

FREQUENTLY ASKED QUESTIONS

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

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OUTLINE PROPOSAL

1. What is the main objective of CHANSE Programme?

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 organisations from 24 European countries and coordinated by the NCN. The main goal of the CHANSE programme is to announce a Call for international research projects: *Transformations: Social and Cultural Dynamics in the Digital Age*. CHANSE aims to finance high-quality transnational research projects and inspire collaboration between researchers and various stakeholder groups, such as: NGOs, cultural institutions, legislators, policy makers, schools, etc.

The CHANSE programme has been co-created by the HERA (Humanities in the European Research Area) and NORFACE (New Opportunities for Research Funding Agency Cooperation in Europe) networks supporting research in the field of Humanities and Social Sciences, respectively.

2. Which countries are participating in the CHANSE Call?

Austria, Belgium, Bulgaria, Croatia, Czechia, Denmark, Estonia, Finland, Germany, Hungary, Iceland, Latvia, Lithuania, Luxembourg, Norway, Poland, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom.

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

Funding organisations in all EU member states had been invited to join the preparation and funding of the CHANSE call. In order to participate they need to contribute their share into the CHANSE 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. Does the UK's exit from the European Union affect its participation in the call?

No. The participation of the UK in this CHANSE Call is not affected by the UK's exit from the European Union. A portion of this Call's funding comes from EU top-up funding, however UK researchers can continue to receive EU grant funding for the lifetime of individual projects. More information can be found at: [Working on EU-funded projects – UKRI](#). Researchers from the UK can participate in CHANSE projects as Principal Investigators and Project Leaders.

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5. 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 this CHANSE Call and stakeholders not performing research are invited to participate in the projects as Cooperation Partners (CP). Cooperation Partners cannot apply for funding directly from the CHANSE programme. Some CHANSE participating countries allow costs to be claimed for non-CHANSE country participants depending on National/Regional Eligibility Requirements. 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 the CP can be either in cash or in kind.

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

Each project requires at least four national research teams, each coordinated by a Principal Investigator (PI), from minimum four different countries (see questions 2). This is later referred to as “4-4 rule”. The eligibility of national teams is subject to National/Regional Eligibility Requirements. 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 CHANSE aims 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;
- Academic age balance;
- Geographical balance.

For more information please check the [Call announcement](#).

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

The PL should be a researcher that is primarily responsible for carrying out and managing the project. The PL will be the main contact point for CHANSE on behalf of all the applicants for scientific, knowledge exchange and communication matters. The responsibilities of a PL for the administrative and financial management of a funded project may differ per country or funding organisations. In addition, the PL is responsible for leading the project activities at their own institution. The PL must be based at an institution eligible to the funding of a Funding Organisation participating in this Call. The role of PL is not limited to researchers at any specific career stage, though national or regional eligibility requirements may apply.

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

A PI is responsible for leading the project activities at their own institution. They will be responsible for the administrative and financial management in case a project is funded, which may differ by country or Funding Organisation. The role of PI is not limited to researchers at any specific career stage, though national or regional eligibility rules may apply. Each PI should be based at an institution eligible for

funding by a participating Funding Organisation. There may be more than one PI from one country¹, but there can only be one PI per university or research institution. Each national team led by the PI can also include other team members, e.g. pre-doctoral, post-doc or senior researchers, technicians, etc.

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

The CHANSE Call theme *Transformations: Social and Cultural Dynamics in the Digital Age* focuses on two topics:

- Topic 1: *Cultural Transformations in the Digital Age*;
- Topic 2: *Digitalisation and Social Transformation*.

In the Outline Proposal Form, applicants are asked to choose the topic(s) of their proposals. They can prepare applications which fall within topic 1, topic 2 or both topics. In case of a large number of applications, the evaluation will be conducted by three groups of experts, one per each topic and one for projects covering both topics. Applicants' selection will determine which group will evaluate their Outline Proposal. The detailed description of the CHANSE Call theme is included in the *Call announcement* which can be downloaded on the CHANSE website: [link to the Call announcement](#). Please note that relevance to the call theme is one of the CHANSE call criteria (see also question 21).

10. Are CHANSE proposals similar to EU Horizon 2020 applications?

No, the CHANSE programme is a different programme: it is designed by the CHANSE Funding Organisations and has its own application procedure. However, the CHANSE Call theme corresponds to one of the Horizon 2020 thematic priorities and the programme is co-funded by the European Commission.

11. Can non-academic partners be part of a Project?

CHANSE Call encourages that non-academic partners, e.g. creative industries, museums and other heritage institutions, policy makers, government agencies, NGOs concerned with policy issues, and the like, can participate in Collaborative Research Projects (CRPs) as Cooperation Partners (CPs). Their role in the project is to provide significant added value and valuable insights to the CRP from the user's perspective and help the projects explore the knowledge exchange potential of the proposed research. Please consult your National/Regional Eligibility Requirements to check if funding for non-academic Cooperation Partner can be provided by your national/regional Funding Organisation. We believe that knowledge transfer occurs best in partnerships between researchers and non-academic organisations in the community. Non-academic CPs are considered part of a CRP 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 CPs should be signed (electronically or using a hand-written signature) and appended to the application explaining their interest and role in the CRP and making explicit the way in which they are committed to the CRP activities (financially and/or in kind).

¹ Please check National/Regional Eligibility Requirements as this varies by Funding Organisation.

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

Knowledge Exchange is a crucial part of the each proposed project. Knowledge exchange (KE) is a two-way process which brings together academic staff, users of research and wider groups and communities to exchange ideas, evidence and expertise. It is a process of working collaboratively, and is most effective when these relationships are established at the very start of a proposal. In addition to the networking that takes place among academic partners and broader dissemination activities aimed at wider academic audiences, projects are also expected to develop links with stakeholders outside the academy in order to maximise the impact and societal benefit of the research.

For guidelines regarding knowledge exchange please check:

- Public Engagement, Knowledge Exchange and Impact: A Toolkit for HERA Projects: https://heranet.info/assets/uploads/2019/09/Toolkit_27Nov2020.html
- The Dynamics of Exchange: A review of Knowledge Exchange activities for the HERA Cultural Encounters Joint Research Programme: <https://heranet.info/assets/uploads/2018/02/The-Dynamics-of-Exchange-HERA-JRP-report-Feb-2016-copy.pdf>
- CInBA: Assessing the Impact of a HERA Research Project: <https://heranet.info/assets/uploads/2017/11/CINBA-Report-2015-Assessing-the-Impact-of-a-HERA-Research-Project.pdf>
- For examples related to the NORFACE funded projects please consult: <https://dynamicsofinequality.org/about/> and <https://www.norface.net/wsf-archive/>

13. 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).

14. What are CHANSE 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. Outline Proposals provide the general ideas for a Collaborative Research Project (CRP) by specifying the scope of the CRP, 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. Applicants of successful Outline Proposals will be invited to submit Full Proposals. Detailed requirements for Full Proposals and instructions on how to complete the application forms will be made available once Full Proposals are being invited.

15. How do I submit a proposal?

Both Outline and Full Proposals must be submitted online. Applicants should follow the proposal structure in the Outline Proposal form available on the CHANSE website at: www.chanse.org. Please register your application and invite other PIs to complete relevant information as early as possible. Make sure your application is submitted by the deadline of May 7th, 2021, 14.00 CET.

At the full proposals stage invited applicants are asked to submit proposals – based on outline proposal applications in the EPSS system. The full proposals must be submitted by December 7th, 2021, 14.00 CET.

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

16. What is the budget for the Call?

The budget available is set at a minimum of € 36 million, including funding from the European Commission.

17. What is the available funding per Project?

There is no cap on an individual transnational project. However, a maximum budget of EUR 1, 500, 000 across all participating partners is **recommended**. Please also consult your National/Regional Eligibility Requirements in order to check if national funding caps are introduced.

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

You should use Euros. Please refer also to National/Regional Eligibility Requirement, if submission of national/regional form including budget in a national currency is required.

19. What are eligible costs?

All costs must be eligible according to the CHANSE Call National/Regional 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.

20. Do I have to cost all Principal Investigators (PIs) and Coordination Partners (CPs) to attend joint CHANSE Transformations Funded Projects' Launch, Mid Term and Final Conferences?

It is expected that minimum 4 PIs per consortium (but not more than one representative per institution/organisation) plus maximum two Cooperation Partners will be present at each CHANSE

conference (Launch, Midterm and Final Conference). The maximum amount per person per conference should be equal to 850 EUR.

21. How will CHANSE Outline Proposals be assessed?

An independent international Review Panel will assess the CHANSE Outline Proposals. The members of the Review Panel are leading researchers, appointed by CHANSE consortium. The composition of the Review Panel will be published on the CHANSE website www.chanse.org after the conclusion of the CHANSE Call.

22. 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 “Transformations: Social and Cultural Dynamics in the Digital Age” (30%);
- Potential for research excellence (40%);
- Potential impact of the proposed research (20%);
- Quality of the implementation and management (10%).

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

Based on the input of the international Review Panel, the CHANSE consortium will choose the projects which will be invited to submit a Full Proposal.

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

All applications must be in English.

24. 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.

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

Full Proposals can only be submitted by project teams who have been invited to do so following assessment of an Outline Proposal.

26. Can I change my application after I have submitted it?

You can submit the proposal multiple times before the Outline Proposal deadline on 7th May 2021, 14.00 CET and for **Full Proposals on December 7th, 2021, 14.00 CET**. Only the very last submitted

copy will be used by the Call Secretariat. It is not possible to edit / submit the proposal after this deadline. For technical help please contact: epss.chanse@g.etag.ee.

27. What duration must a CHANSE 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.

28. When can projects start?

The earliest starting date for successful projects is September 1st, the latest on November 1st, 2022. All national research teams within a given project will be expected to start their projects at the same time.

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

No, a PI can participate as a PI or PL in a single CHANSE proposal only. If one researcher acts as PI or PL in more than one proposal, all these proposals are ineligible.

30. 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. Please keep in mind that ethical issues (if applicable) must be described in your proposal and they will be looked into by the Review Panel assessing the proposal.

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

At the Outline Proposal stage only provide 1-page CVs of the Project Leader and the Principal Investigators. Excess pages will be disregarded. CVs of other team members and Cooperation Partners are not allowed. Each CV may cite a maximum of **five** relevant publications and should be no longer than one page in the Outline Proposal stage. Please include only 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.

At the Full proposal stage a max. 2-page CV ([CV template](#)) of the Project Leader and the Principal Investigators should be attached. Excess pages will be disregarded. CVs of other team members and Cooperation Partners are not allowed. Each CV may cite a maximum of **10** relevant publications. Please include only 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. Please keep in mind that you are not allowed to include any hyperlinks to external sources in your application.

32. When should my project start?

The earliest starting date for successful projects is September 1st, 2022. It is expected that projects start on November 1st, 2022 at the latest. All national research teams within a given project will be expected to start their projects at the same time.

33. Can an individual researcher be a PI/PL in one project and a CP or team member in other projects?

One person can be a PI/PL in only one project and a team member (non-PI) or CP in more than one project.

34. Can researchers from areas other than Humanities and Social Sciences participate in CHNSE projects?

The CHNSE calls invites Humanities- and/or Social Science-led proposals, however, researchers representing other research areas can also participate in the projects.

35. 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.

36. Can the creation or development of software be planned within the CHNSE project?

Creation or development of software or any digital tool can be planned within the project. Please check your National/Regional Eligibility Requirements to confirm eligibility of such cost by respected Funding Organisations. However, it must be emphasized, that CHNSE invites projects which aim at tackling a research problem or question.

37. 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.

38. What is the expected success rate in the CHNSE call? How many projects will be funded?

Success rate in CHNSE proposals will depend on the number of submitted proposals. It is expected that 25-30 projects in total will be funded.

39. How digitalisation is defined in the CHNSE call?

Digitalisation is defined in the *Call Announcement* and it refers to the cultural and societal changes brought about by the pervasive use of digital technologies.

40. 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.

41. Are any topics or research questions included in the Call theme description prioritised?

Applicants can choose any topic or research question that falls within the Call theme. No specific priorities are defined. All proposals will be assessed against four criteria: relevance to the call, research excellence, impact, and quality and efficiency of implementation.

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

The projects presented in the Full Proposal must be consistent with the Outline Proposals. It is recommended that no major changes are introduced between the two stages. However, we recognize the importance of Outline Proposals to evolve and that changes may be required in case of force majeure or to address feedback from the Outline Proposal phase. Modifications are allowed, if they are recommended by the Review Panel and they will increase value of the planned research, or if there are changes outside of the project’s control (such as long-term absence). If major changes, such as a new PI, or a fundamental realignment of the project focus are considered necessary, applicants should first contact both their national contact point(s) and the CHANSE Call Secretariat for advice as to whether such amendments are acceptable.

43. Can a non-EU or non-European partners participate in the project?

Non-EU or non-European partners can participate in the project in the role of Cooperation Partners. Please be advised, that such Partners have to secure own funding. However, certain costs (e.g. travel and subsistence costs for attending CRP-related events as well as subcontracting) may be reimbursed, depending on National/Regional Eligibility Requirements.

44. Do Cooperation Partners have to be based in the same country as PI/PL?

There is no restriction in this regard. Please keep in mind that each Cooperation Partner has to provide a letter of commitment which must be attached to the Outline Proposal.

45. How is gender balance defined?

Gender diversity is understood as: I) gender balance among the Principal Investigators, and II) gender balance in the overall project teams as a whole. For further information please see [NORFACE statement on gender equality](#).

46. 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.

47. 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](#).

48. If a project is recommended for funding, but one national/regional Funding Organisation runs out of funds and cannot fund its national team, will other national teams in this project be funded?

If national funding is exhausted, then EU co-funding will be used to cover the missing budget. If both national/regional and EU funds are exhausted, then all PIs (the whole project) do not receive funding. Each CHANSE project submitted by research consortia from 4 or more different countries is treated as one transnational project. If one PI cannot be funded, then the entire project does not receive funding.

49. 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.

50. Who is involved in project merit-based evaluation?

CHANSE employs a two-stage evaluation procedure. First, Outline Proposals are assessed by the independent international Review Panel. Their role is to make a preselection and recommend the best proposals to the second evaluation stage. Review Panel members will be selected by the CHANSE Funding Organisations taking into consideration their research expertise. In addition, gender, geographical and academic age balance will be taken into account. At the Full Proposal stage, projects are assessed by External Referees who bring in the necessary specialized expertise. External Referees will also be selected by the CHANSE Funding Organisations. At the full proposal stage applicants will have an opportunity to respond to the comments of External Referees (Rebuttal phase or Right to reply, for more information please see question 65). Then based on full proposals, external reviews and applicants' replies to external referees' reviews, the Review Panel will recommend proposals for funding. The final funding decision will be made by the CHANSE Steering Group composed of funding organisations participating in the call, based on available funds.

FULL PROPOSAL PHASE

51. What are CHANSE Full Proposals?

The project selection of the CHANSE programme 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 website: <https://chanse.org/call-for-proposals/>.

52. How can I submit the Full Proposal?

Full Proposals must be submitted by Project Leaders via the online submission system EPSS before the deadline of Tuesday December 7th 2021, 14:00 CET (Central European Time). Project Leaders must submit the application on behalf of all partners of the Collaborative Research Project (CRP). For questions regarding technical issues related to the EPSS system, please contact CHANSE technical help: epss.chanse@g.etag.ee.

53. Do I have to cost all Principal Investigators (PIs) and Coordination Partners (CPs) to attend joint CHANSE (Launch, Mid Term and Final) Conferences?

It is expected that minimum 4 PIs per consortium (but no more than one representative per institution/organisation) plus maximum two Cooperation Partners will be present at each CHANSE conference (Launch, Midterm and Final Conference). Maximum amount per person per conference should be equal to 850 EUR.

In case of two PIs from the same country, they can both participate in the CHANSE Conferences. Maximum amount per person per conference should be equal to 850 EUR. Costs of the CP's participation should be added to the budget of the PI this CP is associated with (in line with the national/regional financial rules). Team members cannot participate in the conference (except in substitution of a PI in case of force majeure). The participation of CPs is highly recommended, but it is not compulsory.

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

Yes, defined page/word/character limits must be respected. The EPSS system will automatically check the set limits of the online parts of your application. The system will not allow you to submit the application if the technical standards are not met. 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. Please see the [Full Proposal Guidelines](#).

No appendix and/or external links are allowed. External links will be disregarded by external referees and Review Panel members assessing the proposals.

55. How will CHANSE 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 will be 7 December 2021, 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 CHANSE Review Panel will rank all Full Proposals based on the referee reports and the applicants' responses to these. The Review Panel will create a ranking list consisting of the best Full Proposals and will subsequently make recommendations to the CHANSE Steering Group 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.

56. How and who will select proposals for funding?

Selection will be made by the governing body of the CHANSE programme – the Steering Group. 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 and the available EU top-up. Proposed list of projects selected for funding will be published on the Programme website.

57. What are the assessment criteria for Full Proposals?

Full Proposals will be evaluated according to the following selection criteria (all with the same weights):

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.

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

The original composition of the CRP 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 case of *force majeure*. Applicants are asked to contact their National Contact Points in case they plan to replace the PIs.

59. 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 CHANSE Call Secretariat for advice as to whether such amendments are acceptable.

60. 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.

61. 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 will 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.

62. 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 CHANSE Call Secretariat via chanse@ncn.gov.pl.

63. What is a rebuttal or “right to reply”? How do I write a good one?

The CHANSE Review Panel will be evaluating and ranking all full proposals based on the reviews that have been submitted by the External Referees. *At the beginning of March*, the applicants will be sent the External Referees’ reviews, and have the option to submit comments on these reviews (10 days). 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.

64. Is it possible to add new Cooperation Partners to the full proposal? Are letters of commitment by CP requested again?

Changes referring to the CPs are allowed only if suggested by the Review Panel. Letters of commitment from CPs are already in the EPSS system therefore new letters are not requested except to address specific issues raised in the evaluation of the outline proposals (e.g. language of the letter, as they must be in English).

65. Which aspects should the Data Management Plan address?

It is recommended that the Data Management Plan responds to the following structure:

- the handling of research data during & after the end of the project
- what data will be collected, processed and/or generated
- which methodology & standards will be applied
- whether data will be shared/made open access and
- how data will be curated & preserved (including after the end of the project).

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

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

Each PL, on behalf of the transnational team, reports to CHANSE (mid-term and final reports). Further instructions on the reporting system and timeline will be given to selected consortiums.

67. 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 directly in the EPSS system. Changes in the references between outline and full proposal stages are allowed.

68. How should the percentage of Full-Time Equivalent be calculated? Should PIs or team members who do not ask for salaries from CHANSE, 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 from CHANSE, should be included in the budget table and information about their % of FTE should be provided.

69. 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.

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

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