FREQUENTLY ASKED QUESTIONS

Crisis – Perspectives from the Humanities

Please note that this document will be up-dated regularly. If your question is not answered here, please contact the Call Secretariat at crisis@ncn.gov.pl. For questions about national eligibility issues, please contact the national contact persons listed at the end of the Call announcement.

1. Who is the call organiser?

The *Crisis* call is a joint initiative of the HERA network and the CHANSE programme.

HERA, The Humanities in the European Research Area, is a network of 26 national funding agencies committed to leading and developing funding opportunities for humanities researchers in Europe. More information can be found on the HERA website at: https://heranet.info/.

CHANSE, Collaboration of Humanities and Social Sciences in Europe, is a programme supporting research in the area of Humanities and Social Sciences implemented by 27 research funding institutions from 24 European countries and coordinated by the NCN. More information can be found on CHANSE website at: www.chanse.org.

2. Which countries are participating in the *Crisis* Call?

Austria, Belgium, Bulgaria, Croatia, Czechia, Denmark, Estonia, Finland, France, Ireland, Latvia, Lithuania, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom.

3. Not all of the European countries are in the list of possible participants, why?

All funding organisations representing European Member States had been invited to join the preparation and funding of the *Crisis* call. In order to participate they need to contribute their share into *Crisis* Call budget for the funding of transnational collaborative research projects. Funding organisations in the countries listed above did formally make that financial commitment. Other countries were unable to make such a commitment. This was mostly due to financial reasons (no funding available) or legal reasons, thus preventing them from participating in this Call.

4. Can a partner from a country/region that is not represented by a funding organisation in this Call participate in a consortium?

Researchers from countries or regions not participating in the *Crisis* Call are invited to participate in the projects as Cooperation Partners (CP). Cooperation Partners cannot apply for funding directly from the *Crisis* programme, although some funding organisations allow for costs to be applied for through other partners in a project team depending on national or regional regulations. Please check funding possibilities in the national/regional annexes of the various funding organisations. The applicants

invited to submit a Full Proposal will be asked to demonstrate the (re)sources from which the participation of the CP will be funded. Contributions by external partners can be either in cash or in kind.

5. How many national partners (Principal Investigators) should participate in a project? Will projects with a high number of partners be given preference?

At least four national research teams and maximum of six, each coordinated by a Principal Investigator (PI), based in four or more different countries eligible for funding in the *Crisis* call should take part. The eligibility of national teams is subject to national/regional eligibility rules. The composition of a project team should be determined by the research question and project design. There is no optimum number of PIs, and applicants should not add partners for the sake of it. All PIs should have a significant role in the research. The added value resulting from transnational cooperation must be addressed in the proposal and will be assessed.

Please keep in mind that HERA and CHANSE aim at promoting diversity in research. Applying consortia are therefore strongly encouraged to take into account the following aspects in the composition of their research teams:

- Gender diversity, that is, considering the under-represented gender, and further addressing the following dimensions: i) gender balance among the Principal Investigators, and ii) gender balance in the overall project teams as a whole.

- Academic age balance, that is, heterogeneous teams, including post-doctoral and PhD students as participants in the project, thus allowing for inter-generation transfer of knowledge, skills, etc.

- Geographical diversity, that is, geographically balanced consortia. In order to strengthen the European Research Area, overcome the fragmentation of research in the ERA, a wide inclusion of research teams from countries/regions participating in the call is encouraged, with a particular attention to research teams from the Widening Countries participating in the call:

  Bulgaria, Croatia, Czechia, Estonia, Latvia, Lithuania, Poland, Portugal, Romania, Slovakia, Slovenia

  and outermost regions: French Guiana, Guadeloupe, Martinique, Mayotte, Reunion Island and Saint-Martin (France), Azores and Madeira (Portugal) and the Canary Islands (Spain).

The inclusion of Ukrainian researchers is encouraged, applicants should review the guidance within the National/Regional Eligibility Requirements.

6. Can a partner from beyond academia participate in a consortium?

Stakeholders not performing research, for example partners from the public sector, policy makers, and the creative and cultural sectors, are invited to participate in the projects as Associate Partners (AP). Associate Partners cannot apply for funding directly from the *Crisis* Call, although some funding organisations allow for costs to be applied for through other partners in a project team depending on

national or regional regulations. Please check funding possibilities in the national/regional annexes of the various funding organisations.

The inclusion of at least one Associate Partner per proposal in *Crisis* call is compulsory. We believe that knowledge transfer occurs best in partnerships between researchers and non-academic organisations in the community. Non-academic APs are considered part of a project and will be assessed as such at both the Outline and Full Proposal stage. A formal letter of commitment on the part of non-academic APs should be signed (electronically or using a hand-written signature) and appended to the application explaining their interest and role in the project.

7. What is the role of the Project Leader (PL)?

The Project Leader (PL) is responsible for carrying out and managing the project, in addition to their project related research. The PL is a researcher with solid experience of managing collaborative research projects. The PL will be the contact point for the Call Secretariat throughout the application and running phase and is responsible for communication with the other partners of the project. The PL is responsible for the intellectual agenda and coherence of the project, as well as the management of the complete research project including the reporting duties for the overall collaborative project. In addition, the Project Leader is responsible for leading the project activities at their own institution.

8. What is the role of the Principal Investigator (PI)?

Each Principal Investigator (PI) is responsible for leading research activities at their institution. Other researchers (senior researchers, post-doctoral researchers, Ph.D. students) can be part of the PI's project team and should be referred to as Project Team Members. Please consult the National Eligibility Requirements for full information. Some PIs will have additional reporting duties to their national agency regarding administrative and financial matters. See national eligibility and funding conditions for more details. If appropriate and allowed under national funding regulations, the PI can collaborate with co-investigators and make subcontracts with other institutions from the same country.

9. Can I act as Principal Investigator (PI) or Project Leader (PL) in more than one project submitted under the *Crisis* Call?

No, one person can serve as Principal Investigator or Project Leader in a single *Crisis* proposal only.

10. Can I submit the proposal for both *Crisis* and *Well-being* calls?

One person cannot serve as Principal Investigator or Project Leader in more than one proposal submitted under both *Crisis* and the *Well-being* call. In addition, the same proposal cannot be submitted under both calls.

11. Is there a limit on the number of applications that can be submitted by one institution?

No, there is no limit on the number of applications which can be submitted by one institution. However, please keep in mind that one researcher can act PI or PL in one proposal only.

12. Which are the research topics that my project idea must fit within?

The detailed description of the Call theme "Crisis – Perspectives from the Humanities" is included in the *Call announcement* which can be downloaded on the CHANSE and HERA websites: https://chanse.org/announcement-of-the-call-crisis-perspectives-from-the-humanities/.

Proposals may involve investigating a variety of perspectives from one or several of the following sub-themes:

- Different understandings of crises
- Crises and the human response
- The representation of crises

13. Are the *Crisis* proposals similar to EU Horizon 2020 applications?

No, the *Crisis* call is a different programme. It has its own application procedure. However, the management of the *Crisis* call is co-funded by the European Commission under the CHANSE programme.

14. Is the *Crisis* Call co-funded by the EU?

The organisation of *Crisis* call is financed from the CHANSE management budget and reported to the EC within the CHANSE additional activities, but there is no EC top-up for funded projects.

15. Do I have to include a Knowledge Exchange component in my project?

Yes, a knowledge exchange perspective should be included in the application and we encourage applicants to explore, from the outset and throughout the life of your project and beyond, who could potentially benefit from your research and what you can do to help make this happen. Proposals should therefore include concrete plans for collaboration and knowledge exchange, demonstrating potential audiences, how these activities will add significant value to the research, and how your knowledge exchange activities will be monitored and evaluated throughout and beyond the project.

The inclusion of at least one Associate Partner per proposal is compulsory. There should be active inclusion of non-academic partners from the preparation phase of the project and we recognise that it takes time to build these partnerships. Please refer to the national eligibility annex, for guidance about how Knowledge Exchange partners time can be costed as this depends on national funding rules.

A guide to Knowledge Exchange is available at: Public Engagement, Knowledge Exchange and Impact: A Toolkit for HERA Projects (heranet.info)

16. Do I have to have an agreement with my national funding organisation before I can submit a *Crisis* Call proposal?

All partners in a collaborative research project should consult their eligibility and the eligibility of their requested budget items with their national funding organisations before submitting a proposal. You will find the contact details for the participating national funding organisations here: https://chanse.org/announcement-of-the-call-crisis-perspectives-from-the-humanities/

17. What are *Crisis* Call Outline and Full Proposals?

The project selection of the Call is divided in two phases: I) The Outline Proposal phase of submission and selection of Outline Proposals, and II) the Full Proposal phase for Full Proposals submission and selection. Applicants of the successful Outline Proposals are invited to submit Full Proposals. Outline Proposals provide the general ideas for a collaborative research project by specifying the scope of the project, the description of the methodology and an indication of the requested budget of the project. Detailed requirements as to the format of Outline Proposals are provided in the Call. Detailed requirements for Full Proposals and instructions on how to complete the application forms will be made available once Full Proposals are being invited.

18. How do I submit a proposal?

Both Outline and Full Proposals must be submitted online via EPSS system. This is the only way to submit a *Crisis* call proposal. The online application form for Outline Proposals will be available on the website https://proposals.etag.ee/chanse-2023/ as from 26th May 2023. Applicants should follow the proposal structure in the Outline Proposal template available on the CHANSE website at: https://chanse.org/announcement-of-the-call-crisis-perspectives-from-the-humanities/.

Make sure your application is submitted by the deadline of 21st September 2023.

For questions regarding technical issues related to the EPSS system, please contact the technical help: epss.chanse@g.etag.ee

19. When applying to the CHANSE call via the EPSS system, should I also submit a national form to my national/regional funding organization?

The Project Leader should submit an application on behalf of all Principal Investigators via the central Electronic Proposal Submission System (EPSS). However, some national/regional Funding Organisations require that their applicants also submit national/regional forms (please check National/Regional Eligibility Requirements of the respective Funding Organisation).

20. What is the budget for the Call?

The budget available is set at a maximum of ca. € 15.5 million.

21. What is the available funding per project?

An individual transnational project can receive a maximum funding of $1,500,000$ € across all participating partners. Some funding organisations have a maximum national amount per project regulation, based on national or regional regulations. Please check National Eligibility Requirements for more information regarding national budget caps.

22. What currency should I use when describing the budgets?

The estimated budget must be given in **Euros only** and be tabulated according to the application template provided. Please refer also to National/Regional Eligibility Requirement, if submission of national/regional form including budget in a national currency is required.

23. What are eligible costs?

All costs must be eligible according to the national or regional eligibility rules specified in the *Crisis* Call National Eligibility Requirements, which may be specified per budget item. Each research team may request funding for personnel costs, consumables, travel costs, equipment, subcontracting and overhead in accordance with these National/Regional Eligibility Requirements. Applicants should consult their respective National/Regional Eligibility Requirements before submitting a proposal. If in doubt, applicants should consult their national/regional Funding Organisation

24. What budget eligibility criteria should be met?

Project financial plan is composed of national budgets of PIs (inc. PL), which must be eligible according to National/Regional Eligibility Requirements.

25. How will *Crisis* call Outline Proposals be assessed?

Applications will be evaluated according to a set of criteria in a two-stage procedure. Proposal evaluation will be carried out by the international, independent Call Review Panel (RP). The members of the RP are leading humanities scholars, appointed by the *Crisis* Call Board composed of the funding organisations participating in the Call. The composition of the Review Panels will be published on the CHANSE www.chanse.org and HERA https://heranet.info/ websites after the conclusion of the *Crisis* Call.

26. What are the assessment criteria for Outline Proposals?

In the Outline Proposal phase, the Review Panel will identify proposals with potential for research excellence, by applying the following criteria:

- Relevance to the theme "Crisis" and evidence of humanities-led approach (30%)- threshold 3/5;

- Potential for research excellence (40%)- threshold 3/5;

- Potential impact of the proposed research (15%)- threshold 3/5;

- Quality of the implementation and management (15%)- threshold 3/5.

Based on the input of the international Review Panel, the *Crisis* Call funding organisations will choose the consortia which will be invited to submit a Full Proposal.

27. Should Outline Proposals be submitted to each individual funding organisation?

The EPSS system, hosted at the Estonian Research Council (ETAG) is the submission and review portal for the *Crisis* Call. It can be accessed at https://proposals.etag.ee/chanse-2023/. This is the only way to submit a *Crisis* call proposal; applications sent via other channels will not be eligible and will not be evaluated. However, please do check the national/regional eligibility requirements whether additional submission to national/regional funding organisations is mandatory or not.

28. In what language(s) should the proposal be submitted?

All applications must be in English.

29. Will we receive confirmation that a proposal has been received?

Yes, the Project Leader will receive an automatic confirmation of submitting the application from the EPSS system via e-mail.

30. Can I submit a Full Proposal if I have not submitted an Outline Proposal?

No, if you did not submit an Outline Proposal you cannot submit a Full Proposal. Full Proposals can only be submitted by project teams who have been invited to do so.

31. When can projects start?

The earliest starting date for successful projects is December 2024. It is expected that projects start by the end March, 2025 at the latest. All national research teams within a given project will be expected to start their projects at the same time.

32. What duration must a *Crisis* Call project have?

Each project must be between 24 and 36 months in duration. Please check also your National Eligibility Requirements in this regard. Proposals for projects lasting less than 24 months or more than 36 months will be declared ineligible

33. If we have 5 Principal Investigators and one is ineligible but the min. number of 4 PIs is met, is the application sent to the merit-based evaluation stage?

The *Crisis* Call Secretariat will verify the eligibility of the proposals according to the transnational eligibility criteria, while the participating funding organisations will each verify the suitability for national/regional funding according to their respective eligibility criteria. Both transnational and funding organisations' eligibility criteria must be met. If one of the research partners in a consortium is not eligible, then the whole consortium is not eligible and the proposal will not be evaluated.

34. If there are ethical issues present, is approval required before submitting a proposal?

No, unless stated otherwise in national/regional eligibility requirements, where specific ethical approvals may be required under national/regional arrangements, these do not need to be obtained before submitting a proposal. However, they must be obtained before work starts on the project and should be explained in the application.

35. Is it possible that no ethical issue will arise in my project?

In case of proposals focused on theoretical questions, it can happen that no ethical issues will arise. If research involves human participants, conducting surveys or interviews, ethical issues must be addressed.

36. Is there a page limit for the CV of PI/PL required in the application?

A short CVs of the Project Leader and the Principal Investigators should be no longer than one page at the Outline Proposal stage.

Please remember that CVs of Team Members and Cooperation Partners are not allowed.

37. Which relevant publications should be cited in the CVs?

CVs of the Project Leader and the Principal Investigators may cite a maximum of **five** relevant publications. Only include manuscripts which have been accepted for publication or which have already been published. Therefore, publications that are currently being written, under review, etc. should not be included.

38. I am a researcher seeking to apply for funding from the UK. What should I take into consideration regarding the current negotiations related to the UK's exit from the European Union?

The participation of the UK in *Crisis* Call is not affected by the UK's exit from the European Union..

39. Can researchers from areas other than Humanities participate in *Crisis* projects?

The *Crisis* call invites Humanities-led proposals, however, researchers representing other research areas can also participate in the projects.

40. Are mobility and/or training activities allowed in funded projects?

Yes, they are allowed but must be justified in the project description. Please check your National/Regional Eligibility Requirements to confirm eligibility of such costs by respected Funding Organisations.

41. What does the "threshold 3/5" mean?

It means that only projects which receive at least 3 out of 5 points in each criterion can be recommended to the Full Proposal stage.

42. How is gender balance defined?

Gender diversity, that is, considering the under-represented gender, and further addressing the following dimensions: I) gender balance among the Principal Investigators, and II) gender balance in the overall project teams as a whole.

Please refer to the EC REA definition on Gender balance: *"the balance between women and men in research teams who will implement a project. Horizon Europe projects should aim to have an even, 50/50 participation rate of both men and women amongst teams and leading roles. In Horizon Europe, gender balance among researchers is a ranking criterion for proposals with the same evaluation scores."* [Tackling gender equality in Research and Innovation (europa.eu)](#)

43. Does the institution of the PI have to provide co-funding?

Potential financial contribution of the institution of the PI depends on National/Regional Eligibility Requirements. Please consult this document in this regard.

44. What changes in the proposal can be made between the Outline and Full Proposal stage?

Teams that are invited to the Full Proposal stage will be informed that changes in the proposal are only allowed if they increase value of the planned research and strengthen the project and/or are recommended by the Review Panel. Such changes might include a budget change, change in project team, addition of AP/CPs or an addition of a PI.

45. What are Widening countries? Should I include a researcher from a Widening country in my project team?

In order to strengthen the European Research Area, overcome the fragmentation of research in the ERA, a wide inclusion of research teams from countries/regions participating in the call is encouraged, with a particular attention to research teams from the Widening countries participating in the call:

Bulgaria, Croatia, Czechia, Estonia, Latvia, Lithuania, Poland, Portugal, Romania, Slovakia, Slovenia

and outermost regions: French Guiana, Guadeloupe, Martinique, Mayotte, Reunion Island and Saint-Martin (France), Azores and Madeira (Portugal) and the Canary Islands (Spain).

The projects involving partners from the Widening countries and/or projects demonstrating gender balance in the composition of Principal Investigators should be prioritised in the case of ex aequo proposals on the final ranking list.

Update: 25.07.2023

46. Does the Associate Partner count as one of the 4 to 6 Principal Investigators that must be included in the applying consortium?

An Associate Partner does not count towards the number of Principal Investigators. Each applying consortium should comprise a min. 4 and max. 6 Principal Investigators from a min. 4 countries participating in the call, and at least one Associate Partner.

47. Can a person representing the Associate Partner have an academic background?

Yes; however, they must represent a non-academic organisation and bring a non-academic perspective to the project.

48. How important is it to plan events such as workshops in the proposal?

Dissemination and communication activities can be put forward in the proposal and include workshops and travel costs, but these costs must be justified in the proposal. Please also consult national/regional eligibility requirements in order to check eligibility of costs for national/regional teams.

49. Can teaching buyouts be included in the project budget?

It depends on national/regional eligibility requirements. Please consult this document or contact your National Contact Point.

50. Are all project consortia required to include junior researcher(s)? Is there a preference for (a) named junior candidates or (b) posts selected in open competitions?

The call strongly encourages academic age balance to be taken into consideration when building project teams and involve researchers starting their career in project consortia. The structure of project consortia will be assessed by the Review Panel. Please check national/regional eligibility requirements for employing junior researchers (students, PhD students, post-doc) as they may differ between countries.

51. Are PhD students involved in the project required to complete their thesis within the project duration?

The call announcement does not pose such a requirement; however, please check national/regional eligibility requirements as additional provisions may apply on a national/regional level.

52. What is meant by "significance" of the research question?

The chosen research question presented in the proposal shall have a potential impact on the discipline.

53. Should the proposal embrace all the four topics included in the call theme or can it focus on just one?

Proposals can embrace one of the topics presented in the call announcement or more.

54. How is "humanities" defined in the call?

Broadly defined, "humanities" includes those disciplines that focus on the dynamics and legacies of human culture and history. Traditionally, this includes (but is not limited to) literary studies, languages, linguistics, history, philosophy, archaeology, comparative religion, art history, heritage studies, musicology, ethnology, film studies, media studies and digital humanities. It sometimes also includes disciplines like sociology, economics, geography, anthropology, psychology and law that overlap with the social sciences, particularly in cases where such disciplines employ humanities methodologies. For more information please check: https://heranet.info/about-us/who-we-are/hera-vision-2018-2022/.

55. Does a humanities focus mean that the person leading the application must have a degree in one of disciplines on the list provided in the HERA vision (listed above in question 54)?

Project Leaders or Principal Investigators, as well as members of the project team, don't have to have a degree in humanities. The Calls theme can be approached from a variety of perspectives, but it must be primarily focused on humanities methodology. The research question should be relevant to humanities.

56. Can the empirical cases analysed in the proposal be outside the countries participating in the call?

Yes, the proposal can include empirical cases from countries not participating in the call.

The research question/idea must stay relevant to the Call's topic as this is one of the criteria for evaluation of proposals by Review Panel.

57. How can we include non-academic partners in the project? Can they receive funding from the project and what types of costs can be covered?

Associate Partners cannot apply for funding directly from the Crisis call, although some funding organisations allow for costs to be applied for through partners in a project team. Please check national/regional eligibility requirements for detailed information on funding AP in different countries.

58. Can Cooperation Partners come only from countries not participating in the call?

Cooperation Partners can be from countries participating in the call but from organisations not eligible for funding in the Call, as well as from countries not participating in the call, including non-European countries.

59. What costs of Cooperation Partners can be covered from the project budget?

Cooperation Partners cannot receive funding directly from the Crisis call, but some funding organisations allow certain costs of Cooperation Partners to be covered from the project budget, e.g. travel and subsistence costs for attending project-related events as well as subcontracting. Please check national/regional eligibility requirements for more information: https://chanse.org/announcement-of-the-call-crisis-perspectives-from-the-humanities/.

60. How important is it that the Project Leader has prior experience with project management or is it more important that the consortium as a whole has appropriate experience?

Who can be a PL?

The Project Leader should have solid experience of managing collaborative research projects. The implementation and management of the project along with the structure of the project consortium will be assessed by the Review Panel.

Project Leader is also one of Principal Investigators for their national team; therefore, please check national/regional eligibility requirements for more information on the requirements for the PI.

61. What is the definition of a "Ukrainian researcher"?

The Call encourages the involvement of Ukrainian researchers, especially those affiliated with a Ukrainian research institution or in exile in other countries. Some funding organisations (UK and Poland) offer special funding opportunities for Ukrainian researchers; please check national/regional eligibility requirements for more information.

62. Is it mandatory to include Ukrainian researchers in the proposal?

No, it is not mandatory to include Ukrainian researchers.

63. If in one application we have two PIs from different universities but from the same country, do they count as 1 PI or 2 PIs?

There can be only one PI per University/institution eligible for funding in one proposal but there can be more than one PI per country. For specific rules regarding participation of more than one PI per country in one proposal, please consult national/regional eligibility requirements.

64. In there a limit on the number of proposals submitted by one organisation?

There is no limit for applications per organisation.

65. Who completes the financial plan in the proposal – the PL or each PI?

Each PI, including the PL, should complete the financial plan for their national team in the EPSS system.

66. Will the CVs of Cooperation Partners be part of the assessment by the Review Panel?

CVs of Cooperation Partners are not required in the proposal. Applicants must, however, attach the letters of commitment from Cooperation Partners. The contribution of Cooperation Partners will be assessed by the Review Panel members.

67. The budget cap for submitted projects is EUR 1.5 million. Does the same cap apply to both 24- and 36-month projects?

The maximum budget of €1.5m is the same for 24-month and 36-month projects.

68. What is the smallest number of participants in a team led by one PI?

Each national team should include at least one PI. However, the call strongly encourages the involvement of researchers at different stages of their careers in national teams.

69. Will applicants know the exact reasons why the proposal was rejected after the outline proposal phase?

Yes, each Project Leader will receive a consensus report summarising the assessment of the proposal by the Review Panel, including the reasons for rejection in the case of rejected proposals.

70. Is every consortium expected to include at least one AP and one CP?

In each transnational consortium there must be at least one Associate Partner. The inclusion of Cooperation Partners is not mandatory.

71. Can Associate Partners come from a country not participating in the call?

Associate Partners can come from countries participating in the call, as well as from countries not participating in the call, including non-European countries. Please note, that no collaboration between the project consortium and Russian and/or Belarusian institutions is allowed.

72. Can an organisation participating in a proposal as a PI also participate in the same proposal as an Associate Partner, if they also undertake knowledge exchange or public outreach activities?

No, if one organisation already has the role of PI in the application, it cannot also participate as Associate Partner in the same proposal.

73. Can you say more about the expected outcomes of the project?

The expected results include research outputs, such as articles, monographs, etc. In addition Knowledge Exchange outputs, such as exhibitions, concerts, policy briefs popular science articles or any activities co-created with non-academic stakeholders are also possible.,

74. Does the exclusion of "Russian entities" extend to proven dissidents? Does it extend to those in exile?

By Russian and Belarusian entities we consider those related to the Russian and Belarusian states. Russian and Belarusian dissidents can be included in the project team.

FULL PROPOSAL PHASE

75. What are Full Proposals?

The project selection of the *Crisis* Call is divided in two phases: i) The Outline Proposal phase and ii) the Full Proposal phase. Successful applicants of the Outline Proposals phase are invited to submit Full Proposals. Detailed requirements for Full Proposals and instructions on how to prepare and submit the application are available on the CHANSE and HERA websites at https://chanse.org/announcement-of-the-call-crisis-perspectives-from-the-humanities/ and www.heranet.info.

76. How can I submit the Full Proposal?

Full Proposals must be submitted by Project Leaders via the online submission system EPSS (https://proposals.etag.ee/chanse-2023/) before the deadline of Tuesday March 26th, 2024, 14:00 CET (Central European Time). Project Leaders must submit the application on behalf of all partners of the Research Project. For questions regarding technical issues related to the EPSS system, please contact the technical help: epss.chanse@g.etag.ee

77. Do I have to strictly follow the page/word/character limits in my application?

Yes, defined page/word/character limits must be respected. The Full Proposal Description must be prepared using the provided template and attached as PDF to the EPSS full proposal by the Project Leader. Each attachment will be carefully checked by the Call Secretariat and all excess pages above the set limits will be removed from the Full Proposal Description. No appendix and/or external links are allowed. External links will be disregarded by external referees and Review Panel members assessing the proposals. Please see the Full Proposal Guidelines.

78. How will *Crisis* Full Proposals be assessed?

Following the evaluation of the Outline Proposals, selected applicants will be given access to the online submission form for Full Proposals. Only invited applicants will be able to submit a Full Proposal. The deadline for the submission of Full Proposals is 26th March 2024, 14:00 CET.

Full Proposals will be remotely assessed by at least two independent External Referees who are selected from a pool of researchers suggested by the participating funding organisations and the Review Panel members who evaluated the Outline Proposals. Referee reports will be made available (anonymously) to the applicants for their information and for commenting or rebuttal (optional). The *Crisis* Call Review Panel will rank all Full Proposals based on the content of full proposals, the referee reports and the applicants' responses to these. The *Crisis* Call Review Panel will create a ranking list consisting of the best Full Proposals and will subsequently make recommendations to the Call Board for the funding of these proposals.

Please note that the Review Panel will also have access to the outline proposals and the consensus reports from the first phase. However External Referees will not have access to the outline proposals.

79. How and who will select proposals for funding?

Selection will be made by the governing body of the *Crisis* Call – the *Crisis* Call Board. Final decision will be based on the ranking list of the full proposals established by the Review Panel in respect to the available national/ regional budgets. The list of projects selected for funding will be published on the Programme website.

80. How is "humanities" defined in the call?

Broadly defined, "humanities" includes those disciplines that focus on the dynamics and legacies of human culture and history. Traditionally, this includes (but is not limited to) literary studies, languages, linguistics, history, philosophy, archaeology, comparative religion, art history, heritage studies, musicology, ethnology, film studies, media studies and digital humanities. It sometimes also includes disciplines like sociology, economics, geography, anthropology, psychology and law that overlap with the social sciences, particularly in cases where such disciplines employ humanities methodologies. For more information please check: https://heranet.info/about-us/who-we-are/hera-vision-2018-2022/.

81. What are the assessment criteria for Full Proposals?

Full Proposals will be evaluated according to the following evaluation criteria:

- Research excellence (threshold 3/5)
- Impact (threshold 3/5)
- Quality and efficiency of the implementation (threshold 3/5)

Research excellence (threshold 3/5)

- sound concept and quality of objectives
- progress beyond the state-of-the-art

- quality and effectiveness of the research methodology, data collection and associated workplan

Impact (threshold 3/5)

- the scientific impact;
- the extent to which research is likely to be of value to stakeholder communities;
- appropriateness of measures for the dissemination and/or exploitation of transnational projects results, and management of intellectual property.

Quality and efficiency of the implementation and management (threshold 3/5)

- quality and effectiveness of the work plan, including extent to which the resources assigned to work packages are in line with their objectives and deliverables;
- appropriateness of the management structures and procedures, including risk and innovation management;
- complementarity of the participants and extent to which the consortium as whole brings together the necessary expertise;
- appropriateness of the allocation of tasks, ensuring that all participants have a valid role and adequate resources in the project to fulfil that role.

In addition, the RP will look into ethics issues included in submitted proposals (if applicable) and provide relevant recommendations or guidelines for applicants.

82. Do the partners in Full Proposals need to be the same as in the Outline Proposal?

The original composition of the Project Consortium which successfully passed Outline Proposal stage must remain the same and PIs cannot be removed or replaced, unless advised by the Review Panel or required in the case of *force majeure*. Applicants are asked to contact their National Contact Points and the Call Secretariat if they intend to replace the PIs.

83. Can any changes to the total budget amount be made between the Outline and Full Proposal stage?

Small budgetary changes are accepted, however, the maximum amount of requested funding cannot change unless advised otherwise by the Review Panel. If major changes, such as fundamental budgetary changes are considered necessary, applicants should first contact both their national/regional contact point(s) and the *Crisis* Call Secretariat for advice as to whether such amendments are acceptable.

84. What are eligibility criteria for Full Proposals?

The national/regional eligibility criteria are described in the following document: here. Please note that the General and National Eligibility Requirements for Full Proposals may require that additional national institutional commitments and financial specifications need to be submitted with your Full Proposal. Please carefully check the relevant national requirements and contact the National Contacts well before the submission deadline if you have any questions.

85. Will the Review Panel for evaluating and ranking Full Proposals be the same as the one that selected Outline Proposals?

In the Full Proposals phase, the Review Panel may be made up of about half of the initial Review Panel members due to the smaller number of proposals under consideration. The members will be selected according to the Full Proposals topics and the relevant expertise needed to assess them.

86. Can I contact the members of the panel of experts to discuss my proposal?

No, applicants should not contact any of the members of the Review Panel or any External Referee to discuss their application at any stage of the selection and ranking processes or afterwards. The composition of the Review Panel will be available on the website after the evaluation of the Full Proposals is finished. The membership of the panel is made public solely for the purpose of transparency. All questions concerning the assessment procedure and the programme in general should be directed to the *Crisis* Call Secretariat via crisis@ncn.gov.pl.

87. What is a rebuttal or "right to reply"? How do I write a good one?

The *Crisis* Call Review Panel will be evaluating and ranking all full proposals based on the reviews that have been submitted by the External Referees. On 11 June, the applicants will be sent the External Referees' reviews, and have the option to submit comments on these reviews by 21 June. Both the External Referees' reviews and the applicants' comments on these expert reviews (the Rebuttal) will be considered by the Review Panel in the evaluation process. The rebuttal document allows applicants to respond to the External Referees' reviews. Applicants' submissions under the rebuttal process should be well structured, factual and objective. The rebuttal of "Right to Reply" allows the applicants to address the comments made or questions raised by the External Referees'. If written factually and well-argued, a rebuttal can refute some of the External Referees' criticisms.

Please note that the rebuttal process is not intended to allow applicants to propose substantial revisions to their application. Applicants are encouraged to use the rebuttal process, even if the External Referees' reviews are positive. It is strongly advised that applicants conduct their own internal peer review or colleague assessment of the rebuttal document before submitting it in the EPSS system.

88. Is it possible to add new Associate (AP) and/or Cooperation Partners (CP) to the full proposal? Are letters of commitment by CP requested again?

Changes referring to the Aps and CPs are allowed only if they increase value of the planned research and strengthen the project and/or are recommended by the Review Panel. Letters of commitment from APs/CPs are already in the EPSS system therefore new letters are not requested unless addressing specific issues raised in the evaluation of the outline proposals (e.g., language of the letter, as it must be in English) or meeting the requirements of the full proposal stage. Please note that commitments from APs and CPs must be articulated in letters of commitment.

89. Which aspects should the Data Management Plan address?

Data management plan should include the plan for the storage of and access to data collected; how the project will be archived (project website, outputs and data).

For more information, please visit the Horizon 2020 Online Manual: https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm

90. How should the selected research projects report to CHANSE?

Each PL, have to submit a midterm activity report and a final activity report. Midterm and final reporting will include a Knowledge Exchange and impact reporting template and projects will be expected to include evidence that they are archiving their project websites.

PIs will have reporting duties to their respective national funding organisation regarding administrative and financial matters. This is specified in the individual contracts with respective national/regional research funding organisations.

Any publications resulting from projects funded in the Call must acknowledge HERA and the relevant national funders involved according to the national requirements. The acknowledgement to be used is: *This work has been supported by CHANSE and HERA [insert project acronym], by [insert the funding organisation and the grant number for that funding organisation], [insert the next funding organisation and the grant number for that funding organisation]".*

91. Should references be included in the full proposal template? Can I modify references provided in the outline phase?

A maximum of 30 references should be added to the Full proposal description attachment in the EPSS system. Changes in the references between outline and full proposal stages are allowed.

92. How should the percentage of Full-Time Equivalent be calculated? Should PIs or team members who do not ask for salaries from Crisis Call, declare the FTE devoted to the project?

When calculating the FTE, please take into consideration how much time a team member will spend working on the project per project-year. Information about the % of FTE is important for the panel members and external referees who assess the Quality and efficiency of project implementation. Due to different national eligibility requirements, we understand that the budget for salaries planned in the project does not necessarily reflect the % FTE. This issues will be also communicated to the panel members. All team members, including those not requesting funding in the call, should be included in the budget table and information about their % of FTE should be provided.

93. Should ethical issues be addressed in the full proposal?

Yes. Ethical issues should be described directly in the EPSS system. There is no character limit in this section.

94. Are the scores from the outline proposal phase available?

No, only consensus reports are available to the PLs and PIs.

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Contact:

crisis@ncn.gov.pl
www.chanse.org
www.heranet.info

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95. Does the 1,5 M€ funding cap for each project should be the amount of "Total cost" or the "Total requested contribution"?

The 1,5 M€ funding cap refers to the sum of "requested contribution" not "total cost" in the financial plan.

96. Does the 15-page limit of the Full proposal description refers to all parts detailed in the template?

Yes, the 15-page limit refers to all parts of the Full Proposal description: Project description; Knowledge exchange and potential impact; Description of the Project implementation, management and references.

Update: 19.02.2024

97. Should references be included in the 15-page limit of the Full Proposal description?

Yes, a maximum of 30 references must be listed to the Full Proposal description and fit within the 15-page limit.

98. What happens if a PI/PL changes affiliation before the Full Proposal submission date?

PLs/PIs whose affiliation will change must first contact their funding organisation and receive approval for such a change before submitting the Full Proposal. PLs/PIs cannot update their affiliation data in the EPSS system; such modifications can only be made by the Call Secretariat (CS). Once the affiliation change is approved by the funding organization, the PL/PI should contact the CS and provide the data necessary for an update in the system.

99. Is it possible to include new Associate (AP) and/or Cooperation Partners (CP) to the Full Proposal?

New APs and CPs can only be added to the proposal if they increase the value of research and strengthen the project, and/or are recommended by the Review Panel.

100.   Do APs/CPs need to resubmit their letters of commitment? Is it possible to change the AP/CP letters of commitment?

Letters of commitment from APs/CPs are already in the EPSS system. Therefore, new letters are not requested unless they address specific issues raised in the evaluation of the outline proposals (e.g., language of the letter as it must be in English) or meet the requirements applicable at the Full Proposal stage. Commitments from APs and CPs must be specified in their letters of commitment. New letters of commitment may be uploaded if needed, but the contribution of APs/CPs must not be reduced, as the letters have already been assessed by the Review Panel.

101.   Is it possible to change the partner status from Cooperation Partner (CP) to Associate Partner (AP)?

Yes, it is. You can change the AP/CP status by adding a new partner in the correct category and deleting the partner from the incorrect category.

102.   What budget changes are allowed?

PI's budget can be modified as long as it is in line with the National Eligibility Requirements. The costs in each budget category can be changed or shifted, e.g., to update the FTE contribution of the research team or modify equipment costs or travel expenses. The overall requested amount, however, must not be increased.