



# Guidelines for Pre- Proposal Submission

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Maritime and Marine Technologies for a new Era

23.12.2020

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### 1. Background

The Call Announcement of the MarTERA Call 2021 and its Annexes provide essential information on the call scope and objectives as well as eligibility and evaluation criteria. The present document aims to provide guidance and explanation of technical details for the online submission tool which is used to prepare and submit the pre-proposals for the MarTERA Call 2021.

### 2. Process Overview

The Call 2021 procedure for proposals is divided into two steps: Step 1 consists of the preparation, submission, eligibility check, evaluation on the national level (applies to some countries, see National Guidelines) and selection of pre-proposals. In Step 2, the selected consortia from Step 1 are invited to prepare and submit a full proposal, which in turn will be checked for eligibility and be evaluated by an International Evaluator Panel. In both cases, all consortium members must prepare one joint proposal. The proposals must be submitted by the project coordinator via the online submission platform <https://www.martera.eu/submission/call4>.

#### Pre-Proposal Submission

The pre-proposal consists of different sections, which have to be prepared online. At first, the coordinator has to register on the submission platform. One user can be registered several times on the submission platform with the same email account but different usernames, one for each proposal. In this way, a correct assignment to the pre-proposals is ensured.

After registration, a link will be sent to the respective email account to activate the user.

The coordinator has to fill in, edit and save the electronic forms, add partners to the consortium, upload the project description and submit the pre-proposal. Partners can fill in and edit their own data only.

The coordinator may edit and re-submit the pre-proposal as many times as necessary prior to the submission deadline. Only the latest submitted version will be used in the further process. **The deadline for pre-proposal submission is 2021-03-26 (17:00 CET).**

After successful submission, the coordinator and all partners of the consortium will receive an automatically generated confirmation of receipt.

Each project coordinator should register on the submission platform in due time. **After the submission deadline, the platform will accept neither modification nor submission of any proposal.** The project coordinator should also not underestimate the effort required to collect the information from all project partners and to fill in the online forms. It is therefore strongly recommended to submit the first version of proposals well before the deadline.

The **information given in the pre-proposal is binding in terms of the core data** (see Call Announcement) **and the requested funding**. Please keep in mind that **the description of the project will be the basis for eligibility checks and national evaluation procedures in some countries** (see National Guidelines). The project description cannot exceed the character limitations applying in each section (4.000 characters are approximately one A4 page of text).

Up to five figures can be embedded in the pre-proposal text through place markers. The figures can be uploaded as .jpeg, .gif or .png files and should have a maximum size of 600 pixels.

Only the latest uploaded file will be saved. If the project description is not saved and submitted, the respective pre-proposal will be considered ineligible.

If consortium partners are requested to submit separate or different documents towards their national funding organization, the consortium partner(s) concerned shall submit these documents directly to the respective national / regional funding organization and not upload them to the submission platform.

### Eligibility Check and Selection of Pre-Proposals

The submitted pre-proposals will be checked against the eligibility criteria as stated in section 4 of the Call Announcement. **Please note: If one partner in a consortium fails to satisfy the general or national/regional eligibility criteria, the entire pre-proposal will be rendered ineligible.**

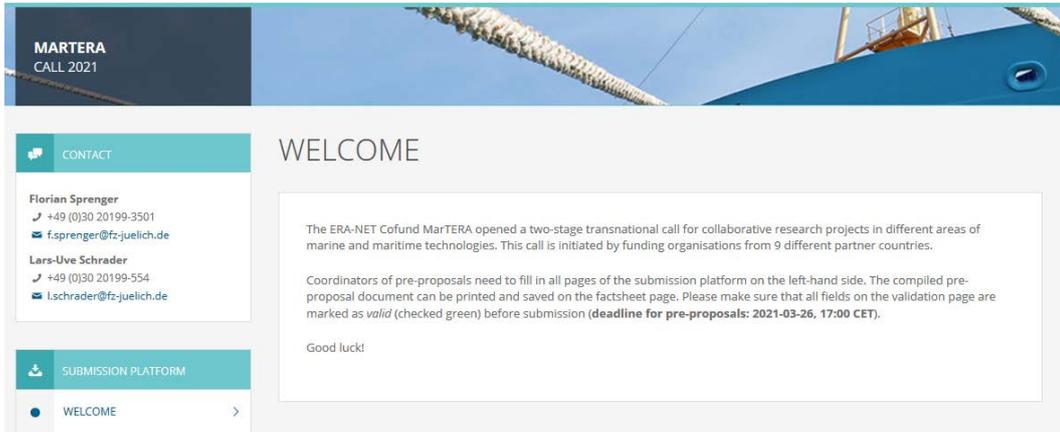
It lies within the **responsibility of the consortium coordinator** to ensure the **consortium fulfils the call eligibility criteria** and that **all partners in the consortium fulfil the respective national/regional eligibility criteria**. It is therefore essential that the **coordinator is aware of the National Guidelines for each country represented in the consortium**. In case of uncertainties, please contact the National Programme Managers.

In case a pre-proposal is rendered ineligible, the Call Office will inform the coordinator.

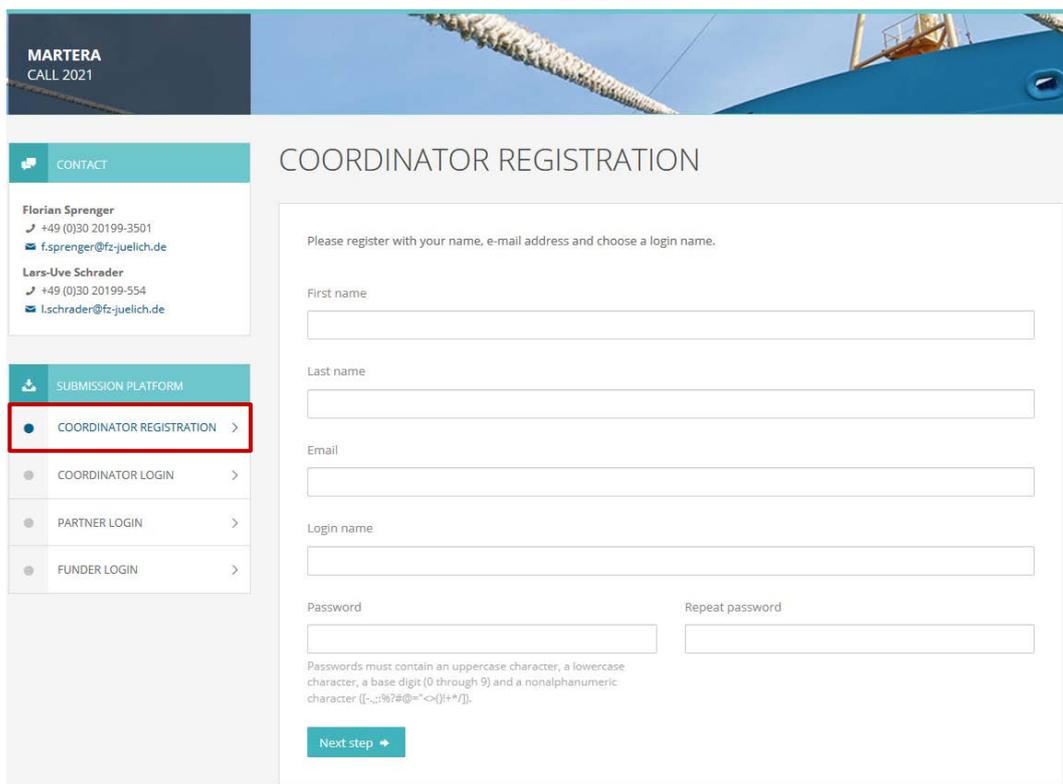
Each submitted pre-proposal will be checked for eligibility at the Call Office and at the national level. Some funding agencies conduct a national evaluation procedure for the pre-proposals that involve applicants from the respective countries (see National Guidelines). The final decision on the consortia that are invited to prepare a full proposal (Step 2 of the Call process) will be taken in a Steering Committee Meeting. The Call Office will in turn inform the coordinators on the outcome of the Step 1 procedure.

### 3. Online Pre-Proposal Submission

In the process of the pre-proposal preparation, different forms have to be filled in on the online Submission Platform. Please note that you can only save your text when you do not exceed the character limitation for each form.



1. **REGISTRATION** : In order to use the online submission platform, the project coordinator has to register via the MarTERA website: <https://www.martera.eu/submission/call4>



2. **ACCOUNT:** Once an account has been created, coordinators can change their login password in the ACCOUNT section.

MARTEA CALL 2021

CONTACT

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l.schrader@fz-juelich.de

SUBMISSION PLATFORM

WELCOME >

**ACCOUNT >**

COORDINATOR PROFILE >

### ACCOUNT

Save

\* is required for submission

Login name \* sprenger

Email address \* f.sprenger@fz-juelich.de

Password

Confirm password

Passwords must contain an uppercase character, a lowercase character, a base digit (0 through 9) and a nonalphanumeric character ([!@#%&\*~<>|+{}]).

Save

3. **COORDINATOR PROFILE** The project coordinator has to fill in further profile details. The information in the fields marked with \* are mandatory.

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SUBMISSION PLATFORM

WELCOME >

ACCOUNT >

**COORDINATOR PROFILE >**

PARTNERS >

PROJECT DATA >

KEYWORDS >

### COORDINATOR PROFILE

Save

\* is required for submission

#### Contact data

Title \* Dr

Email address f.sprenger@fz-juelich.de

First name \* Florian (Max. 150 characters)

Family name \* Sprenger (Max. 150 characters)

Status of organisation \* Research institution

Website (Max. 150 characters)

Organisation/Institution/Company \* Forschungszentrum Jülich (Max. 150 characters)

Department (Max. 150 characters)

**Please note:** the project coordinator has to be from a country participating in this call and has to have a funding organisation assigned to him. Please note that the registration will not proceed if one of the mandatory fields is empty. The project coordinator should treat the password confidentially and refrain from giving it to other people, including proposal partners.

4. **PARTNERS** In this section, partners and associated partners can be added to the consortium and the relevant details can be filled in. In case a partner leaves the consortium during the submission process, it is possible to remove this entry from the list by selecting “Remove Partner”.

**MARTERA CALL 2021**

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**SUBMISSION PLATFORM**

- WELCOME >
- ACCOUNT >
- COORDINATOR PROFILE >
- PARTNERS >**
- PROJECT DATA >
- KEYWORDS >
- PROJECT OBJECTIVES >

### PARTNER LIST

LIST OF PARTNERS, INCLUDING THE PROJECT COORDINATOR:

Organisation	Contact name	Organisation type	Nat. reg.	Country
	Florian Sprenger		✖	

+ Add a new partner

• After you have added a new partner, activate him/her by pressing the “activate” button in the table. Your partner will receive a notification email.

LIST OF ASSOCIATED PARTNERS:

No further associated partners found. You can add associated partners by clicking “Add a new associated partner” below:

+ Add a new associated partner

• After you have added a new associated partner, activate him/her by pressing the “activate” button in the table. Your associated partner will receive a notification email.

**MARTERA CALL 2021**

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**SUBMISSION PLATFORM**

- WELCOME >
- ACCOUNT >
- COORDINATOR PROFILE >
- PARTNERS >**
- PROJECT DATA >
- KEYWORDS >
- PROJECT OBJECTIVES >

### ADD A NEW PARTNER

← back

✓ Save \* is required for submission

**Contact data**

First name \* Max. 150 characters

Family name \* Max. 150 characters

Login name \* Email address \*

✓ Save

5. **PROJECT DATA** In this section, title, acronym and duration of the proposed project have to be filled in. Each pre-proposal has to address one of the five priority areas of MarTERA and address at least one of the associated subtopics (see Call Announcement and Priority Areas Matrix at [www.martera.eu/joint-calls](http://www.martera.eu/joint-calls)).

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**SUBMISSION PLATFORM**

- WELCOME
- ACCOUNT
- COORDINATOR PROFILE
- PARTNERS
- PROJECT DATA**
- KEYWORDS
- PROJECT OBJECTIVES
- STATE OF THE ART
- WORKPLAN
- GANTTCHART
- FINANCIAL PLAN
- FINANCIAL COMMENTS

### PROJECT DATA

Save

\* is required for submission

Project title \* Max. 150 characters

Project acronym \* Max. 25 characters

Project duration \*  
Please enter the project duration in months. This field is required. The maximal number of months is 36.

Topic \*  
Please specify which topic your project most suitably relates to.

- Priority Area 1: Environmentally friendly maritime technologies
- Priority Area 2: Innovative concepts for ships and offshore structures
- Priority Area 3: Automation, sensors, monitoring and observations
- Priority Area 4: Advanced manufacturing and production
- Priority Area 5: Safety and security

Subtopic \*  
Please specify which subtopic your project most suitably relates to.

- Digitalisation and automation of production
- Optimisation of production (e.g. improved and novel production technologies for flexible manufacturing with focus on organisation and networking along the value chain)
- Circular economy concepts (e.g. life cycle management)
- Intelligent and innovative interacting components
- Human machine interaction ( e.g. Augmented and Virtual Reality)

6. **KEYWORDS** In this section up to five (5) comma-separated keywords have to be filled in. This will enable an effective expert assignment for the evaluation procedure of the proposal.

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**SUBMISSION PLATFORM**

- WELCOME
- ACCOUNT
- COORDINATOR PROFILE
- PARTNERS
- PROJECT DATA
- KEYWORDS**

### KEYWORDS

Save

\* is required for submission

Supplementary keywords \*

Maximum 5 keywords related to your project, separated by comma.

Save

7. **PROJECT OBJECTIVES (4.000 characters<sup>1</sup>)** Please enter a summary of your proposed project, including the general/strategic, scientific/technological and commercial objectives, the relevance to the MarTERA Call scope (including Priority Area and Sub Topic(s)).

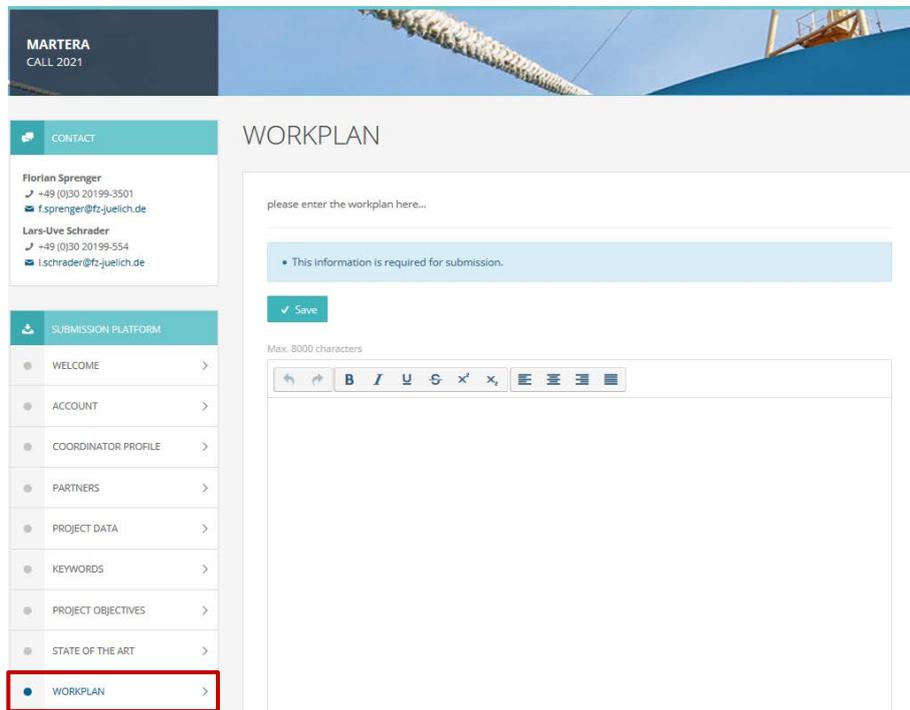
The screenshot shows the MarTERA submission platform interface. On the left, there is a navigation menu under 'SUBMISSION PLATFORM' with items: WELCOME, ACCOUNT, COORDINATOR PROFILE, PARTNERS, PROJECT DATA, KEYWORDS, and PROJECT OBJECTIVES. The 'PROJECT OBJECTIVES' item is highlighted with a red box. The main content area is titled 'PROJECT OBJECTIVES' and contains a text input field with the placeholder 'please enter the project objectives here...'. Below the input field is a blue bar with the text 'This information is required for submission.' and a green 'Save' button. Below the 'Save' button, it says 'Max. 4000 characters' and shows a rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and indent.

8. **STATE OF THE ART (6.000 characters)** In this section, the current state of the art in research and development (including alternative solutions, intellectual property protection rights, information search) has to be filled in. , earlier research activities and experience of partners in the proposed field.

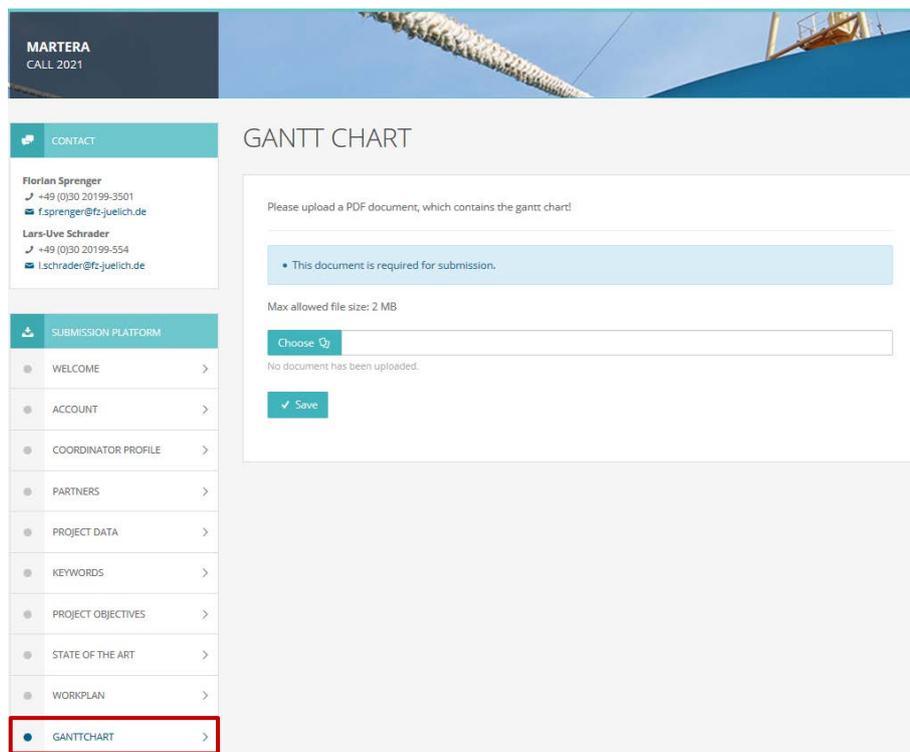
The screenshot shows the MarTERA submission platform interface. On the left, there is a navigation menu under 'SUBMISSION PLATFORM' with items: WELCOME, ACCOUNT, COORDINATOR PROFILE, PARTNERS, PROJECT DATA, KEYWORDS, PROJECT OBJECTIVES, and STATE OF THE ART. The 'STATE OF THE ART' item is highlighted with a red box. The main content area is titled 'STATE OF THE ART' and contains a text input field with the placeholder 'please enter the state of the art here...'. Below the input field is a blue bar with the text 'This information is required for submission.' and a green 'Save' button. Below the 'Save' button, it says 'Max. 6000 characters' and shows a rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and indent.

<sup>1</sup> The character limitation includes spaces

- 9. WORKPLAN (8.000 characters)** In this section, the proposal objectives, methodology, research design, and first work plan details have to be filled in. Please note that although a full workplan description is not required at this stage, the information provided are the basis for evaluation in some countries (see National Guidelines).



- 10. GANTT CHART** A PDF document containing the Gantt chart is required for the submission process. The maximum file size is 2 MB.



- 11. FINANCIAL PLAN** In this section, the budget of the proposed project has to be specified per partner. Costs have to be assigned to the predefined categories and the own contribution has to be specified (note that national/regional regulations apply for funding rates). Some categories of cost may not be eligible by all funding organisations (see National Guidelines). The resulting requested funding is fixed after submission and cannot be changes in Step 2 of the Call process.

**FINANCES**

The finances are required for submission.

Save

**REQUESTED FUNDING**  
Please enter all values as integers (whole numbers, 0-9) in k€ (1k€ = 1000 €).

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Overhead	Other	Requested Funding
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>TOTAL</b>	0	0	0	0	0	0	0

**OWN CONTRIBUTION**  
Please enter all values as integers (whole numbers, 0-9) in k€ (1k€ = 1000 €).

Organisation name	Requested Funding	Total Own Contribution	Total Costs
	0	<input type="text"/>	0
<b>TOTAL</b>	0	0	0

Save

- 12. FINANCIAL COMMENTS (1.000 characters)** please enter a brief description per cost category. For overhead costs, national/regional regulations apply. If you have 'Other' costs, please specify. For personnel costs, please state the required person months.

**FINANCE COMMENTS**

The finance comments are required for submission.

Save

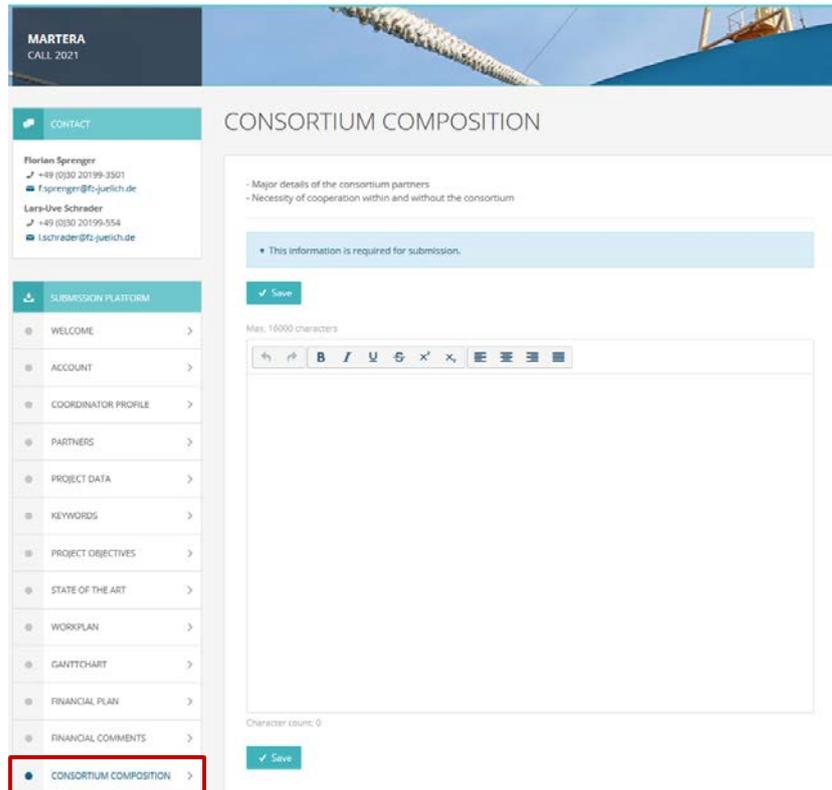
**BRIEF DESCRIPTION**  
Please enter a brief description regarding your costs:

Personnel | Travel | Consumables / Equipment | Subcontracts | Other | Overhead

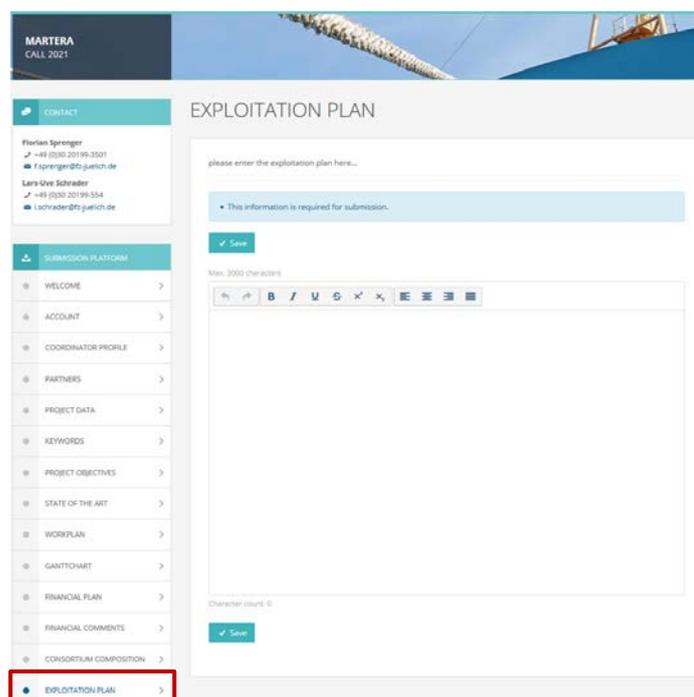
(Brief Description (max. 1000 characters))

Save

**13. CONSORTIUM COMPOSITION (16.000 characters)** In this section, the background and competences of each partner as well as the necessity for cooperation have to be described.



**14. EXPLOITATION PLAN (3.000 characters)** In this section, the economic advantage/expectations and potential impact resulting from the project have to be described. The text should cover the following aspects: commercialisation of results, potential IPR, scientific and/or technical expectations, scientific and economic connectivity, impact for companies (status quo, growth, competitiveness, employment), compatibility with norms, standards and regulation, sustainability including social and environmental impact (employment, quality of life, regional aspects, working conditions).



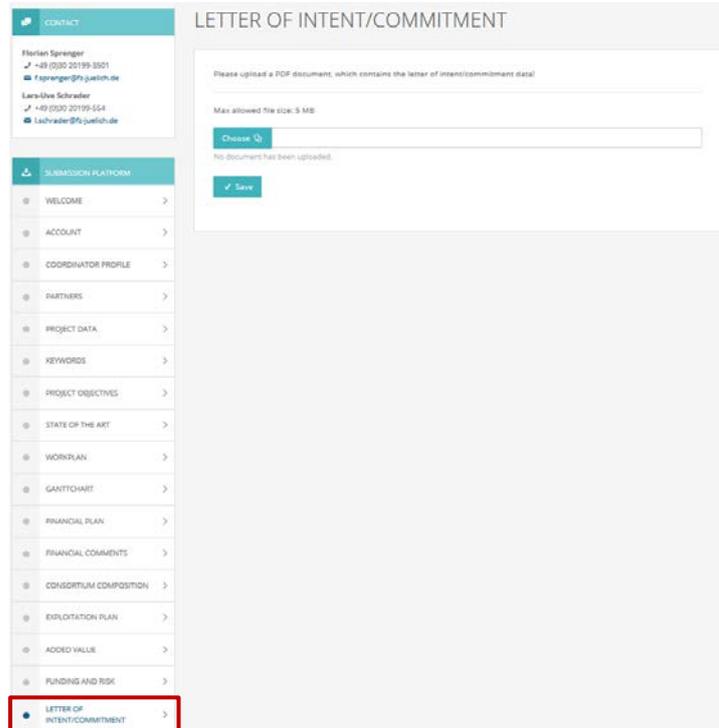
15. **ADDED VALUE (2.000 characters)** In this section, the added value in carrying out the work at a transnational (European) level and in solving of societal or environmental problems has to be described.

The screenshot shows the 'ADDED VALUE' section of the submission platform. On the left, a navigation menu lists various sections: WELCOME, ACCOUNT, COORDINATOR PROFILE, PARTNERS, PROJECT DATA, KEYWORDS, PROJECT OBJECTIVES, STATE OF THE ART, WORKPLAN, GANTTCHART, FINANCIAL PLAN, FINANCIAL COMMENTS, CONSORTIUM COMPOSITION, EXPLOITATION PLAN, and 'ADDED VALUE', which is highlighted with a red box. The main content area is titled 'ADDED VALUE' and contains a text input field with a placeholder 'please enter the added value here...'. Below the input field, there is a 'Save' button and a character count indicator showing 'Character count: 0'. The top of the page features the 'MARTERA CALL 2021' logo and contact information for Florian Spranger and Lara-Live Schrader.

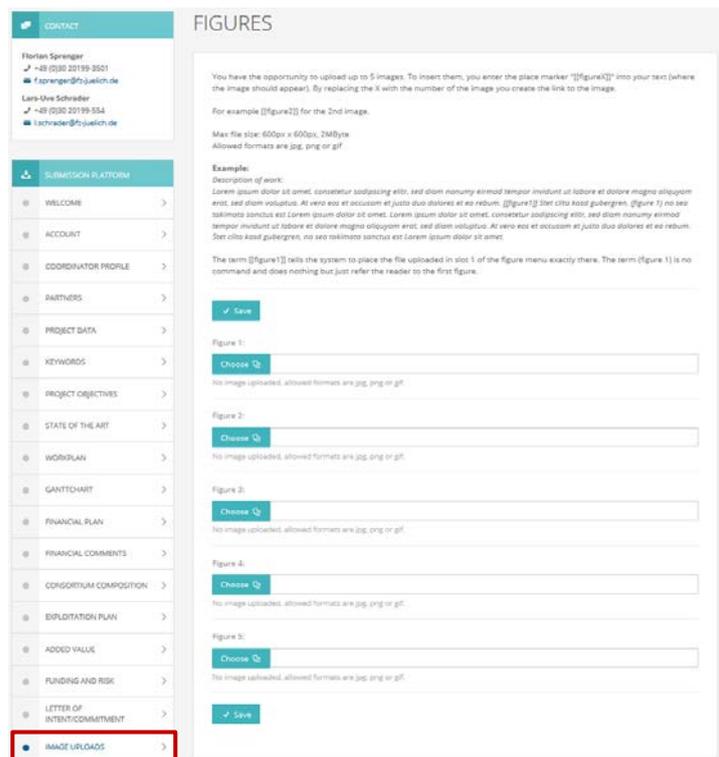
16. **FUNDING AND RISK (4.000 characters)** In this section, the necessity for funding and an the risk (scientific and technological risk) associated to the proposed project have to be explained.

The screenshot shows the 'FUNDING AND RISK' section of the submission platform. On the left, a navigation menu lists various sections: WELCOME, ACCOUNT, COORDINATOR PROFILE, PARTNERS, PROJECT DATA, KEYWORDS, PROJECT OBJECTIVES, STATE OF THE ART, WORKPLAN, GANTTCHART, FINANCIAL PLAN, FINANCIAL COMMENTS, CONSORTIUM COMPOSITION, EXPLOITATION PLAN, ADDED VALUE, and 'FUNDING AND RISK', which is highlighted with a red box. The main content area is titled 'FUNDING AND RISK' and contains a text input field with a placeholder 'please enter funding and risk here...'. Below the input field, there is a 'Save' button and a character count indicator showing 'Character count: 0'. The top of the page features the 'MARTERA CALL 2021' logo and contact information for Florian Spranger and Lara-Live Schrader.

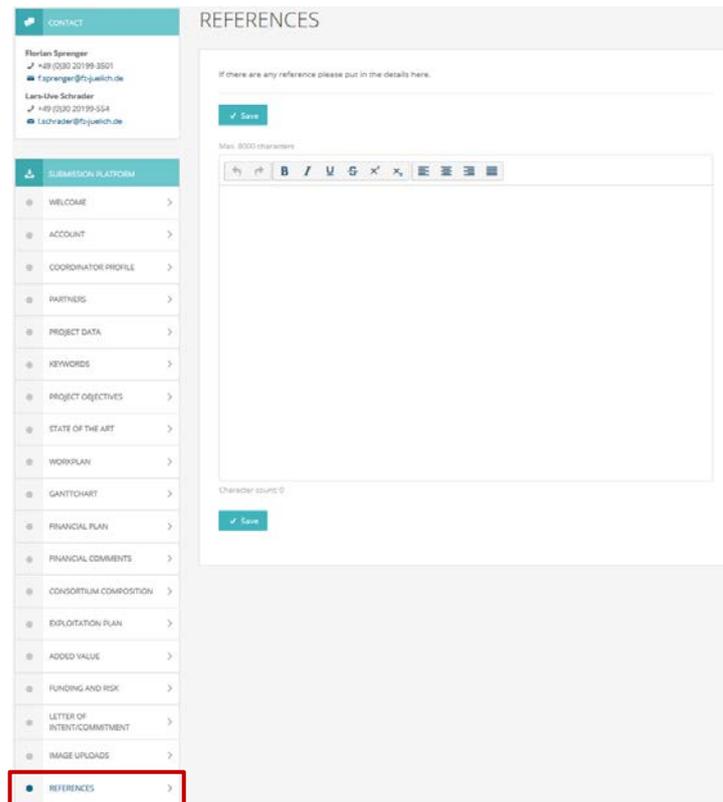
**17. LETTER OF INTENT / COMMITMENT** A Letter of intent / commitment in PDF format is only required for entities that are not applying for funding through MarTERA (e.g. partners from countries that do not participate in the Call, partners that have only in-kind or associated partners). Note that the pre-proposal is not eligible when this document is required but missing. The maximum files size is 5 MB.



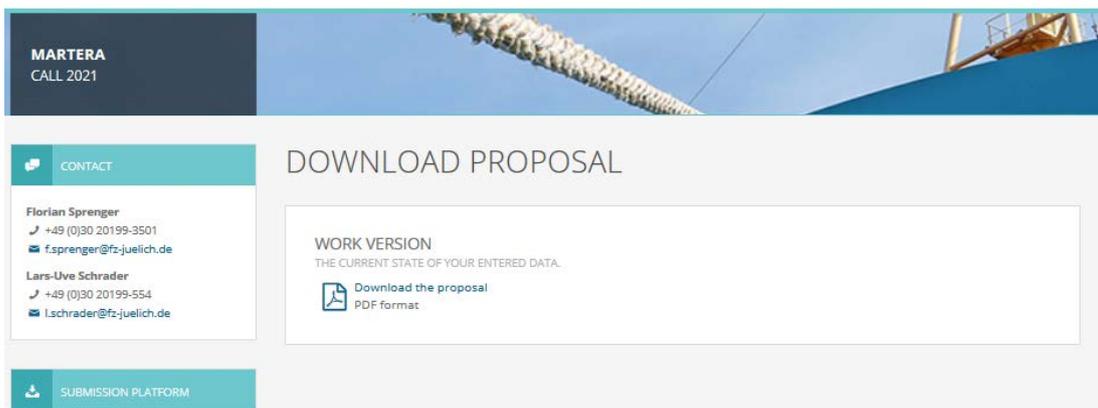
**18. IMAGE UPLOADS.** It is possible to upload up to 5 images, and insert them into the proposal by defining a place marker "[[figureX]]" in the text. By replacing the X with the number of the image you create the link to the image. Permitted formats are jpg, png or gif. The maximum image size is 600px x 600px, the maximum file size is 2 MB.



**19. REFERENCES** This field is optional. If there are any relevant references, they can be listed here.



**20. FACTSHEET** This is a PDF created automatically from the input for the proposal. The coordinator and the partners can download the work version (current status) as well as the finalized (submitted) version.



- 21. VALIDATION** Once the pre-proposal is ready for submission, validation has to be performed. Red fields indicate missing input, green fields complete input. It is advised to check all input even if all fields are green and the comment says “validation successful, ready to submit” before submitting the pre-proposal.

The screenshot shows a web interface for pre-proposal submission. On the left is a navigation menu with sections: CONTACT, SUBMISSION PLATFORM, WELCOME, ACCOUNT, COORDINATOR PROFILE, PARTNERS, PROJECT DATA, KEYWORDS, PROJECT OBJECTIVES, STATE OF THE ART, WORKPLAN, GANTTCHART, FINANCIAL PLAN, FINANCIAL COMMENTS, and COMMENTS. The main content area is titled 'VALIDATION' and displays a status message: 'VALIDATION FAILED, REQUIRED DATA MISSING'. Below this, several sections are listed with their validation status: PARTNERS (green), PARTNER 1 (COORDINATOR) (green), PARTNER 2 (red), PROJECT DATA (green), KEYWORDS (green), and PROJECT OBJECTIVES (red). The red sections contain error messages: 'Organisation/Institution/Company' (Please enter a value in this field.), 'National regulations' (The acceptance of the national rules must be confirmed.), 'Privacy Policy' (The acceptance of the privacy policy must be confirmed.), and 'Project objectives' (Please enter a value in this field.).

- 22. SUBMIT** After a successful validation, the following declaration has to be confirmed:

*The project applicants hereby declare, that to the best of their knowledge the research outlined in this proposal is unique in character and does not duplicate research already funded at national, regional or EU level, within nation, regional, international or EU calls.*

As the final step, the coordinator has to confirm that he/she is aware that failure to fulfil this condition will result in withdrawal of the proposal from the application process or withdrawal of funding for approved projects.

The final step is to select the ‘Submission’ button. Afterwards A SUBMITTED PROPOSAL EXISTS. It is still possible to revise and re-submit a pre-proposal as many times as necessary prior to the **submission deadline 2021-03-26 (17:00 CET).**