# Call for Proposals-2 (CfP-2) Step 2

Guidelines for online applications (myRCN)

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Guidelines for online applications

CEPI is pleased to announce its second funding opportunity for the development of vaccines against epidemic infectious diseases. This document provides guidelines for the online application of proposals and the requested documents. The scope, requirements, and templates for proposal submission are available on the CEPI and RCN website.

CEPI uses the online application system of the Research Council of Norway (RCN) for the submission of proposals. The Guidelines provided in the online application form can deviate from CEPI’s requirements, therefore we ask applicants to use these guidelines when filling out the form.

Online application system of the RCN

Project owner

This is where you enter information about the Project Owner (institution/company) and the designated project administrator.

Definitions

(This is a general definition of Project Owner. Please consult the general information about the application type for more information about requirements relating to Project Owners)

Project Owner: The institution, company or activity that is responsible vis-à-vis CEPI for ensuring that the project is carried out in accordance with the contract (legally responsible party). In the application form, the administrative unit/institute where the project will be performed is to be specified in the field “institution/company”. The legally responsible party will be retrieved automatically from the Research Council’s list of registered organisations, if the responsible party is not listed in the Research Council’s list of registered organisations, you can enter it manually. The Project Owner cannot be an individual.

Project administrator: The individual who is authorised to represent and assume obligations on behalf of the Project Owner in respect to your application.

To enter information about the Project Owner from the list of registered organisations into the application form, search for the relevant information in the following manner:

- Click on “Find Project Owner” (Find organisation).
- Search for the relevant institution/company.
- Select the correct organisation from the list that appears below the search field. You must select the specific administrative unit (department, institute, etc.) within the organisation where the project will be performed, and enter this as the Project Owner in the application form.

If the organisation you need is not included in the list you may enter the information manually in the application form. Click on “Back” to return to the empty fields on the application form to fill these in manually.

If the information obtained from the list of organisations is erroneous or incomplete, you must click on “Clear” in order to fill in the fields manually.

Disregard that it says “Norwegian name” behind; please use the official, English name.
For the application types “Personal Doctoral Research Fellowship” and “Personal Post-Doctoral Research Fellowship”:

Does not apply to CEPI CfP applications.

Confirmation
Before sending the grant application, the submitter must obtain confirmation that the project administrator is willing to assume responsibility for the project on behalf of the Project Owner (institution).

The Research Council will confirm receipt of the grant application by means of an email sent both to the email address listed in the field “E-mail” and to the person who has submitted the application.

Project manager
This is where you enter information about the project manager.

Definition
Project manager: the individual who is responsible for the performance of the project on behalf of the Project Owner.

For applications for Researcher Projects, Research Institution-based Strategic Projects and Research Infrastructure: The project manager must be formally qualified for employment at associate professor level, which usually entails a completed doctorate.

Once the official registration process is complete, the project administrator and the project manager will be notified by email of the assigned project number and name of the case officer by the Research Council

Preferred language: Please choose the language you would like the Research Council to use in its correspondence about the project.

Project title
Please give your application a short title that describes the planned research activity.

The project title will be included in the list of all grant applications under processing that is made publicly available. The title should therefore not disclose any sensitive information.

- For Project Establishment Support applications:
  
  Does not apply to CEPI CfP applications.

- Are you working with revision of a grant application?
  
  Does not apply to CEPI CfP applications.

Primary and secondary objectives of the project
Please provide a specific and verifiable primary objective that describes the results you expect to achieve during the course of the project period. Specify verifiable secondary objectives as separate points.

- For Project Establishment Support applications:
  
  Does not apply to CEPI CfP applications.
• **Project summary**

Please provide a brief summary of the project description, emphasising the objectives of the project, the most critical R&D challenges.

• **For Project Establishment Support applications:**  
*Does not apply to CEPI CfP applications.*

• **Please note that the project summary will be made publicly available if the application is approved for funding.** The text provided should therefore be suitable for public access, and should be comprehensible to professionals and non-professionals alike. The project summary will also be forwarded to the referees who are be asked to assess the application. The project summary should therefore not disclose sensitive information. For more information about public access, see the established requirements.

• **The application form will be closed automatically after two hours, without being stored,** unless you have actively saved the document yourself or moved on to another section. Applicants are therefore advised to compose their project summary locally and thereafter copy it into the application form.

• **Are you working with revision of a grant application?**  
*Does not apply for the CEPI CfP applications.*

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### Supplementary information from applicant

This is where you enter the discipline/specialist field to which the application belongs and further information about related applications that have been submitted. The application will be processed in relation to the programme/activity to which it has been submitted. If the project is relevant to other programmes/activities with active funding announcements you may specify these here.

### Progress plan: Project period

Here, you are to fill in the planned project period as well as the main activities of the project and milestones to be achieved during the whole of this period. The project periods are mutually exclusive in the online application form and do not allow for reporting parallel processes with overlapping time periods.

**Definition**

*The project period* is normally the period of time for which CEPI will be contributing funding.

Please make sure that the start-up date and duration of the project period conform to the requirements set out in the call for proposals application guidelines for CfP-2.

Please use key words to indicate the main activities, milestones, and deliverables with anticipated use of resources for the project. Select the year and quarter in which the individual activities are expected to be initiated and completed. All main activities, milestones and deliverables must be scheduled within the project period.

It is possible to sort the main activities and milestones in chronological order by clicking on “Sort chronologically”. You may also sort the data by clicking and dragging the arrows to the left of the entry.
**Dissemination of project results**

A short dissemination plan is to be drawn up for each project. Please provide information regarding plans for scientific and popular dissemination activities and contact with users, including relevant target groups and type of dissemination.

**Budget**

For a detailed description of the budget reporting requirements please refer to the section “Budget” on page 7 of this document.

**Fellowship**

*Does not apply for the CEPI CfP applications.*

**Partners**

Partners are all institutions/companies (partners) that will be under obligation to contribute to the project by performing R&D activities and/or providing funding, and/or that will be granted rights to the project, should be entered in the application form. One contact person must be provided for each institution/company listed.

If you wish to enter partners in the online application form:

- Click on “New partner” or “Change partner”.
- Search for the relevant partner organisation.
- Select the correct institution/company/organisation from the list.

If the organisation is not included in the list of organisations, you may enter the information manually in the application form. Click on “Back” to return to the empty fields on the application form to fill these in manually.

If the information obtained from the list of organisations is incorrect or incomplete, you must click on “Clear” in order to fill in the fields manually. To remove a partner, click on the “X” at the right of the partner field.

If you do not have the enterprise identity number, leave this field blank.

Use the dropdown menu under “Partner’s role” to indicate whether each partner will provide financing, research activity or both. “Research activity” indicates that the partner will be carrying out R&D activities under the project. “Financing” means that the partner will be providing cash financing and/or in-kind resources. A financing partner that is not also involved as a research activity partner may only contribute cash financing.

**NOTE:** If you have started to enter a new partner and the fields marked with a * are not filled in, you will not be able to submit the application form. Click on the “X” at the right to delete the empty fields.
Attachments - CEPI requested documents

Only items specified in the call for proposals should be attached to the grant application. Documents that have not been requested will not be included in the application review process. Please upload the below documents in pdf format:

- A completed Project description template (max. 30 pages)
- A detailed Gantt chart of the project, at the level of detail of:
  - FSI-LSO-TLR-CSR for clinical studies
  - CMC USP, DSP, Analytical, Formulation and Stability plans
  - Study protocol, Start and Study report approved for preclinical studies
- Budget templates and narratives:
  - 1 budget template and narrative for the overall project
  - 3 budget templates and narratives; 1 set for each of the 3 target pathogen work streams
  - 1 budget template and narrative for each sub-awardee
- 1 completed Milestone template
- 1 completed CMC specification template
- 1 completed Evidence template
- 1 completed Assessment of Immune Mechanisms template
- 1 completed NC3R Animal welfare checklist
- A maximum of 10 CVs or bio sketches that have not been submitted previously (max. 2 pages per CV/bio sketch) for Applicants, Partners and Key Experts
- Signed letters of support for all partners confirming their agreement to participate in the proposed projects and agreeing with the content of the proposals.

NOTE: In addition to submission of your application via the myRCN portal, all requested templates must be sent by email to cfp@cepi.net immediately after submitting your application online.

Step 2 Templates and guidelines for the required attachments are accessible via the CEPI and RCN website. Submissions that exceed the page limits given above will be excluded from consideration. No additional documents should be submitted.

As the RCN needs to be able to copy the contents of the attachment file, attachments in pdf-format must not be password-protected in a manner that would prevent this. If you normally use “Security Settings”, please make sure to tick the box marked “Enable copying of text, images and other content”.

Uploading attachments

All attachments to applications must be submitted in pdf-format. Please note that the file must have a valid filename, as certain characters/letters may not be used in filenames. An error message will be generated if you attempt to submit files bearing names that contain illegal characters and letters. Attachments larger than 40Mb are not accepted.

How to upload a file:

- Click on “Browse” to locate and select the file you wish to upload.
- Click the “Upload” button to upload the file selected.
- Wait until the file upload is complete. This may take several minutes, depending on the speed of your Internet connection and the size of the document.
- The filename will appear in the field “Uploaded file” when the uploading process is complete.
How to delete a file:

- Click on the X to the right of the field “Uploaded file”.

How to update or replace a file:

- You must delete the previously uploaded file before you can upload a new version.

How to upload more than one file

- Click on the button “Add new line” to upload more than one file.
- Maximum of 20 files can be uploaded.

Decreasing file size

In order to minimise file size, please refrain from using overly high resolution in the graphics contained in the attachments.

Attachments containing a virus

If an attachment contains a virus, it will be automatically deleted from our server and you will receive an error message when you try to submit it. Applicants must ensure that all attachments are free from viruses. You can monitor whether any attachments have been automatically deleted from our server by using the function “Check page”/“Check entire”.

Project Description

Use the CEPI “Step 2 Project Description template” provided on the CEPI and RCN websites. Please note that it is not possible to upload a file that exceeds 30 pages.

Instructions on how to complete the form are presented in italics. Before submission, please delete the disclaimer text, as well as all guideline text in italics in sections throughout this document; please keep the headings in bold under each section and indicate if not applicable.

The text format requirements for the Project description Step 2 document are:

- Calibri light theme, font size 10, single spacing
- Maximum page length: **30 pages in total. Documents longer than 30 pages will be rejected**

Budget

**CEPI – Budget template**

CEPI provides applicants with Step 2 Budget template for Step 2 submissions. Please refer the Step 2 Budget Template instructions for guidance on how to complete the template and CEPI cost guidance document for specifications of items that is eligible for CEPI funding.
RCN – Online application system

All amounts should be given in USD, where 1000 USD = 1 (in the online application form).

For example, US$550,000 = 550 in the online application budget. Disregard that the online application form specifies NOK.

In the online application form, you will have to provide the budget in three different sections (specified below). The total amount for each budget year must be identical for all three tables. Please use the “check page” function to make sure this is the case.

Budget

Please fill in online application form by using the total costs as listed in your Step 2 Budget template for the overall project as indicated in the Table 1 below. The total budget in the online application form and the “Budget details” sheet should be identical.

<table>
<thead>
<tr>
<th>CEPI “Budget details” sheet</th>
<th>RCN Online application form</th>
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<tr>
<td>“Personnel costs” PLUS “Total indirect costs”</td>
<td>“Payroll and indirect expenses”</td>
</tr>
<tr>
<td>“Equipment”</td>
<td>“Equipment”</td>
</tr>
<tr>
<td>“Other direct costs” PLUS “Travel” PLUS “Consultants”</td>
<td>“Other operating expenses”</td>
</tr>
<tr>
<td>“Sub-awardee costs”</td>
<td>“Procurement of R&amp;D services”</td>
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Cost codes

This section is used to indicate the sector in which costs are incurred. The project costs (as shown in the Cost plan) are to be distributed among the sectors according to where the various project participants belong. The total amount for each budget year must be identical to the total in the Cost plan. Please use the “check page” function to make sure this is the case.

Funding plan

The Funding plan shows how the financing of the project will be distributed between funding from CEPI, funding from other sources, and any internal funding from the applicant. The financing may encompass support both from cash contributions and from in-kind resources made available to the project (personnel, research infrastructure, materials, etc.).

The Cost plan, Cost codes and Funding plan represent different methods of categorising the use of funds within the project budget.

- **Own financing**: Resources to be provided by the applicant institution for the implementation of the project should be entered here. This may encompass cash financing and/or in-kind resources such as personnel, research infrastructure, materials, etc.
- **International funding**: Anticipated project funding from international sources (such as from the EU’s research programmes) should be entered here. Please include funds that have been
applied for as well as funds that have been granted. Cash financing from partners outside Norway should also be entered here.

- **Other public funding:** Funding from the public sector and contributions from other public sources should be entered here.
- **Other private funding:** Private funding from cooperating companies, industrial organisations, private funds, etc., should be entered here. This may comprise cash financing, personnel, research infrastructure, goods, etc.
- **From Research Council:** CEPI funding.
- **Specification:** The current status (applied for, granted, etc.) and any other important information relating to the funding specified in the Funding plan should be described in more detail here.

**Milestones**

As CEPI provides applicants a separate Step 2 milestone template, high-level milestones can be listed in the RCN Online application form to reflect your completed Step 2 milestone template. Please attach the milestone template in .pdf format in the RCN Online application, and also send the milestone template in excel format to cfp@cepi.net.