



Guidelines for the preparation of research proposals for the São Paulo Research Foundation (FAPESP) in collaboration with proposals submitted to EU Horizon 2020

Horizon 2020 (H2020) is the European Union Research and Innovation program offering nearly € 80 billion of funding over 7 years (2014 to 2020).

H2020 proposals can include researchers, academic and non-academic institutions (including enterprises) from countries outside the European Union (EU). However, while the EU will fund the participation of partners from EU enlargement and neighboring countries and from developing countries, it does not automatically fund the partners from industrialized countries and emerging economies such as Brazil. Fact sheet: International Participation in Horizon 2020 is available at http://ec.europa.eu/programmes/horizon2020/sites/horizon2020/files/Factsheet_international_participation.pdf. Participants from such countries must obtain funding from other sources.

Researchers eligible for funding by the São Paulo Research Foundation (FAPESP) can use the normal modes of funding offered by the foundation to support their participation in H2020 proposals. The guidelines below offer instructions to this end.

General information for the applicants

Eligibility Consultation

a) Researchers from the State of São Paulo must consult FAPESP about their eligibility before starting the preparation of their proposals. FAPESP will issue and send to applicants a declaration concerning their eligibility within this Call. If positive, this Declaration of Eligibility may be shared by the Principle Investigator (co-PI) in São Paulo to confirm his/her conditions to participate in the consortium. This document must be included in the proposal as a PDF file by the time of the submission;

b) Applicants will have their eligibility evaluated within 15 days of the receiving of their request;

c) The eligibility consultation must be sent exclusively to the e-mail h2020-info@fapesp.br with the following information:

c.1) Summarized CV in English of the co-PI from the State of São Paulo (as described at www.fapesp.br/en/6351);

c.2) Name of the PI from H2020 and respective institution;

c.3) Title of the proposal to be submitted;

c.4) Estimated budget to be requested to FAPESP and identification of FAPESP funding line;

c.5) Duration of the project and an estimation of the weekly hours to be devoted to the project (hours/week), considering the total time of the proponent's ongoing research grants at FAPESP (max = 40hs/wk);

c.6) a summary description of (i) the project that will be submitted to the H2020, (ii) the contribution to project that will be given by the co-PI in São Paulo, and (iii) the benefits to the development of science and technology in São Paulo.

1. Proposal preparation and submission

1.1 FAPESP will receive proposals associated to H2020 proposals at any time. Please note that H2020 has its own deadlines, which must be met by the proponents from the EU.

The Horizon 2020 calls for proposals can be found at: <http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/index.html>

1.2 The proposal submitted to FAPESP will be accepted for review only if it makes clear that the co-Principle Investigator (co-PI) in São Paulo had a relevant participation in the design of the complete research project submitted to H2020; i.e. being a leader of work packages and/or tasks, or whose participation is fundamental for carrying out specific activities described in the H2020 Proposal. The resulting collaboration must aim to contribute to the scientific and technological development of the State of São Paulo.

1.3 The proposal submitted to H2020 must make clear that there is a co-PI from São Paulo who will lead a relevant part of the research effort as mentioned in the previous section.

1.4 The proposal submitted to FAPESP must:

a) Be written in English.

b) Follow the guidelines for the particular FAPESP funding line (Thematic Project, Regular Project, and Young Investigator Award) chosen by the proposer, including directives described in the present guidelines.

- c) Clearly mention in the title as well as in the page and introductory section that it is part of a proposal submitted to H2020.
- d) Name the title of the linked proposal submitted to H2020, details of the EU Project Coordinator/Manager (Name of the Coordinating institution and Name of the Project Manager, as indicated in the proposal, key staff section), his/her's Institution's Participant Identification Code - PIC Number, Call reference (Programme/Topic and number of the call), acronym and title of the Project.
- e) Include a short section (maximum two pages) demonstrating why the participation of the PI from the State of São Paulo is relevant for the H2020 research project and how this collaboration will contribute to the scientific and technological development of the State of São Paulo.
- i) It is very important that FAPESP's reviewers and panel members clearly understand how the collaboration of the co-PI in São Paulo is scientifically relevant, integrated to the EU proposal, and determinant to the success of the whole proposal. It is also essential to clearly demonstrate that the co-PI in São Paulo participated actively in the conception, and in the preparation of the proposal. **The co-PI in São Paulo is ultimately responsible for making these elements clear in the proposal submitted to FAPESP.**
- f) Include as an Appendix a full copy of the proposal submitted to H2020 in the EU, including Part A (Details on Project Partners and on the Overall Project Budget) and Technical Annex Part B (description of the Project).
- g) The requested budget must be compatible with the norms of the chosen FAPESP funding line. There is no obligation of 50% / 50% FAPESP-EC funding or any other percentage.

2. Proposal evaluation

2.1 The evaluation of the proposal submitted to FAPESP will follow the standard procedures used by the foundation for analysis and selection of research proposals. Neither FAPESP nor EU shall disclose or publish the confidential information of the other Party without the prior consent of that Party.

2.2 The proposal will be funded by FAPESP only if it is also approved by H2020. The FAPESP Award Term ("Termo de Outorga") will only be available for signature upon the submission of the Grant Agreement with which the EU awards the grant to the consortium.

3. Additional information

3.1 Proposals must follow the FAPESP guidelines for the particular funding line chosen by the proposer, including directives described in the present guidelines. Applicants in the State of São Paulo must submit to FAPESP through a customized path of the SAGE system (**please, see Annex 1 below**, in Portuguese).

3.2 Researchers in the EU interested in finding prospective partners in São Paulo can use the FAPESP Grant Database available at www.bv.fapesp.br/en/ (or in Portuguese at www.bv.fapesp.br).

3.3 Additional information can be obtained by sending a consultation to:

- a) FAPESP: h2020-info@fapesp.br
- b) Horizon 2020: DELEGATION-BRAZIL-CIENCIA@eeas.europa.eu

Annex I – Instruções específicas sobre o uso do SAGE

1. É necessário que o Pesquisador Responsável pela proposta seja cadastrado no sistema SAGE:

- (i) Pesquisadores que não possuem cadastro no SAGE devem inicialmente realiza-lo acessando a página do SAGE no endereço www.fapesp.br/sage, clicar em **Sem cadastro?** e preencher os dados solicitados. Não basta apenas cadastrar-se como usuário, é necessário completar os dados cadastrais;
- (ii) Pesquisadores do Estado de São Paulo, já cadastrados, devem realizar o login no SAGE com identificação e senha usuais para acessar a página inicial do sistema.

2. Na página inicial, selecionar, dentre as opções do menu "Acesso Rápido – Atividades do Pesquisador", o link **Nova Proposta Inicial**;

3. O sistema disponibilizará na página seguinte o menu "Incluir Proposta – Selecionar Linha de Fomento", selecionar o link **Outras linhas de fomento**;

4. Ao expandir a opção **Acordos de Cooperação** constarão:

EU/Horizon 2020 > Auxílio a Pesquisa - Jovem Pesquisador.

EU/Horizon 2020 > Projeto de Pesquisa - Regular;

EU/Horizon 2020 > Projeto de Pesquisa - Temático;

5. Selecionar a opção desejada conforme a modalidade de Auxílio à Pesquisa de interesse (Jovem Pesquisador ou Regular ou Projeto Temático). A partir daí incluir os dados solicitados em todas as abas, inclusive a lista de documentos a serem anexados;

6. Atenção para a obrigatoriedade de preenchimento de todos itens marcados com “* “. É necessário **submeter** o projeto ao final do preenchimento. Projeto **salvo** não significa projeto **submetido**;

7. É necessário que o Pesquisador Responsável do lado europeu seja cadastrado no sistema SAGe;

(i) Pesquisadores que não possuem cadastro no SAGe devem inicialmente realiza-lo acessando o endereço www.fapesp.br/sage, e na página do SAGe clicar em **Sem cadastro?** e preencher os dados solicitados;

8. No caso de dúvidas, na página inicial do SAGe pode ser usado o link **Manuais** e, na página Manuais, buscar esclarecimentos na lista **Manuais de Apoio aos Pesquisadores**.