

## **4<sup>th</sup> CALL FOR SEED PROJECTS**

### **April 2012**

**“SEED COLLABORATIVE PROJECTS TO INCREASE ENERGY EFFICIENCY THROUGH DISRUPTIVE NANOPHOTONICS”**

### **Guidelines for Applicants**

NANOPHOTONICS 4 ENERGY EFFICIENCY NETWORK OF EXCELLENCE

This document applies to the 4<sup>th</sup> Seed Project Call for the Nanophotonics Network of Excellence (N4E-NoE), and provides the procedures that must be followed to apply for Seed Funds, manage projects and submit reports to the N4E-NOE and Seed Project Committee. The document is designed to provide background information and advice on funding opportunities offered by the Third Seed Project Call for the N4E-NOE. All applicants are strongly advised to review this document.

**ATTENTION:** Applications will not be considered if the information supplied by the applicants is incomplete or inaccurate.

Enquiries about this document and its contents should be addressed to N4E-NoE Project Manager by email: [N4E-office@icfo.es](mailto:N4E-office@icfo.es).

## Contents

<b>A - INTRODUCTION</b> .....	3
<b>1. Nanophotonics for Energy Efficiency</b> .....	3
<b>B - APPLYING FOR SEED FUNDS</b> .....	3
<b>2. Eligibility</b> .....	3
<b>3. Submission of Applications</b> .....	4
<b>4. Personal data confidentiality</b> .....	4
<b>5. Starting date</b> .....	5
<b>6. Availability of Advice</b> .....	5
<b>8. General Terms and Conditions</b> .....	5
<b>9. Finance</b> .....	6
<b>10. Award notification</b> .....	6
<b>11. Seed Projects Committee</b> .....	6
<b>12. Evaluation Criteria</b> .....	7
<b>13. Publication or Disclosure of Results</b> .....	7
<b>14. Variation of Conditions</b> .....	7
<b>C – FURTHER CONDITIONS</b> .....	7

## **A - INTRODUCTION**

### **1. Nanophotonics for Energy Efficiency**

The Nanophotonics for Energy Efficiency Network of Excellence (N4E•NoE) aims to create a research and technology centre of excellence to re-orient and focus nanophotonics research towards the challenges in energy efficient applications. More information may be found at [www.n4e.eu](http://www.n4e.eu).

The objective of the Seed Project Call is to integrate the research activities and resources (knowledge, facilities, equipment and people) of the partners and relevant external stakeholders. By launching a Seed Project Call, N4E•NoE aims to provide seed funding for short-term (maximum 6 months) exploratory research projects to be carried out by two or more partners, at least one of them being from the N4E Consortium. External institutions are encouraged to participate on a zero-cost basis.

Seed proposals must address innovative ideas and methods to increase energy efficiency through the use of disruptive nanophotonics approaches.

This document sets out the conditions on which the N4E-NOE supports the Seed Project Funding Scheme. Non-compliance with these terms and conditions by the principal applicant or the administering institution may result in the suspension of the grant and/or impede the principal applicant's and/or the administering institution's future applications.

## **B - APPLYING FOR SEED FUNDS**

### **2. Eligibility**

#### **2.1**

Applicants must represent institutions that are members of the N4E•NoE Consortium.

#### **2.2**

External stakeholders not belonging to the N4E•NoE can participate through a collaboration with member(s) of the N4E•NoE Consortium.

#### **2.3**

Funding will only be granted to proposals which do represent a breakthrough in nanophotonics for energy efficiency and that involve at least 2 different institutions.

#### **2.4**

Each Seed Proposal (SP) must have one selected project leader who will be the contact point for all scientific and administrative management of the project.

#### **2.5**

N4E•NoE encourages the management of Seed Proposals by postdocs or junior researchers.

#### **2.6**

Priority will be given to proposals that involve external stakeholders, especially SMEs.

### **3. Submission of Applications**

#### 3.1

The Application Form can be obtained from the private part of the N4E-NoE website ([www.N4E.eu/seedprojects](http://www.N4E.eu/seedprojects)) or requested by email to [N4E-office@icfo.es](mailto:N4E-office@icfo.es). Only applications submitted on the standard forms will be considered for funding. Incomplete applications will not be processed and will result in administrative withdrawal.

#### 3.2

Applicants are required to submit a complete electronic Application Form to the N4E-NoE Management ([N4E-office@icfo.es](mailto:N4E-office@icfo.es)) by the closing date for receipt of applications. Applications received after the closing date will not be considered.

#### 3.3

Applications will not be considered if the information supplied by the applicants is incomplete or inaccurate. The N4E-NoE reserves the right to request for additional documents and information when processing the applications.

#### 3.4

The language of the applications will be English.

### **4. Personal data confidentiality**

#### 4.1

The personal data provided in the application form will be used by the N4E-NOE Management board, Advisory Board and Seed Project Committee for the purpose of assessing applications to the Seed Projects Call. For successful applications, such data will also be used for project monitoring, research and statistical analysis, promotion, publicity and dissemination purposes as appropriate.

#### 4.2

Enquiries concerning the personal data collected by means of this application form, including access and corrections, should be addressed to:

Seed Project Management  
Email: [N4E-office@icfo.es](mailto:N4E-office@icfo.es)

Or

Mireia Casanovas  
N4E-NOE Project Manager  
ICFO-The Institute of Photonic Sciences  
Mediterranean Technology Park  
Av. Canal Olímpic s/n  
08860 Castelldefels (Barcelona), Spain

## **5. Starting date**

### 5.1

The “starting date” is deemed to be the within a month on the date of the communication of the grant of the grant.

### 5.2

If the “starting date” needs to be delayed the N4E·NOE Management will need to be informed at [N4E-office@icfo.eu](mailto:N4E-office@icfo.eu).

### 5.3

The projects must be finalised, including all reporting, by December 31, 2012.

## **6. Availability of Advice**

### 6.1

Applicants wishing to seek advice on administrative issues regarding application of a Seed Project Grant may contact the N4E·NOE Management at [N4E-office@icfo.es](mailto:N4E-office@icfo.es).

## **C - CONDITIONS FOR USE OF THE N4E·NOE SEED PROEJCT FUNDING SCHEME**

### **8. General Terms and Conditions**

#### 8.1

The project shall be carried out by or under the general direction of the person named in the Application Form as the principal applicant who shall be responsible for the conduct of the project.

#### 8.2

The N4E·NOE Management will withdraw the grant if the project does not commence within 3 months of grant approval date.

#### 8.3

The principal applicant and the administering institution is responsible for ensuring that the project is completed within the financial limits of the grant and must advise the N4E·NOE immediately of any occurrences which may prejudice the completion of the project within these limits.

#### 8.4

The maximum project length is 6 months.

#### 8.5

The principal applicant and the administering institution shall submit final and dissemination reports as required by the N4E·NOE Management.

#### 8.6

The principal applicant and the administering institution are jointly and severally responsible for ensuring that all conditions contained in this section are complied with.

## **9. Finance**

### 9.1

Seed Project Funds will be disbursed according to standard schedules from European Commissions Seventh Framework Programme for Research Standards after the approval of the corresponding Deliverable.

### 9.2

The principal applicant and the administering institution shall exercise financial control of the grant.

### 9.3

The N4E-NoE shall not be bound to pay for expenditure in any category in excess of the maximum stated in the approved budget or in excess of any amended maximum.

### 9.4

The N4E-NoE shall disburse grants only for expenditure properly incurred during the currency of the grant.

### 9.5

The indicative budget allocated to this call is 120000€. The indicative maximum budget per proposal is around 30000€.

## **10. Award notification**

### 10.1

Each applicant will normally be informed within 1 month of the closing date whether or not the proposal has been selected for funding.

## **11. Seed Projects Committee**

### 11.1

The proposals will be evaluated by the Seed Project Committee (SPC). The SPC will be chosen by the N4E-NoE Management Board and will be rotated in every Call.

### 11.2

The SPC will carry out the evaluation based on the evaluation criteria published in article 12.

### 11.3

External reviewers may be added to the SPC if needed.

### 11.4

The proposals will be ranked according to the evaluation criteria established and the top ranked will be selected for funding up to the top of the Call Funds.

### 11.3

The SPC is subject to a Non-disclosure Agreement.

### 11.4

In case of dispute an applicant can ask the Management board to review the evaluation results by email to [n4e-office@icfo.es](mailto:n4e-office@icfo.es).

## 12. Evaluation Criteria

### 12.1

The proposal will be evaluated according to the following criteria:

- 1) Novelty
- 2) Feasibility and budget
- 3) Integration (participation of external stakeholders is encouraged and will be taken into account in the score)

### 12.2

Each one of the above mentioned criteria (12.1) will be ranked from 0 to 5, according to the following description of scores:

- 0 The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
- 1 Poor. The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
- 2 Fair. While the proposal broadly addresses the criterion, there are significant weaknesses.
- 3 Good. The proposal addresses the criterion well, although improvements would be necessary.
- 4 Very good. The proposal addresses the criterion very well, although certain improvements are still possible.
- 5 Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

### 12.3

Institutions of the Network make the commitment that all necessary resources will be available for the development of the project.

## 13. Publication or Disclosure of Results

### 13.1

The N4E-NoE attaches great importance to the publication of the results of the project undertaken with the support of the grant and the principal applicant and administering institution are required to acknowledge the support given to the grant provided by the N4E-NOE and the European Commission's Seventh Framework Programme for Research (FP7) in any published or distributed documents.

### 13.2

The N4E-NoE may invite the principal applicant and the partner community organisations to share their findings and experiences in activities organised by the European Commission.

### 13.3

The detailed results of the Seed Projects will be included in a Deliverable of the N4E-NoE. Moreover, a publishable summary suitable for publication in the N4E website and other suitable media is required for all funded proposals.

## 14. Variation of Conditions

### 14.1

No alteration, deletion or addition may be made to any of these conditions or any part of Application Form without the prior agreement in writing of the N4E-NoE.

## C – FURTHER CONDITIONS

**All matters in reference to this call for Seed Projects is subjugate to the conditions specified in the Grant Agreement of the N4E-NoE, the Consortium Agreement of the N4E-NoE and the European Commission's Seventh Programme for Research Financial Guidelines**