

# 7<sup>th</sup> CALL FOR SEED PROJECTS

## May 2014

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

## Guidelines for Applicants

Nanophotonics for Energy Efficiency Network of Excellence

This document applies to the 7<sup>th</sup> Seed Project Call for the Nanophotonics for Energy Efficiency 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 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).

## Call summary

Topics: Proposals must address innovative ideas and methods *to increase energy efficiency through the use of disruptive nanophotonics approaches*

Participants: at least 2 institutions must be involved in each proposal. The coordinator's institution must be a full member of the Nanophotonics for Energy Efficiency Consortium. All institutions must be *Members* or *Associate Members* of the Nanophotonics for Energy Efficiency project.

Project duration: 3-6 months

Project start date: by September 1, 2014

Project, including reporting must be finished by March 31, 2015

Indicative (maximum) budget per project: 25.000-30.000€

Indicative budget for the call: 125.000€

Proposal template: available at the project website (<http://www.n4e.eu/index.php/public-documents/forms-and-general-information>)

Submission: by email to [n4e-office@icfo.eu](mailto:n4e-office@icfo.eu)

Deadline for submission of applications: June 30, 2014 at 12:00 CET

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## INTRODUCTION

### 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. All proposals must show a potential for significant impact.

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.

## APPLYING FOR SEED FUNDS

### Eligibility

- The coordinating institution must be a member of the N4E•NoE Consortium.
- External stakeholders not belonging to the N4E•NoE can participate through a collaboration with member(s) of the N4E•NoE Consortium. They must become Associate Members to the Network of Excellence.
- Funding will only be granted to proposals which have significant potential for breakthroughs in nanophotonics for energy efficiency and that involve at least 2 different institutions.
- 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.
- N4E•NoE encourages the management of Seed Proposals by postdocs or junior researchers.
- Priority will be given to proposals that involve external stakeholders, especially SMEs.

### Submission of Applications

- The Application Form can be downloaded from the N4E•NoE website (<http://www.n4e.eu/index.php/public-documents/forms-and-general-information>) or requested by email to [N4E-office@icfo.es](mailto:N4E-office@icfo.es). Only applications submitted on the standard forms and received before the deadline will be considered for funding.

- **Applications must be received in electronic form by June 30, 2014 at 12:00 CET** at the email address [N4E-office@icfo.es](mailto:N4E-office@icfo.es). Applications received after the closing date will be discarded.
- Incomplete applications will result in administrative withdrawal.
- The language of the applications will be English.

### Personal data confidentiality

- Personal data provided in the application form will be used by the N4E-NoE Management 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. Applicants explicitly consent to the storage and processing of such information for the purposes stated here.
- Enquiries concerning the personal data collected by means of this application form, including access and corrections, should be addressed to:

N4E Management Office  
e-mail: [N4E-office@icfo.es](mailto:N4E-office@icfo.es)

or

N4E-NoE Project Manager  
c/o ICFO-The Institute of Photonic Sciences  
Mediterranean Technology Park  
Av. Carl Friedrich Gauss, 3  
E-08860 Castelldefels (Barcelona), Spain

### Starting date

- The “starting date” is deemed to be the within a month on the date of the communication of the grant of the grant and no later than September 1, 2014.
- Any delays in the “starting date” must be communicated to the N4E-NoE Management at [N4E-office@icfo.eu](mailto:N4E-office@icfo.eu) and approval is required.
- The projects must be finalised, including all reporting, by March 31, 2015.

### Availability of Advice

- 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).

## CONDITIONS FOR USE OF THE N4E-NoE SEED PROJECT FUNDING SCHEME

### General Terms and Conditions

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

- The N4E·NoE Management will withdraw the grant if the project does not commence within 3 months of grant approval date.
- The Coordinator is responsible for ensuring that the project is completed within the financial limits of the grant and must advise the N4E·NoE management immediately of any occurrences which may endanger or prevent the completion of the project within these limits.
- The maximum project length is 6 months.
- The Coordinator shall submit progress reports as required by the N4E·NoE Management. A detailed progress report (with restricted distribution, which will become part of a N4E Project Deliverable Report) and a public summary of the major achievements of the project are required.
- The principal applicant and the administering institution are jointly and severally responsible for ensuring that all conditions contained in this section are complied with.
- Applicants must ensure that all necessary resources will be available for the development of the project and commit to it.

## Finance

- 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.
- The principal applicant and the administering institution shall exercise financial control of the grant.
- 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.
- The N4E·NoE shall disburse grants only for expenditure properly incurred during the currency of the grant and according to FP7 rules.
- The indicative budget allocated to this call is 125000€. The indicative maximum budget per proposal is around 25000-30000€.

## Award notification

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

## Seed Projects Committee

- 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. It will be formed by a minimum of 3 experts, 2 of them members of the Consortium, and 1 of them external to the Consortium (preferably from the Advisory Board)
- The Seed Project Committee is bound by a Non-Disclosure Agreement and will treat all information related to the Proposals being evaluated as strictly confidential.
- The SPC will carry out the evaluation based on the evaluation criteria listed below.
- 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.

- 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).

## Evaluation Criteria

- The proposals will be evaluated according to the following criteria:
  - Novelty, progress beyond the state of the art and potential impact
  - Feasibility and budget
  - Integration (participation of external stakeholders is encouraged and will be taken into account in the score)
- Each of the above mentioned criteria 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.

## Publication or Disclosure of Results

- All published or distributed documents related to results obtained in projects funded by this program must contain an acknowledgement of the support provided by the N4E·NoE (FP7-248855) and the European Commission's Seventh Framework Programme for Research (FP7).
- The N4E·NoE may invite the coordinator and participant organisations to share their findings and experiences in activities organised by the European Commission.
- The detailed results of the Seed Projects, including an outlook on potential impact and future activities to be undertaken, 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.

## Variation of Conditions

- 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.

## 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**