

EERA JP Bioenergy - Internal guidelines for responding to EU calls for proposals and EERA label quality projects follow-up

Objectives and establishment of EERA label project proposals

The aim of this document is to create a transparent process, when responding to EU calls for proposals as well as formalizing procedures and roles for the Proposal Coordinators (PC), Management Board (MB) and Steering Committee (SC). The final decision on participation in the project proposal will be made based on what is brought to the proposal, as the aim is to prepare the best research proposals with the strongest research teams, including the follow-up requirements for the financed projects.

The Guidelines apply for proposals generated by initiatives from EERA JP Bioenergy members. If JP Bioenergy is invited to participate in a proposal led by the industry or a party outside EERA, the Joint Programme Coordinator (JPC) or the relevant Sub-Programme Coordinator (SPC), with the consensus of the Joint Programme Management Board (JPMB), will assist in identifying and contacting relevant JP Bioenergy Members¹ in order to obtain the strongest research content and organization. The proposals complying the procedures formalized in this document will receive the distinction of “**EERA quality label proposals**” and in the case the projects will be finally financed they will be subject to a follow-up procedure which is also stated in this document.

The Management Board (MB) is responsible for identifying and supporting high quality R&D proposals opportunities. This process includes the following steps:

1. Monitoring of EU research calls and proposal initiation
2. Launching of an EoI procedure in order to identify and contact JP Bioenergy members to provide the strongest research content and consortium
3. Attainment of EERA label
4. Conflict handling and evaluation of procedures
5. Projects follow-up

1) Monitoring of EU research calls and proposal initiation

- The MB is co-responsible for monitoring EU calls together with any JP member. If a JP Bioenergy member identifies a relevant call to be addressed by JP, it should contact the MB. An overview of relevant EU calls will be made available on the JP website.
- On the basis of this information, the JPC or the most relevant SPC(s) take(s) initiative to invite JP Bioenergy members to discuss ideas for potential proposals, for instance through workshops on specific research calls.
- For each relevant JP project idea, a project proposal coordinator (PC) shall be identified by the MB (if no volunteers are available), with the role described later on in the document.

2) Launching the EoI procedure

- If no complete consortium yet in place, the MB requests to the PC (either a member of the MB or any JP member) to write a short proposal outline (scope,

¹ JP Bioenergy Members are defined as all Full Participants and Associated Participants

objectives, ideas and TRL) for approval by the MB. The PC may set-up a core group of 2-3 members from the JP to assist in the development of such outline.

- This outline will be the basis for an EoI call to be launched by the PC within the EERA JP Bioenergy community.
- The EoI shall request at least the following information:
 - a) Proposed contribution and research ideas.
 - b) Capability in terms of human resources and facilities.
 - c) Existing activities and (industry) partnerships that strengthen the proposal.

3) *Attainment EERA Label*

- The MB is responsible for evaluating the proposals for assigning the EERA quality label.
- Approval of Consortia and proposal main proposal setup.
 - STEP 1: Based on the received EoIs the PC suggests JP project partners (“The Consortium”) and attributed roles for approval by the MB (ensure good procedure).
 - STEP 2: Once the overall consortium including non-EERA members is established the PC shall formally request the attainment of the EERA quality label by providing to the MB the following information:
 - Full consortium composition, keeping in mind that the minimum participation of EERA JP Bioenergy members in a consortium is 50%, of the total number of RTO and UNI members of the Consortia
 - Project scope and main objectives
 - Relevance of the proposal for priorities within:
 - SET-Plan Integrated Roadmap
 - Specific EU topic call
 - EERA JP Bioenergy
 - If any MB member is involved in a consortium on this specific EU topic call, will be excluded from the evaluation process in STEP2.
- The MB evaluates the provided project information and decides on providing the EERA quality label.

4) *Conflict handling and evaluation of procedures*

- If a JP Bioenergy member disagrees with the selection process (STEP1), it shall be discussed with the MB.
- The procedures will be evaluated by the SC on a yearly basis. If needed, adaptations will be proposed for approval.

5) *Projects follow-up procedure*

- When a project proposal is granted, the PC shall inform the SC members about the status and achievements of the project on a yearly basis and shall provide a publication and patent list.