

## **CELSA RESEARCH FUND: call for collaborative research project proposals**

Aim: Research collaboration within CELSA

Deadline for submission: Tuesday, May 2 2017

### **Concept**

[CELSA](#) is an alliance of seven European universities.

The 'CELSA partners' are:

- Budapest University of Technology and Economics (BME)
- Charles University (CUNI)
- Czech Technical University in Prague (CTU)
- Eötvös Loránd University (ELTE)
- Katholieke Universiteit Leuven (KU Leuven)
- Semmelweis University (Semmelweis)
- University of Ljubljana (UL)

The 'CELSA Research Fund' will fund collaborative research projects between researchers of at least two CELSA partners, of which one must be KU Leuven, with the purpose of leveraging their efforts towards future Horizon 2020 applications (or to its successor or any other competitive European fund). An open call for proposals will be launched once a year, in the coming three years, starting in January 2017.

### **Offer**

The CELSA partners will all contribute at least € 60,000 per call. KU Leuven will contribute with in total € 1 million per call. Maximum 10 to 11 projects will be funded per annum, depending on the set-up and the available annual budget.

The CELSA Fund will fund joint research projects with a maximum of € 120,000 for a duration of 2 years, in case researchers from two CELSA Partners are involved (a KU Leuven researcher and a researcher from one other CELSA Partner). KU Leuven funds 3/4 of the total project's budget (€ 90,000), and the other CELSA Partner contributes 1/4 (€ 30,000); the funding goes to the own participating scientist.

In case researchers from more than two CELSA Partners are involved in a single joint project, the budget is increased with their share (e.g. a project with researchers from 3 CELSA Partners will have a maximum budget of € 150,000 for 2 years). In case more than one researcher from the same CELSA Partner is involved in a single joint project, the total project budget as mentioned is not increased.

### **What can be funded in a CELSA project?**

- It is up to the consortium of researchers to decide what should be funded (subject to the evaluation).
- The internal rules of each involved CELSA Partner regarding funding research apply.

- The CELSA partners cannot appoint staff at another CELSA partner. However, travel & subsistence costs of the team members in the project can be covered by either side of the 'joint' budget.
- The CELSA partner who paid for project equipment remains the owner of that equipment. It is up to the individual CELSA partners to make arrangements to enable the use of the equipment or available infrastructure by all relevant team members.

**Assistance in 'match-making' by the EU support officers:**

Because the initiative also targets new collaborations, we organise help to find a matching scientist at another CELSA partner. The EU support officers will exchange expressions of interests seeking collaboration by the researchers, attempting to find interested counterparts. Through an exchange of information between the EU support offices regarding future calls for proposals (e.g. future work programmes of Horizon2020), the EU support teams will also assist the applicants in finding potential future topics in European programs.

Contact your own EU support office:

- [Budapest University of Technology and Economics](#)
- [Charles University](#)
- [Czech Technical University in Prague](#)
- [Eötvös Loránd University](#)
- [KU Leuven](#)
- [Semmelweis University](#)
- [University of Ljubljana](#)

**Conditions**

Following conditions apply:

- Any scientific discipline qualifies for funding by the CELSA Research Fund.
- The applicant consortium has to consist of at least one KU Leuven researcher who meets the conditions to be a promoter or copromoter of a project under Internal Funds and at least one researcher from at least one other CELSA partner. Eligibility of researchers of the CELSA partners must be verified within each CELSA partner, following the specific conditions.
- The project funding can be used freely by the researchers involved, as long as the activities concern research, strengthen the collaboration within the CELSA network, and can lead to a high quality application for any of the European competitive funds as mentioned. Preferably research staff will be appointed on the project's budget (for KU Leuven: 'Wetenschappelijk medewerker' barema 43 of 44 or 'bursaal' ('science worker', PhD student or postdoc).
- Within 3 years of the start of the project, the applicant consortium (including additional partners) has to jointly apply for a call for proposals for a European competitive funding program, such as a collaborative research project in Horizon2020 or its successor (including Marie S. Curie innovative training networks, FET Open, Societal Challenges,...).

Applicants are aware of legal aspects regarding the CELSA collaboration (see below, annex 1) (ownership of results, dissemination of results, access rights, authorship, ethics and research integrity and some specific arrangements). Questions about this can be addressed to above mentioned EU support offices or to [CELSA](#).

## Procedure

### Time schedule for the 2017 call for proposals:

- Publication call: 31st January 2017
- The deadline for submission: 2nd May, 2017.
- Evaluation of project proposals: May-June
- Announcement of the results: July-August
- Start of the projects: 1st October 2017

### The project proposal has to contain the following parts:

- **Cover page** (max. 1p): title, name, affiliation, and e-mail address of the researchers involved, an indication of who will be the leading scientist of the project (coordinator), a non-confidential and public-friendly abstract or summary (max. 2000 characters), and up to 5 key words. Please use the available template (see annex 2).
- **Attachment 1: the project description** (max. 4p): problem statement & objectives, envisaged progress beyond the state of the art, methodology, anticipated results, managerial aspects and timing
- **Attachment 2: Resources** (max. 1p): description of the available resources (incl. infrastructure and equipment) and the proposed use of the project budget to acquire new resources, linked to the methodology
- **Attachment 3: Added value of the collaboration** (max. 1p): description of the consortium of researchers from the CELSA partners and added value of the collaboration to the envisaged research activities
- **Attachment 4: Potential towards a future EU funding application** (max. 1p): description of the potential towards a future joint application as well as the linkages to a call for proposals of a European research funding program, specifying the future call (e.g. Marie S. Curie network, Horizon 2020 focus area or draft call topic, ERA-Net call, cPPP call, ...); description of the relevance of the collaboration for that call, program, or European research & innovation policy or focus area (this may include aspects of innovation and potential future impact of the research or collaboration, if relevant in the future European call); proposed timelines and planning towards the future European application (including perhaps specifying types of additional partners outside CELSA required for the collaborative projects)
- **Attachment 5: CV's of the involved researchers** (max. 1p per participating researcher): short description of the expertise, 5 most important publications relevant to the proposal, indication of previous (most important) European or international collaborations.

### Proposal submission

For all applications the online submission system of the KU Leuven Internal Funds will be used. Consequently, the KU Leuven researcher in the consortium will have to submit the joint project proposal, which will be composed of the cover page and the 5 attachments. After submission all participating researchers will receive a pdf file of the entire application.

### Evaluation panel

The evaluation and selection of CELSA Research Fund project applications will be performed by a dedicated interdisciplinary '*CELSA Research Fund Evaluation Committee*' (or '*Evaluation Committee*'), which will be composed of:

- The 6 effective members and the chairman of the Executive Body of the [KU Leuven Research Council](#) and the KU Leuven vice-rector for research policy.
- 1 distinguished scientist of each of the other CELSA partners, who has experience with international evaluations.
- The KU Leuven chairman of the Research Council chairs this Evaluation Committee. A co-chair from one of the other CELSA partners will be appointed by the CELSA Board.

The Evaluation Committee members as well as the Managing Unit are strictly bound to confidentiality and cannot disclose any information regarding the project proposals or the evaluation to any third party. The Evaluation Committee formulates a final advice to the CELSA Board, and the respective CELSA Partner academic authorities, who will confirm and execute the decision.

For KU Leuven: the Executive Board and the Academic Council have to formally ratify the final advice of the Research Council (in this case the CELSA Research Fund Evaluation Committee) before internal funds can be assigned to individual researchers.

## **Selection**

### **The reviewing process**

The eligible proposals will be assigned to 3 (up to 4) Evaluation Committee members. The Evaluation Committee members remotely review the proposals assigned to them, based on below mentioned criteria, and submit their evaluation into the online evaluation system of KU Leuven. All evaluations will be reported back to the Evaluation Committee.

In a one off meeting the Evaluation Committee ranks all proposals and the first ranked proposals will be recommended for funding, within the total available call budget.

### **Selection criteria**

#### ***Scientific quality (60% of the scoring):***

- To what extent does the proposed research address important challenges?
- To what extent are the objectives ambitious and beyond the state of the art (e.g. novel concepts and approaches or development between or across disciplines)?
- To what extent is the outlined scientific approach feasible? To what extent is the proposed research methodology appropriate to achieve the goals of the project?
- To what extent are the proposed timescales and resources necessary and properly justified?

#### ***Added value of the collaboration (20% of the scoring):***

- To what extent is the proposed partnership relevant to the proposed project objectives? To what extent do the involved researchers have complementary expertise?
- To what extent has the proposed partnership the potential to become sustainable?

#### ***Potential towards future acquisition of European competitive funding (20% of the scoring):***

- Does the proposed activity greatly help move the research collaboration towards the initial steps of a process leading to a future European collaborative research project?
- Does the proposal indicate a suitable and credible process that is designed to result in a concrete application for a European competitive program?

- Where relevant for the indicated European competitive funding program call, are aspects like innovation and socio-economic impact sufficiently addressed?

## Feedback

The KU Leuven Internal Funds Management Unit will communicate the results to all the applicants from all CELSA Partners, including the anonymous review comments.

A redress to the decision of the Evaluation Committee is only possible in case of procedural mistakes. A request for review should be submitted within 20 working days of the communication of the decision to [CELSA](#).

## Reporting

One year after the start of the project, the successful applicants are asked to report (max. 1 page) on the situation regarding the ongoing collaboration, on the progress regarding the preparation of a European project application, and regarding the scientific output of the project (publications, exchange of staff taken place,...). Reports have to be send to [CELSA](#).

A single concise end report will be submitted by the participating researchers one year after the end of the project (within three years after the start of the project). This document (max. 3 pages) will contain e.g. publications, the progress made regarding other projects applications, and a short financial report (who is financed, what exchange has taken place). To this report an abstract of the submitted application and call identifier of the pan-European competitive funding program has to be added (or any other proof of the submission). Reports have to be send to [CELSA](#).

## Deadline for submission: Tuesday, May 2, 2017

## Contact

For general questions on CELSA, contact [CELSA](#).

For questions on the call, the procedures, selection process, contact the [Management Unit](#).

For expressions of interest, partner searches, questions on European funding opportunities, contact the EU support office of your own university:

- [Budapest University of Technology and Economics](#)
- [Charles University](#)
- [Czech Technical University in Prague](#)
- [Eötvös Loránd University](#)
- [KU Leuven](#)
- [Simmelweis University](#)
- [University of Ljubljana](#)

## **ANNEX 1: LEGAL ASPECTS TO THE COLLABORATIVE CELSA RESEARCH PROJECTS**

### **1. Ownership of Results**

Main principle: Results are owned by the CELSA Partner who employs the researcher that generates the results.

'Results' means any (tangible or intangible) output of the action such as data, knowledge or information – whatever its form or nature, whether it can be protected or not – that is generated in the action, as any rights attached to it, including intellectual property rights.

Two or more CELSA Partners own results jointly (*'joint owners'*) if:

- they have jointly generated them and
- it is not possible to:
  - o establish the respective contribution of each project partner, or
  - o separate them for the purpose of applying for, obtaining or maintaining their protection.

The joint owners must agree (in writing, e.g. in a project partnership agreement) on the allocation and terms of exercise of their joint ownership.

Unless otherwise agreed in the joint ownership agreement, each joint owner may grant non-exclusive licences to third parties to exploit jointly-owned results (without any rights to sublicense), if the other joint owners are given:

- at least 45 days advance notice and
- fair and reasonable compensation.

Once the results have been generated, joint owners may agree (in writing, e.g. in a partnership agreement for the individual project) to apply another regime than joint ownership.

### **2. Dissemination of results**

Prior notice of any planned publication shall be given to the researchers from the other CELSA Partners involved in the project, at least 45 calendar days before the publication.

Any objection to the planned publication shall be made in writing to the other involved CELSA Partners proposing the dissemination within 30 calendar days after receipt of the notice. If no objection is made within the time stated above, the publication is permitted.

An objection is justified if

- the protection of the objecting CELSA Partner's Results or Background would be adversely affected, or
- the objecting CELSA Partner's legitimate interests in relation to the Results or Background would be significantly harmed.

The objection has to include a precise request for necessary modifications.

If an objection has been raised, the involved CELSA Partners shall discuss how to overcome the justified grounds for the objection on a timely basis and the objecting CELSA Partner shall not unreasonably continue the opposition.

A CELSA Partner shall not include in any dissemination activity another CELSA Partner's Results or Background without obtaining the owning CELSA Partner's prior written approval, unless they are already published.

### **3. Access Rights**

*'Access Rights'* means rights to use results or background under the terms and conditions in the project.

*'Background'* means any data, know-how or information – whatever its form or nature (tangible or intangible), including rights such as intellectual property rights that:

- is held by the project partners before they accede to the project, and
- is needed to implement the action or the results.

*'Needed'*

The researchers in a project funded by the Fund must give each other access – under fair and reasonable conditions – to background needed for exploiting their own results, unless the researcher in the project that holds the background has – before acceding to the project – informed the other researchers in the project that access to its background is subject to legal restrictions or limits, including those imposed by the rights of third parties (including personnel).

Anything not identified in an annex to the project proposal or in a partnership agreement between the individual project's researchers shall not be object of Access Rights obligations regarding Background.

Access Rights are granted on a non-exclusive basis.

Results and Background shall be used only for the purposes for which Access Rights to it have been granted.

All requests for Access Rights shall be made in writing. The granting of Access Rights may be made conditional on the acceptance of specific conditions aimed at ensuring that these rights will be used only for the intended purpose and that appropriate confidentiality obligations are in place.

The requesting CELSA Partner must show that the Access Rights are Needed.

Access Rights to Results and Background Needed for the performance of the own work of a CELSA Partner under the Project shall be granted on a royalty-free basis.

### **4. Authorship**

The rules laid out in the ['KU Leuven policy on authorship'](#) will be followed.

### **5. Ethics and research integrity**

The researchers must carry out the project funded by the Fund in compliance with all applicable ethical principles, including the highest standards of research integrity. The CELSA Partners shall obtain any ethics committee's opinion required under national law and/or any authorization for activities raising ethical issues required under national law.

In case the CELSA Partner or a researcher thereof receives complaint regarding an infringement of Research Integrity standards in the project funded by the Fund, that CELSA Partner or its researcher will inform the other involved CELSA Partner.

It will be decided by mutual consent who will take the lead in the investigation. When making such arrangements, it will be an important factor whether the respondent is enrolled on the KU Leuven payroll or on the payroll of another CELSA Partner.

## **6. Specific agreements**

Once a project proposal has been selected for funding, the selected researchers from the CELSA Partners shall consult with each other in order to evaluate and decide whether or not it is necessary to make additional contractual arrangements with regard/in view of the particularities of the selected project (e.g. non-disclosure agreements, material transfer agreements, joint IP agreements, financial arrangements in case KU Leuven takes charge of the excess of the CELSA project partners,...).

**ANNEX 2: APPLICATION FORM COVER PAGE**



**CELSA - Collaborative research project - Application form - COVER PAGE**

<b>1. Identification of the principal investigator – co-ordinator</b>
Full name:
Faculty/Department:
Research unit within Faculty/Department:
Address:
University:
Tel:
Fax :
email :
Signature <sup>1</sup> :

<b>2. Identification of the second investigator</b>
Full name:
Faculty/Department:
Research unit within Faculty/Department:
Address:
University:
Tel:
Fax :
email :
Signature <sup>1</sup> :

3. Identification of third and fourth co-investigator(s) (if applicable) Expand table if more than four research units are involved.	
Third co-investigator	Fourth co-investigator
Full name:	Full name:
Faculty/Department:	Faculty/Department:
Research unit within Faculty/Department:	Research unit within Faculty/Department:
Address:	Address:
University:	University:
Tel:	Tel:
Fax:	Fax:
email:	email:
Signature <sup>1</sup> :	Signature <sup>1</sup> :

<sup>1</sup> Scanned signatures will be accepted.

3. Non confidential and public friendly summary (max. 2000 characters)
Project title:
Summary:

4. List 5 key words