Please note that cruise schedules could change during the year.
8. Vessel users should note that installation and operation of any equipment that they bring onboard the vessels is done so at their own risk. Users must indemnify the respective vessel operator against loss or damage to user-owned equipment whilst it is carried onboard or deployed from the vessel. Further details will be provided during the negotiation phase.
9. A contract will be signed between the PI's institution, the EUROFLEETS2 Consortium and the beneficiary giving access to its infrastructure detailing laying out terms and conditions of access detailing the support granted, reporting, liability, applicable safety/security regulations and modalities of payment of travel and subsistence costs of the scientific party.

### *Specific Terms for Marine Equipment funding*

1. The transportation costs of the granted equipment, the travel costs of the deployment team, the eventual design works necessary for adaptation on board the host RV and other standard operating costs will be funded through EUROFLEETS2. Except for cameras for which onshore training will be sufficient, the RI staff 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 RV operator/crew and RI staff will be necessary for a successful equipment deployment, each of them acting with the complete knowledge of their RV or equipment.
2. When requesting a piece of marine equipment independently from a EUROFLEETS2 RV, the scientific party will take care of access to the "welcoming" RV, through national ship time calls or other ways, and of the eventual RV adaptation work costs through national ship operators. When appropriate, adaptation studies will be funded to the EUROFLEETS2 beneficiary to prepare the technical adaptation of the offered equipment on board hosting RVs. They will aim to specify any development required to interface the equipment with the RV work deck (or with the ROV or AUV structure for the 3D HDTV cameras) and to allow its deployment through the A-frame.
3. When requesting a piece of marine equipment independently from a EUROFLEETS2 RV, travelling expenses for the embarked team and transport of other (own) equipment will **not** be covered by EUROFLEETS2.

## Reporting

- Following completion of a funded cruise the PI must submit a Cruise Report (in English) to the EUROFLEETS2 Scientific Review Panel. This report must be submitted, digitally to the EUROFLEETS2 Evaluation Office at [eurofleets2@awi.de](mailto:eurofleets2@awi.de), within two months after completion of the cruise and is designed to report on the science carried out during the cruise. It must explicitly refer to and comment on the fulfilment of the points of the work plan outlined in the proposal. A cruise report template will be provided prior to cruise commencement. The EUROFLEETS2 Scientific Review Panel may request further information/clarifications (or re-submission of the report) within a reasonable time-frame.
- The Cruise Summary Report (CSR = former ROSCOP) is the usual means for reporting metadata arising from the cruise, including details of completed cruises and summary information of scientific measurements made and samples taken. Within two weeks after the cruise, the PI of a EUROFLEETS2 funded project is obliged to submit a Cruise Summary Report (CSR) either a) to his/her National Oceanographic Data Centre (NODC) (please consult the [list of operational NODCs](#)), or b) in the case where no such NODC exists is requested to furnish a CSR directly via the online [CSR Content Management System](#) (CMS). In order to do this, please follow the SeaDataNet [online submission guidelines](#).

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

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

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

## Data policy

- Data management in EUROWLEETS2 is coordinated with the SeaDataNet FP6 European project and adopts the SeaDataNet standards. The SeaDataNet infrastructure can be visited at: <http://www.seadatanet.org>
- All data generated under EUROWLEETS2 funding is accessible to the user group which collected the data. A copy of any data sets generated should be deposited together with sufficient metadata to their respective National Oceanographic Data Centre (NODC) directly after the cruise. The NODC will then make sure that the data sets are quality controlled and archived in the NODCs linked to the metadata of the respective cruise. Access to the data sets and samples is restricted to the scientific party and its designated partners for the first 2 years after the cruise. Requests of external users for data access during this time will be forwarded to the data originators for their decision.
- A copy of every publication generated with EUROWLEETS2 benefits has to be sent to the EUROWLEETS2 Evaluation Office for the project records.

## Acknowledgements

All results/publications/presentations/publicity arising from a EUROWLEETS2 funded cruise should carry an acknowledgment of the funding source as well as to the research vessel utilized, referring to support given by the European Communities 7<sup>th</sup> Framework Programme under EUROWLEETS2 grant agreement no. 312762. Logos for presentations can be found on the [Project Website](#).

1. A copy of every publication arising from EUROWLEETS2 should be sent to the Scientific Evaluation Office for the project records.

# Proposal Evaluation

The EUROWLEETS2 Scientific Review Panel established by the EUROWLEETS2 Consortium consisting of international experts covering all fields of marine science, will judge eligible proposals based on the evaluation of each proposal by at least three independent reviewers. All reasonable measures will be taken to ensure **Objectivity, Transparency, Equality of Treatment, Impartiality, Quality and Confidentiality**.

The membership of the EUROWLEETS2 Scientific Review Panel is personal and public. For more details concerning the Panel's mandate and members please consult the EUROWLEETS2 [Scientific Review Panel](#) document.

## Evaluation Procedure

The evaluation of proposals is managed by the EUROWLEETS2 Evaluation Office. The process aims to be fair and transparent and will provide constructive feedback to applicants.

Evaluation is conducted in three steps, as follows:

Step	Undertaken by
1. Eligibility Check	EUROWLEETS2 Evaluation Office
2. Individual Evaluations	Individual Evaluators, overseen by the EUROWLEETS2 Evaluation Office
3. Consensus Evaluation	EUROWLEETS2 Scientific Review Panel

### 1. Eligibility Check

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

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

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

## 2. Individual Expert Evaluation

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

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

## 3. Consensus Evaluation

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

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

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

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

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

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

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

Successful applicants may be asked to make changes to their proposals during the funding negotiation phase to accommodate the comments of the evaluators and/or the comments of the EUROFLEETS2 Scientific and Logistics Review Panel on cruise planning and possible integration with other projects/cruises.

Results of the evaluation process are expected to be published in July/August 2015. Information will be available on the [Project Website](#) and all applicants whether successful or not will be directly contacted. No information on the evaluation process/outcome will be made available prior to this date. Successful applicants will be invited to enter into negotiation to conclude a contract as indicated in the chapter "Terms and Conditions".

### 3. Evaluation criteria

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

<b>Criteria</b>	<b>Weighting</b>
<b>1) Scientific and technical quality of the ship-time/marine equipment proposal</b> <ul style="list-style-type: none"> <li>a) General scientific background <ul style="list-style-type: none"> <li>• Is the current state of knowledge in the research area well described?</li> <li>• Are cited references relevant and reflect the state-of-the-art?</li> </ul> </li> <li>b) Specific aims of the expedition <ul style="list-style-type: none"> <li>• Is the proposed topic of high scientific quality and does it provide innovative aspects?</li> <li>• Are the research objectives and expected deliverables/outputs of the proposal clearly stated? Are they achievable?</li> <li>• To which extent do the expected results lead to a progress beyond the current state-of-the-art?</li> </ul> </li> </ul>	30%
<b>2) Quality of the work programme</b> <ul style="list-style-type: none"> <li>• Is the work plan adequate? Is it clearly described and well defined? Is the research area, the number of planned stations and transects well justified? Can the proposed work plan be realized in the set time?</li> <li>• Are the scheduled tasks and methods adequate to the set objectives? Is it clearly stated which methods and equipment will be employed?</li> <li>• Does the proposed project maximise the use of the research vessel and associated infrastructure? Has the proposal assessed any likely risks and are provisions for downtime/bad weather included?</li> </ul>	25%
<b>3) Scientific qualification/track record of the proposing PI and user group</b> <ul style="list-style-type: none"> <li>• Background/track record of the PI</li> <li>• Background/track record of the scientific team</li> <li>• Are the roles and responsibilities of the scientific team clearly stated? Is the combined expertise suitable to achieve the research objectives of the cruise?</li> </ul>	10%
<b>4) Technical capability to carry out the research cruise and data exploitation</b> <ul style="list-style-type: none"> <li>• Is all necessary equipment available to carry out the proposed project?</li> <li>• Is a clear concept presented how the gathered data will be shared with shore based scientists, analyzed and published?</li> <li>• Is additional funding available to support the research cruise and analysis of gathered data and samples?</li> <li>• *Will data be fed into international/national data banks or models?</li> </ul>	10%
<b>5) Collaboration with international/national partners/industry</b> <ul style="list-style-type: none"> <li>• To what extent are new European user groups with limited access to marine infrastructure integrated?</li> <li>• *To what extent is the proposed project embedded into larger research programmes on a national, EU or international level?</li> <li>• *What is the potential for a long term integration/collaboration on an international level?</li> <li>• *Are collaborations with industry envisaged?</li> <li>• *Are there "remote participants" for data treatment and exploitation?</li> </ul>	15%
<b>6) Training of young scientists/public outreach</b> <ul style="list-style-type: none"> <li>• How many young scientists and students at PhD level and below will be involved?</li> <li>• *Are dissemination activities addressing the general public planned?</li> <li>• *Are spare berths devoted to (international) young researchers/scientists in a training role?</li> </ul>	10%

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

# Technical information on research vessels and equipment

---

In preparation of their respective proposal, applicants are advised to consult the EUROFLEETS2 [research vessel 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 (for contact details please follow the EurOcean European Research Vessels InfoBase link under “Technical Specifications” of the respective research vessel profile).

## Application procedure

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

- **Step 1:** Register on the proposal submission website and retrieve a password for further access. Please note, that your password will only be displayed once and you should carefully remember it.
- **Step 2:** Prepare and submit your proposal, including all relevant information. This step consists of two main parts:
  - **Part A:** General information about the proposal, applicants (PI and user group) and technical information regarding the intended research cruise. This section has to be completed online.
  - **Part B:** Scientific description of the project. This part needs to be uploaded at the end of the online application process. **Please note, that you are only permitted to upload one document.** This document must:
    - be an unprotected pdf file
    - not exceed 4MB in size
    - **Not exceed the maximum number of pages, excluding CVs** (it is mandatory to use the dedicated [CV template](#)), **but including all other appendices**. A font size of Times New Roman 12pt must be used with 14 pt spacing.
      - Proposals requesting a combination of **RV + Marine Equipment: 16 pages**
      - Proposals requesting a **RV or Marine Equipment: 14 pages**
- **Step 3:** On the finalization of the proposal submission the system will automatically generate a **Proposal Summary Sheet** of the proposal submitted as a confirmation of a successful submission. Applicants should download a copy of this document. Proponents are able to preview the Proposal Summary Sheet whilst preparing their application following the Proposal Summary Sheet Preview link in the “Finalization” menu of the submission website. A copy of the summary sheet **must be printed out, signed and stamped** by the PI and the appropriate authorized person (e.g. head of department, research office) in the PIs institute. It must then be sent (by post) to the EUROFLEETS2 Evaluation Office. See the deadline information below.

In preparation of **Part B** applicants should follow the proposal structure as indicated in the [EUROFLEETS2 Ship-time application Call “Regional 3”](#). The evaluation of proposals will be based upon the information provided in the completed application form, which should be correct, sufficient and adequate for this purpose, taking into consideration the evaluation criteria outlined above.



# Deadline

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Proposals must be received online via the [online proposal submission website](#) by  
**Tuesday 10<sup>th</sup> February 2015, 15:00 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.

One signed (PI and an appropriate authorised person (e.g. head of department, research office) and stamped copy of the Proposal Summary Sheet must be posted to the EUROFLEETS2 Evaluation Office, arriving **no later** than **24<sup>th</sup> February 2015** at the following address:

Dr. Verónica Willmott Puig  
EUROFLEETS2 Evaluation Office

Am Handelshafen 12  
27570 BREMERHAVEN

GERMANY

## Freedom of Information & Data protection

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

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

## Contact Details

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### EUROFLEETS2 Coordinating Team:

Dr. Valerie Mazauric  
Jacques Binot, Nav. Arch.

Ifremer - French Research Institute for the  
Exploitation of the Sea  
France

E-mail: [eurofleets2@ifremer.fr](mailto:eurofleets2@ifremer.fr)

### EUROFLEETS2 Evaluation Office:

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EUROFLEETS2 Evaluation Office  
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GERMANY

Tel: +49 (0) 471 4831-2148

Fax: +49 (0) 471 4831-2142

E-mail: [eurofleets2@awi.de](mailto:eurofleets2@awi.de)

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# EUROFLEETS2 Ship-Time Application Call “Regional 3” 2014

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

Version 31.10.2014

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 & 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” (Appendix I), regardless of the area of operation.

I declare that the information provided is accurate and correct. I agree that the EUROFLEETS2 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 EUROFLEETS2 project as outlined in the Guidelines for Applicants.

- Project partners

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

## PART B – Scientific project description

---

This part needs to be uploaded at the end of the online application process following the link “Scientific project description” on the [online proposal submission website](#).

With respect to the work load of the evaluators the proposal should be as concise as possible. The information provided in this part should not exceed:

- Proposals requesting a combination of **RV + Marine Equipment: 16 pages**
- Proposals requesting a **RV or Marine Equipment: 14 pages**

The number of pages’ limit includes appendices, tables and maps, but excludes CVs of the PI and co-proponents for which a dedicated [template](#) has to be used. The most important parts are the **Scientific Objectives and the Work Programme which should comprise approximately 4 to 5 pages each** (length depending on the type of proposal). A font size of Times New Roman 12pt should be used with 14 pt spacing.

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 in mind the [evaluation criteria](#).

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

### 1. Scientific objectives of the proposed work

Including a) General scientific background

Please 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.

and b) Specific aims of the project

Please 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

Please provide a comprehensive description of the work to be carried out on-board the research vessel and/or with the embarked equipment 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.

**Example:**

Activity	Position		Depth / Distance (m)/(nm)	Est. time (h)	Operations
	Latitude (N)	Longitude (W)			
<b>Transit preferred Port of Departure – Station 1</b>	Horta Start: 38.537 End: 37.930	Start: -28.626 End: -15.820	605nm	60	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 transit hours:*

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

### 3. Principal investigator and user group

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

No.	Name	Gender	Affiliation	On-board tasks
1	Fred Flintstone	M	NIOZ, NL	PI, Sedimentologist
2	NN, Student	M	FMI, FI	CTD work, Nutrient analysis
	Etc.			Seismics watch

Attach brief CVs of the PI and co-proponents using the dedicated [template](#). Only the five most recent/important publications should be stated.

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

Please 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 EUFLEETS2 project to analyse gathered data and samples. Please describe if applicable if there is “own equipment” or complementary funding available to support the research cruise. Please describe how the knowledge gained through a EUFLEETS2 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 programmes on a national or international level. If applicable, please describe how new European user groups with limited access to marine infrastructure will be integrated. If applicable, please provide information on collaboration with industry.

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

Please provide information on how you will support the training of young scientists in the frame of your project, if you could devote spare berths to (international) young researchers/scientists in a training role, and which activities will be undertaken to inform the general public about your research cruise/use of equipment.

#### 7. Travelling and shipment costs

Please 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.

## APPLICATION CHECKLIST

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### 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
- Finally submitted your proposal?
- Signed and stamped a copy of the Proposal Summary Sheet and sent to the EUROFLEETS2 Evaluation Office?

## CLOSING DATE

---

Proposals must be received online via the [online proposal submission website](#) by  
**Tuesday 10<sup>th</sup> February 2015, 15:00 HOURS** (CET)

The proposal submission website will no longer be accessible after this date. Please allow enough time to upload your proposal to avoid the call closure rush.

One signed (PI and an appropriate authorised person (e.g. head of department, research office)) and stamped copy of the proposal summary sheet must be posted to the EUROFLEETS2 Evaluation Office, to arrive no later than **24<sup>th</sup> February 2015**, at the following address:

Dr. Verónica Willmott Puig  
EUROFLEETS2 Evaluation Office  
Am Handelshafen 12  
27570 BREMERHAVEN  
GERMANY

# Appendix I

## 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

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.

The OSPAR Maritime Area includes large areas of deep and high sea.<sup>3</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.

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.

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.

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.)

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 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

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<sup>3</sup> For the purposes of this document, *deep sea* shall follow the FAO definition and mean areas of the sea deeper than 200 meters, and *high seas* shall mean the water column and / or the seabed in areas beyond national jurisdiction, within the OSPAR Maritime Area.

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.

OSPAR recognises that protection and sustainable use of the oceans are 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.

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.

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

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.

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

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

# EUROFLEETS2

## Ship-time application

### Call “Regional 3” 2014

# Online Submission Guidelines

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

Version 29.10.2014

## Introduction

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](#). 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 (PI and scientific party) and technical information regarding the intended research cruise.

- **Part B:** Scientific description of the project. This part needs to be uploaded at the end of the online application process.
- **Step 3:** 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. A copy of the summary sheet **must be printed out, signed and stamped** by the PI and the appropriate authorized person (e.g. head of department, research office) in the PIs institute. It must then be sent (by post) to the EUROFLEETS2 Evaluation Office. See the deadline information below.

## CLOSING DATE

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

**Tuesday 10<sup>th</sup> February 2015, 15:00 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.

One signed (PI and an appropriate authorised person (e.g. head of department, research office) and stamped copy of the Proposal Summary Sheet must be posted to the EUROFLEETS2 Evaluation Office, arriving **no later** than **24<sup>th</sup> February 2015** at the following address:

Dr. Verónica Willmott-Puig  
EUROFLEETS2 Evaluation Office  
Am Handelshafen 12  
27570 BREMERHAVEN  
GERMANY

## 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 blue “Registration” link.



pt(outline\*) - Online regist: x

https://www.pt-it.de/ptoutline/application/EUROFLEETS2014\_1

imprint support login pt(outline\*) online submission of project proposals

Online registration for electronic proposals

**EUROFLEETS2 Ship-time application Call "Regional 3" 2014**

Please register! [Registration necessary!](#)

USERNAME (YOUR E-MAIL ADDRESS)

PASSWORD (FORGOTTEN?)

The system automatically disconnects users that have been inactive for more than 120 minutes. Please save all data entered before timeout, unsaved data is lost. After this time you will have to log in again. Being active means clicking on links and buttons; entering data into the electronic forms is not accounted for.

If you have an email Address at yahoo.fr: You might have problems registering for pt(outline\*). For reasons unknown to us, there are problems of compatibility of the two systems. Please register with an alternative email address.

If your browser is not displaying correctly or have problems viewing the site, particularly if you are using Internet Explorer, we recommend that you use the most advanced browser supported by your computer and operating system.

Login

The deadline for electronic proposal submission is  
**10.02.2015 at 15:00 hours (CET)**

The electronic system will be closed thereafter.

It is mandatory to register and submit your project proposal using this tool.

Scientific support

EUROFLEETS2 Evaluation Office  
Dr. Verónica Willmott-Puig  
International Cooperation  
ALFRED-WEGENER-INSTITUT HELMHOLTZ-ZENTRUM FÜR POLAR- UND MEERESFORSCHUNG  
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Tel: +49 0 471 4831-2148  
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E-Mail: [euofleets2@awi.de](mailto:euofleets2@awi.de)

After providing your email address on the Registration page and clicking the button "Register" 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 EUROFLEETS2 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.

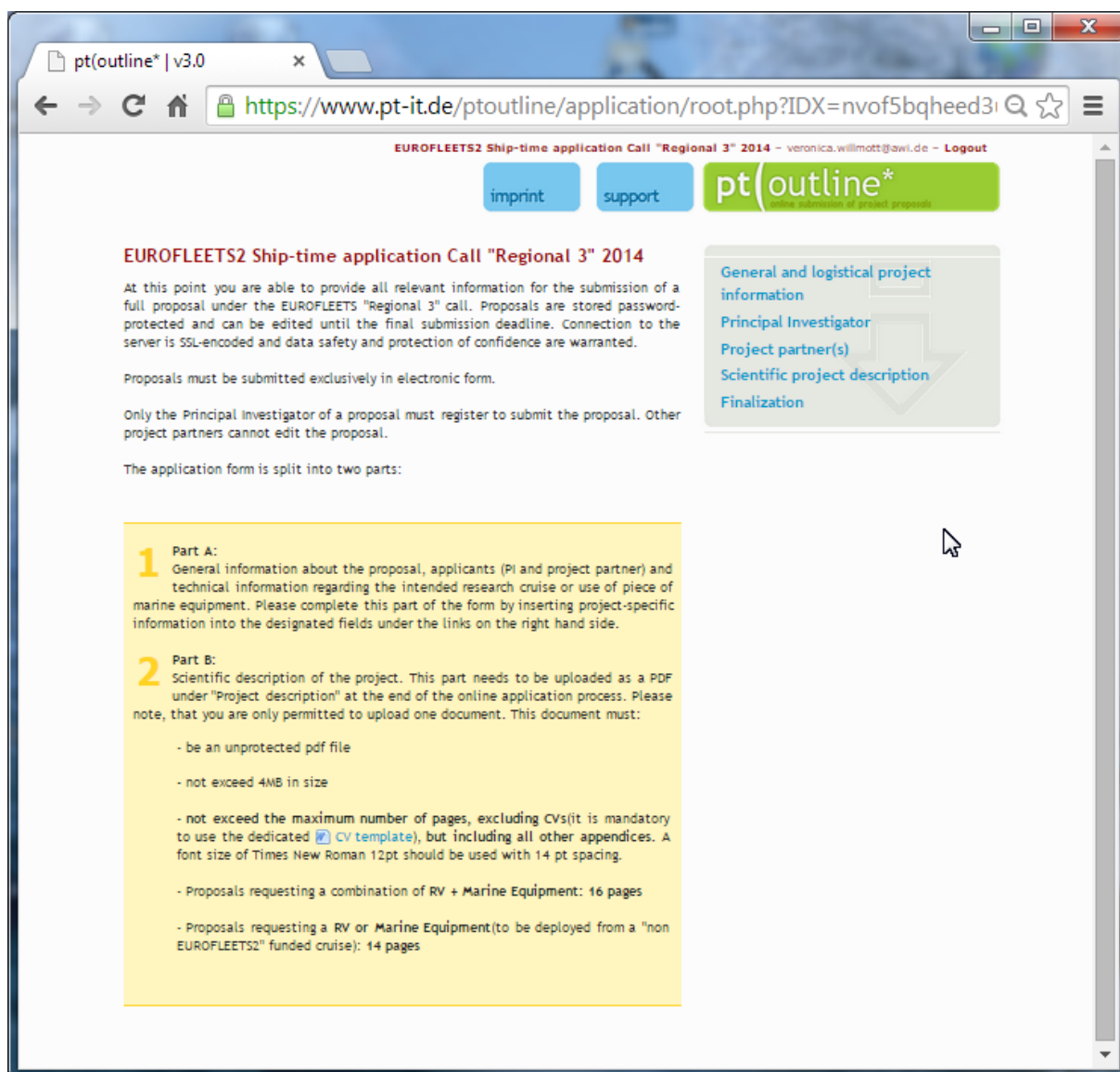
In case you forget your password you can order a new one by clicking the "(FORGOTTEN?)" button and provide your e-mail address. The new password will be send to your account. **When using the new password previously inputted data will not be lost.**

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 green pt-Outline field.

On the right 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 form.

Fields marked with a yellow star are compulsory. If you fail to enter anything in these fields, you will receive a notification when you save the data. This notification is in red at the top of the page.

## Step 2 – Part A: General and logistical project information

The following information must be submitted in the General and logistical project information menu:

Please select the type of request you fill in: "Research Vessel", "Marine Equipment" or "Research Vessel + Marine Equipment".

ptoutline\* v3.0  
https://www.pt-it.de/ptoutline/application/Einstellungen?IDX=ehompgrf02lepksqpmf7ovsq14

EUROFLEETS2 Ship-time application Call "Regional 3" 2014 - veronica.willmott@awi.de - Logout

imprint support ptoutline\*

### General and logistical project information

Please enter the following information about your project.

All fields marked with \* are mandatory fields.

**TITLE OF THE PROJECT** \*

**PROJECT ACRONYM** \*

**PROJECT OUTLINE** 2.000 characters \*

**MAIN SCIENTIFIC DISCIPLINE(S)**  
(Please press Ctrl for multiple selection)  
Physical Oceanography  
Geology  
Geophysics  
Geochemistry

**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 EUROFLEETS2 website?  
☒ Yes  
☐ No

**DO YOU AGREE AT DEVOTING SPARE BETHS TO (INTERNATIONAL) YOUNG RESEARCHERS/SCIENTISTS IN A TRAINING ROLE?**  
☒ Yes  
☐ No

### Logistical Information

**THIS PROJECT REQUESTS:**  
EUROFLEETS2 RV

**EUROFLEETS 2 RESEARCH VESSEL (RV)**  
(Please specify which is your preferred research vessel for this project)  
N/A

**2ND CHOICE**  
(Please specify which is your second choice vessel for this project)  
N/A

**EMBARKED EQUIPMENT:**  
(please specify if you require an EUROFLEETS2 Embarked Equipment)  
N/A

**WORKING AREA**  
(please provide a detailed map in Part B of the proposal)

**WHICH EXCLUSIVE ECONOMIC ZONE(S) WILL BE AFFECTED?**  
(please state area(s) of operation)

**WORKING DAYS**  
How many days of ship-time will you need to accomplish the project? (Proposals must comply with the number of days offered per RV or marine equipment and include mob/demob time)

**NUMBER OF CRUISE PARTICIPANTS**

**WHEN SHOULD THE CRUISE TAKE PLACE?**  
(preferred season of the year, if any)

**PREFERRED PORT OF MOBILISATION**

**PREFERRED PORT OF DEMOBILISATION**

**SHIPS ONBOARD EQUIPMENT NEEDED**

**SHIPS MOBILE EQUIPMENT NEEDED**

**OWN EQUIPMENT PROVIDED**

### Financial Information

**TOTAL TRAVEL BUDGET:**

**TOTAL SHIPMENT BUDGET:**

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 section 7.

Save

General and logistical project information  
Principal Investigator  
Project partner(s)  
Scientific project description  
Finalization  
Do not forget to save your changes!

EUROFLEETS2 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.

You can also agree at devoting some spare berths to (international) young researchers/scientists in a training role, from a pool of EUROFLEETS2 training candidates.

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

## Step 2 – Part A: Principal Investigator

The following information must be submitted in the Principal Investigator menu:

The screenshot shows a web form titled "Principal Investigator" within the "ptoutline\*" system. The form is divided into several sections:

- Header:** Includes "imprint", "support", and "ptoutline\*" logos.
- Principal Investigator Section:**
  - Instructions: "Please fill in the contact details of the person who will be responsible in all correspondence with EUROFLEETS concerning this proposal. You will be able to add details of project partners in the menu 'Project partners'".
  - Note: "All fields marked with \* are mandatory fields."
  - Fields: TITLE (dropdown), FAMILY NAME, FIRST NAME, GENDER (radio buttons for Male and Female), INSTITUTION, DEPARTMENT/RESEARCH GROUP, ADDRESS, COUNTRY (dropdown), EMAIL, and TELEPHONE (DAYTIME & MOBILE).
- Chief Scientist Section:**
  - Instructions: "(Name and Contact Details if different from PI details provided above)".
  - Fields: CHIEF SCIENTIST: FULL NAME (INCL. TITLE), ADDRESS, and E-MAIL.
- Declaration Section:**
  - Section: "DECLARATION".
  - Text: "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."
  - Text: "I declare that the information provided is accurate and correct."
  - Text: "I agree that the EUROFLEETS 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 EUROFLEETS project as outlined in the Guidelines for Applicants."
  - Radio button: "Yes, I agree".
  - Button: "Save".
- Navigation:** A sidebar on the right contains a "General and logistical project information" menu with a downward arrow, listing "Principal Investigator", "Project partner(s)", "Scientific project description", and "Finalization".

The PI has to agree to the declaration stated on this page. 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

## Step 2 – Part A: Project partner(s)

The information to be submitted for additional project partners is essentially the same as for the principal investigator:

The screenshot shows a web interface for adding a new project partner. At the top, there are buttons for 'imprint', 'support', and 'pt(outline\*) online submission of project proposals'. The main heading is 'Add new project partner'. Below this, there is a paragraph of instructions: '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 state the entire on-board scientific party.' followed by 'All fields marked with \* are mandatory fields.' and a longer paragraph explaining the process of adding a new partner. To the right, there is a vertical navigation menu with links: 'General and logistical project information', 'Principal Investigator', 'Project partner(s)', 'Scientific project description', and 'Finalization'. The 'Project partner(s)' link is highlighted with a large downward arrow. The form itself contains several fields: 'TITLE' (dropdown), 'FAMILY NAME' (text), 'FIRST NAME' (text), 'GENDER' (radio buttons for Male and Female), 'INSTITUTION' (text), 'DEPARTMENT/RESEARCH GROUP' (text), 'ADDRESS' (text), 'COUNTRY' (dropdown), and 'EMAIL' (text). Each of these fields has a small yellow star icon to its right, indicating they are mandatory. At the bottom left of the form is a 'Save' button.

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

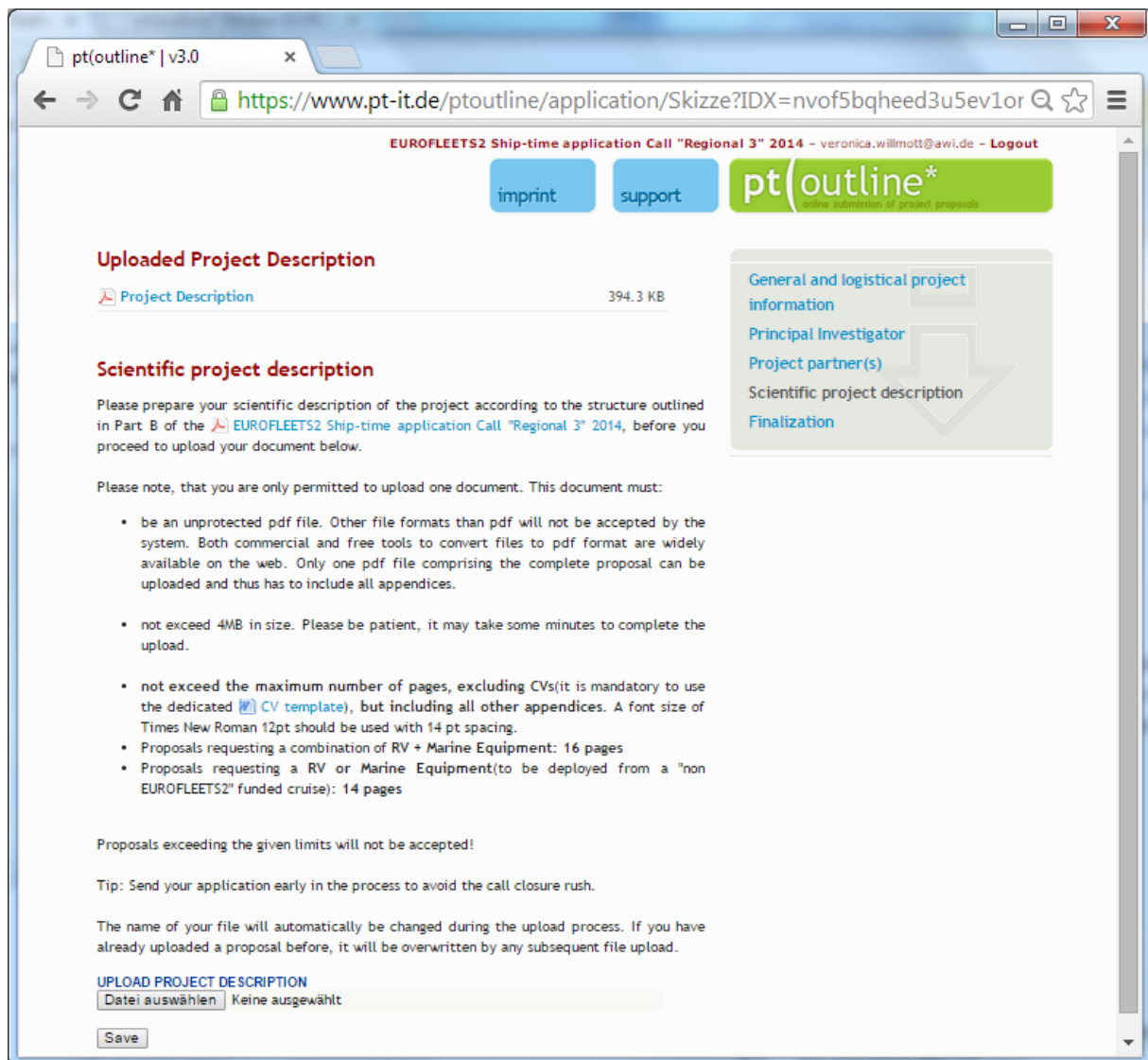
If information on existing project partners needs to be updated or a project partner needs to be deleted, you are able to do this following the respective icons behind a project partner.

### Important note:

**In order to meet the eligibility criteria of the EUROWLEETS2 call, at least one additional project partner has to be from a country different to the country of the PI.**

## Step 2 – Part B: Scientific project description

With this step you enter PART B of the form and you will need to have the document ready for uploading. The document has to be prepared according to the specifications described in the EUROWLEETS2 Ship-time application “Regional 3” Call 2014 document. Only if the document meets these specifications it will be accepted for upload.



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 (with a changed name) of your project description 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 – Finalization

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

The screenshot shows a web browser window with the URL <https://www.pt-it.de/ptoutline/application/Ausgabe?IDX=nvof5bqheed3u5ev1orgvcsnv5>. The page title is "EUROFLEETS2 Ship-time application Call 'Regional 3' 2014 - veronica.willmott@awi.de - Logout". The page has a navigation bar with "imprint" and "support" buttons, and the "pt(outline\*)" logo. The main content area is titled "Finalization" and contains the following text: "To check for necessary revisions or amendments, you can prepare a preview of the data entered at anytime until the final deadline." Below this text are two links: "Proposal Summary Sheet preview" and "Project Description" (394.3 KB). To the right of the main content is a sidebar with a vertical list of steps: "General and logistical project information", "Principal Investigator", "Project partner(s)", "Scientific project description", and "Finalization". The "Finalization" step is highlighted with a large downward arrow. Below the main content area is a section titled "Binding Submission" with the following text: "After the following binding submission NO FURTHER CHANGES can be made." "Please submit your proposal and follow the instructions displayed to you afterwards. Deadline for submission is 10.02.2015 at 15:00 hours CET. The electronic submission system for the full proposals will be closed afterwards." "Please remember to print out and sign a copy of the data summary sheet and send it to the EUROFLEETS2 Evaluation Office prior to the 24th of February 2015." At the bottom of the page is a yellow button labeled "Submit NOW".

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 is unique, and is for example used for allocating the proposal to the reviewer and access by the reviewer. It should equally be used in any correspondence with the EUROFLEETS2 Evaluation Office.

Please note that 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 is changed.

### **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. A copy of the summary sheet **must be printed out, signed and stamped** by the PI and the appropriate authorized person (e.g. head of department, research office) in the PIs institute and sent to the EUROFLEETS2 Evaluation Office.